**Procurement of suppliers for Governance Development Programmes**

**Additional Information – funding and payment model**

**Funding model**

1. Funding for governance development programmes will have two separate elements:
   1. One-off funding for set-up costs for each Lot awarded.
   2. Unit funding for delivery which will be linked directly to contractors’ success in securing business from boards and clerks and to the volume of support they provide.

**Funding for set-up costs**

1. Bids will need to outline the key features of proposed activities, but successful contractors will have opportunity to develop the detail of their programme and their actual course materials and learning resources prior to commencing delivery. We will expect each contractor to develop any course or programme materials, including any learning resources, in line with the Governance Handbook and relevant competency framework.
2. Bidders will be invited to submit proposals for one-off funding in 2017-18 to cover set-up costs. These might include recruiting and training staff inclusive of setting up sub-contractors or consortia arrangements; developing management systems and processes; developing programme learning materials; and recruiting the initial cohort of participants but should not be used for ongoing administrative expenses such as travel and subsistence.
3. Set-up costs will be awarded separately at up to £20,000 for governance leadership development and up to £10,000 for clerking development.

**Unit funding rates**

1. For governance leadership development we will pay up to:
   1. A **Standard Rate of £500** per governing board or body (e.g. local governing body) to which the board has delegated governance of specific schools.
   2. A **Higher Rate of £2,000** per board or local governing body that is either
      1. governing two or more schools (MAT or Federation), or
      2. governing a school that is located in an Opportunity Area[[1]](#footnote-1) *and* that is either rated by Ofsted as Requires Improvement or is rated as Good or Outstanding but is identified as Coasting[[2]](#footnote-2).
2. The Higher Rate of funding for governance leadership development will enable contractors to develop a richer and more intensive offer to eligible boards. For example, this might include first-hand observation of the board to understand board dynamics; more frequent contact with participants and/or contact with more members of the board; more 1:1 coaching; or additional learning modules – as contractors see fit.

**Unit funding allocations**

1. We will divide available funding between Lot 1: Governance Development and Lot 2. Clerking Development (reserving a further sum for centrally commissioned quality assurance of funded programmes). We will reserve the right to move funding between priorities over time, but our indicative funding split is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2017-18** | **2018-19** | **2019-20** |
| Leadership Development | £340,000 | £1,150,000 | £1,150,000 |
| Clerking Development | £90,000 | £300,000 | £300,000 |

1. For both governance leadership development and clerking development our intention is to fund activity proportionately in all RSC regions of the country. We therefore plan to divide and earmark our funding across the 8 regions. Our expectation is that will incentivise contractors over time to focus their efforts on under-served regions. However, we will reserve the right to adjust regional allocations, particularly towards the end each financial year in order to avoid a situation in which there is both underspend in some regions and unfunded demand in others.
2. For clerking development, we have apportioned funding to each region based on the total number of schools per region. For governance leadership development, we have additionally taken into account the number of boards eligible for the higher rate of funding. The indicative allocations are as follows:



1. The total annual volume of provision under NCTL’s current licensed programmes is at Annex B.

**Unit-funding payment model**

1. The available budget within each region will be awarded on a first come first served basis to contractors securing provisionally signed-up participants for their programmes. Authorisation to deliver must therefore be sought from the Department prior to commencing delivery to each participant in order to confirm the eligibility of the participant for funding and the availability of sufficient remaining budget.
2. Each contactor will confirm an email address for authorisation correspondence: only emails from and to this mailbox will count as authorisation requests and confirmations. The mailbox details will be provided to successful bidders.
3. Contractors will email a dedicated DfE mailbox to provide details of each potential participant using a supplied template, including but not limited to the information set out in annex A.
4. On receipt of authorisation requests, the department will:
   1. Contact a sample proposed participants to verify their intention to participate
   2. Check a sample of school’s/board’s URNs in Edubase to check their validity
   3. Confirm eligibility for funding and the rate
   4. Confirm the availability of funding in the relevant region
   5. Consider any case made by contractors for re-participation.
5. The Department will aim to email contractors within 5 working days (and in most cases much more quickly) to confirm the eligibility of the proposed participant and the availability of sufficient funding, authorising the contractor to commence delivery within next 6 months, after which time the authorisation will expire.
6. Contractors will invoice DfE quarterly, supported by participant-level data (using a supplied template) confirming all provision since contact commencement that has been authorised, commenced, completed, and terminated prematurely. We will pay the full unit-funding rate for each participant once an invoice confirms that delivery has commenced. By netting off from future payments, we will claw back 80% of the unit-funding rate for any participant that drops out and does not complete the contractors’ programme.
7. Monthly, and on request, we will confirm to contractors the funding that remains available in each region. As noted above, our intension is that over time this incentivises contractors to focus their efforts on underserved regions. We will notify contractors as and when the full budget within a given region has been allocated.
8. Prior to the last quarter of the financial year we will require contractors to forecast the demand they have identified and have the capacity to meet in each region over the final three months of the year. In light of this information, the Department reserves the right to re-allocate remaining funding between the regions.

