



Skills Funding
Agency



LEEDS CITY COUNCIL
Corporate Procurement Unit (Compliance and Regulation)
Civil Hall
Calverley Street
Leeds
LS1 1UR

7 August 2015

Variation to Conditions of Funding (Grant) - ANE-50871

I am writing to inform you that the post of Chief Executive of Skills Funding has been abolished by the Deregulation Act 2015 and all the rights and liabilities in the Conditions of Funding (Grant) ("the Agreement") made between the Chief Executive of Skills Funding ("the Chief Executive"), and your organisation ("the Body") have been transferred to the Secretary of State for Business, Innovation and Skills (BIS) acting through the Skills Funding Agency (the SFA).

I am also writing to inform you that the SFA is proposing to vary the Agreement. The key changes have been outlined below and a full copy of the revised Agreement for 2015 to 2016 will be published shortly on the SFA website on GOV.UK. If you require a copy of the revised Agreement prior to publication it can be requested from your Central Delivery Service Adviser (there is no need to sign and return a revised Agreement).

Variation Details:

Clause 3.7 has been added

- 3.7 The Body must provide evidence that it has worked in partnership with the LEP to ensure that the delivery of the Provision takes account of the LEP's local economic and skills priorities.

Clause 4.7 has been amended

- 4.7 The Body shall make payment to any sub-contractor within 30 days of receiving a valid claim for payment and ensure that any sub-contract entered into for the purpose of delivering the provision under this Agreement contains a term giving effect to this requirement.

Skills Funding Agency

St George's House, Kingsway, Team Valley, Gateshead NE11 0NA

T 0345 377 5000 www.gov.uk/government/organisations/skills-funding-agency

The SFA is an executive agency of the Department for Business, Innovation and Skills

Clause 4.8 has been added

4.8 Where the Body enters into sub-contracts for purpose of delivering the Provision under this Agreement with an aggregate value of £100,000 or more in any one year, it must obtain an annual report from its external auditors which provides assurance on the arrangements that the Body has in place to manage and control its sub-contractors. The report must comply with the guidance issued from time to time by the SFA. The Body must supply the SFA with a certificate signed by its external auditors and an authorised signatory confirming it has received a report providing satisfactory assurance. The SFA reserves the right to require the Body to provide a copy of the full report.

Clause 5.11 has been added

5.11 The Body shall ensure that it complies with its duty to have due regard to the need to prevent Learners from being drawn into terrorism in accordance with s26 of the Counter-Terrorism and Security Act 2015 and the guidance published by the Secretary of State.

Clauses 9.3 and 9.5 have been deleted to reflect that all publicity material specifies that the ESF logo **must** be displayed.

Clause 10.4 has been removed because this functionality is switched off in the Data Collection system.

Clause 10.12 has been added

10.12 The Body must submit data about any member of its workforce delivering GCSE English and Maths in the format and to the timescales as required by The SFA.

The contract reference number has been amended from ANE-50871 to SFA-3324.

Appendix 1: The Summary of Programme Funding 2015/16.

Appendix 2: The individual Funding Agreement(s).

ESF Match Funding 2015/16

The following funding programmes are eligible to be used by The SFA as Match Funding for the 2014-20 European Social Fund (ESF) programme:

- Adult Skills Budget
 - Workplace Learning
 - Apprenticeships
 - Classroom Based Skills Support for the Unemployed
 - Traineeships
- 16-18 Apprenticeships

There are clauses within the 2015 to 2016 Agreement that detail the requirements placed on the Body whose funding is used for this purpose. The attached letter titled ESF Match Funding 2015/16 provides further details of what is required under the terms of your Agreement.

Please acknowledge your agreement by printing off, signing and returning **one** copy of this variation to Clare Stephenson at the address on this letter by 21 August 2015.

Once the variation has been received, we will countersign it and return a scanned copy to you for your records via The Hub. Should you prefer a hard copy of the variation please return two signed copies to us.

