



Letter of Agreement – T: 2024 – 015 The Provision of WLT Development Programme

For the period 01/09/2025 to 30/06/2026

This agreement describes the terms under which JMU Services Ltd (supplier) are to provide the following services to the client (The College):

- The first year of a continuous leadership development programme aimed at middle managers as part of the college's wider leadership team, focusing specifically on what is needed to deliver against the College's strategic plan.
- The sessions are to be delivered to Wider Leadership Team between October 2025 – July 2026

Partnership Approach:

- The supplier will connect and engage with key organisational leadership stakeholders to deliver specific outcomes.
- The supplier will use a comprehensive consultancy process, collaborating with members of WLT encouraging diverse innovations.

Implementation Plan:

- The supplier will work with leaders to engage, connect, consult and co-design all resources and experiences to suit organisational needs.
- The supplier will seek to add value to the overall scope with supported learning programmes that work alongside the curriculum, i.e. action learning and leadership coaching.

Curriculum and Delivery Model

- The supplier will deliver the programme across six modules addressing COLC strategic goals (2021-2025) and core programme objectives, comprising of six days face-to-face learning.
- The wider learning experience can incorporate an active learning process, leadership support and psychometric analysis to enable the Wider Leadership Team to create a field of change which achieves the strategic vision and inspires their own leadership learning.

EDI Expertise – Programme Design

- Partnership between the buyer and the supplier will be driven by ethical principles to ensure all voices are heard.
- The programme is bespoke and seeks to offer reflective learning around ethical and strategic leadership and diversity.
- Each module will be designed and delivered through an ethical lens to promote critical and socially responsible leadership practices.

Added Value

- Potential accreditation pathway towards suite of level 7 module where students could use their prior learning to achieve alumni discounts and accelerated pathways into level 7 study.
- The Wider Leadership Team will receive access to Liverpool John Moore's VLE Canvas, online library service 'Discovery,' use of campus libraries, sports centre, and social spaces.
- Collection, tracking and production of anonymous data sets to feedback to the College around wider issues, culture, and success.

Billing & Credit Control

The provision that all invoices use accurate data and are of a consistent high quality. The tendered fixed fees submitted via JMU Services Ltd's Appendix B of the tender document for this agreement are as set out below:

Core programmes

- Leading Change/ Change Management - £4,495.00 per day
- Leading People - £4,495.00 per day
- Systems thinking & Critical thinking - £4,245.00 per day
- Leading Strategy & Delivery - £4,795.00 per day
- Leading Diversity and Inclusion - £6,565.00 per day
- Group dynamics/cultural aspect (e.g. Myers Briggs or other personality-based teambuilding events) - £8,494.00 per day

Coaching costs

- Coaching costs - £222.22 per hour

Additional/Optional

- Conference development/delivery & Evaluation reporting - £7,250.00

All invoices/statements must be sent to the following dedicated Payments Team email address payments@liv-coll.ac.uk for processing. All fixed fees quoted are (+VAT where applicable)

Safeguarding

The Corporation of The College has a statutory and moral duty to safeguard the welfare of children, young people and vulnerable adults receiving education, training, and care through the College, under the safeguarding Vulnerable Groups Act 2006.

The College fully understands its role and responsibilities and is committed towards safeguarding learners; we therefore require our service providers to assess and ensure their staff are suitable to work on college premises and confirm that they will comply with the College's requirement for this agenda.

Agreement Duration

The contract for The Provision of the WLT Development Programme is for the period from October 2025 to July 2026.


Confidentiality

The Supplier agrees not to disseminate or use for its own purpose, either during or after termination of the contract, any confidential information imparted or relating to the College.

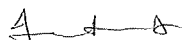
The Supplier agrees to use reasonable controls to ensure compliance to the General Data Protection Regulation (GDPR) and to restrict dissemination of such information. The Supplier agrees that all information the College provides shall be considered sensitive and confidential unless expressly declared otherwise.

This agreement is mutually accepted between both parties:

Electronic signature is accepted with receipt through email, pdf version.

 Date 4/8/25

Date: 23rd July 2025



Name: JULIE BARNES

Name: Jane Townend

Position: DEPUTY CHIEF EXECUTIVE
The City of Liverpool College

Position: Head of Knowledge Exchange
JMU Services Ltd



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