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# West Berkshire Council

## Community Learning and Skills: Supply Chain Fees and Charges Policy

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### Community Learning and Skills: Supply Chain Fees and Charges Policy 2021-22

#### Sub-contracting arrangements

##### **Reason for subcontracting**

West Berkshire Council subcontracts provision of Community Learning and Skills to provide wider access to learning opportunities for adults in the community, outside of the Council's own direct offer. Subcontracting enables the Council to better respond to local need by working in partnership with specialist local providers to identify learning and skills gaps and develop an offer to fill them.

This model adds value, generating pound plus through the support of local charitable, voluntary and community organisations and their resources.

##### **Level of funding retained**

West Berkshire Council retains a level of funding from the Adult Education Budget (AEB) to support the improvement of community learning and skills locally. The Community Learning Service leads on, administers, manages and quality assures subcontracted provision, benchmarking against other local authorities.

A level of 12% is retained for commissioned accredited learning (referred to as *other learning programme funding* by the ESFA) as a management fee. The fee retained amounts to no more than the area cost uplift applied to the unweighted base rate of ESFA approved qualifications as listed on the [Hub](#)

Commissioned Community Learning (non accredited) is funded under a grant arrangement and is **not** subject to the same 12% management fee.

## **Support and improvement of Community Learning and Skills**

The Community Learning team supports subcontractors to improve the wider quality of the community learning offer in West Berkshire and the teaching and learning that subcontractors deliver.

Such support activities include

- Develop Community Learning service to address local need and widen reach
- Regular individual monitoring meetings to discuss performance, quality, and safeguarding.
- Termly Partnership Meetings to provide opportunities for providers to meet together and share best practice and develop future relationships.
- Audits, learner walks and spot checks to test policies/ practices or paper based records.
- Observation of Teaching Learning and Assessment (OTLA); – team of staff undertake programme of observations to monitor quality of teaching learning and assessment to support improvements.
- Finance – checking and payment of invoices, claims and submission of Individualised Learner Record (ILR).
- Data and MIS; collation and analysis of performance data and uploading of data to ESFA; provision of web based MIS system.
- Marketing/publicity engagement: –advertising and marketing materials, events and engagement activity, (e.g. Festival of Learning).
- Self-Assessment Report (SAR) and Quality Improvement Plan (QIP): self-assessment and quality improvement process.
- Quality Framework and Tool Kit to ensure consistent approach across sub-contracted provision.
- Training and Capacity Building: programme of facilitated training sessions for providers to build capacity and consistency, share best practice and improve quality of teaching and learning and assessment.
- Commissioned Continued Professional Development (CPD) opportunities to respond to individual or common improvement needs.
- Support for achieving Level 3 Teaching and Learning Training.
- Exploring additional funding opportunities to grow capacity or respond to an emerging need.

## **Payment terms**

The Council shall pay through BACS all sums due within 30 days of receiving a valid claim for payment in accordance with the Payment Schedule and upon the confirmation by the Community Learning Team that the Service(s) have been provided to the Council's satisfaction.

## **Transparency**

This policy is communicated to current and potential subcontractors by being made available on the Council's website on the *Working with Community Learning* page: [Supply Chain Fees and Charges Policy](#)

Current and potential subcontractors can discuss this policy at any time with the Community Learning Team by contacting them by email [aclteam@westberks.gov.uk](mailto:aclteam@westberks.gov.uk) or by calling 01635 519060.

The policy will be reviewed annually, published on the Council website and promoted to signposted to current and potential subcontractors.

Signed

A handwritten signature in black ink, appearing to read 'Ian Pearson', is written above a horizontal line.

**Ian Pearson**  
**Head of Education Services**