

College Group Policy

Policy for Delivery Subcontracting

Manager Responsible: Director of MIS & Digital Transformation

Version Number: 1.3

Approval Date:	16 Jun 2026
Approved by:	Policy, Sustainability & Resources Committee
Minute number:	11.ii
Ratified by:	Board of the Corporation
Minute number:	
Review Date:	16 Jun 2027
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Intended Audience: <i>(Check appropriate box)</i>			
Staff:	☒	Governors:	☒
Students:	☐	External:	☒

AMENDMENT SUMMARY

Version	Date	Remarks
1.0	01-Aug-23	Initial Document which has superseded previous Subcontractors Fees and Charging Policy
1.1	01-Sep-24	Updated for 24/25 Academic Year, includes updates to College strategic goals and values. Includes new subcontracting contract values.
1.2	28-Oct-25	Updated for 25/26 Academic Year, includes updates to College strategic goals and values. Updated References of Adult Education Budget to Adults Skills Fund. Updated Subcontracting Information.
1.3	26-May-26	Updated Reference to regional based (Greater Essex) to subcontracted to provision. Updated Subcontracting Strategy 2026/27

Age, Disability, Gender & Race Equality Statement

Age, Disability, Gender and Race Equality Impact Measures will be set and monitored through analysis of all data related to potential suspected or actual abuse of this policy.

A copy of the Equality Impact Assessment Initial Screening Form is attached as an Annex to this document

1. Rationale for subcontracting

Chelmsford College is committed to increasing and diversifying the range of courses it delivers to widen participation, deliver to niche markets, engage in new and emerging markets and meet the regional and local economic development agenda. The College's current strategic plan sets out the strategic goals which fall under 8 pillars, full details of the strategic goals are included in the strategic plan.

- **Purpose**
- **Philosophy**
- **People**
- **Performance • Place**
- **Partnerships**
- **Pride**
- **Prosperity**

The College has taken the decision that in order to achieve our goals in this area, part of our provision may be subcontracted to partner organisations that can demonstrate high quality delivery in areas that complement existing provision and that share the College values which are listed below.

- **PROMOTING** fairness and equity in all our undertakings, challenging ourselves to push boundaries, be brave and take decisions that transform lives.
- **RESPECTFUL** and supportive for every individual, listening to each other and taking pride in our professionalism, honesty and integrity.
- **AMBITIOUS** for all the College community to be the best we can be, challenging ourselves to be outstanding and supporting each other to realise our aspirations.
- **INNOVATIVE** in how we work and develop, valuing new ideas and innovative ways of working to deliver knowledge and skills. Empowering ourselves to be agile and future focused.
- **STANDOUT** in the communities we serve through innovation and creating social value, recognising and celebrating success in all the work we do.
- **EXCELLENCE** in teaching and learning delivering programmes that challenge our students to achieve their ambitions and driving expertise and passion among our academic staff.

Subcontracting arrangements are subject to a robust procurement process and through this process must demonstrate it meets one or more of the following 5 reasons for subcontracting:

- Enhances the opportunities available for learners
- Fills gaps in niche or expert provision or provides better access to training facilities
- Supports better geographical access for learners
- Offers an entry point for disadvantaged groups
- Gives consideration of the impact on individuals with shared protected characteristics, where there might otherwise be gaps

2. Subcontracting Strategy 2026/27

For 2026/27 the College will continue to only subcontract Adult Skills Funding (ASF) in agreements that meet the rationale described in the previous section.

To meet the Department for Education (DfE) expectation of reduced levels of subcontracted activity, the College will be looking at reducing our level of subcontracting in 2025/26 from 19.8% to 14%.

All sub-contracted provision will be delivered to residents of Essex where possible, to align the College's ASF with the Greater Essex Devolved Mayoral Combined Authority (MCA) in April 2026

For 26/27 the College's Adult Skills Fund allocation totals £1,104,264 of which **£150,000** (14%) will be subcontracted.

3. Subcontracting monitoring and oversight

The College have robust processes in place to manage all aspects of subcontracted delivery. These processes are subject of internal and external audit to ensure compliance with the DfE's Subcontracting Standard that was introduced in 2022/23. The College achieved the DfE's subcontracting standard in March 2024 which runs until 31 July 2026 with, our next Audit due on the 24th of June 2026.

