

POLICY STATEMENT

TITLE:	Supply Chain Fees and Charges Policy
INTRODUCTION/ OVERVIEW:	<p>Policy Aim</p> <p>This Policy sets out the College's Supply Chain Fees and Charges for 2017/18 having a published process in place ensures consistency of approach and transparency in relation to our subcontracting provision.</p>
POLICY STATEMENT:	<p>Reasons for subcontracting</p> <p>The College seeks to develop subcontract relationships with other providers who can complement our existing provision and offer high quality learning and development to students and employers. Subcontracting helps us to engage with new markets and be more responsive to student and employer needs. Subcontracting is often a way for the College to develop its own provision and develop its own capacity and capability. The College has excellent Quality Assurance and Quality Improvement Processes that will help improve the quality of provision and have a positive impact on our subcontractors and students.</p> <p>Due Diligence</p> <p>The College will undertake a rigorous Due Diligence process before contracting with any sub-contractor.</p> <p>Fees and Payments</p> <p>The College standard Management Fee is 20% which is applied to the actual funding earned by students on the programme being delivered as part of the sub-contract contract. Each subcontractor will be visited by the College; the frequency of these visits will be determined by the nature of the sub-contract. Management fees can be increased if additional support is required. Any increase in fees will be discussed in advance and agreed in writing with subcontractors. Payments are calculated and reconciled monthly once The College has received the Funding Report from the SFA. The College will provide the Funding Report to subcontractors who are requested to review for accuracy and completeness, they are then asked to provide an invoice to The College for the value of the month detailed on the Funding Report minus the Management Fee. On receipt of an invoice, that is not disputed, the College will make payment by BACS within 30 days. This policy will be discussed at an early stage of contract negotiation, in all cases before a contract is signed.</p>

QUALITY STATEMENTS:

Subcontractor Support
 The College is committed to continuous improvement, both in our own direct provision and also in subcontracted provision. Management fees are used by The College to support subcontractors to develop and deliver high quality provision that meet the needs of students and employers.
 Support needs will vary, but can include:

- Quality support
- Facilitating subcontractor development group
- Dedicated contact within The College for data and quality support.
- Monthly performance updates
- Information, advice and guidance on quality, delivery and processes.
- Student Voice Strategies
- Preparation for Ofsted support.
- Support and guidance with funding and compliance requirements.
- Access to College standardisation meetings and project groups.
- Access to College Staff Development Events and Resources
- Audit, quality and compliance checks.
- Support with quality standard accreditation.
- Self Assessment & Quality Improvement Support

The contract will outline the roles and responsibilities of all parties

LINKED POLICIES/ PROCEDURES:

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MONITORING PROCEDURE:

Director of Finance & Corporate Affairs
 Deputy Principal

DATE FOR REVIEW AND NEXT DIVERSITY IMPACT ASSESSMENT:

Review and Publishing
 The College will review this policy annually, the next review is due for completion by the end of July 2018.
 The policy and will be published on the College website www.northamptoncollege.ac.uk

RESPONSIBILITY: Overall (Directorate/Dept): Implementation:

Finance

APPROVED BY EMT:
 (Principal to sign)

Pat Brennan-Barrett	(Signature)
Principal	(Position)
February 2018	(Date)
July 2018	(Review)

Actual Payments to Sub-Contractors

2014-15	
Name of Subcontractor	Templegate Training Ltd.
UKPRN	10023492
Contract Start Date	18 March 2015
Contract End Date	31 July 2015
Type of Provision	Adult Classroom Learning
Funding paid by SFA	£238,015
Funding paid to Subcontractor	£149,305
Funding Retained	£ 88,710
Payment by Subcontractor to College for Services	Nil.
2015-16	
Nil	
2016-17	
Name of Subcontractor	Learning Curve (JAA) Limited
UKPRN	10008935
Contract Start Date	1 January 2017
Contract End Date	31 July 2017
Type of Provision	Adult Classroom Learning
Funding paid by SFA	£230,962
Funding paid to Subcontractor	£184,769
Funding Retained	£ 46,193
Payment by Subcontractor to College for Services	Nil.
Name of Subcontractor	Construction Skills People
UKPRN	10030802
Contract Start Date	May 2017
Contract End Date	31 July 2017
Type of Provision	ESF Funding
Funding paid by SFA	£61,276
Funding paid to Subcontractor	£52,085
Funding Retained	£9,191
Payment by Subcontractor to College for Services	Nil.
Name of Subcontractor	Northants Healthcare NHS Trust
UKPRN	10029571
Contract Start Date	May 2017
Contract End Date	31 July 2017
Type of Provision	Apprenticeship Funding
Funding paid by SFA	£39,628
Funding paid to Subcontractor	£31,702
Funding Retained	£7,926
Payment by Subcontractor to College for Services	Nil.

