Sandwell Adult and Family Learning

Supply-chain Fees and Charges Policy 2025/26

Purpose

Sandwell Adult and Family Learning (SAFL) wishes to commission provision to support local voluntary and community sector organisations to deliver learning opportunities to targeted priority groups of residents. Any organisation that receives funding from SAFL will be classed as a subcontractor.

Support

All subcontractors will receive the following support from SAFL –

- Documentation to collect evidence for ILR submissions
- Observation of teaching and learning
- Sharing of good practice
- Access to relevant training and development

Fees and charges

SAFL will not retain any management fee, nor make any charges to subcontractors.

Payment arrangements

Subcontractors will be paid at a frequency agreed with Sandwell Adult and Family Learning Service as part of the contract clarification process and in line with validated data. It would be expected that an advance of 25% of the overall proposal cost would be payable at the start of each programme/activity following validation of the evidence in the ILR / enrolment return; with remainder on completion, on receipt of data and documentation as outlined above.

All payments will be triggered via invoice and accompanying validated evidence of delivery. Invoices will contain the provider order number of the associated schedule and payments made by BACS. Sandwell Metropolitan Borough Council will pay 30 days from receipt of invoice. Sandwell Adult and Family Learning Service expects that subcontractors will participate in the assessment of accuracy of payments and review remittance advice to ensure there are no inaccuracies.

This funding will be issued as a sub contract of the Sandwell Metropolitan Borough Council grant from the West Midlands Combined Authority.

Policy review

This policy will be reviewed by 31 July each year and will be published on the SAFL website. Details of the policy will be given to potential providers at the annual procurement presentation.
