

Supply-Chain Fees & Charges Policy

2015-2016

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Policy Aim

This document aims to provide consistency of approach and transparency to the Greenwich Leisure Limited (GLL) supply chain fees and charges in relation to its subcontracting provision.

Definition of Terms

Skills Funding Agency (SFA) –Government funded agency that supports provision for learners in further education who are aged 19 or over, and also including Apprentices who are aged 16-18 years old.

Education Funding Agency (EFA) –Government funded agency that supports provision for learners in further education who are between 16 – 19 years old.

Reasons for subcontracting

GLL recognises the need to engage with a major and experienced Training Provider with a proven track record in the sector to form a partnership to:

- Initially offer a diverse range of high quality apprenticeship to GLL facilities and workforce
- Support GLL to develop internal systems, training and staff competencies to enable Apprenticeship Provision to be moved internally over a phased period of approx. 3 years.

This will allow GLL in relation to apprenticeship to:

- Offer niche provision
- Be responsive to learner and employer requirements
- Engage with new markets
- Increase number of Apprentices within GLL with long term aim of attributing to 5% of the total

workforce.

Improving Quality

GLL is committed to continual improvement in teaching and learning, both in its own direct provision and in its subcontracted provision. A range of approaches are employed in order to do this, such as session observations and Self-Assessment Reports linked to Quality Improvement Plans.

In terms of provision subcontracting specifically the following processes are in place to help monitor quality of provision, and actively improve quality on an on-going basis:

- A robust schedule of Quality Assurance Audits that are carried out throughout the year
- Annual Reviews with target and key performance indicator setting
- Regular management meetings between the GLL and all subcontractors (with a minimum of one management meeting per quarter)
- Training and Development workshops (as appropriate)

Fees

GLL retains a management fee from the subcontractor partner Organisation. The fee charged will reflect the cost of the procurement process and the management of the contracts alongside consideration of the proportion of the Apprenticeship programme delivered by GLL as it moves to bring the whole programme in house.

The subcontractor will be set clear key performance indicators (KPI) monitored and reported at quarterly intervals. This performance against KPIs is used to evaluate levels of support and appropriate management fee.

Payment Terms

Payments will only be made to the Subcontractor once GLL has received the funding from the Funding Agency. Apprenticeship start payments are subject to a minimum stay of 6 weeks. No start payment will be made until after the minimum stay period.

GLL will calculate the amount payable to the Subcontractor each month as follows:

Following validation of the evidence in the ILR return, the GLL will issue the subcontractor an invoice request for the appropriate payment based on the level of income received from the Funding Agency in that month multiplied by the percentage agreed in the contract. The subcontractor will be notified of the funding value and will invoice GLL for that amount. GLL will normally pay the Subcontractor within 30 days of receiving the invoice. Any anomalies that arise following payment will be subject to reconciliation at a later invoice date.

Payments will only be made where sufficient evidence of delivery is in place, otherwise payments will be held in line with the GLL payment policy and procedure.

Communication

Any changes to the policy will be communicated to existing subcontractors at contract management meetings.

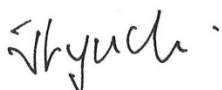
Fees and Charges

UKPRN	Subcontractor Name	Total Funding Value Accessed	GLL Management Fee	Subcontractor Payment received
*				

**Please note this is the first SFA Contract Year GLL have subcontracted funding and once GLL have established subcontracting and made payments to the chosen organisation then the table above will be updated.*

I can confirm that this GLL Supply Chain Fees and Charges Policy meet’s the strategic aims of GLL for apprenticeships and enhances the GLL Apprenticeship offer and that this has been discussed and agreed by the GLL Senior Leadership Team (SLT):

Accounting Officer:



Jeff Lynch (Director of Human Resources)

Date: 29/7/2016

Accounting Officer Signature: