

## Bolton Council Adult and Community Learning (UKPRN 10000795)

### Supply Chain Fees and Charges Policy 2021-2022

#### 1 Scope

1.1 Bolton Council's Community Learning Supply Chain Fees and Charges Policy ("The Policy") applies to all sub-contracting activity to deliver Adult and Community Learning provision ("The Provision") in Bolton with Adult Education Budget (AEB) funding from the Greater Manchester Combined Authority (GMCA) and Education and Skills Funding Agency (ESFA).

#### 2. Reasons for Subcontracting

2.1 Bolton Council subcontracts the Provision and this Policy covers the period 1 August 2021 to 31 July 2022 in accordance with GMCA and ESFA Funding Rules.

2.2 Bolton Council subcontracts the Provision in order to:

- provide a place-based approach to the provision of community and adult learning
- ensure value for money, high quality provision for learners and add value to the work that Bolton Council and its partners do in the community
- provide a responsive and flexible service to learners and engage with new local interest and demand
- offer a wide range of courses and venues across Bolton that utilises the experience and expertise of the subcontractor
- provide a framework for community learning with a provider that maximises progression opportunities from community learning to higher education
- widen participation, engagement and support residents who are experience barriers to learning and work, those facing disadvantaged with the aim of attracting learners to return to learning who would not normally attend adult education.

2.3 Since 2002 Bolton Council has subcontracted the Provision under a legal framework agreement and an AEB Funding agreement with Bolton College. The contractual agreements between the Council and Bolton College clearly lay out the roles and responsibilities on both sites of the subcontracting agreements and are assessed and revised each academic year.

#### 3. Bolton Council scrutiny, support and quality improvement of the subcontracted provision

3.1 In subcontracting the Provision, Bolton Council recognises its responsibilities and is committed to driving continual improvement in the quality of the provision, overseeing the standard of teaching, learning and assessment. A fee is retained to ensure a wide range of support and challenge is provided to achieve this, and to ensure that Provision meets the priorities of the Bolton Vision 2030, the needs of learners and the Bolton Community.

- 3.2 This includes governance and senior management formal arrangements such as elected members progress monitoring, contract reviews, strategic planning group, senior management oversight, 1-2-1s, observations of Teaching, Learning and Assessment, target setting and monitoring, quality improvement, facilities and resource utilisation, marketing, curriculum planning, staff training and ultimately an oversight of the outcomes for learners.

Ongoing scrutiny and support are provided by the Council Adult Education Manager such as site visits, emails, phone calls and responsive provision and partnership meetings. Levels of support will be enhanced, and performance monitored more frequently on the request of the sub-contractor or where concerns regarding the meeting of contractual requirements are identified.

- 3.3 Bolton Council forms strong partnerships with sub-contractors and facilitates good practice and peer support. In subcontracting the Provision the Council's key principles of selection include demonstrable evidence of the following as a minimum:
- fit with the strategic objectives and priorities of Bolton Vision 2030 and the wider regional strategies
  - fit with regional and local economic development and social regeneration priorities including key sectors
  - track record of high success rates; quality of provision and staff development and training; reputation and standing in the sector/market; and compliance with regulations across all venues
  - willing to engage in a mutually supportive relationship built on trust and respect within a framework of transparent performance management
- 3.4 Bolton Council's together with Bolton College produce an annual self-assessment report which advises a quality improvement plan. The Council has oversight of quality assurance reports and related actions plans; graded lesson observations with course tutors and assessors; quality assurance monitoring visits to check course files, scheme of work, RARPA and awarding body verification etc.

#### 4. Funding and Management Fees

- 4.1 Bolton Council makes every effort to ensure the majority of the Adult Education Budget (AEB) funding received from the GMCA and ESFA is spent on the delivery, promotion or quality improvement of learning and retains 4.2% of the overall funding allocation to manage the contract and programme which is deducted from the funding allocation prior to allocation of funds to the subcontractor. Bolton College is the sole subcontracted Provider.

#### Funding Table 2020/2021

Community Learning AEB Funding Allocation	Amount (£)
ESFA Funding	£20,009
GMCA Funding	£2,168,234.00
<b>Adult Education Budget (AEB) Total</b>	<b>£2,188,964.00</b>
Total Funding Subcontracted (to Bolton College)	£2,096,337 (95.8%)
Funding retained by Bolton Council	£91,906 (4.2%)

4.2 The funding retained by Bolton Council represents the total cost that is calculated to cover day-to-day management of subcontracted delivery, governance arrangements, contract performance, monitoring and observation of teaching and learner progress, collecting and updating due diligence, audit and inspection compliance, dealing with partner queries, coordinating self-assessment processes, quality and compliance monitoring, training, marketing, contract reviews, scrutiny, special projects, administration, meeting GMCA and ESFA requirements and data management.

4.3 The fee also includes funding and finances (preparation and processing of payments).

4.4 Payment to Bolton College is currently by monthly Cleared Housed Automated Payment System (CHAPS) subject to contractual arrangements and targets, terms and conditions throughout the year.

## **5. Communication of Policy with Subcontractor(s)**

5.1 The Policy is communicated to the subcontractor(s) through email, meetings and contract reviews in advance of subcontracting and discussed throughout the year.

## **6. Review and Publication of this Policy and Contact Details**

6.1 The Policy will be reviewed annually in March or when significant changes in the Funding Rules and/or sub-contracting arrangements occur. Potential subcontractors will be directed to the Policy as a starting point in any relationship. The Policy will be discussed with all current and prospective subcontractors during contract negotiation meetings.

6.2 The Policy is published on the Bolton Council website and can be made available in hard copy on request: <http://www.bolton.gov.uk/communitylearning>

6.3 Details of the AEB Community Learning Bolton College Fee and Eligibility can be found at <https://www.boltoncollege.ac.uk/about-us/student-support/financial-support/fees/>  
For further details about the provision see <https://www.boltoncollege.ac.uk/adult-learning/>

6.4 For more information about this Policy or other aspects of Community Learning provision in Bolton, please contact us:

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