



## **Supply Chain Fees and Charges Policy 2016/2017**

Date approved:	
Approved by:	Corporation
Review date:	June 2016
Responsible Manager:	Joanne Askin
Group Executive Lead:	Alastair Mitchell
Accessible to Students/Customers:	Yes

### **1. Consultation**

Consultation undertaken with:-

• Newcastle College:	Yes
• West Lancashire College:	Yes
• Intraining:	Yes
• Group Services*:	Yes
• Rathbone	Yes
• Newcastle Sixth Form College*	Yes
• Kidderminster College	Yes

\* Currently Newcastle Sixth Form College and NCG Group Services do not subcontract-out provision

### **2. Applicability of Policy to Organisation**

This policy applies to:-

• Newcastle College:	Yes
• West Lancashire College:	Yes
• Intraining:	Yes
• Group Services*:	Yes
• Rathbone	Yes
• Newcastle Sixth Form College*	Yes
• Kidderminster College	Yes

\* Should Newcastle Sixth Form College and NCG Group Services decide to subcontract-out provision in the current funding year, this policy shall apply.

### **3. Scope and Purpose of Policy**

The Skills Funding Agency (SFA) introduced a new requirement of funding in 2013-14 for providers to publish their fees and charges that they would apply to their supply chain (subcontracting). A new policy was duly approved by NCG Executive Board in June 2013 and approved subsequently prior to the funding year commencing.

As a result of further changes to the Funding Rules for 2015/16 by the SFA, to strengthen the controls on subcontracting, the approval of this policy and acceptable levels of subcontracting has moved to the Corporation.

This policy is then made available via the website of any NCG Division undertaking subcontracting.

The SFA advises that as a minimum, the following must be included in the supply chain fees and charges policy:

- The reasoning for subcontracting
- The contribution we will make to improving our and our subcontractor's quality of teaching and learning
- The typical percentage range of fees retained to manage subcontractors, and how this range is calculated
- The support subcontractors will receive in return for the fee we charge
- If appropriate, the reason for any differences in fees charged or support provided to different subcontractors
- Our payment terms with our subcontractors – including the timing of payments in relation to delivering provision and timescale for paying invoices and claims for funding received
- How and when the policy is communicated to and discussed with current and potential subcontractors and where it is published.

### **4. Policy Statement**

The policy statement is attached in the format that it will be published in Appendix 1

### **5. Linked Policies**

None

### **6. Linked Procedures**

- Subcontract Management Framework
- Supply Chain Guide – are you a pre-approved partner?

- Supply Chain Guide – are you interested in becoming a pre-approved partner?

**7. Equal Opportunities Statement**

An Equality Impact Assessment will be completed by each Division. This policy may be subject to review following Equality Impact Assessment by the Divisions.

**8. Location and Access to the Policy**

The Supply Chain Fees and Policy Statement is located as follows:

- NCG Intranet: Group Services: Group Policies and Procedures
- NCG Website: Media Centre: Guide to Information: Our policies & procedures: Supply Chain Information

**9. Person Responsible for the Policy**

Group Director Finance, Estate & IT