



**Supply Chain Sub-Contracting Policy**

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| **Approved by:** | Corporation |
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| **Document Owner** | Vice Principal, Development and External Relations |
| **Student Friendly Version** | N/A |

## **Revision history**

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| **Version** | **Type**  **(eg replacement, revision etc)** | **Date** | **History (reason for changes)** |
| 1.0 | Annual update | September 2020 |  |
| 2.0 | Annual Update | May 2021 | Additional Governance rules |
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## **Monitoring and review**

This policy will be reviewed by the Senior Leadership Team and approved by Corporation every year.

# **Supply Chain Subcontracting Policy – 2021/22**

## **Purpose of the Policy**

The College is required by the Education and Skills Funding Agency to publish its supply chain fees, retainer fees and any charges associated with the provision of sub-contracting. A sub-contract is one of several forms of an agreement or number of agreements issued by Bradford College receiving a prime external award. The sub-contract delegates a portion of the College’s funding, and responsibility for a portion of the work to be undertaken under the prime award, to a third-party organisation.

This policy provides explanation and clarity for the college and its provision of sub-contractors regarding the supply chain for sub-contracted tuition for all types of provision.

1. The Governors will ensure that the educational rationale for subcontracting position is approved annually and will be published on the college’s website. Governors will ensure the management, fee structure and subcontracting partners are reviewed annually and, importantly, reviewed and approved by the Board. The Board will approve and control volumes and will ensure that it will remain less than 25% of the funding value. The governors will follow any published rules, guidelines and principles and discharge their responsibilities in accordance with.
2. The College will minimise the risk within the supply chain ensuring that sub-contractors working with the College offer high quality provision that is responsive to communities, learners and employers.
3. The College will uphold the principles of the Common Accord and any published rules, guidelines and principles and seeks to optimise the impact and effectiveness of service delivery to the end user.
4. The College will ensure that procurement activities are conducted in a fair and transparent manner to ensure the highest quality of learning delivery is made available, demonstrating value for money and a positive impact for learners.
5. The College will only purchase subcontracted services where there is a specialist need delivered by a specialist provider who undergo a detailed and robust due diligence process. Any approved sub-contracting will add value by maximising government funds for the benefit and experience of learners.
6. The College will ensure that any potential sub-contractor is approved on the appropriate funding register.
7. The College will monitor as part of its due diligence and ongoing quality assurance the performance of all its subcontracted parties.
8. The College will undertake its duties in relation to any assessment that sits outside of any sub-contracting arrangements.
9. The College will undertake the financial requirements as required by the contract and related payment schedules.
10. The College is committed to the principle that the rates of retained funding are commercially viable for both sides, are negotiated and agreed in a fair and transparent manner, and relate to the services being provided. Retainer fees are set annually in line with the Learning Provision contract.
11. The College is committed to delivering a plan of support, advice and quality improvement. The sub- contractor is supported throughout the contract period to enable them to meet the agreed outcomes of the contract.