

Agenda

- Context
- Reporting actuals
- Contracts structure
- Evaluations
- LSC monitoring visits

Context

>|sc

01

ESF Relationships



EC

3 EC
Regulations

DWP/ESFD

Operational Programme
and Guidance Notes

GOs –9 Regions

Delegated Authority

Co-financers (CFOs) LSC/JC+/SEEDA GO Agreement

Providers

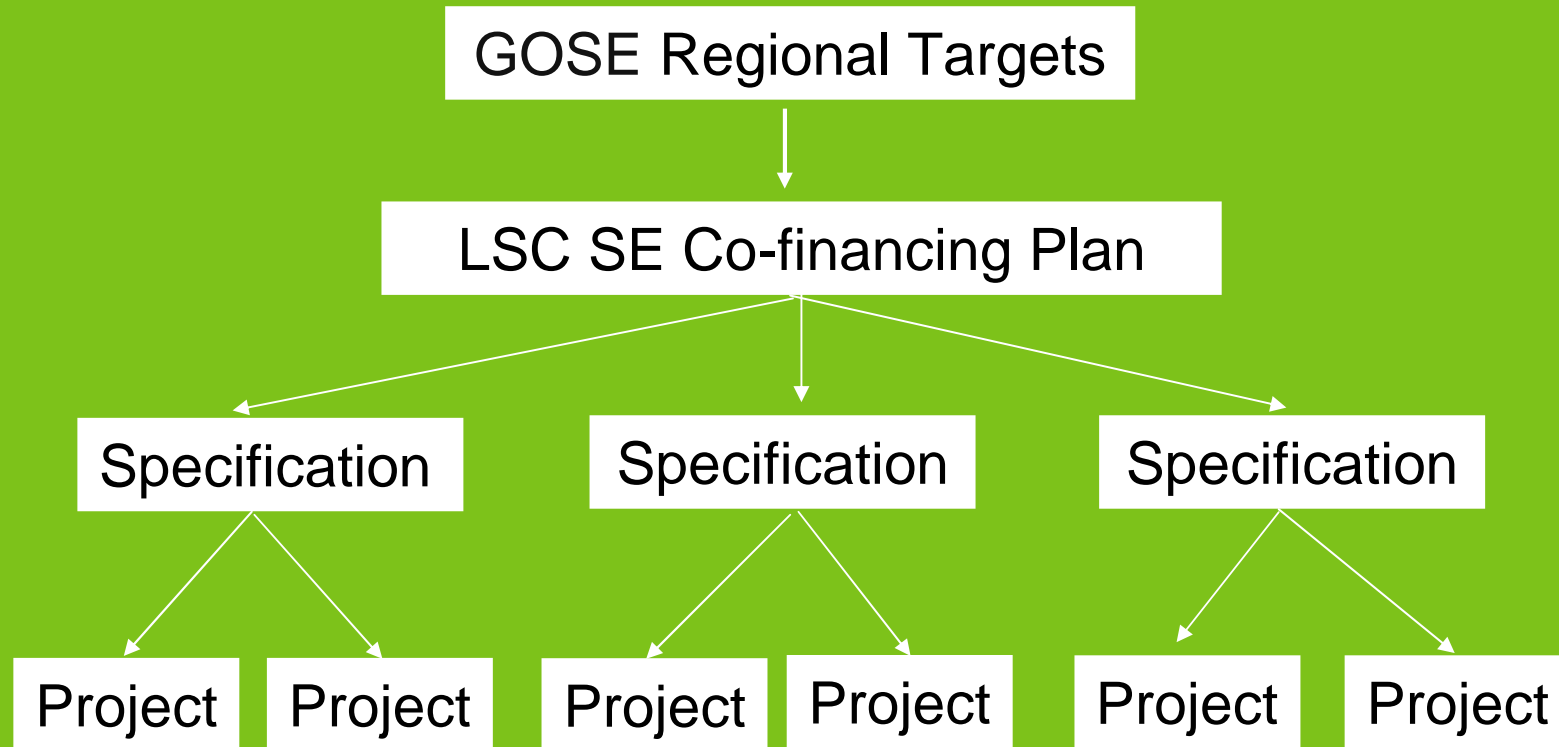
LSC Agreement

Employers & Learners

Reporting Structure



Leading learning and skills



Compliance & Probity



Leading learning and skills

Probity from the top down:

All activity properly procured

Every penny must be accounted for

All activity must be eligible & align to priorities

07/13 ESF Programme



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Key Changes

Standardised National Deliverables

Contract Structure/Paperwork

Method of payments

ILR Actuals/Delivery Statement

Publicity

Evidence Retention

State Aid

Reporting Actuals



02

Reporting Actuals



Leading learning and skills

All contracts include Participant Assessment, Planning and Support (this is the national learner count for ESF and is only ever recorded once per learner)

Contracts may include more than one start for the learner starting on one course

All Payments Delivery Related

Reporting Actuals



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Delivery Statement

ILR/SR

Auto Reconciliation

Contract Structure



Leading learning and skills

03

Nature of Relationship



>LSC

The LSC is procuring Outputs & Results

This is not a grant

NO DELIVERY = NO PAYMENT

Contract Sections



**In the LSC SE Region all ESF contracts will be
Contracts for Services consisting of**

- Main Contract Terms & Conditions**
- Schedule 1 –Service Description**
- Schedule 2 –Payment Terms**
- Schedule 3 –Special Conditions**

Appendices



Leading learning and skills

Delivery Plan - Schedule 1 Appendix 1
(summary of specification)

Eligibility Table - Schedule 1 Appendix 3
(who you can work with)

Delivery Profile –Schedule 1 Appendix 2
(Outputs & Results to be delivered; when, and the related payments)

Evidence Requirements –Schedule 2
Appendix 1 (what to collect to demonstrate delivery)

Contract Change



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Contract change is different to clarification

All change and clarification must be agreed in writing by LSC

All changes must have a contract variation

Changes must not materially alter the delivery away from the specification

Payment Information



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All payments made on condition that services delivered in accordance with the full contract

Payment on outputs not actual cost –no invoices!

Payment on contract profile, reconciled against actual performance

Payment on 18th working day by BACS

Issues Affecting Payment



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No or wrong evidence

Ineligible learners

No or incomplete data

Poor performance or future delivery at risk

Not notifying the LSC of service changes

Not notifying the LSC of deliverables changes

Not using the funds for the intended purpose

Double funding

Several layers of subcontractors

Owing UK Government or EC money

Reducing Contracts



Contract allows for 10% underperformance before reprofiling may be instigated by the LSC

Under performance over 10% for a prolonged period will be deemed as putting the service at risk and funds may be removed from the contract

Growing Contracts



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**Ability to grow contracts if
they are performing
there is budget available**

Up to a maximum amount, currently €211,000

Evaluations

04



Feedback & Complaints

Providers must have procedures in place to resolve complaints and manage feedback

To be reviewed at contract management monitoring visits

Evaluation reports



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Different reports are required during the lifetime of the contract.

- Learner satisfaction report (Bi-annual)
- Equality & Diversity/EDIM report (Quarterly)
- End of Project report

These are non payable contractual requirements

LSC Monitoring visits

05

LSC Monitoring Visits

- **Project Requirements Visit**
- **Contract Management Monitoring Visit**
- **Ad-Hoc meetings**
- **Participant file checks**

Project Requirements Visit



Objectives

- To ensure the delivery is provided to our standards
- To ensure the project documentation and paperwork meet LSC and ESF requirements

Two forms

- One checklist to be sent before the meeting
- One form completed during the meeting

Contract Management Monitoring Visits



- Quarterly reviews with LSC contact
- Ad-hoc visits

Objectives:

- Review performance of last period
- Look forward and address risks
- Address any issues and answer questions
- Review Evidence
- Document meetings

**Contract management monitoring report
used**

Participant file checks



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Objectives:

- Undertake a 10% sample check
- Check eligibility of participants
- Ensure claims are supported by required evidence
- Identify improvements when necessary

Evidence checking is a contract management activity and are not LSC audits

Contract management monitoring used



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QUESTIONS ?