



Finance and Data Policy



Issued: November 2017

Finance and Data Policy

The Term	Will hereinafter refer to...
Directors	The Directors of PAAH.
Site Directors	The Directors of PAAH Funded Organisations
Personnel	Any employees of PAAH and/or the subcontractors and partner organisations who are responsible for the delivery or support of PAAH Funded Learners.
Partner Organisations	Employers and work placement providers of PAAH Funded Learners.

Purpose

PAAH recognise the need for good financial control, involving data collection, analysis, evaluation and continuous improvement. This policy will ensure the standards of financial management and data controls required are well established with clear guidelines for making financial decisions and reporting the financial status of the PAAH Funds and other data which could impact on the viability of the organisation, including learner success and satisfaction rates.

Roles and Responsibilities

The PAAH Directors will delegate and agree responsibilities to various members of the PAAH Team.

- Christine Egan - Quality Director / Quality Improvement Team Member
- Gemma Gallen - Office Manager/Financial Director
- Graham Daniels - Managing Director / Data and Marketing Director
- Stuart Stott - Centre Director
- Evie Johnson - Contract Manager
- Amber Green - Quality Manager
- Samantha Joy - Centre Manager
- Ruth Tate - Head of Delivery
- Emma Maryam - Functional Skills Manager
- Tracey Baddeley - Teacher/Equality & Diversity Co-Ordinator
- Carol Lefley - Functional Skills/Teacher
- Cherry Gerry - Teacher/Recruitment Manager

Financial Responsibilities

It is the responsibility of the PAAH Directors to formulate policies and review operations and activities on a periodic basis.

Procedure

PAAH will collect data from all funded sites to monitor...

- Performance against profile.
- Learner Retention.
- Learner success and timely achievement.
- Equality and diversity data in relation to success.
- Learner progression (in relation to employment and further or higher education (e.g. intermediate apprenticeships to advanced apprenticeships).
- Learner attendance and punctuality.
- Learner and Employer Satisfaction Rates

Financial data collection will be submitted on a monthly basis including...

- Learner ILR upon enrolment
- ULN reference number on the completed ILR or PICs reference number on the completed ILR
- Learner Success information (including timely achievement)
- Progression information - employment and progression onto higher or further qualifications.
- Learner attendance and punctuality rates.

Performance against Profile

- Each month all parties will update their performance against profile and submit to the financial / quality directors (or via the PICs system as agreed). The directors will monitor performance on a quarterly basis and where necessary make contractual adjustments or put forward for growth cases to the SFA.

Learner Retention / Success and Timely Achievement / Equality and Diversity

- Data completion rates will be entered onto PIC's and during monthly reconciliation – a file will be saved to the computer and run through FIZZ to ensure it is completed correctly with no errors or warnings. Data will then be submitted to the central systems - based at PAAH Scunthorpe. The directors will monitor success report on a monthly basis and on a 4 monthly basis a full analysis, including equality and diversity will be presented to the full organisational meeting. Any trends will be identified and any dips in success will be actioned plan for improvement by the Directors, supported by the Quality Improvement Team. The Finance Director will also liaise verbally with each site for updates on learner exit information to test data and audit MIS accuracy.

Learner Progression

- All information on learner progression and success rates are entered on the PICs system and data will then be submitted to the central systems - based at PAAH Scunthorpe. Progression reports for sites will be studied on a quarterly basis and areas for quality improvement identified and action planned. Any trends will be identified and any dips in success will be actioned plan for improvement by the Directors, supported by the Quality Improvement Team. The Finance Director will also liaise verbally with each site for updates on learner exits in relation to progression (employment and higher or further education) information on a monthly basis.

Learner attendance and Punctuality Rates

- All information will be submitted monthly to PAAH for learner attendance and punctuality utilising the PICs system. Data will then be submitted to the central systems - based at PAAH Scunthorpe. Each site will be expected to also monitor their own learners' attendance and have a clear strategy to action improvement in learner attendance and punctuality Sites will be asked to show evidence of how they have dealt with issues and communications for learners with poor attendance or punctuality rates... PAAH Directors and Quality Improvement Team will monitor the attendance and punctuality of all of its learners on a quarterly basis and areas for improvement will be identified and action planned.

Learner and Employer Satisfaction Rates

- PAAH Questionnaires will be distributed electronically to all sites and returns will be requested. These will be submitted by the site quality manager to Head Office for collation and analysis. Information from the questionnaires should be annotated where necessary by the site to show any follow up or action taken in response to feedback. On a quarterly basis feedback data will be shared with each site (at an organisational meeting) and against the organisational overall rates. The PAAH Directors and Quality Improvement Team will then action plan improvement where there are significant trends or dips in satisfaction rates. Learners and employers should be encouraged to utilise the PAAH message system where they wish to suggest areas for improvement. Good practice from satisfaction rates will be used to share good practice.

Data Monitoring and Targets

- Every month the PAAH Directors and quality improvement team will meet to monitor, analyse and action from data.
- Every four months a meeting will be held with all sites to review and discuss the above data and any significant trends or dips.
- All evidence from a quarterly finance review is retained by the finance Director.
- Projections for the contract year are to be completed when requested by the account's manager and forwarded to the Skills Funding Agency.
- All PAAH funding sites will have cohort targets for retention and achievement issued by PAAH; they will be required to feedback on their performance and identify improvement strategies planned monthly for their own data collections along with progression information.

The Quality Improvement Team and PAAH Directors will create an annual calendar and plan monthly requirements for data collection. Quality data will be collected from various sources including - surveys collecting customer satisfaction feedback. The evidence will be audited for quality improvements and improvements will be action planned. The Quality Improvement Team will present evidence as appropriate; every month for discussion. The evidence provided and agreed will inform the Self-Assessment Report and Quality Improvement Plan.

