

# CAREER CONNECT POLICY DOCUMENT SUPPLY-CHAIN FEES AND PAYMENTS

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## **VERSION HISTORY**

Ver	Date	Inits	Reason for change
1	30/06/16	HMc	Created for GM ESF NEET Programme
2	24/11/16	HMc	Updated with payments for 2015/16
3	14/08/17	HMc	Updated with payments for 2016/17
4	15/09/17	CR	Amendments to approval

## **POLICY OWNER**

The GM ESF NEET Project Team are responsible for this policy and its implementation. **The Career Connect Board of Directors is responsible for approval.**

## **SCOPE**

Career Connect recognises that in order to deliver a high quality service across a large geographic area it is necessary to subcontract some elements of delivery to other agencies. This allows Career Connect to engage with wider communities, offer flexibility of provision (including locations and times), and ensure greater cost efficiency.

This policy applies only to the GM ESFNEET project. It applies only to provision subcontracting.

## **AUTHORITY**

This policy is a mandatory requirement for all organisations entering into subcontracting agreements with organisations that are funded through the Skills Funding Agency (SFA). It provides transparency for all subcontractors, funding bodies and other associated parties or individuals regarding procurement, due diligence, support and charging.

## **STATEMENT OF POLICY**

### **QUALITY ASSURANCE**

Career Connect is committed to continual improvement in delivery of services. A range of approaches are employed in order to achieve this, such as observations and quality monitoring checks. An annual timetable is in place of sub-contractor monitoring visits is in place, and subcontractors are supported to implement their own systems to ensure delivery of a quality service.

Regular management meetings will also take place, alongside quarterly Subcontractor Area Network meetings, which will allow subcontractors to share areas of best practice.

### **FEES**

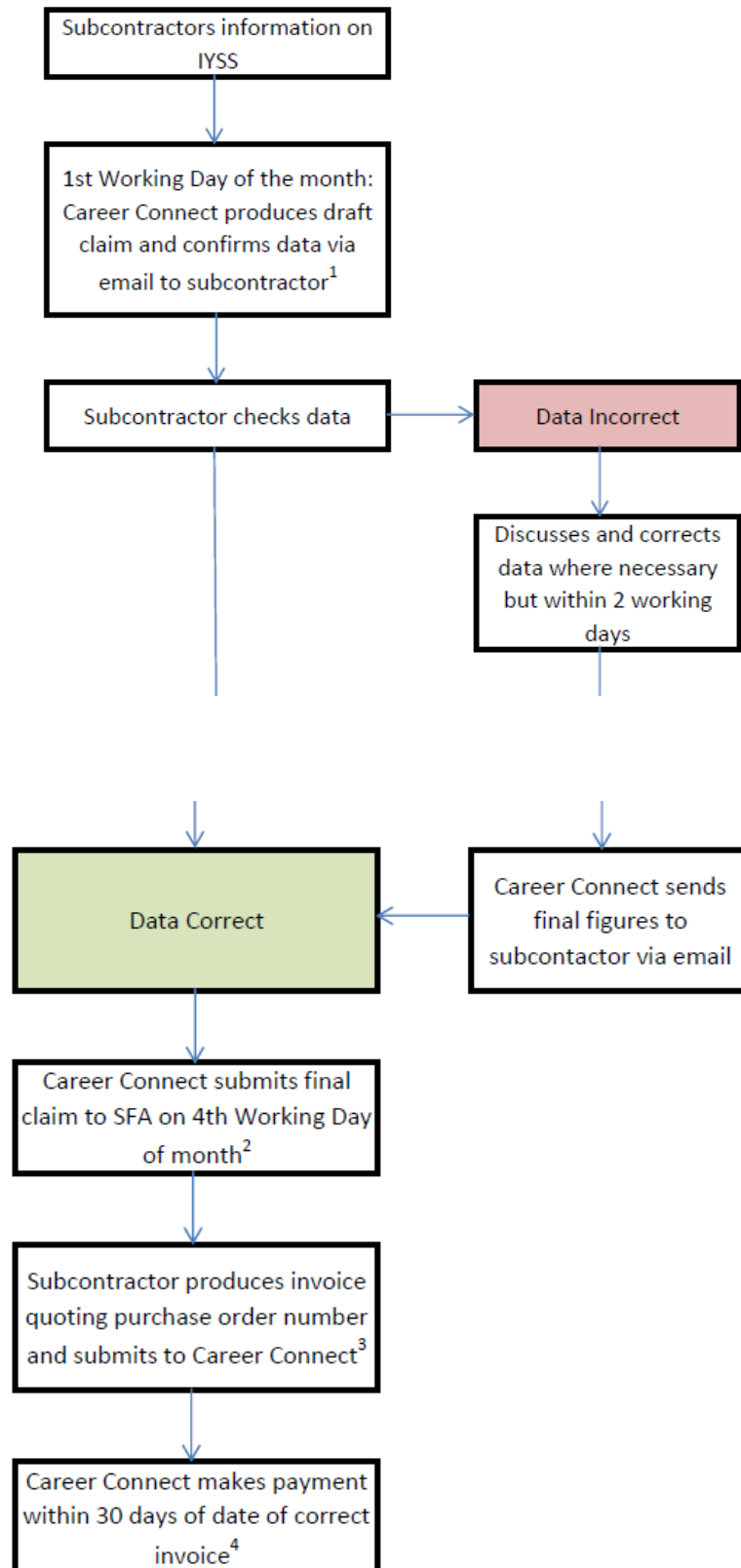
A standard management fee of 10% is applied to all subcontracted contracts – this is retained by Career Connect to cover standard cost incurred through its management of these contracts. These costs include:

