

WEST MIDLANDS COMBINED AUTHORITY



AEB Contract variation – Guidance for Providers (For the funding year 1 August 2021 to 31 July 2022) Version 2

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Portfolio Lead	Clare Hatton
Senior policy owner;	Iris Both
Document owner;	Iris Both
Document created by;	Jo Galvin

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Overview

1. This guidance is recommended for Grant providers and Independent training providers and covers:
 - 1.1. How to make a formal request for amendments to existing contracts
 - 1.2. Purpose Details required for completion of a [business case](#)
 - 1.3. Submission process
 - 1.4. Timelines for submissions
 - 1.5. Timelines for decisions and outcomes

Purpose

2. 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:
 - 2.1. Underperformance against delivery plan and/or associated funding profile
 - 2.2. To meet a gap in provision
 - 2.2.1. Employer link
 - 2.2.2. Regional skills link
 - 2.2.3. DWP/LEP link
 - 2.3. Provider requests for adjustments within the current allocation
 - 2.4. Provider requests increase in allocation
 - 2.5. Contract amendments
 - 2.6. Midyear subcontract changes

For what changes to the delivery plan is a business case required

3. For grant providers:
 - 3.1. For growth in allocation.
 - 3.2. For flexibility related to level 4/5 programmes.
 - 3.3. For SWAP/SG programmes related to innovative/new models. *
 - 3.4. For flexibility related to Level 3 provision. **
 - 3.5. For new, innovative programmes outside of the scope of the above.
4. For Individual Training Providers
 - 4.1. For growth in allocation.
 - 4.2. For changes to the delivery plan, including delivery SSA's, Levels, LA areas.
 - 4.3. For new SWAP/SG programmes/innovative/new models
 - 4.4. For flexibility related to Level 3 provision (not including NSF)

* For Grant, all standard SWAP models can be delivered without submitting a business case

** outside of approved Level 3 entitlement & Colleges West Midlands Level 3 flexibilities list and NSF qualifications.

Details required for completion of a business case

5. Providers are advised to complete as much information on the [business case](#) as possible, the more information provided will support a timely response.
6. The rationale for [Business Case](#) should include an overview and reason for the request, this should include but not limited to;
 - 6.1. SSA (Sector Subject Area)
 - 6.2. Qualification/programme/level overview
 - 6.3. LARs code – please leave blank where one needs to be requested

- 6.4. Funding value requested - If not a LARS rate, costs should be clearly set out.
- 6.5. Contribution cost you are seeking (i.e. 75%).
- 6.6. Number of cohorts and learners per cohort.
- 6.7. Target group (i.e. Unemployed/Employed low wage/Employed non-low wage/BAME/Over 50's/etc.).
- 6.8. 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.
7. Any additional information (i.e. Information of work experience).
8. Fit with WMCA regional priorities and links to [Adult Education Strategy 2022-2025](#) and [Regional Skills Plan](#).
9. Evidence of demand from key stakeholders' including but not limited to Local Authorities, Employers and Jobcentres/DWP and should include information on:
 - 9.1. Employer/DWP information
 - 9.2. Size of the demand
10. Specific delivery locations you will focus delivery in – if this is outside of your contractual agreed, area, please list the reason why this is included in your request.
11. Career pathways the funding will support.
12. Planned progressions, including information on proposed outcomes and KPI's.
13. Systems do you have in place to track progression, frequency of tracking and evaluation of impact of the programme.
14. For growth requests: providers must list the value of growth and the breakdown by Local Authority.
15. For flexibilities: 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).
16. Sub-contracting information (if applicable) including
 - 16.1. Provider name
 - 16.2. planned enrolment numbers
 - 16.3. Value of subcontract
 - 16.4. UKPRN

Application

17. To make amendments to existing contracts all providers must complete a [Business Case](#)
18. Submission of all [Business Cases](#) should be through your Skills Delivery Officer and the [AEB inbox](#).
19. 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

20. 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.
21. [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.
22. Once finalised by the SDO the [business case](#) will be reviewed in the following Friday's business case Panel.
23. 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 and regional needs.

24. We expect to review and submit [Business cases](#) to the panel within a week*
25. We aim to submit [business cases](#), where applicable to SMT within 2 weeks*
 - 25.1. Growth cases will take slightly longer as they will need to be reviewed by the finance team
26. All awards are subject to overall affordability and fit within the regional skills plan

*Please note this may not always be possible as we may need to seek advice from external sources or request further information.

Timelines for decisions and outcomes

27. Business Case Panel will normally sit every Friday
28. Once reviewed, a decision will either be made depending on WMCA's decision matrix by the Business case panel to approve or where applicable referred to SMT next meeting.
29. SMT will normally sit every Wednesday
30. An estimated overview of timings can be seen in the table below:

Submission By provider on	Reviewed at Business case panel on	SMT Review
Monday	Friday	The following Wednesday
After Monday	The following Friday	The following Wednesday

31. We aim to communicate outcomes with one week.

* Please note, the capacity to review business cases will depend on regional priorities, timings and the number of submissions.

**Recommendations may be made for additional information to be requested based on feedback at the panel.

Business case final sign off

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