Data Collection and Data Security

The Directors will ensure that all data collected is in accordance with the Data Protection Act 1998. The use of any systems to record or process information will comply with this legislation. The PAAH Quality Improvement Team will ensure that data is regularly collected reviewed and dispersed to all companies.

A Director at each funded site will ensure that the computer systems used for management information are password protected and that only authorised staff have access to the system. Passwords should not be disclosed, should be changed regularly and updated for staff changes. The PAAH Directors will ensure adequate protection is in place to safeguard management information systems and data against computer viruses. Only authorised software will be used.

All paper based data surveys will be circulated and collected by funded sites. These Surveys will then be directed through to the head office for review and analysis.

Conflicts of Interest

PAAH Directors are prohibited from activities that might present conflicts of interest. Any potential conflicts must be declared to the full board of PAAH Directors and appropriate action agreed.

Bank Accounts

The Finance Director will oversee bank and investment accounts. These may change as the PAAH Directors agree. The PAAH Directors will review and approve expenditures and cash flow. The budget will contain revenue and expenses forecasted.

Financial Planning

PAAH has both quality improvement plans and strategic business plans which outline the areas of priority to meet the Skills Funding Agency target areas and models.

The Financial Director will oversee and support the Finance Manager prepare estimates of expenditure and income for consideration and approval by the Skills Funding Agency. The Skills Funding Agency will ensure that planned expenditure does not exceed the available budget allocation during quarterly meetings with the SFA Contracts Manager.

Internal Financial Controls

The PAAH Directors will ensure that financial control is maintained by ensuring that at least two people are involved in the distribution of funds.

- An audit trail of all financial transactions will be maintained.
- All checks will be fully documented
- Accounting records will be properly and securely maintained and access to these will be permitted to all PAAH Directors and others in line with the requirements for Freedom of Information.

Banking Arrangements

Financial Manager will certify the monthly bank reconciliation and countersign the relevant reports. Bank statements will be obtained on a monthly basis and reconciled against the financial system and distribution.

Recording Receipts

All cash payments and cheques paid will be recorded by date, name of company or individual, designation and amount. After recording the payment will be forwarded to the accountant for accounting purposes.

Security of assets

The PAAH Directors are responsible for ensuring that cash is kept in safe custody. They will ensure that an inventory is maintained of any valuables or assets belonging to PAAH.

Insurance

The PAAH Directors will ensure that adequate insurance is taken out to cover risks to which PAAH is exposed.

An annual review of all risks will be conducted to ensure that an appropriate level of cover is maintained.

The PAAH Directors will raise the issue of risks and alterations which require insurance or affect existing insurance arrangements.

Audit

PAAH will have an audit of its financial statements annually. The group will discuss and select a member of the Finance team to perform the annual audit and report the findings to the board. All parties must prepare and present required financial documents and DSAT report evidence when required by the Skills Funding Agency finance team.

Monitoring, Review and Evaluation

Monitoring of Process and Information

Each individual site will monitor financial and data processes through quality audit systems. The PAAH Directors and the Quality Improvement Team will monitor the Data and Finance Policy implementation. PAAH Funded Sites are formally monitored for any issues relating to data and finance during monitoring visits and will be required to submit financial account annually to prove their financial viability.

Monitoring of data and financial issues relating to learners will be covered in the induction and during learners' reviews and any issues raised will be fed back to management for discussion or action planning.

Questionnaires will also be used to monitor learner satisfaction. The outcomes from these are fed back to PAAH and included in the self-assessment process. Any necessary action relating to this policy will be identified and is included in the subsequent development plan. Issues relating to data or finance will be used by sites to identify areas for improvement and this will be actioned and implemented to prevent further concerns or incidents wherever possible.

Any member of a PAAH Funded site, its personnel, learners or partner organisations found to not complying with this policy will be dealt with in line with the Disciplinary Policy.

Monitoring of Documentation and Policy

The Quality Improvement Team will review the policy and documentation as a minimum bi-annually. The updated policy will be submitted to the PAAH Directors for approval/ratification. The completed policy will then be distributed to all relevant parties, displayed or easily accessible in training centres and partner organisations or placed on a VLE. PAAH funded sites, its personnel, learners and partner organisations will be asked to sign an acceptance of the policy.

Communications, either paper or electronic, will also notify all relevant parties of all reviews and any outcomes from the reviews.

Impact Assessment

This policy will be impact assessed for equality and diversity and records will be maintained.

Safeguarding

This policy will be reviewed to ensure it fully safeguards learners, PAAH funded personnel and other partners in relation to their levels of safety, health, achievement, enjoyment, contribution and wellbeing.

Grievances/Complaints

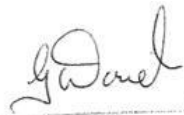
PAAH funded sites, its personnel, learners or employers have the right to lodge a complaint or grievance about any of the areas covered under the Data and Finance Policy. If a complaint or grievance is made it will be dealt with under the Grievances or Complaints Policy.

An organisation, its personnel, learners or partner organisations who are not satisfied with the action taken by PAAH and feels it is right to question the matter further, s/he may consider the following possible contact points:

- Skills Funding Agency
- ACAS
- The Equality and Human Rights Commission
- The employee's Trade Union
- The Citizens Advice Bureau and/or law centre/firm
- Relevant professional bodies or regulatory organisations

Approved by the Directors of PAAH on 1st November 2017

Signed:



G. Daniels