

Haringey Learns Subcontracting Funding Retention and Charges Policy

Lead Responsibility	Head of Quality and Curriculum
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Approved By	HoS
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This policy should be read and used in conjunction with other Haringey Learns or London Borough of Haringey policies including:

- **Haringey Learns Curriculum Planning documents**
- **LBH Procurement Code of Practice Jan 2019**
- **LBH Procurement Strategy 2020-2025**
- **LBH Procurement Contract Regulations**
- **LBH Scheme of Financial Delegation**

Which can be located on the shared drive or [finance pages](#) of LBH intranet

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Rationale for Subcontracting

Haringey Learns is largely a direct delivery provider, however the service is committed to offering a curriculum that meets the needs of the local community and aligns with priorities in the Haringey Borough Plan. Haringey Learns subcontracts provision where providers offer the service good quality provision and greater reach into disadvantaged communities with residents identified as most in need.

Strategic Objectives

Judgements and procurement decisions around subcontracting will be made on the basis of how far these arrangements help to meet the following strategic objectives:

1. Enable all residents to access opportunities to develop their skills, so that they can compete effectively for high quality jobs in the local and London labour market (Borough Plan 2019-23ⁱ)
2. Increase the number of Haringey residents, especially from disadvantaged background and/or with additional needs, securing quality employment (Borough Plan 2019-23)
3. Support higher numbers of local residents, in particular those from disadvantaged backgrounds, to secure quality apprenticeships (Borough Plan 2019-23)
4. Focus employment and skills training support on those most impacted by COVID-19 (Employment and Skills Recovery Action Plan Nov 2020ⁱⁱ)
5. Maximise training and job opportunities in those sectors where there is job growth and that offer opportunities for Good Work and career progression. (Employment and Skills Recovery Action Plan Nov 2020)
6. Strengthen ties with key anchor institutions, the voluntary and community sector and businesses to work collaboratively to deliver better job and training opportunities for residents in Haringey. (Employment and Skills Recovery Action Plan Nov 2020)
7. Build a partnership approach across employment support and training providers, delivering services in a flexible and coordinated way so that residents can access the right help at the right time and can shape service delivery. (Employment and Skills Recovery Action Plan Nov 2020)

Additionally, the arrangements should help to meet the following Greater London Authority (GLA) Recovery missionsⁱⁱⁱ:

- Helping Londoners into Good Work - Support Londoners into good jobs with a focus on sectors key to London's recovery.
- Mental Health and Wellbeing - By 2025 London will have a quarter of a million wellbeing ambassadors, supporting Londoners where they live, work and play.
- Digital Access for All - Every Londoner to have access to good connectivity, basic digital skills and the device or support they need to be online by 2025.
- Building Strong Communities - By 2025, all Londoners will have access to a community hub ensuring they can volunteer, get support and build strong community networks

Key principles

- Fair and transparent competitive tendering in line with Haringey procurement procedures
- Compliance with *GLA Funding and Performance Management Rules for Grant-funded Providers and ESFA funded adult education budget (AEB): funding and performance management rules*
- Conducting due diligence on all potential providers
- Ensuring sub-contracted provision has a clear strategic fit with

Haringey, sub-regional and regional priorities for adult learning

- That the quality of sub-contracted provision is evaluated to ensure the best possible experience for the learner
- In line with the Haringey Borough Plan, work effectively with partners including the voluntary and community sector, employers and anchor institutions to increase learner participation, progression to work or further and improve access to learning for the local community.

Subcontracting selection process

Subcontractors are selected on the basis of their track record, experience, financial viability, the type of provision to ensure Haringey Learns is able to effectively respond to learner and employer demand and meet local skills priorities.

The following outlines the process followed:

- To procure services Haringey Learns will use the Haringey Procurement and Contract System (HPCS), which is an Integrated Sourcing and Contract Management System and comply with London Borough of Haringey Procurement procedures
- All subcontractors will be subject to Due Diligence before being issued with a contract
- All subcontractors will be listed on the UK Register of Learning Providers (UKRLP) and hold their UK Provider Registration Number (UKPRN)
- All subcontractors must meet high quality standards and demonstrate track record and experience of delivering high quality learning
- All subcontractors must provide evidence of financial viability
- Fees and charges are discussed with proposed subcontractor an initial inception meeting with Head of Service and Head of Quality and Curriculum
- Contract completed and signed by all parties.

