

# Supply Chain Fees and Charges

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**LANCASTER & MORECAMBE COLLEGE**

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**Date: June 2022**



Lancaster &  
Morecambe  
College

**Policy name: Supply Chain Fees and Charges**

<b>Policy Owner:</b>	Peter France
<b>Date of Review:</b>	June 2022
<b>Date Approved:</b>	
<b>Next Review:</b>	June 2023
<b>Responsibility for Review:</b>	Vice Principal: Finance and Resources
<b>Policy Review Frequency:</b>	Annually
Applicable to staff:	Yes
Applicable to students:	No
Published on website:	Yes
Published on intranet:	Yes
Notes:	

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## **SUPPLY-CHAIN FEES AND CHARGES RELATING TO PROVISION SUBCONTRACTING**

### **Reason for subcontracting**

Lancaster and Morecambe College will work in partnership with a small number of high quality partners to deliver its programmes where:

- The contractor has the skills and experience to deliver programmes that the College would otherwise be unable to provide.
- The courses provided are good quality, fit within the colleges curriculum strategy and meet employer demand.
- The College will benefit by gaining experience of new and innovative methods of delivery and by gaining access to new markets.

### **Quality and Teaching and Learning**

The contractor will at all times comply with the College's quality standards for teaching and learning and contracts with sub contractors will stipulate financial penalties for any under achievement of quality measures.

The College, through its Curriculum Management Team structure will closely monitor the performance of the contractor throughout the duration of the contract and will address emerging quality issues immediately.

Subcontracted provision will be included in the relevant programme area of the College's annual SAR.

### **Fees and Charges**

The College will levy a charge in the region of 15%-20% of the funding received from the Education and Skills Funding Agency. This charge covers:

- Processing of all documentation in accordance with the Education and Skills Funding Agency regulations.
- Data validation and audit to ensure compliance with the Education and Skills Funding Agency regulations.
- On-going support and monitoring of the quality of provision.
- Access for learners to the College's student support services including online resources, the learning centre and other welfare and wellbeing services.
- Regular contract meetings throughout the year.

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- Curriculum planning and funding advice
  - Increase in risk exposure to the College.
  - Marketing and promotion of subcontracted provision.
  - Compliance with the Education and Skills Funding Agency rules relating specifically to subcontracting.

The fee applied will be negotiated with the subcontractor before the provision commences. Fees charged may vary according to the following factors:

- Contract Volumes
- Input required from College staff
- Risk profile, financial, quality and reputational.

### **Payment Terms**

- Payment schedules will be agreed individually with each contractor to reflect the cash flow associated with the type of delivery. Payments will only be made on receipt of all supporting documentation and achievement of minimum quality standards stipulated in the contract.
- Payments due will be calculated on the basis of ILR funding returns submitted to the ESFA. The calculations will be provided to the contractor for checking and payments will be made within 30 days of receipt of a valid invoice.

### **Policy Publication and Review**

This policy will be published on the Colleges website and will be reviewed annually. Contactors will be notified of the policy prior to entering into an agreement.

**Part 1 : Initial Screening for Equality Impact Assessment (including Safeguarding)**  
**To be completed prior to a Policy, Plan or Procedure being introduced/reviewed**

Name of Policy/Plan/Procedure being assessed: Is this a new or existing document? Existing <input checked="" type="checkbox"/> New <input type="checkbox"/>	Name of Manager/Group carrying out the assessment: Peter France
1. In which of the listed areas could the new/amended policy, plan or procedure have an impact? These areas follow the College SES NB: This could be positive as well as negative. (please tick box)	<input type="checkbox"/> Gender <input type="checkbox"/> Race and Ethnicity <input type="checkbox"/> Disability <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Age <input type="checkbox"/> Religion/belief <input type="checkbox"/> Socio-Economic <input type="checkbox"/> Pregnancy/Maternity <input type="checkbox"/> Gender Reassignment <input type="checkbox"/> None expected <input type="checkbox"/> Marriage/Civil Partnership <input type="checkbox"/> Complies with Children & Families Act 2014 <input type="checkbox"/> All of the above
2. What are the risks of introducing this policy/change to any of the above groups?	None identified
3. What are the expected benefits of introducing this change to any of the above groups?	N/A – the policy relates to the fees charged to sub- contractors.
4. Are there any areas or issues that could impact on the safety of staff or learners?	N/A
5. What evidence do you have for your responses to Q 2, 3, and 4? e.g. evidence could be provided to counteract identified risks and therefore a full screening would not be required.	N/A – the policy relates to the fees charged to sub- contractors.
6. Is this policy/change deemed to have a High, Medium or Low risk?	Low risk
7. Is there any further action to be taken as a result of completing this screening form? <i>For example, a need to complete a full Equality Impact Assessment or to set the date of a review</i>	Is a full screening Impact Assessment required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please move to complete Part 2 overleaf
Date of Review: 29/06/2020	
Date of completion of Impact Assessment: 30/05/2022	
Signed (completing Officer): Peter France Job Title: Vice Principal – Finance and Resources	