The revisions will take effect from 1 August 2015 as a variation of the Agreement. All other provisions of Agreement shall remain unaltered and continue in force as before.

A signed variation letter is necessary for funding to be claimed for the Provision.

If you have any questions about this variation, please contact your Skills Funding Agency Central Delivery Service Advisor.

Action: Authorised Signatory on behalf of the Body

Signature Position

Name Date

Authorised signatory for the SFA

Signature Head of Central Delivery Service Centre

Name Date



Skills Funding
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7 August 2015

ESF Match Funding 2015/16

I am writing to confirm that, in accordance with clause 20.1.4 of the Contract for Services; clause 13.1.4 of the Financial Memorandum Further Education Colleges; clause 9.1.4 of the Conditions of Funding (Grant), the SFA intends to use the funding provided to your organisation by the Secretary of State for Business, Innovation and Skills (BIS) acting through the Skills Funding Agency (the SFA) on behalf of the Crown for the delivery of education and training in the 2015/16 academic year as match funding for the 2014-20 European Social Fund (ESF) programme.

What is ESF match?

The SFA is an ESF Co-Financing opt in Organisation (CFO) delivering a programme of activity to tackle worklessness and workplace skills issues. To be able to draw down the ESF funds for projects, the SFA needs to be able to fund an equal amount of similar activity from its other budgets: this is known as 'match funding'. For England, the SFA is working with LEPs on £1bn of ESF funding between 2014 and 2020 to help people back into work or improve their workplace skills, but the SFA can only do this if the SFA can identify and document the match funding and the associated learners. The learner information from providers such as yourself will enable the SFA to draw down these ESF funds.

ESF matches funding on a programme basis, specifically programmes that fall within the scope of the two ESF priorities: Inclusive Labour markets and Skills for Growth. The list below shows examples of the programmes that are currently within scope as a source of ESF match funding.

- Adult Skills Budget
 - a. Workplace learning
 - b. Apprenticeships
 - c. Classroom based skills support for the unemployed
 - d. Traineeships

- 16 – 18 Apprenticeships

What is required?

Where the SFA uses your funding as match you are required under the terms of your funding agreement to:

- Display an ESF poster prominently in your premises (If you also deliver ESF funded provision you will have these from your ESF contracts);
- Have in place Equal Opportunities and Sustainable Development policies and action plans;
- Inform all learners that they are on a programme part financed by ESF; and
- Retain documentation for audit including having in place a document retention policy that reflects the minimum date requirement of 31st December 2030.

Please note that this provision may also fall within scope for the Department for Work and Pensions and European Commission auditors who inspect the ESF programmes.

Employment status of learners

The employment status of learners is important for ESF programmes to confirm learner eligibility for the funded activity. It is very important, therefore, that the correct initial employment status is used. The 15/16 ILR specification information for this field states that when a learner first enrolls with a provider, this field must be completed with the learner's employment status **prior to enrolment or the programme start date**. To ensure that the SFA can maximise match funding for unemployed programmes, where a learner has been unemployed prior to starting the learning programme their employment status must be shown as 'not in paid employment'. Learners should also be shown as 'not in paid employment' if they have been recently employed for their apprenticeship after being unemployed. Evidence of this status must be retained.

Further information

ESF plaque and logo

It is an ESF requirement that projects, ESF funded and match funded, acknowledge the support of ESF and the European Union. This must be done by displaying an ESF poster in your main premises, where it can be seen by visitors and learners (for example, in the reception area). It must be positioned in a prominent location clearly visible to staff, participants and others using the building, and have the following information.

- Name of the project
- Name of the Funding Stream (European Social Fund)
- Brief description of the activity supported by the project, including whether it receives any support through the Youth Employment Initiative (YEI)

- The full logo for the European Social Fund

A main location is the most commonly attended location by participants at each provider (and each of their sub-contractors) during the lifetime of the project. You and your sub-contractors are asked to determine this on the basis of the location that you expect to receive the highest number of participant day's attendance. Larger providers and larger sub-contractors can display additional posters where there are a number of other well attended locations.

