



Bristol City Council

Apprenticeships and Community Learning

Sub Contracting

Commissioning

Fees and Charging Policy

1st August 2022 – 31st July 2023

Rationale for Subcontracting

Bristol City Council acts as an anchor organisation providing services that benefit the environment, the economy and local citizens. The employment, skills and learning programmes we offer help us to support the further and higher education sector to meet the priorities of the One City Plan <https://www.bristolonecity.com/about-the-one-city-plan/>. Bristol City Council also delivers these services to support local initiatives in West of England with a focus on employability, skills and lifelong learning and in collaboration with key partners including, but not limited to, Education and Skills Funding Agency (ESFA) Department of Work and Pensions (DWP), West of England Combined Authority (WECA) and NHS.

Bristol City Council sub contracts where partners have suitable local expertise or specialist skills and our joint activity provide added benefits such as long-term sustainable employment opportunities, specialist targeted provision for locally defined needs and direct interventions for individuals or communities. As a result Bristol City Council sub contracts and commissions a range of community learning and apprenticeship training services in Bristol and North Somerset. This policy outlines the basis for our sub-contracting and commissioning fees and charging.

Local Authority Sub Contracting

Bristol City Council is working together with North Somerset Councils through the Community Learning West Consortium. Working together in an equal partnership, we have identified a range of core roles and responsibilities that will be carried out in managing and delivering community learning services. This partnership originally formed at Learning and Skills Council request is subject to partner LA scrutiny and governance processes and has been endorsed for Bristol City Council in line with preparations for Adult Education Budget devolution through the West of England Combined Authority.

As part of our Consortium arrangement, to reduce overhead costs and ensure best value for learners, it has been agreed that Bristol City Council will charge a 15% fee to cover its lead role and responsibilities, including:

- Maintaining relationships with key funders, including regular contract meetings with the Education and Skills Funding Agency
 - Providing a commissioning framework and service level agreement documentation to be used with all local subcontractors
 - Setting up and servicing the Consortium Board, including terms of reference
 - Proactive performance and quality monitoring of all sub-contracts – including development of a quality framework, coaching, monitoring, reporting – implemented through an agreed annual work plan
 - Providing a data and management information service, including data reporting and analysis
 - Facilitating an annual Self-Assessment Report and Quality Improvement Plan
 - Organising observation of teaching and learning across the sub-region
 - Facilitating and organising Ofsted inspection
 - Co-ordinating staff development and training opportunities, e.g. tutor training, development worker events, peer mentoring, shadowing, action learning sets
 - Co-ordinating regular budget monitoring and an annual Use of Funds return
 - Maintaining consortium shared server and/or web pages
 - Setting up a tutor/facilitator data-base to enable sharing of resources and reduction of record keeping
 - Collating and developing a good practice toolkit, including curriculum resources, model job documentation, policies, quality tools
- Bristol City Council has produced a detailed sub contract document for North Somerset Council, which includes ESFA and City Council funding requirements and rules.

Commissioning Small Providers

The Community Learning West Consortium is committed to reaching disadvantaged learners who face complex barriers to learning by commissioning smaller intermediary providers that work closely with target communities and learners. In 2021/22, an open and transparent commissioning process was published and providers were invited to apply for small grants up to £25,000. This process was endorsed by each partner Local Authority through their own scrutiny and governance processes and is agreed annually during Consortium review and strategic planning processes..

The commissioning 'specification and guidelines' outline the amount of funding that providers will receive. In relation to Community Learning, this is £9 per guided learning hour, plus additional access costs to cover childcare, transport, learning support etc.

A funding specification is provided to all funded providers to outline key roles and responsibilities of both the provider and Community Learning West. Community Learning West works closely with providers and provides a range of services so that they can meet required SFA, Ofsted and City Council standards. For example, support to providers includes:

- Provision of tutor induction training and on-going continuing professional development
- Quality monitoring of provision, including observation, course visits and tutor feedback
- Support with course planning and learner recruitment
- Linking the provider with the wider community learning partnership and key services, e.g. IAG services; FE colleges etc.

