

WEST MIDLANDS COMBINED AUTHORITY



AEB Contract variation – Guidance for Providers (For the funding year 1 August 2021 to 31 July 2022) Version 1

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Overview

This guidance is recommended for Grant providers and Independent training providers and covers:

- How to make a formal request for amendments to existing contracts
- Details required for completion of a business case
- Submission process
- Timelines for submissions
- Timelines for decisions and outcomes

Purpose

1. Through the lifecycle of the contract agreements we have in place to support our skills portfolio, there will be a need to vary contracts held at the provider level. Although there are several reasons why we need to vary contracts they will broadly fit within the following categories:
 - 1.1. Underperformance against delivery plan and/or associated funding profile
 - 1.2. To meet a gap in provision
 - 1.2.1. Employer link
 - 1.2.2. Regional skills link
 - 1.2.3. DWP/LEP link
 - 1.3. Provider requests for adjustments within the current allocation
 - 1.4. Provider requests increase in allocation
 - 1.5. Contract amendments
 - 1.6. Midyear subcontract changes

Details required for completion of a business case

Providers are advised to complete as much information on the business case as possible, the more information provided will support a timely response. Please include:

8. Provider details
9. Request type
 - 9.1. Meet a gap in provision then tick the appropriate box
 - 9.2. Adjust within your current allocation then tick the appropriate box
 - 9.3. Increase in allocation then tick the appropriate box
 - 9.4. Flexibility request to amend your contract then tick the appropriate box
10. The rationale for Business Case including:
 - 10.1. Overview and reason for the request, this should include but not limited to;
 - 10.1.1. Brief overview including
 - 10.1.1.1. SSA (Sector Subject Area)
 - 10.1.1.2. Qualification/programme overview
 - 10.1.2. Background and reason for the request
11. Fit with WMCA regional priorities and links to regional skills plans
12. Evidence of demand from key stakeholders' local authorities and/or JCP, including but not limited to
 - 12.1. Employer/DWP information
 - 12.2. Size of the demand
13. CG/SG/SWAPs/Innovation (If applicable)
 - 13.1. In this section please complete the table with the following information of each element that will be delivered – additional rows can be added as needed.
 - 13.1.1. Qualification/unit name
 - 13.1.2. level

- 13.1.3. Duration and GLH
- 13.1.4. Funding value requested
- 13.1.5. Cohort size
- 13.1.6. Any additional information i.e. Information of work experience
- 14. Flexibility request (If applicable) In this section please complete the table with the following information – additional rows can be added as needed.
 - 14.1. Qualification Name
 - 14.2. Level
 - 14.3. LARs code – please leave blank where one needs to be requested
 - 14.4. Funding Value Requested – If this is different from LARS, we will need the reason
 - 14.5. Contribution cost you are seeking i.e. 75%
 - 14.6. Number of learners/Cohorts
 - 14.7. Target group i.e. Unemployed/Employed low wage/Employed non-low wage
- 15. Where the focus is on employed ‘non-low wage’ we will need to see clear intent and the reason for funding and contribution cost requirement
- 16. Priority/Target group your request will support
- 17. Specific delivery locations you will focus delivery in – if this is outside of your contractual agreed, area, please list the reason to why this is included in your request.
- 18. Career pathways the funding will support
- 19. Planned progressions, should include full information on proposed outcomes and KPI’s
- 20. Systems do you have in place to track progression, frequency of tracking and review of evaluating the impact
- 21. For growth requests, providers must list the value of growth and the breakdown by LA
- 22. For flexibilities and/or innovation/SWAP/SG/CG, providers must show where they are planning on moving funds from i.e. £20,000 from SSA 2 in Sandwell to SSA 5 in Birmingham
- 23. Sub-contracting information (if applicable) including
 - 23.1. Provider name
 - 23.2. planned enrolment numbers
 - 23.3. Value of subcontract
 - 23.4. UKPRN

Application

- 24. To make amendments to existing contracts all providers must complete a Business Case
- 25. Submission of all Business Cases should be through your Skills Delivery Officer and the [AEB inbox](#).
- 26. Please note, any discussion of changes to your delivery plan/contract will not be agreed upon unless this process has been formally followed and formal written approval provided.

Timelines for submissions

- 27. You can submit a business case at any point; however, we encourage providers to discuss this with your Skills Delivery Officer before formal submission. This will enable the Skills Delivery Officer to provide advice and guidance on additional information that may be required.
- 28. Business cases submitted will be reviewed by Skills Delivery Officers in line with the regional skills plan. We encourage providers to include as much information as possible to avoid delays.
- 29. Once finalised by the SDO the business case will be reviewed in the following Friday’s business case Panel before being submitted to the SMT meeting.
- 30. Business Case Panel consists of the Performance and Quality Managers and all Skills Delivery Officers for the region. This is to ensure we have reviewed all data in line with WMCA priorities,

regional needs and we have all the details needed. Recommendations may be made for additional information to be requested based on feedback at the panel.

31. Once reviewed by the Business case panel, the business case will be submitted to the next SMT meeting.
32. While we expect to review and submit to the Business case panel within a week, please note this may not always be possible as we may need to seek advice from external sources or request further information from yourselves.
33. An estimated overview of timings can be seen in the table below:

Submission By	Reviewed at Business case panel	SMT Review
Monday i.e. Monday 8 th November 2021	Friday i.e. Friday 12 th November 2021	**The following Wednesday i.e. Wednesday 17 th November 2021
After Monday i.e. Wednesday 10 th November 2021	The following Friday i.e. Friday 19 th November 2021	**The following Wednesday i.e. Wednesday 24 th November 2021

**this could change depending on regional need

34. While we aim to ensure we submit all business cases to SMT within 2 weeks, this may take longer if additional information is needed, however, we will ensure we keep you updated on the progress.
35. For Growth cases, this will take slightly longer as it will need to be reviewed by the finance team

Timelines for decisions and outcomes

36. SMT will normally sit every Wednesday
 - 36.1. Please note, the capacity to review business cases will depend on regional priorities, timings and the number of submissions.
37. All awards are subject to overall affordability and fit within the regional skills plan
38. We aim to communicate outcomes with one week of outcome from SMT

Business case final sign off

39. Upon the outcome of the business case from SMT, Skills Delivery Officers will provide an outcome letter within 2 working days
40. This should include, the outcome, the reason for non-approval or stipulations for the approval.
41. Where approved you may be asked to provide an updated delivery plan and/or subcontractor declaration
42. Please note, until you have received written approval from WMCA you will not be guaranteed any funding or approval for the request qualifications.