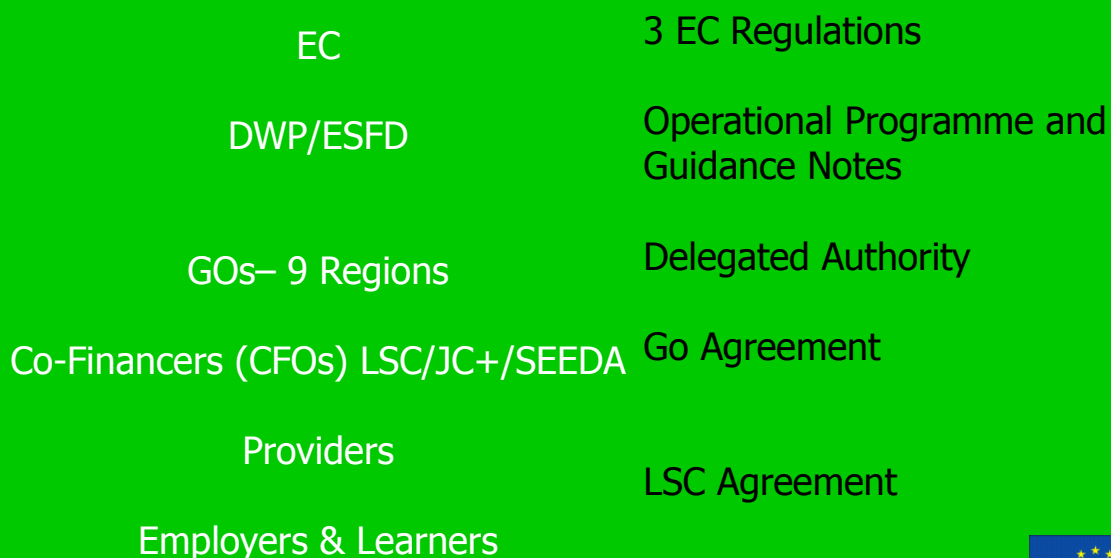


ESF Provider Events Welcome Presentation

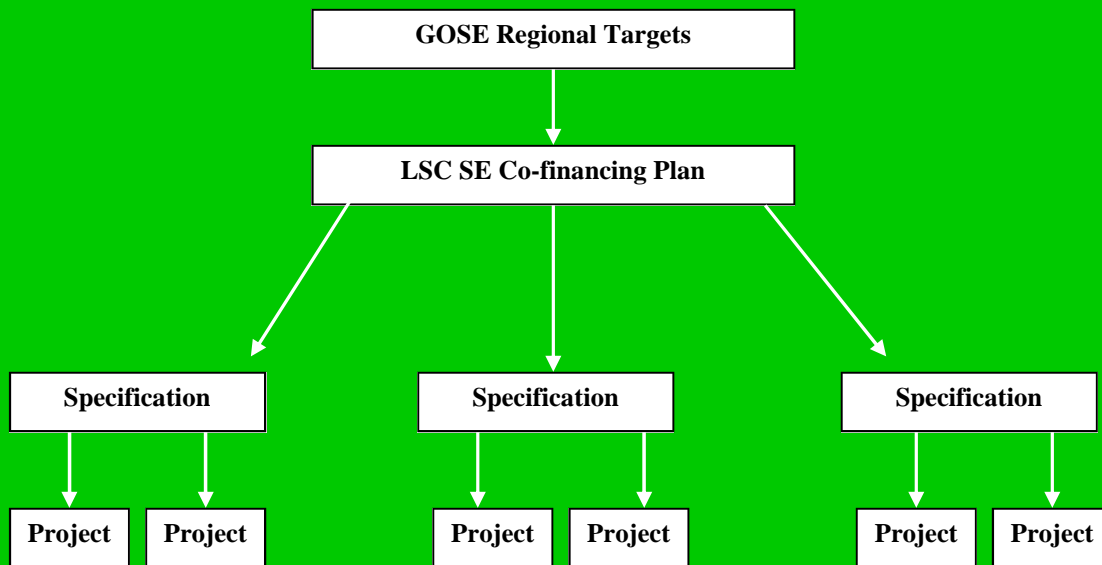
Agenda

- **Context**
- **Reporting actuals**
- **Contracts Structure**
- **Evaluations**
- **LSC monitoring visits**

ESF Relationships



Reporting Structure



Compliance & Probity



Probity from the top down;

- All activity properly procured
- Every penny must be accounted for
- All activity must be eligible and align to priorities



07/13 ESF Programme



Key Changes

- **Standardised National Deliverables**
- **Contract Structure/Paperwork**
- **Method of Payments**
- **ILR Actuals/Delivery Statement**
- **Publicity**
- **Evidence Retention**
- **State Aid**



Reporting Actuals



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

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

All Payments Delivery Related



Reporting Actuals



Delivery Statement

ILR/SR

Auto Reconciliation



Nature of Relationship



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 and Conditions**
- **Schedule 1 – Service Description**
- **Schedule 2 – Payment Terms**
- **Schedule 3 – Special Conditions**



Appendices

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



Contract change is different to clarification

All change and clarification must be agreed in writing by the LSC

All changes must have a contract variation

Changes must not materially alter the delivery away from the specification



Payment Information



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



- 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

Underperformance 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



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

Up to a maximum amount, currently €211,000



Evidence



Defined in the contract

Must be kept for all outputs

**Plan how this will be managed
by output for ease of audit
by participant to fit with accrediting body
by claim**

Create standard evidence folder



Feedback & Complaints



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

To be reviewed at contract management monitoring visits.



Evaluation Reports



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



- **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 the LSC contact
- Ad-hoc visits

Objectives

- Review performance of the 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



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 is not an LSC audit

Contract management monitoring used