- Marketing and promotion of provider activities e.g. e bulletins, websites and joint events
- Learner tracking service to help measure the impact of commissioned activities
- Provision of teaching and learning documentation
- Data reports to enable course monitoring and review

Apprenticeships

Bristol City Council delivers a range of Construction and Built Environment apprenticeships as part of the On Site Bristol programme and these are wholly or partially funded by the Education and Skills Funding Agency and employers' co-investment or Apprenticeship Levy. Our programmes are tailored to the needs of individual learners and their employers and we work with a range of sub-contractors who help us deliver off site education and training as well as on site assessment. On Site Bristol does not fully sub contract any of its programmes to partner organisations maintaining the primary working relationship with employers and their apprentices through regular site review. On Site Bristol procures the services of partners on a case by case service delivery basis negotiating hourly rates and/or fixed fees in respect of each programme and in line with the costs of each element of the apprenticeship framework being delivered. For contracts in excess of £25,000 On Site Bristol will procure using the services of Bristol City Council's central procurement team including open competitive tendering procedures.

2021-22 Subcontractor Funding Allocated and Paid

Provider	Type of Provision Community Learning (CL) and Adult Skills Budget (ASB)	UKPRN	Start/end date	ESFA /WECA funding allocation £	Estimated learner numbers CL	Estimated learner numbers AEB	Estimated learner numbers AEB	Amount paid
North Somerset Council	CL & ASB	10004711	01/08/2021 - 31/07/2022	£368,708	800	50		Less 15% management fee: ASB £23,800 CL £289601.80
City of Bristol College	Apprenticeships	10001467	01/08/2021 - 31/07/2022	£301,000			170	£287,451.35
South West Construction Academy	Apprenticeships	10047908	01/08/2021 - 31/07/2022	£225,000			82	£187,565.47
CCBED 94 Grosvenor Road, SPLC, BRISTOL, BS2 8XJ Aliu Bello Managing Director 01179145472 Aliubello@c-bed.com	CL	10045995	01/08/2021 - 31/07/2022	Bristol (WECA) £12,450 NS (ESFA) £2,166	40 15	10 10		£16,723.85 £6,352
Youth Education Service Limited 3 Hide Market, West Street, Bristol, BS2 0BH	CL AS	10007735	01/08/2021 -	£14,040 (CL) £4,000 (AS)	120	12		£9,838.27

Provider	Type of Provision Community Learning (CL)	UKPRN	Start/end date	ESFA /WECA funding allocation £	Estimated learner numbers CL	Estimated learner numbers AEB	Estimated learner numbers AEB	Amount paid
Fran Christian Director 0117 973 9744 0773 635 2557 fran@youtheducationsservice.org.uk			31/07/2022					
Consultancy Management Training Services 28 Duke street, St Austell, Cornwall, PL25 5PQ Jo Davies Contracts Manager 07754330792 jo.davies@cmtservices.co.uk	CL	10010952	01/08/2021 - 31/07/2022	Bristol (WECA) £4,860 NS (ESFA) £4,860	48 48			£2,906 £423
Shining Care Training Ltd Unit 1 The Old Co-op, 38/42 Chelsea Road Easton Bristol BS5 6AF Mahmoud Matan Manager 0117 9555872 07589601879 info@shiningcaretraining.com	CL	10087450	01/08/2021 - 31/07/2022	£8,640	60			£8,095.00
Wider World Flat 1, 9 Walcot Buildings, Bath, BA1 6AD Jonothan Hope Manager, Incoming CEO 07779086892	CL	10064891	01/08/2021 - 31/07/2022	£11,880	130			£3,075.50

Provider	Type of Provision Community Learning (CL)	UKPRN	Start/end date	ESFA /WECA funding allocation £	Estimated learner numbers CL	Estimated learner numbers AEB	Estimated learner numbers AEB	Amount paid
jonathan.hope@wider-world.org.uk								

2022-23 Subcontractor Funding Allocations (confirmed at 30 Sept 2022)

