

Supply Chain Fees and Charges Policy

Sub-Contracting Arrangements

The Royal Borough of Greenwich sub-contracts delivery of Adult and Community Learning through a Framework Agreement. The Council established the first Employment and Skills Framework in 2011 in order to procure Education and Skills Funding Agency (ESFA) and Greater London Authority (GLA) funded Adult and Community Learning and other employment and adult skills provision. The Employment and Skills Framework sets out the rationale, policy context and detailed arrangements for how the Council works with its sub-contracted providers (including payment terms).

The Framework was set up to give the Council greater flexibility in the procurement of skills and training services. It enables the Council to regularly adapt what it purchases, and from whom it purchases, to reflect the needs of the local economy, businesses and residents. It enables the Council to secure value for money, ensure the high quality of services and more readily change provision to reflect the changing needs of the economy and employers. It also allows the Council to procure through a broader range of specialist providers and align provision with the specialist facilities offered through the Royal Borough's Skills Centres.

The Employment and Skills Framework sets out the rationale, policy context and detailed arrangements for how the Council works with its sub-contracted providers. All providers who are appointed to the Employment and Skills Framework have signed up to these arrangements and terms and conditions are clearly set out as part of contracts. The policy will be reviewed in the last year of the current Framework Agreement, which expires at the end of August 2025.

Contract Management

The Council retains a proportion of the ESFA and GLA allocation to cover management and administration costs. This covers direct management and administration including staffing costs; a programme of training and development support for contracted providers, partnership working around adult skills; Management Information System to collate and analyse data on performance and quality, publicity, marketing, events and equipment costs. The M & A contribution is taken as a 20% maximum top slice from the Adult Education Budget allocation. There are no charges and fees for sub-contractors. The rest of the ESFA and GLA funding is tendered on an annual basis in accordance with the terms and conditions of the Framework Agreement. Payment terms are agreed in advance at the beginning of each funding year as part of the sub-contract arrangements. All providers are aware of the terms and conditions of the funding which they agree to as part of the contracting arrangements.

Role of the Adult and Community Learning (ACL) Team

The ACL Team work closely with providers to ensure quality of teaching and learning and aligns provision to Council's strategic priorities, the needs of local residents and employers. To do this the team undertakes the following functions:

- Strategic direction: provide overall direction/context/strategic fit for Adult and Community Learning.

- Procurement: – rigorous selection of providers for the Economic & Skills Framework; annual tendering and through call offs and mini competition to select and contract with providers that best meets the Borough's needs/ provide value for money.
- Monitoring: - regular individual monitoring meetings with sub-contracted providers to discuss performance, quality, delivery, safeguarding issues.
- Provider Forum Meetings for providers to meet together termly.
- Audits, learner walks and spot-checks to test policies/ practices or check paper based records.
- Observations of Teaching Learning and Assessment; team of sessional OTLA staff under take programme of observations to monitor quality of teaching learning and assessment and drive improvements in performance. Moderation of assessment through a peer panel.
- Finance – checking and payment of invoices, claims and submission of ILR.
- Data and MIS; collation and analysis of performance data from individual sub-contracted providers, uploading of data to ESFA and GLA; provision of web based MIS system.
- Marketing/publicity engagement: – advertising and marketing materials, events and engagement activity, (e.g. Festival of Learning, Greenwich Get-together, Greenwich Winter Warmers, taster days and other festivals throughout the year), on-line and paper based prospectus.
- Partnership working; between our sub-contracted providers, the wider Greenwich Learns partnership; learners and employers.
- Self-Assessment Report and Quality Improvement Plan: self-assessment and quality improvement process
- Quality Assurance Tool Kit to ensure consistent approach across the programme
- Training and Capacity Building: programme of facilitated training sessions for sub-contracted providers to build capacity and consistency, share best practice and improve quality.

For more information:

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Sub-Contractor	UKPRN No.	Contract start date	Contract end date	Type of Provision	Allocated amount	Retained amount
Bromley College of Further and Higher Education	10000948	1 st August 2021	31 st July 2022	Adult Education Budget	£90,000	£18,000
Bromley College of Further and Higher Education	10000948	1 st August 2021	31 st July 2022	Community Learning	£384,000	£76,800
The City Literary Institute	10001463	1 st August 2021	31 st July 2022	Adult Education Budget	£73,500	£14,700
The City Literary Institute	10001463	1 st August 2021	31 st July 2022	Community Learning	£209,000	£41,800
Community Systems (North London) Limited	10010760	1 st August 2021	31 st July 2022	Community Learning	£60,000	£12,000
Flower Skills and Training	10027026	1 st August 2021	31 st July 2022	Adult Education Budget	£93,764	£18,753
Flower Skills and Training	10027026	1 st August 2021	31 st July 2022	Community Learning	£8,736	£1,747
Global Solution Services (UK) Limited	10032068	1 st August 2021	31 st July 2022	Adult Education Budget	£50,000	£10,000
Global Solution Services (UK) Limited	10032068	1 st August 2021	31 st July 2022	Community Learning	£200,000	£40,000
Greenwich Co-operative Development Agency	10055962	1 st August 2021	31 st July 2022	Community Learning	£180,000	£36,000
Ravensbourne University London	10005389	1 st August 2021	31 st July 2022	Community Learning	£10,234	£2,047
SV Academy	10080825	1 st August 2021	31 st July 2022	Community Learning	£36,520	£7,304
The Training Place of Excellence	10032402	1 st August 2021	31 st July 2022	Community Learning	£45,000	£9,000
Unity Works	10067127	1 st August 2021	31 st July 2022	Community Learning	£39,000	£7,800
Uganda Community Relief Association (UCRA)	10011035	1 st August 2021	31 st July 2022	Community Learning	£40,000	£8,000
Total Contracts awarded to date					£1,519,754	£303,951
Contracts Agreed and delivery by 31st July 2022						
Volunteers Centre Greenwich	10007274	1 st August 2021	31 st July 2022	Community Learning	£39,862	£8,138
Volunteers Centre Greenwich	10007274	1 st August 2021	31 st July 2022	Adult Education Budget	£20,138	£3,862
GCDA	10055962	1 st August 2021	31 st July 2022	Community Learning	£25,500	£4,875
Queer Circle	10090816	1 st August 2021	31 st July 2022	Community Learning	£35,000	£7,000
Flower Skills and Training	10027026	1 st August 2021	31 st July 2022	Adult Education Budget	£27,236	£5,440
Flower Skills and Training	10027026	1 st August 2021	31 st July 2022	Community Learning	£10,000	£2,000
SV Academy	10080825	1 st August 2021	31 st July 2022	Community Learning	£20,000	£4,000
Uganda Community Relief Association (UCRA)	10011035	1 st August 2021	31 st July 2022	National Skills Fund	£41,700	£8,300
Total Contracts agreed -					£219,436	£43,615

Total funding from GLA					£1,739,190	£347,566
Total funding from ESFA TBC					£15,263	£3,815