

Portsmouth City Council Community Learning Service (CLS)

Subcontracting, Fees and Charges Policy

1. Introduction

Portsmouth City Council's Adult and Community Learning service (CLS) is part of the directorate for regeneration. It promotes and delivers a wide range of accredited and non-accredited learning opportunities which support learning, skills and personal development for adults to meet the needs of employers, communities and individuals. CLS is funded through external sources with its prime funding received from the Education and Skills Funding Agency (ESFA).

CLS is committed to extending and diversifying the courses it delivers, engaging new and hard to reach learners and meeting the local and regional development agenda. Whilst the majority of provision is directly delivered at either The Learning Place (its purpose built centre) or as Family Learning within schools, it has taken the decision to subcontract part of its provision to partner organisations, working at the heart of their communities, who may be working with disadvantaged adults or providing specialist provision that is not delivered by the service. Subcontracting gives greater flexibility and allows expansion of services into community locations including, libraries, museums, children's centres, community venues, arts centres and through voluntary and community organisations.

2. Scope

Subcontracting follows the guidelines of Portsmouth City Council's corporate procurement procedures and contracts with a value in excess of £5,000 are subject to a tendering process through which they will be expected to demonstrate:

- a history of high quality delivery
- targeted learning for the most vulnerable
- provision that adheres to the Common Inspection Framework
- a programme that is responsive to the needs of the local community and CLS requirements together with value for money

When awarding a contract CLS will consider:

- If the proposed delivery is in the best interests of learners and employers
- If the proposed delivery has a clear strategic fit with the service
- If there is sufficient funding available within the funding contract
- If the subcontractor agrees to work within the terms of their contract

This policy applies to all supply chain activity supported by funds supplied by the ESFA or any successor organisations. CLS retains full accountability for contract delivery.

3. Partners

Portsmouth City Council's CLS works in partnership with local community organisations to offer a wider range of adult learning opportunities for those aged 19 plus.

For the 18/19 academic year CLS has commissioned the following partners:

- Highbury College - offering courses to develop a wide range of skills and encourage further participation in education.
- BoogieMites - offering courses encouraging parents to understand the importance of their role as active partners in their children's development.
- MAKE - Aldingbourne Trust - offering opportunities for adults with learning disabilities to develop skills to live independent lives.

4. Management Fees

A proportion of CLS funding received from ESFA is retained to cover the central costs associated with the programme and managing the subcontractors and covers the following:-

- Contract management and procurement
- Compliance and performance monitoring
- Quality system development, monitoring and support,
- Accreditation support - IQA, EQA and accrediting body certification costs
- Data entry, validation and individualised learner record (ILR) submission
- Management information system management and support

Currently the proportion retained is 20% and is calculated across all curriculum areas.

5. Quality Assurance

CLS will expect the learning provider to ensure that its provision aligns to the information provided and agreed at the tendering process. The provider should ensure that the learning provision meets learners' needs, shows clear assessment, establishes challenging targets, enables progress and achievement of learner goals and is linked to suitable progression opportunities. Evidence should be made available upon request of quality documentation in a tutor file containing course information, ILPs, SOW, session plans and RARPA. In addition, internal evidence of quality assurance undertaken by the provider which might include CPD, learning walks and observation reports should be available upon request.

CLS is committed to supporting, developing and sharing good practice and development of staff through quality reviews, operational meetings, observations of teaching and learning and learner feedback. Performance will be monitored through bi-annual contract meetings to review delivery, data and contract compliance, together with the Self-Assessment Report and Quality Improvement Plan. Expectations and level of support for each subcontractor will vary

depending on the needs of the individual subcontractor and will be confirmed and agreed at contract meetings, however it is expected that all providers will ensure that:

- It meets the requirements of Ofsted's Common Inspection Framework and, where appropriate, the quality requirements of awarding organisations together with the ESFA funding and performance management rules for the related academic year.
 - It meets all legislation and statutory requirements, including those in respect of Health and Safety, Equality and Diversity, Safeguarding and Prevent, Data Protection (including the General Data Protection Regulation from 25 May 2018) and Employment law.
 - It fully assists and co-operates with the Council (at its own expense) in respect of the Council's Freedom of Information requirements.
 - There should be robust management and leadership of the provision.
 - Tutors hold a recognised teaching qualification and participate in CPD activities including mandatory training around Safeguarding and Prevent.
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- Staff have undertaken a Disclosure and Barring Service check.
 - Provision supports social inclusion and minority groups and is accessible to all learners.
 - It takes reasonable steps to minimise withdrawal rates, deliver high attendance, completion, achievement and success rates.
 - Allows council staff, ESFA, Ofsted Inspectors and external consultants the right to visit provision and inspect relevant documents, financial and learner data, observe teaching and learning and conduct interviews with learners and staff.
 - It implements the Adult and Community Learning Service fees and remission policy where applicable.
 - It makes regular data returns or provides data, if agreed, to CLS for updating on the management information system.
 - The provider should promote wellbeing and provide a safe, healthy and supportive learning environment. In support of this they should have effective systems for monitoring safeguarding and prevent and a senior named person with responsibility for issues arising together with a log of any incidents.

6. Support provided by PCC

It is noted that this will vary depending on the size and experience of the subcontractor and there is no wish to duplicate in-house training. Support available can include:

- Support management systems
- Management information services
- Support with the observation of teaching, learning and assessment
- Help devising coaching and mentoring plans
- Advice with safeguarding procedures

- Development of CPD opportunities
- Regular national updates regarding funding and policy guidance

7. Payment Terms

Unless otherwise agreed, subcontractors will receive payments throughout the year based on performance against learner number, targets and where the provision meets data and quality requirements. Payments will be made by BACS within 30 days of receipt of invoice.

8. Policy Review

This policy will be reviewed annually during the Summer term and will be used to brief all contractors at contract renewal. Once finalised, the published policy will be made available on-line.

Policy review August 2019