Quality obligations

Haringey Learns retains the overall responsibility for the quality of all provision, whether that is sub-contracted or not. Haringey Learns evaluates the quality of sub-contracted provision through provider visits, data monitoring and the observation of teaching and learning. Where action plans are put in place (such as are routine through observations and teaching and learning processes) these remain the responsibility of the provider as the manager for provision.

All Haringey Learns contracts contain clearly defined roles and obligations expected from sub-contractors with regard to quality and effective data submission to the service. These are supported through provider meetings and visits.

The overall quality and effectiveness of sub-contracted provision will be assessed in the service's annual Self-Assessment Report.

Expectations of Subcontractors

- Compliance with expectations as set out in the Contracts specifications with Haringey Learns
- Attendance at regular meetings to support monitoring and the success of the subcontract
- Subcontractor teaching, learning and assessment to be observed by both subcontractor or Haringey Learns contact manager as agreed by the Haringey Learns Head of Quality and Curriculum
- Taking part in join quality assurance activities as required including lesson observations, learning walks, course documentation review, learner focus groups
- Attendance at Haringey Learns training sessions as requested and commitment to continuous professional development of their staff

Management Fees

In line with the Greater London Authority (GLA) and the Education and Skills Funding Agency (ESFA) Funding Rules, Haringey Learns is required to publish how it distributes income through its charges and fees.

The charges associated with the AEB accredited provision will usually be set at between 10 -15% of overall funding. The charges associated with the delivery of Community Learning provision will be usually set at between 5-10%.

The management fees charged by HALS and will cover costs associated with:

- Data management: enrolment and ILR processing including data entry for enrolment, attendance, completion and achievement data, ILR submission to the funding organisations, production of data performance reports
- Management of funding and finances
- Compliance with the Funding Rules checks including support providers with learner eligibility checks and prior attainment via the Personal Learning Record (PLR)
- Access to CPD activities: support for improving Teaching, Learning and Assessment, including access to in-house CPD
- Contract management, quality monitoring, including provider meetings, visits and observations of teaching and learning/learning walks
- Support with the Self-assessment Reports and Quality Improvement Plans
- Support with curriculum development

Subcontracting Contingency Plan

In the event that a subcontractor is unable to continue delivery of the provision, needs to withdraw from the arrangement or a subcontractor goes into administration or liquidation, Haringey Learns will take steps to ensure the continuity of delivery for learners to ensure learners affected are able to complete their qualifications.

Options may include, but are not limited to:

- Delivery using Haringey staff and premises
- Transfer of delivery to an alternative subcontractor/provider

Payment Terms and Conditions

Payment shall be made to the Learning Provider for services satisfactorily provided under the terms and conditions of the Contract. Payment terms and timings are set out within individual Contracts under section Payment Details Schedule 4. Payment will only be made upon a submission of an invoice to the Head of Quality and Curriculum.

An initial payment to cover start-up costs and registration can be made available, this sum will be set in the Contract. Payment of the remaining funding will be made as per Payment Details Schedule 4.

Haringey Learns will monitor subcontractor performance and generate a statement of funding earned and inform the provider of the amount to invoice following the management fee deduction. Payments will be made by BACs transfer within 30 days from the date of the invoice.

This policy will be reviewed annually and published on London Borough of Haringey website.

Subcontracting actual funding paid and retained in the academic year 2022/23

Name of subcontractor	UKPRN	Provision Type	Actual earnings by subcontractor (paid from GLA/ESFA funds)	Actual funding retained by Haringey Learns	Actual funding retained by Haringey Learns	Actual funding paid after fees and charges to subcontractor
Fashion Enter Ltd	10026238	AEB – GLA	£35,382.77	£4,599.76	13%	£30,783.01
Learning Curve Group Limited	10008935	AEB /NSF– GLA	£58,829.97	£7647.89	13%	£51,182.08
Learning Curve Group Limited	10008935	AEB - ESFA	£12,075.71	£1569.84	13%	£10,505.87
Different Strokes	10034218	Community Learning – GLA	15,500	775.00	5%	14,725.00
Bridge Renewal Trust	10049374	Community Learning - GLA	£29,981	£3897.53	13%	£26,083.47

References

ⁱ [Borough Plan 2019-2023 | Haringey Council](#)

ⁱⁱ [employment and skills recovery plan 0.pdf \(haringey.gov.uk\)](#)

ⁱⁱⁱ [recovery programme overview.pdf \(london.gov.uk\)](#)