

Supply Chain Fees & Charges Policy

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1. Policy Statement

As an ESFA Main Provider, Health Education England, North East, Yorkshire & Humber HEE NE YH must publish a supply-chain fees and charges policy on our website before entering into any subcontracted agreements for the 2019/2020 academic year.

2. Scope

This policy statement details how HEE NE YH will apply fees and charges to subcontracted agreements with training partners for the delivery of training on the organisation's behalf for 2019/20 and is published in line with ESFA requirements stated in funding rules 2019/20.

3. HEE Purpose

Health Education England (HEE) exists for one reason only: to support the delivery of excellent healthcare and health improvement to the patients and public of England by ensuring that the workforce of today and tomorrow has the right numbers, skills, values and behaviours, at the right time and in the right place.

4. Reasons for Subcontracting

HEE NE YH subcontracts for one or more of the following reasons:

- To deliver apprenticeship programmes where it would not be viable for HEE NE YH, or NHS Trusts to build up in-house resources and expertise
- To temporarily expand provision to meet a short-term need
- To meet the needs of specialist delivery required of apprenticeship programmes, such as functional skills and registered qualifications

5. Responsibilities

As an ESFA Main Provider, Health Education England North East, Yorkshire & Humber must publish a supply-chain fees and charges policy on our website before entering into any subcontracted agreements for the 2019/2020 academic year.

6. Procedures

Contribution to Improving the Quality of Teaching, Learning and Assessment.

- HEE NE YH, through the NHS Trusts, ensure that subcontractors are made aware of the organisation's quality processes and procedures and that they are guided and supported by HEE NE YH , through the NHS Trusts, to fully comply with the organisation's quality standards.

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- HEE NE YH, through the NHS Trusts, ensures that all subcontractors are made aware of the process of completing the HEE NE YH Self-Assessment Review, MESMA and the Quality Improvement Plan. Any actions arising are addressed in co-operation between the organisation and the subcontractor.
- Subcontractors are required to hold course centre approvals in their own right and fully liaise with the awarding bodies. HEE NE YH and the NHS Trusts will regularly review External Verifier's reports submitted by subcontractors and monitor any follow-up required.

Range of fees retained

- The typical percentage range of fees charged by HEE NE YH is negotiated between the NHS Trusts and subcontractor provider and is typically between 0% and 20%
- The management fee is calculated by assessing a number of risk factors derived through the subcontracting with raining Partners/Associates quality process that HEE NE YH requires all potential subcontractors to undergo, including but not exclusively;
 - The subcontractor is registered on the Register of Apprenticeship Training Providers
 - Anticipated demands of the contract on the HEE NE YH resources.
 - Financial standing of the subcontractor.
 - Proven track record of the subcontractor with regard to meeting success and funding targets.
 - Contract size with regard to both funding and learner numbers
 - Provision meets priority needs of local / community or sector priorities

Support for Subcontractors

In return for the management fee charged by HEE NE YH via the NHS Trusts, subcontractors will receive:

- Designated points of contact and support from the HEE NE YH via the NHS Trusts
- Advice and guidance at the pre-contract stage
- Regular review meetings with progress reports
- Specialised Information, Advice and Guidance as required
- Regular monitoring visits with detailed feedback identifying good practice and areas for improvement
- Ongoing administration support including in-depth checks of evidence submitted and regular feedback on issues identified
- Input of induction documentation submitted
- Submission of data to funding organisations
- Ongoing data checks and support to resolve data queries

- Ongoing support to address any areas for improvement

Reason for Differences in Fees Charged

Fees charged to individual providers may differ depending on what has been agreed within the contract with the NHS Trusts.

Payment Terms between HEE NE YH and its Subcontractors

- Payments are made on a quarterly basis in which the activity is successfully processed and uploaded to the ESFA by HEE NE YH subject to the terms and conditions specified in the Subcontract Agreement.
- Payments are made based on the ESFA value provided in the PFR received monthly by HEE NE YH from the ESFA, less the management fee as published in the Subcontract Agreement with HEE NE YH.
- Supplier Invoices will be paid 30 days after entry of all relevant data into the HEE NE YH (MAYTAS) system and payment to HEE NE YH by the ESFA.
- Details of any rights by HEE NE YH to withdraw, reduce or withhold funding are published in the Subcontract Agreement and relate to the protection of ESFA funds and not to the benefit of HEE NE YH or the NHS Trusts.
- Payments are made by BACS.
- HEE NE YH expects Supply Chain members to fully engage in assessing the accuracy of payments and therefore have a responsibility to review their monthly financial reconciliations to identify any inaccuracies.
- Supply Chain partners are responsible for all registration costs and any associated costs of maintaining Direct Claims Status with their awarding bodies.

Policy dissemination

This policy will be disseminated to current subcontractors via email and a website link.
Policy review.

This policy will be reviewed at least annually and in addition in-year as needed to reflect any changes in ESFA funding rules.

Policy publication

This policy will be published on the HEE NE YH website and is also available upon request.

7. Equality and Diversity

HEE NE YH is committed to providing equality of opportunity, not only in its education and training but also in the services for which it is responsible. As such, this policy has been screened, and if necessary an Equality Impact Assessment has been carried out on this document, to identify any potential discriminatory impact. If relevant, recommendations from the assessment have been incorporated into the document and have been considered by the approving committee.

8. Monitoring and Compliance with this Policy

The effectiveness of the policy will be reviewed on a regular basis by the Operations Manager (or his nominee).

9. Complaints

Complaints are an important measure of people's satisfaction with our services and help HEE NE YH make sure there is continuing improvement in the work we undertake. Our aim is to respond to any written concerns or complaints speedily and effectively in line with HEE NE YH Complaints and Appeals Procedure.