

## 7. Adult Education Budget Assurance Framework Appendices

### 7.1 Appendix A: Processes for managing AEB Provision

#### Part 2: Schedule of officer responsibilities

All matters listed under 'the 'Schedule of officer responsibilities' below are actioned in line with any legislative framework, HM Government guidance and relevant GLA policies and procedures.

Document/process
Procedural Matters relating to contracts/grant agreements
Minor variations to the standard form of contract/grant agreement e.g. to correct a clerical error or to ensure compliance with evolving legislation.
Changes to individual provider allocations (payment profiles/deliverables)
Variations to a payment profile (where the overall contract/grant value remains unaltered)
Non-significant* growth requests and reduction statements

Non-significant* variations to the Value of a contract of services/Grant Agreement <i>*See table below for definition of 'non-significant'.</i>
Changes to Volumes <sup>1</sup> and/or of Services <sup>2</sup> which do not impact on the Value of a contract of Services/Grant
AEB Funding Rules and Rates
Minor changes to GLA Funding Rules such as alignment with the Education & Skills Funding Agency (ESFA) changes to improve consistency or to correct a clerical error or to ensure compliance with evolving legislation.

<sup>1</sup> Where Volumes relates to overall volumes of (Paid or unpaid) individual deliverables in a Contract/Grant and/or the proportion of volumes of (Paid or unpaid) individual deliverables allocated to the different individual deliverables in the Contract/Grant.

<sup>2</sup> Where Services means the activities required to be delivered in order to meet the Objectives of a Contract/Grant (for example, the Levels of qualifications or the Learning Aims by sector/theme)

### Table of value changes considered to be Non-Significant<sup>3</sup>

Commitment Value	Max Change in Value (%)	Maximum Change
<£300k	30	N/A
£300k to £1m	20	£100,000
£1m to £3m	15	£300,000
>£3m	10	£500,000

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<sup>3</sup> As agreed under the cover of MD2649.