4. Commitment to improving the quality of Teaching, Learning and Assessment

The College prioritises high quality teaching and learning and has a commitment to continuous improvement. In order to achieve this, the College has developed well established quality improvement and assurance processes which will be fully implemented throughout its supply chain. These processes include, but are not limited to, teaching and learning observations, operational meetings, quality reviews, mock inspection and performance review boards.

Partners will also have access to the College's professional development activities and will be expected to actively participate in supporting, developing and sharing good practice.

5. Management Fees

The standard management fee that the College will retain is capped at 20% of all funding that is drawn down for the subcontracted provision. This fee is calculated from the Provider Funding Reports supplied to the College by the DfE.

The standard fee covers the cost that the College incurs in the selection and management of sub-contracted provision. The fee covers the Quality Assurance, Administrative work, MIS functions related to funding submissions, management meetings and account / contract management.

6. What support does Chelmsford College offer to its supply chain?

Sub-contractors working with Chelmsford College receive access to a high level of support, guidance and College systems, including:

- Designated Contact.
- Regular performance updates against clear measures of success.
- Regular performance and quality visits.
- MIS returns completed
- Monthly funding reports
- Access to learner support
- Quality management systems
- Management Information Services and data control advice
- Audit of management systems and delivery and observation of teaching, learning and assessment
- Safeguarding of Young People and Vulnerable Adults procedures
- Teaching, Learning and Assessment coaching
- CPD Opportunities and planned training and development
- Policy development
- Support with Funding Rules compliance
- Regular national updates regarding funding and policy guidance
- UK Border Agency (UKBA) advice, guidance and monitoring

Other support is available specific to the type and size of contract agreed.

7. How payments are made to the supply chain

The College operates an invoice-based payment process, and payment terms are 30 days from the date of invoice. Payments are made monthly, at the end of the month that follows the month where the activity has been successfully processed by the ESFA.

Details of any rights that the College holds in regards the withdrawal, reduction or withholding of payments will be detailed in the contract between the College and the Sub-Contractor.

The College expects Supply Chain members to fully engage in assessing the accuracy of payments and have a responsibility to review their monthly financial reconciliations to identify any inaccuracies.

8. Policy Review and Publication

This policy will be reviewed annually prior to the start of the academic year and/or when significant changes in the Education & Skills Funding Agency rules are published.

The Policy will be published on the College website (www.chelmsford.ac.uk) and is available in hard copy on request.

The Policy will be discussed prior to any new sub-contracted agreements being entered into.

EIA Annex

Equality Impact Assessment (EIA) Initial Screening Form

Name of the Policy, Procedure, Practice or Proposal being screened:

Subcontracting Policy

Provide a brief description of its purpose:

Chelmsford College is committed to increasing and diversifying the range of courses it delivers. To do this it will engage with organisations external to the institution. This policy lays out the fees and other arrangements which will result from these arrangements.

Are there controls in place to monitor the uniform application of this practice? (if no please explain below)

Yes

No

The policy is to be reviewed annually by the Senior Management Team. When appropriate, it may also be reviewed by the Board of the Corporation or one of its sub-committees.

Does the policy or process have the potential to affect a particular group disproportionately in either a positive or negative way? Please provide comments with supporting evidence:

This policy will be uniformly applied through high quality subcontracting organisations. Age, Disability, Gender and Race Equality Impact Measures will be set and monitored through analysis of all data related to potential suspected or actual abuse of this policy.

If you have identified a medium or high equality impact please complete the following, otherwise leave blank. Add additional comment below the questions as necessary.

Are there any other policies or practices that need to be assessed alongside this screening?

Yes

No

Should the policy or practice proceed to a full Equality Impact Assessment?

Yes

No

If the answer to the above question is no, please give the reasons for this decision:

There have been no areas of risk identified that would require a full assessment

If a full impact assessment is required, please give the date by which it will be completed

(Note – If you have assessed a negative impact as high, you must seek advice and conduct a full EIA on a high priority basis)

Declaration:

We are satisfied that an initial screening has been carried out and a full Equality Impact Assessment [~~is~~ / is not] required at this time.

(If a full EIA is required, a template form is available within the EIA Guidance Notes which must be read before completing a full EIA).

Manager:

Signature: S Parker

Date: 16 June 2026

Countersigned

Signature: D Warnes

Date: 16 June 2026