Provider	Type of Provision Community Learning (CL) and Adult Skills Budget (ASB)	UKPRN	Start/end date	ESFA /WECA funding allocation £	Estimated learner numbers CL	Estimated learner numbers AEB	Estimated learner numbers Apps
North Somerset Council	CL & ASB	10004711	01/08/2022-31/07/2023	£368,708	800	50	0
City of Bristol College	Apprenticeships	10001467	01/08/2022-31/07/2023	£388,650			175
South West Construction Academy	Apprenticeships	10047908	01/08/2022-31/07/2023	£348,000			85
CCBED 94 Grosvenor Road, SPLC, BRISTOL, BS2 8XJ Aliu Bello Managing Director 01179145472 Aliubello@c-cbed.com	CL and ASB	10045995	01/08/2022 - 31/07/2023	Bristol (WECA) £18,312 NS (ESFA) £6,000	72	12 12	

Provider	Type of Provision	UKPRN	Start/end date	ESFA /WECA funding allocation £	Estimated learner numbers CL	Estimated learner numbers AEB	Estimated learner numbers Apps
Shining Care Training Ltd Unit 1 The Old Co-op, 38/42 Chelsea Road Easton, Bristol BS5 6AF Mahmoud Matan Manager 0117 9555872 07589601879 info@shiningcaretraining.com	CL	10087450	01/08/2022 - 31/07/2023	£10,800	60		
Wider World Flat 1, 9 Walcot Buildings, Bath, BA1 6AD Laura Waugh Operations Manager 07739403785 laura.waugh@wider-world.org.uk	CL	10064891	01/08/2022 - 31/07/2023	£4,608	40		
Ashley Community Housing 2nd Floor Eden House, Eastgate Road, Bristol, BS5 6XY Sheena Dermanis Curriculum and Quality Manager Tel: 0117 9540422 Mob: 07704651421 sheena.dermanis@ach.org.uk	CL	6600315	01/08/2022 - 31/07/2023	£6,480	48		
Wellspring Settlement 43 Ducie Road, Barton Hill,	CL	10000551	01/08/2022 - 31/07/2023	£8,480	40		

Provider	Type of Provision	UKPRN	Start/end date	ESFA /WECA funding allocation £	Estimated learner numbers CL	Estimated learner numbers AEB	Estimated learner numbers Apps
Bristol BS5 0AX Kweku Ata-Amonoo Project Manager 0117 9556971 kweku.ata-amonoo@wsb.org.uk							
Malcolm X Community Centre 141, City Road, St Pauls, BS2 8YH Michelle Meredith Business Development Manager 0117 9554497 07984338508 michelle@mxccbristol.com	CL	10090914	01/08/2022 - 31/07/2023	£6,120	58		
Southmead Development Trust Greenway Centre, Doncaster Road, Southmead, BS105PY Heidi Leyshon Grant and Impact Lead 07768649673 heidileyshon@southmead.org	CL	10002778	01/08/2022 - 31/07/2023	£13,044	98		
Bristol Somali Resource Centre 43 Ducie Road, Barton Hill, BS5 0AX Abdullahi Farah	CL	10090775	01/08/2022 - 31/07/2023	£6,960	48		

Provider	Type of Provision	UKPRN	Start/end date	ESFA /WECA funding allocation £	Estimated learner numbers CL	Estimated learner numbers AEB	Estimated learner numbers Apps
Director 0117 907 7994 07908 157962 afarah@somalicentre.co.uk							
Friends of Hannah More New Kingsley Road BS2 OLT Ruth Cochrane / Sarah Franke Fundraiser / Community Lead 01179039936 07940323735 ruth.cochran@bristol-schools.uk sarah.franke@bristol-schools.uk	CL	10081270	01/08/2022 - 31/07/2023	£9,540	48		
North Bristol NHS Trust Celia McGilloway Southmead Hospital, Westbury on Trym, Bristol, BS10 5NB Functional Skills and Work Experience Lead 07562 308069 0117 41 49251 Celia.McGilloway@nbt.nhs.uk	ASB	10025909	01/08/2022 - 31/07/2023	£24,640		40	