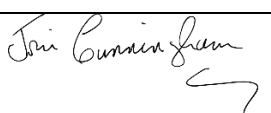



TITLE	Subcontracting – Supply Chain Fees & Charges Policy 2021 - 2022
AUTHOR	Redbridge Institute
RESPONSIBLE OFFICER	Principal
DRAFT DATE	November 2020
APPROVAL DATE	November 2020
REVIEW DATE	November 2021

Approval	Signature	Date
Principal Joni Cunningham		25/11/2020
Chair of Governors Margaret Partridge		25/11/2020

Fees & Charges Policy

Subcontracting – Supply Chain Fees & Charges Policy

Background

ESFA/GLA Procurement Rules require each provider to publish its subcontracting policy and fees charges.

Context:

Redbridge Institute currently subcontracts with 1 training provider Redbridge CVS.

Strategic Objectives

Working in partnership with sub-contractors underpins the strategic plan by helping to meet the following strategic objectives:

Learners

To keep learners at the centre of all we do ensuring their safety and wellbeing, providing effective support and involving them in planning and improving our services. By working with key partners, we are able to support the community to access teaching and learning that we, as Redbridge Institute, do not have the resources to provide directly.

Curriculum and Quality

To provide easy access to a wide range of high quality courses which meet the needs of learners and the local communities and businesses we serve. Again, working with subcontractors allows us to offer a wider and greater choice of learning to the local voluntary community.

Collaboration and Partnership

To work effectively with the voluntary and community sector to increase learner participation from disadvantaged groups and provide training for volunteers and voluntary and community organisations in Redbridge and the Local London subregion.

Finance

To ensure a robust financial position through diversification and development of shared services.

Subcontracting Process

Process	Action	Further details
Stage 1	Expression of Interest Submitted	Request sent into Principal
Stage 2	Due Diligence checks Pre-screening checks completed, these include: ID checks (e.g. companies house, charity commission), confirmation of UKPRN, successful assurance gateway submission (if relevant), FE choices score (if relevant), National Success rates(if relevant), ICO Registration, Financial Health), Health and Safety, Awarding Body registration. Preliminary partnership meeting	Principal or Finance & Resources Manager with support from Facilities Manager and relevant Assistant Principal for Curriculum
Stage 3	Supply chain fees and charges policy is communicated to and discussed with proposed subcontractor	
Stage 4	Service Level Agreement and contract completed and signed by all parties	Principal agrees contract and Service Level Agreement with sub-contractor
Stage 5	Partnership meetings initiated to monitor contract performance and review supply chain fees and charges policy	Principal, together with relevant Assistant Principal, initiate regular cycle of partnership monitoring meetings.

Redbridge Institute reserves the right to terminate the process at any of the above stages. The process will stop and feedback will be given. If successful, all due diligence evidence will be stored for the duration of the contract.

The Importance of High Quality Teaching, Learning and Assessment

High quality teaching, learning and assessment are crucial to the success of learners on subcontracted provision. As a result Redbridge Institute has the following expectations of subcontractors:-

- i) Subcontractors to attend regular partnership meetings to support monitoring and the success of the subcontract.
- ii) Subcontractors undertake effective continuous professional development of their staff and as such would be invited to the Institute's own CPD programme.
- iii) The Institute provides relevant development opportunities arising from both observation and learner feedback to relevant staff of subcontractors

- iv) Opportunities to share outstanding practice are identified and implemented
- v) Subcontractor teaching, learning and assessment is observed by either subcontractor or Redbridge Institute staff as agreed by the Assistant Principal Quality at Redbridge Institute. Feedback to teaching or assessment staff of the subcontractor is to help drive improvement, but is sensitive and supportive.

Fees

The subcontractor will set its own fees policy which must be agreed by Redbridge Institute.

Redbridge Institute will charge a management fee of 15%. For this Redbridge Institute will offer the following support:-

- i) Management Information support
- ii) Regular performance monitoring reports for partnership meetings
- iii) Marketing opportunities, e.g. free advertising in the Redbridge Institute prospectus.
- iv) Regular help desk support
- v) Partnership meetings to undertake sub-contract performance and to communicate and discuss supply chain fees and charges policy
- vi) Quality review of course and learner documentation
- vii) Support for improving Teaching, Learning and Assessment, including access to in-house CPD.
- viii) Access to discretionary financial learner support for eligible learners

In addition to teaching and operational costs incurred in meeting the terms of the contract, subcontractors are expected to meet Additional Learning Support needs from payments made to the subcontractor under the terms of the contract.

Subcontractor Declaration

The college will ensure that the following details are recorded:

- a) Name of the subcontractor
- b) UKPRN number of the subcontractor
- c) Contract start and end date
- d) Type of provision including relevant learning aims
- e) Funding paid to subcontractor
- f) Funding retained by the college for management fee

Payments

Payment will be made to each subcontractor in accordance with the service level agreement.

Redbridge Institute reserves the right to review any historical arrangement at the end of an agreed sub-contract period.

No payment will be made in relation to the participation in a programme of any learner who is not eligible under funding rules:

If Redbridge Institute pays the price to the sub-contracted partner in relation to any Learner who is subsequently demonstrated not to be eligible for payment of the Funding by the GLA, the Institute will be entitled to be fully refunded by the Sub-contracted partner. At the discretion of the Institute such refund will either be payable within 30 days on notice by the college to the Sub-contracted partner or may be deducted from the price payable in relation to the subsequent payment period.

If (in respect of any Funded Learner) the GLA shall for any reason whatsoever (being a reason outside the control of the Institute) refuse or fail to pay the fees of any funded learner Redbridge Institute shall be under no obligation to pay any part of the price relating to that funded learner to the sub-contractor and any part of the price relating to the said funded learner shall be fully refunded to the Institute by the sub-contractor.

Redbridge Institute will not be under any obligation to make overpayment to the Sub-contracted partner in respect of Learners or Funding over and above any upper limit on the number of Learners of Funding (as the case may be) permissible on the programme(s) which is agreed between the parties.

Redbridge Institute reserves the right to restrict the level of funding to that agreed depending on monitoring performance, and the total demand on the Institute's funding. Redbridge Institute will serve the sub-contractor eight weeks' notice of the implementation of such a restriction.

Timing for Policy Review

This policy will be reviewed by the Governing Body with the fees policy on an annual basis and published on the Institute's website.

Current subcontracting arrangements

Redbridge Institute currently subcontracts with the following:

The Redbridge Council for Voluntary Service (RCVS)	
UKPRN	10005411
Contract dates	1 st September, 2020 - 31 st July, 2021
Funding earmarked from Adult Education Budget	£46,800
Funding paid to Subcontractor	£39,780
Funding retained	£ 7,020