



Skills Funding Agency



European Union
European Social Fund
Investing in jobs and skills

Dr Andrew Green
The Learning Partnership For Cornwall and The Isles Of Scilly Limited
5-6 Station Road,
Redruth,
TR15 2AB

22nd May 2015

Dear Andrew

ESF 2007-2013 Programme Closure
P5-SSU12-15-SW, SW-23817, Local Project Number: 193

With reference to the Contract for Services (Grant) for the above mentioned ESF project dated **1st August 2012** made between the Chief Executive of Skills Funding and The Learning Partnership For Cornwall and The Isles Of Scilly Limited, which is scheduled to end on **31st July 2015**, the Skills Funding Agency must now ensure that the contract is completed and all payment/recovery of debts is concluded before the final claim can be made to the Department of Work and Pensions (ESFD).

All ESF projects are subject to ongoing internal reconciliation to ensure that all data and/or information provided during the lifetime of the contract complies with the contractual requirements. The final reconciliation process is your opportunity to check that the information you have provided is complete and accurate. You should refer to your contract documentation for information relating to eligibility and evidence requirements. Providers are responsible for submission of complete and accurate information (including full submission of delivery statement activity if applicable on Provider Gateway system supported by learner lists/actual costs breakdowns)

Your ESF Compliance Adviser will be working with you to ensure accurate and efficient closure of your project.

This is the conclusion of the 2007 – 2013 ESF Programme.
To ensure swift reconciliation of your contract and final payment of actual earnings, if you are able to finalise data and complete a final submission, then can you please notify your ESF Compliance Adviser as soon as possible, so your contract can be closed

It is your responsibility to ensure data is correct, as your contract will be finally reconciled based on your final data submission, as agreed with your ESF

Skills Funding Agency

Victoria Square House, Victoria Square, Birmingham, B2 4AJ

T 0345 377 5000 www.gov.uk/government/organisations/skills-funding-agency

A partner organisation of the Department for Business, Innovation and Skills

Compliance Adviser. **No overpayment of delivery will be considered at this stage.** Any monies owing to you will be processed (up to the contract deliverable volume limit) or, if required, recovery of any debt will be instigated for any overpayment that may have occurred. This will be recovered by the following means:

1. The debt will be offset against any future ESF earnings, if you have another ESF contract
2. The debt will be offset against any mainstream allocation in 14/15 or 15/16 dependent upon when the final reconciliation takes place
3. As a last resort, an invoice will be raised.

The outcomes of audits carried out by the Skills Funding Agency will also need to be taken into account during the reconciliation process. It is your responsibility to ensure that any errors found during a visit by our Provider Financial Assurance Team have been rectified and/or all required actions completed. This information is contained in the report sent to you following any such audit.

In the event that irregularities are identified in the course of an external audit carried out on this project, the Skills Funding Agency will seek to recover the monies from you.

Under the terms and conditions of the contract, all supporting evidence must be readily available during the lifetime of the contract and retained along with evidence relating to invoice(s), management information and all other documentation relevant to delivery of the contract (including State Aid forms) until **31 December 2022**. This evidence may be required to support planned ESF Division and European Court of Auditors audits at any point during the lifetime or beyond of the contract.

An Archiving Declaration form is attached for completion, and should be signed by a senior authorised signatory within your organisation. An electronic and hard copy of the form should be returned before the contract end date. Any changes to the information before 31 December 2022 should be notified immediately, failure to do so, could result in further recoveries.

Finally, I would like to thank you for your contribution to the region's co-financing plan. If you have any further questions relating to this letter, please do not hesitate to contact me.

Yours sincerely

Central Delivery Service Adviser
Sharon Kendrick, Birmingham CDS office

Skills Funding Agency

Victoria Square House, Victoria Square, Birmingham, B2 4AJ

T 0345 377 5000 www.gov.uk/government/organisations/skills-funding-agency

A partner organisation of the Department for Business, Innovation and Skills



The Skills Funding Agency is working with the European Social Fund (ESF), who are responsible for promoting employment opportunities for all, to deliver this project/initiative. For further information on the ESF visit their website at www.esf.gov.uk

Skills Funding Agency

Victoria Square House, Victoria Square, Birmingham, B2 4AJ

T 0345 377 5000 www.gov.uk/government/organisations/skills-funding-agency

A partner organisation of the Department for Business, Innovation and Skills