**Annex A – Delivery authorisation information**

*Governance Leadership Development*

|  |  |
| --- | --- |
| **Data** | **Explanation** |
| Unique applicant reference | Incrementing unique code per applicant |
| First Name | Free text - enter first name of the lead participant, usually the chair |
| Surname | Free text - enter surname of the lead participant, usually the chair |
| Ethnicity | Pick from list |
| Disability | Pick from list - yes/no |
| Role | Pick from list - Chair/ Vice-Chair/ Other |
| Role - other please specify | Free text |
| Years in role | Pick from list - the number of years the lead applicant has been in their current role |
| Previous funding | Pick from list - yes/no depending on whether governance leaders from this board have been funded under this programme before |
| - if yes, rationale | Free text - enter rationale for why the board should be funded again |
| email address | Free text - enter email address of lead applicant |
| Phone number | Free text - enter direct phone number for lead applicant (ie not a generic school phone number) |
| Edubase GID | Free text - enter the Edubase GID of the lead applicant: required prior to authorisation (Governance Leadership Development only) |
| Board name | Free text - enter the name of the board/ LGB |
| Reference | Free text - enter the School URN for a standalone school or Unique ID for an Academy Trust or Federation - available from Edubase |
| Schools governed | Pick from list - One/ Two or more |
| Pupils in schools governed | Free text - Enter the total number of registered pupils in schools governed by the board - available from Edubase |
| Sector | Pick from list - Academy/ Maintained |
| Tier | Pick from list - MS GB/ Federation GB/ MS in Federation/ SAT Board/ MAT Board/ MAT LGB |
| Opportunity Area Name | Pick from list |
| Ofsted grade | Pick from list - Outstanding/ Good/RI/ Inadequate |
| Coasting | Pick from list - Yes/ No |
| Federation/ MAT Name | Free text - enter the name of the Governing Body or Trust Board if application is for a body within a MAT or Federation |
| Federation/ MAT ID | Free text - enter the Edubase Unique ID of the Governing Body or Trust Board if application is for a body within a MAT or Federation |
| RSC Region | Pick from list |
| Referee 1 name | Free text fields - details of two referees who, by providing their details, consent to being contacted by DfE or its agent to provide an informed view on the quality of governance leadership of this board. They must not both be from the same board. Referees may be, for example: - the headteacher/ principal/ CEO or another member of the board - an NLG or other external governance expert with regular contact with the board - from the LA, a local TSA, or a DfE Education Advisor or RSC regional office official |
| Referee 1 email |
| Referee 1 phone |
| Referee 2 name |
| Referee 2 email |
| Referee 2 phone |

*Clerking Development*

|  |  |
| --- | --- |
| Unique applicant reference | Incrementing unique code per applicant |
| First Name | Free text - enter first name of the lead participant, usually the chair |
| Surname | Free text - enter surname of the lead participant, usually the chair |
| Ethnicity | Pick from list |
| Disability | Pick from list - yes/no |
| Employment status | Pick from list - Employed/ self-employed with reference to their work as a clerk |
| Employer name | Free text - if employed as a clerk, enter name of employer |
| Employer type | Free text - if employed as a clerk, pick from list - LA, School, Federation, MAT, charity, private sector, other |
| Highest qualification | Pick from list - GCSE/ A-level/ Degree/ Masters Degree/ PhD - or equivalent |
| Years experience | Pick from list - the number of years for which applicant has been providing clerking services |
| Previous funding | Pick from list - yes/no depending on whether the applicant has been funded under this programme before |
| - if yes, rationale | Free text - enter rationale for why the board should be funded again |
| email address | Free text - enter email address of lead applicant |
| Phone number | Free text - enter direct phone number for lead applicant (ie not a generic school phone number) |
| Number of boards | Pick from list - the number of boards to which the applicant currently provides clerking services |
| Sector | Pick from list - Maintained, Academy, Both according to the sector of these boards |
| Scale | Pick from list - the maximum number of schools governed by a board to which clerking services are provided |
| MAT boards | Pick from list - Yes/No depending on whether providing clerking services to any MAT boards |
| Federations | Pick from list - Yes/No depending on whether providing clerking services to any Federation governing bodies |
| Referee 1 name | Free text fields - details of two referees from boards in receipt of clerking support from the applicant who, by providing their details, consent to being contacted by DfE or its agent to provide an informed view on the quality of clerking services provided by this individual. They must not both be from the same board. |
| Referee 1 email |
| Referee 1 phone |
| Referee 2 name |
| Referee 2 email |
| Referee 2 phone |

**Annex B: NCTL Licensed Provision – total annual volumes**

|  |  |  |
| --- | --- | --- |
|  | **Chairs Development** | **Clerks Development** |
| **2014-2015** | c. 850 | c. 800 |
| **2015-2016** | c. 1150 | c. 700 |
| **2016-2017** | c.1000 | c. 750 |

1. https://www.gov.uk/government/news/education-secretary-announces-6-new-opportunity-areas [↑](#footnote-ref-1)
2. More information on the coasting definition can be found in the [primary school accountability technical guide](https://www.gov.uk/government/publications/primary-school-accountability) and the [progress 8 and attainment 8 guide for secondary schools](https://www.gov.uk/government/publications/progress-8-school-performance-measure) [↑](#footnote-ref-2)