The ESF logo must be located on your learner enrolment forms, training materials and your website as a minimum requirement. When you use the ESF logo, please make sure it is the logo for the 2014-20 ESF programme.

You can download poster templates, full publicity guidelines, and ESF logos from GOV.UK: <https://www.gov.uk/government/publications/european-structural-and-investment-funds-project-requirements-and-publicity-materials>

Informing learners

During induction of learners providers must inform learners that they are part funded by ESF. Learners will need to sign documents to evidence that they have been informed, providers must maintain and retain this documentary evidence.

A short video covering the background of ESF, what it does, how it helps and who benefits is available on the European Union website: <http://ec.europa.eu/esf/home.jsp>

Document retention

It is a requirement of the ESF programme that all documents necessary to verify the co-financed provision are retained for 3 years from the final payment from the EU to the Government, which is expected to be 31 December 2030 at the earliest, in case they are required for audit purposes.

Any changes to this date will be notified in writing. This documentation includes learner records (including Additional Learner/Learning Support where appropriate); payment information relating to the contract/funding stream; Publicity, Equal Opportunities and Sustainability policies.

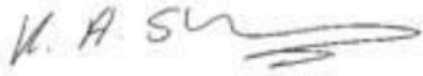
Organisations involved in the ESF programme are required to have a Document Retention Policy that reflects the required retention date and confirmation that the policy is subject to regular review. Information on the archiving requirement, and how this can be achieved electronically, can be found within the 2014-2020 ESF Operating Manual found via the following link:

<https://www.gov.uk/government/policies/making-european-funding-work-better-for-the-uk-economy>

If either now or in the future the safe retention of this evidence is at risk, i.e. you or a subcontracting organisation is closing down, then you must immediately contact the Skills Funding Agency to discuss alternative arrangements.

If you have any questions, please contact your CDS advisor.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K. A. Sherry', with a long horizontal flourish extending to the right.

Karen Sherry
Deputy Director – Central Delivery Services

APPENDIX 1 - SUMMARY OF SKILLS FUNDING AGENCY FUNDING 2015/16

Organisation Name:	LEEDS CITY COUNCIL
UKPRN:	10003853

	Contract Ref	Maximum Contract Values		
		Aug 15 - Mar 16	Apr 16 - Jul 16	2015/16 Total
Adult Skills	ASC-2860	£9,523	£6,453	£15,976
of which must be used for 19+ Apprenticeships		£0	£0	£0
Community Learning	CL-2547	£1,433,319	£716,659	£2,149,978
Total Funding for this contract				£2,165,954

Skills Funding Agency	Appendix 1 2015/16	Master Contract ref: SFA-3324
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APPENDIX 2

Funding Agreement - Adult Skills

Provider: LEEDS CITY COUNCIL

Master Contract Ref: SFA-3324

Contract Ref: ASC-2860

UKPRN: 10003853

Start Date: 01/08/2015

End Date: 31/07/2016

	Cash (£)	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016
Total Adult Skills Funding	£15,976	£1,975	£1,484	£1,503	£1,169	£880	£880	£818	£814	£2,055	£1,898	£1,571	£929
of which must be used for 19+ Apprenticeships	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Total Funding	£15,976	£1,975	£1,484	£1,503	£1,169	£880	£880	£818	£814	£2,055	£1,898	£1,571	£929

APPENDIX 2

Funding Agreement - Community Learning

Provider: LEEDS CITY COUNCIL

Master Contract Ref: SFA-3324

Contract Ref: CL-2547

UKPRN: 10003853

Start Date: 01/08/2015

End Date: 31/07/2016

	Cash (£)	Aug 2015	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016
Community Learning	£2,149,978	£179,084	£179,084	£179,084	£179,084	£179,084	£179,084	£179,084	£179,731	£179,111	£179,111	£179,111	£179,326
Total Funding	£2,149,978	£179,084	£179,084	£179,084	£179,084	£179,084	£179,084	£179,084	£179,731	£179,111	£179,111	£179,111	£179,326