

Subcontracting policy (to include supply chain fees and charges policy)

VERSION 2020

Policy Level:	SLT/Corporation
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Next Review Date:	June 2022
Reviewed By:	Y Meehan
Related Documents:	Equality, Diversity, and Inclusion Policy; Prevent strategy and risk assessment

1. Policy Statement

Joseph Chamberlain College is committed to providing first class education and training for all students. It intends to do this by delivering a range of suitable courses, to meet the individual needs of students as well as local and regional economic development needs. This may involve delivery to niche markets or delivery of specialist professional qualifications. In order to achieve this, the College has taken the strategic decision to subcontract that part of its provision best delivered by partner organisations who can demonstrate high quality delivery. Any new subcontracting arrangement will only be considered if the submitted business case demonstrates that such agreement would help the college to progress towards achieving its strategic aims and be in the best interest of the college and its students.

2. Scope

This policy details how Joseph Chamberlain College applies funding from any source to all supply chain activity. This policy will be applied to all subcontracting arrangements. In all instances Joseph Chamberlain College retains full accountability for contract delivery.

3. Subcontracting Rationale

The college will use its supply chains to optimise the impact and effectiveness of services delivery to Upon commencement of the subcontracting process, Joseph Chamberlain College will consider a Business Case Proposal to ensure that the subcontracting will be in the best interests of all parties.

We will ensure that:

- The proposed delivery is in the best interests of learners and employers
- It provides learners with access to expert or niche education or training
- It offers an entry point to the most disadvantaged learners.
- The proposed delivery has a clear strategic fit with our mission, objectives and values
- There is sufficient expertise within the College to quality assure the provision
- There is sufficient staff resource in support areas to administer the processes
- The Subcontractor is approved by our due-diligence process
- There is sufficient funding available within our funding contract
- The Subcontractor agrees to work within the terms of our contract and to adhere to our core values.

4. Due Diligence Review

An annual due diligence review will be undertaken with subcontractors prior to the renewal of the contract. This will be undertaken in the summer term prior to contracts being signed at the start of the Autumn term. This process will review the strategic contribution of the subcontractor, their ability to deliver and their financial and organisational stability.

5. Improving the Quality of Teaching and Learning

Subcontracted partners will be expected to meet Joseph Chamberlain College's quality assurance standards with the College being committed to supporting, developing and sharing good practice and professional development of staff through quality reviews, operational meetings, observations of teaching and learning and learner and employer feedback.

Subcontracted activity is an important part of Joseph Chamberlain College's provision. The quality of the provision will be monitored and managed through our existing quality improvement processes and recorded within the College's Self Assessment Report / Quality Improvement Plan. Steps will be taken to ensure continuous improvement in all parts of the learner journey. The college will also support the partner to fully meet all of the quality expectations contained within the Education Improvement Framework produced by Ofsted.

6. Expectations of Subcontractors

In addition to meeting the targets and expectations of the quality measures set by the college to provide high quality education and training for learners, all subcontractors will be required to:

- adhere to all college policies and core values including the promotion of Fundamental British Values as defined by the UK Government in 2015, and work to protect those who may be at risk or discrimination.
- be aware of and follow the statutory guidance on Keeping Children safe in Education September 2020.
- follow all health and safety regulations and recommendations including arrangements to keep staff and students as safe as possible during the Covid-19 pandemic. This will incorporate measures for social distancing and improved hygiene facilities as required.

All subcontractors will be required to sign a contract and be held accountable for all responsibilities contained within it, prior to the start of delivery.

The subcontractor will deal with suspected cases of radicalisation, through its safeguarding procedure, informing the police as required and the Director (Adult

Learning) as soon as possible.

7. Quality assurance processes

These processes will be robust and will follow a quality cycle set annually, included in this will be:

- Announced visits to classes (either in person or online) which will either be learning walks (short) or full observations of teaching, learning and assessment (45 mins).
- Unannounced visits in person or on- line
- Full review of all work completed by the student by college appointed IQA
- Student surveys and unannounced calls to students to ensure eligibility, existence and quality of delivery.
- "Deep dive" quality visit to the provider once a year.

This assurance of the quality of the provision will also be accompanied by regular review of subcontractor paperwork and regular review meetings which will be scheduled according to need (from weekly to ½ termly).

8. Unsatisfactory compliance or quality

An unsatisfactory outcome of an audit or review of provision will necessitate additional action, any noncompliance will be accompanied by intensive monitoring and intervention until satisfactory progress is made. Action could include any or a combination of the following:

- Review of the subcontractors risk factor and additional monitoring
- Completion and monitoring of an action plan
- Implementation of a programme of support and training
- Change in personnel delivering the contract
- Suspension of further recruitment until issues are resolved
- Withdrawal of contract and recovery of funding paid.

9. Management Fees

Joseph Chamberlain College retains a management fee from all subcontracted partner organisations. The standard management fee is 20% of all funding drawn down against the provision. Additional fees may be charged if there are additional services provided or if the risk is deemed to be higher than usual. The fees charged reflect the cost of the procurement process and the management of the contracts. Where additional extra services are sought by a subcontractor, annual charges will be negotiated as part of the contract renewal process. Any extra services will be invoiced for separately and will be detailed in the individual contract.

The exact mix and level of support for each Subcontractor will vary depending on the needs of the individual Subcontractor. However, they will all receive a high level of support and guidance including access to:

- Quality management systems
- Certification and registration with awarding bodies (if required)
- Management Information Services and data control advice
- A dedicated senior manager of the college to act as liaison officer
- Audit of management systems, quality visits, internal verification.
- Marketing activities
- Safeguarding of Young People and Vulnerable Adults procedures
- Information and guidance on Prevent and the promotion of British Values.
- Health and Safety compliance
- Teaching, Learning and Assessment observations and coaching
- CPD Opportunities and planned training and development
- Policy development
- Support with Funding Rules compliance
- Regular national updates regarding funding and policy guidance

Most Subcontractors will be charged the same management fee with any differences in fees being dependent upon the level of support required, the experience of the Subcontractor, their target learners; their track record, published success rates and the level of risk as determined by the due diligence process. Some subcontractors may have access to additional equipment and/or the services of dedicated staff if this is the case additional charges will be made.

10. Payment Arrangements

Payments are made on a monthly basis. Contractors will be paid a standard monthly fee based on estimated delivery values and will be reconciled in August of each academic year. Payments are made by BACS, following the receipt of a valid invoice.

Joseph Chamberlain College expects that the Subcontractors will fully engage in the assessment of accuracy of payments and they therefore have the responsibility to review their monthly remittance advices to identify any inaccuracies. After payments are made by BACS in line 9, Should any extra services invoices raised by Joseph Chamberlain College remain unpaid after thirty days from invoice date then Joseph Chamberlain College reserves the right to off-set such unpaid invoices against any planned payment to the subcontractor.

11. Policy Communication

The Policy will be discussed with all current and future Subcontractors during contract negotiation meetings and reviewed at least annually. Any changes will be notified to subcontractors as part of their regular performance review or via separate correspondence.

This policy can be accessed on the website:

<https://www.jcc.ac.uk/partners/subcontracting>

12. Policy Amendment

This Policy is reviewed annually and in accordance with changes to the Education and Skills Funding Authority (ESFA) and West Midlands Combined Authority (WMCA) Funding Rules, amended accordingly and approved by the Governing Body.