- Administration
- Quality Assurance and Monitoring
- Data management and submission of claims to the SFA
- Provision of a Project Management team
- Due Diligence support, guidance and checking

Management fees will be deducted at source before payments to subcontractors are made

## PAYMENTS

### GM ESF NEET Subcontractor Payment Flowchart



## **Additional Notes**

- 1) Career Connect will produce an initial claim to the SFA on the 1st working day of the month. At this point draft figures will be forwarded to the subcontractor, who (in negotiation with Career Connect) will have the opportunity to make amendments and resolve any issues.
- 2) A final claim will be submitted to the SFA on the 4th working day. At this point, Career Connect will issue finalised figures to any subcontractors that have made amendments. No further amendments can be made following this as there will be no opportunity to submit a further claim to the SFA.
- 3) Once finalised data has been agreed (maximum 4th working day), the subcontractor should produce an invoice and forward to [creditor@careerconnect.org.uk](mailto:creditor@careerconnect.org.uk) . Payment will be made within 30 days of the date of invoice. All invoices must quote a correct Purchase Order Number (this can be obtained from your Prime Contracting Team. Invoices that do not quote a relevant PO number will be returned to the subcontractor, which may delay payment
- 4) If you have any queries regarding payment, the Career Connect Finance Team can be contacted via email to [creditor@careerconnect.org.uk](mailto:creditor@careerconnect.org.uk) . Emails to this address will be responded to within a maximum of 2 working days

## **RESPONSIBILITY**

Overall responsibility for implementing this policy and associated procedures within the Company lies with the GM ESF NEET Project Team.

Responsibility for the day to day operation of this policy rests with the GM ESF NEET Project Manager.

This policy will be reviewed annually by the author, the Quality & Workforce Services Manager and approved by the Accounting Officer and Career Connect Board of Directors.

This policy can be found on the Career Connect intranet page, as well as [www.careerconnect.org.uk](http://www.careerconnect.org.uk)

### Record of Fees Paid and Retained:

The information below represents total amounts paid out to sub-contractors and retained by Career Connect in the academic year 2016-17. This information relates to the Greater Manchester ESF NEET project. Payment totals are calculated across all deliverables as a total.

Subcontractor Name	UKPRN	Contract Start	Contract End	Type of Provision	Funding Paid to CC by SFA (2016/17)	Funding Paid to Sub (2016/17)	Funding Retained by CC (2016/17)
BEST/Bury Council	10001008	18/04/2016	31/07/2018	Support for young people who are NEET or at risk of becoming NEET	£126,275.00	£113,647.50	£12,627.50
Bolton Council	10000795	18/04/2016	31/07/2018		£120,284.00	£108,255.45	£12,028.55
Gingerbread	10004506	18/04/2016	31/07/2018		£24,649.50	£22,184.55	£2,464.95
Positive Steps	10005168	18/04/2016	31/07/2018		£445,945.00	£401,350.50	£44,594.50
Stockport Council	10006335	18/04/2016	31/07/2018		£140,891.00	£126,801.90	£14,089.10
Trafford Council	10006977	18/04/2016	31/07/2018		£21,222.00	£19,099.80	£2,122.20
Wigan Council	10007502	18/04/2016	31/07/2018		£175,133.50	£157,621.35	£17,512.15