

Appendix 3 Subcontracting Responsibilities

The College is responsible for the leadership and management of all subcontracted provision. All subcontracted provision must meet the College expectations in terms of quality and outcomes and be managed in line with all College policies and procedures.

The College will ensure effective partnership management is undertaken, which requires an appropriate mix of data analysis, partner meetings, monitoring visits and quality review to ensure that delivery meets the required standard and that any risk to the expected outcomes is mitigated to limit the impact to all involved.

All Partners should have a dedicated Contract Owner this will normally be the Head of Department, they should be supported where possible with appropriate training and guidance.

Responsibilities are outlined below:

The Board

- Approval of the Subcontracting Policy on an annual basis.
- Approval of the annual subcontracting plan.

The Executive Team

- Deputy Principal Development and Productivity, ensuring the application of the Policy and overseeing the delivery of the services to partners for the fees charged.
- To review concerns or significant changes to subcontractor delivery that are raised by a member of staff or student.

Head of Department

- Contract managing the College's partners and partnership provision, including the assessment of quality and the delivery of quality support services.
- Maintaining a due diligence review of partners which informs partner selection processes and the exposure/ risk per partner.
- Ensure completion of appropriate procurement activities including the completion of financial and non-financial due diligence reviews.
- Ensure signed contract is in place prior to delivery.
- Ensure Quality Assurance and Performance Management reviews are undertaken and documented throughout the year. Example agenda items:
 - Starts
 - Leavers
 - Learner progress
 - Learner support and access to College services and support
 - Achievements
 - Quality
 - Issues
 - H&S e.g. accidents
 - Equality and diversity
 - Safeguarding
 - Subcontractor staff development
 - Course management e.g. attendance
 - Access to systems and use
 - Teaching and learning
 - AoB

- Communicate any substantial changes within the subcontractor or nature of delivery in order to ensure senior management oversight and consideration.
- Communicate any concerns raised following Quality Assurance and Performance Management reviews to ensure senior management oversight and consideration.
- Ensure changes to contract are undertaken where required in relation to subcontractor delivery.
- Ensure timely payment to the subcontractor.

MIS Team

- Director of MIS will review and update the Subcontracting Policy for approval.
- Submit subcontracting declarations to the ESFA as and required.
- Maintaining records of partner delivery on the College's student record system in relation to evidence provided.
- Reporting partner outturns to the ESFA and internally to inform contract management and Partner payments.
- Maintaining a due diligence review of partners which informs partner selection processes and the exposure/ risk per partner.
- Oversee completion of appropriate procurement activities including the completion of financial and non-financial due diligence reviews.
- Ensure signed contracts are in place prior to delivery and stored in line with College policies.

Finance & Procurement Team

- Agreeing a payment timetable to partners.
- Making accurate payments to partners that are timely in accordance with the funding rules.

Sub-Contractors and their employees

- To fulfil the requirements of the Agreement relating to College policies including Health and Safety, Safeguarding, Equality and Diversity, Audit and Quality compliance.
- To comply with the College's Policies including safety standards and meet their statutory obligations with regards to Health and Safety.
- To ensure that any accident, incident or near miss arising is reported in line with the College procedures.
- To inform the college of any changes of:
 - Ownership of the organisation
 - The management structure of the organisation
 - Loss of centre accreditation / direct claim status
 - Status in relation to winding up orders