



Somerset
Council

Somerset Council Tailored Learning Management Fees

The Council will retain approximately £515,000 (20%) of the total value of the Grant Funding awarded to the Council by the DfE to manage and administer the whole programme (which includes the community-based provision). This does not impact on the indicative value of this contract.

With the retained funding, in respect of this contract, the Council will:

- provide a contract management senior responsible owner with responsibility for driving organisation-wide contract management performance.
- provide an accessible Management Information System for all Tailored Learning enrolments.
- regularly assess and evaluate the contract to ensure that the cost of contract management activities is justified and proportionate to the benefits obtained.
- create and chair a schedule of regular contract and performance management meetings and provide feedback on performance.
- ensure regular structured and informal communication routes between the contract manager and delivery partner are open and used.
- service level agreements are in place, and are linked to business needs, understood by the delivery partner, and monitored by the contract manager and/or end users.
- ensure clear processes are in place to handle operational problem resolution and resolve issues as quickly as possible.
- ensure payment mechanisms are documented, are clear and well understood and payment processes are well defined and efficient; appropriate checks and authorisation processes are in place for paying invoices.
- increase joint working or shared activities for the benefit of the Council and Delivery Partner.
- provide feedback on observation of teaching and learning and provide additional quality resource as and when required.
- provide connections with other services and partners to encourage extension of the programme (i.e. housing).
- provide market intelligence to inform targeted provision.
- Provide a full-time impartial Careers Information, Advice and Guidance Officer working out of the Community Employment Hubs.