



Supply Chain Fees and Charges Policy 2016/2017

Date approved:	
Approved by:	Corporation
Review date:	June 2017
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 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

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. This was reviewed in advance of each subsequent funding year.

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 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:

- Your reasoning for subcontracting
- Your contribution to improving your and your 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 you charge
- If appropriate, the reason for any differences in fees charged for or support provided to different subcontractors
- Payment terms between you and your subcontractors – 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