



## **Kirklees Adult and Community Learning (KACL) Supply Chain Management and Charges 2017-18**

### **Purpose**

1. Kirklees Council has an ambitious vision for adult and community learning in Kirklees which is shared by local organisations. The Council and its partners are committed to supporting learning throughout life in our communities, recognising the contribution that adult learning makes to jobs and growth as well as improving health and wellbeing, tackling poverty and building strong and sustainable communities. Kirklees Council has worked for many years with the Adult Learning Partnership (ALP) and its networks, to secure learning opportunities in communities where many residents face barriers to learning and work. This document describes the approach to supply chain management which supports our strategic purpose.
2. In September 2013 members of the ALP formed a Community Learning Trust for the Kirklees district to better address the core objectives for community learning described in 'New Chances, New Challenges' (BIS 2011); access, improving lives, achievement, socio-economic wellbeing, joy of learning, impact. The Trust has an independent chair. In addition to Kirklees Council, the Education and Skills Funding Agency, funded partners delivering community learning in the district include Kirklees College, the Workers' Educational Association (WEA), The Northern College and our matrix accredited provider of impartial information, advice and guidance C & K Careers are members of the Trust. Members also include representatives from the voluntary sector, the University of Huddersfield and Jobcentre Plus. In partnership with the Trust members the Council ACL provision seeks to address the aims and objectives expressed in the key strategies which underpin the work the Council, the Kirklees Economic Strategy and the Joint Health and Wellbeing Strategy, as well as taking account of the Leeds City Region (LCR) economic and Skills priorities and working with partners in the LCR.
3. The contribution made to the overall community learning offer in the Kirklees district secured by Kirklees Council focuses on community development. Community learning opportunities funded by the Council provide opportunities for local people to build the skills and confidence to be successful in learning for themselves, their families and their communities. The approach is to work with local organisations which have a strong relationship with residents experiencing disadvantage to increase the local capacity to promote, deliver and support learning. Most activity is contracted out to organisations working at a neighbourhood level or with residents facing specific problems such as disability, substance abuse or housing problems. These arrangements build the skills and capacity of community partners to develop self-organised activity, to secure additional funding through other routes and to increase the 'in kind' contribution to adult learning through volunteer activity and support. The needs of the learner are the key drivers in the sub-contracting process.

### **Learner Centred Quality Improvement**

4. KACL aims to secure high quality learning provision which meets the needs of local residents as outlined in local partnership plans, which contributes to the delivery of KACL outcomes, meets the requirements of the Common Inspection Framework for further education and skills, offers value for money and meets KACL data reporting requirements.
5. All contractors delivering adult and community learning on behalf of KACL have demonstrated their ability to meet the standards outlined in the KACL Quality documents and processes.
6. Contractors receive a detailed contract clearly outlining the expectations on partners, performance indicators, outcomes and payment schedules at the point they are engaged. Arrangements for supply chain management are discussed at this stage. A detailed handbook provides additional useful information for both tutors and managers. KACL works closely with partners to build capacity to meet learners' needs.
7. Support to improve the quality of teaching, learning and assessment and outcomes for learners are as follows:-
  - Annual Quality Improvement Cycle and framework to drive improvement
  - Support to complete self-assessment and quality improvement planning process at individual organisation and partnership level
  - Manager, staff and volunteer development programme
  - Annual teaching, learning and assessment conference
  - Access to CPD programmes
  - Quality and Curriculum development support
  - Data analysis and detailed performance reports including participation, success and feedback
  - Regular contracting meetings to review progress and support further improvement
  - Regular external observations of teaching, learning and assessment and feedback on strategies for improvement
  - 'Teaching and Learning reviews
  - Safeguarding and Prevent training
  - Review of all sub-contractor policies and procedures
  - Regular partner meetings which include sharing of good practice
  - Support and challenge in preparing for external scrutiny
  - Personalised development activity and peer support where appropriate
8. In addition partners are given support with Health & Safety arrangements, data management and monitoring. Other central costs as part of the programme include Individualised Learning Record (ILR), data entry and submission.

### **Payment Arrangements**

9. Up to a maximum 20.0% of Education and Skills Funding Agency funding is retained to contribute to the cost of the support referred to in paragraphs 7 and 8. The fee is calculated based on the level of resource required to manage the individual subcontractor relationship, to ensure funding requirements and returns are met including external assurance audit, and to ensure high quality of learning delivery is maintained.
10. An additional cost will be retained for any additional support or services provided by the council to the subcontractor. These charges may include, learner related fees for registration, certification, learner and / or learning support costs, childcare and / or crèche facilities.

11. Each Contractor's fees for services and arrangements for payment are set out in the contract referred to in paragraph 6.
12. Contractor fees are payable on achievement of start and completion payment milestones per learner. Payments will be made to contractors on condition that: services are delivered on time; services are delivered to the required standards (see for example paragraphs 4 and 5) proven by satisfactory evidence; and, an associated invoice has been received and validated by Kirklees Adult Community Learning.
13. Kirklees Council will release payment to the Contractor within 30 working days of receiving an undisputed invoice and supporting evidence.

### **Communication and Review**

14. The fees and charges will be communicated and discussed with current approved subcontractors during contract review and commissioning process. The fees and charges policy will be communicated to potential subcontractors as part of the procurement process.
15. This policy is published on the Council's website: <http://www.kirklees.gov.uk/beta/adult-education/policies-and-publications.aspx>
16. This policy will be reviewed annually however maybe reviewed more frequently in response to changes in government funding or policy.



Signed by

Date: 14/06/2017

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### **Next Review Date**

July 2018