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Correspondence

ESFA Update local authorities: 20 May 2020

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This publication is available at <https://www.gov.uk/government/publications/esfa-update-20-may-2020/esfa-update-local-authorities-20-may-2020>

1. Latest information on coronavirus (COVID-19)

The Department for Education has published guidance about COVID-19 in educational settings for staff, parents and carers, pupils and students (<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>) on GOV.UK.

Please check GOV.UK (<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>) regularly for updates.

2. Reminder: local authority adult education budget and apprenticeships funding and 16 to 19 funds return for 2019 to 2020

Local authorities are required to upload the adult education budget (AEB) and apprenticeship funds return (annex 1) and 16 to 19 funds return (annex 2) to ESFA's Document Exchange by Friday 22 May 2020.

Please upload the returns using the guidance (<https://www.gov.uk/government/publications/local-authorities-grant-return-and-use-of-funds-statement>).

You can access ESFA's Document Exchange portal by logging onto Manage your education and skills funding service (<https://skillsfunding.service.gov.uk/>). You can review documents you've sent by selecting 'documents you've sent to ESFA' from the main Document Exchange page.

You can only view and send the documents if you have the Document Exchange role. You can request this role:

- through IDAMS (<https://logon.fasst.org.uk/>) or
- by asking your organisation's super user

3. Information: Procurement Policy Note 02/20: Supplier relief due to COVID-19

Procurement Policy Note (PPN) 02/20 (<https://www.gov.uk/government/publications/procurement-policy-note-0220-supplier-relief-due-to-covid-19>) sets out information and guidance for public bodies on payment of their suppliers to ensure service continuity during and after the current coronavirus (COVID-19), outbreak.

The department has produced further detailed guidance (<https://www.gov.uk/government/publications/procurement-policy-note-0220-supplier-relief-due-to-covid-19/procurement-policy-notice-ppn-0220-supplier-relief-due-to-covid-19-additional-sector-guidance-for-state-funded-schools>) to support the use of this PPN, focusing on 3 important areas:

- helping to determine if you are a contracting authority - and therefore whether PPN02/20 applies to you
- to provide you with some overarching principles and guidance on how you may choose to review and respond to supplier requests within the scope of the PPN

- specific guidance on school food contracts

For questions related to PPN 02/20, please contact PPN0220.QUESTIONS@education.gov.uk.

Buyers in schools or those who manage contracts can also find coronavirus (COVID-19) procurement advice on the buying for schools (<https://www.gov.uk/guidance/buying-for-schools>) GOV.UK pages.