

Waltham Forest's Adult Learning Supply Chain Management Fee Transparency Statement (ANNUAL)

Academic Year: 2026–27

Waltham Forest Council's Adult Learning Service works with subcontracted delivery partners to support the delivery of high-quality Adult Learning provision. Where provision is subcontracted, the Council retains a management fee of up to 20% of the funding allocated to the subcontracted activity.

The management fee is not a profit-making charge. It represents the costs incurred by the Council in managing, assuring and supporting subcontracted provision and ensuring that public funding is used appropriately, transparently and in line with funding and statutory requirements.

What the management fee is used for

The management fee contributes to the costs of:

- procurement and contracting of subcontracted provision
- financial management and funding compliance
- performance monitoring and data validation
- quality assurance activities, including observations, audit and moderation
- safeguarding and Prevent oversight and assurance for adult learners
- contract management, review and intervention where required
- support and guidance provided to subcontractors to improve quality and outcomes
- reporting to funding bodies and meeting transparency requirements.

Proportionality and value for money

Management fees are applied on a transparent and proportionate basis and are reviewed regularly to ensure they represent value for money. The level of management and oversight applied to individual subcontractors is risk-based and reflects the nature, scale and complexity of the provision being delivered.

Publication and review

This statement is published annually alongside the Council's Subcontracting and Supply Chain Fees Policy. Actual supply chain arrangements and retained management fees are published where required by funding rules.