



HARTPURY

Subcontracting Supply-chain Fees and Charges Policy

1. Policy Statement

Hartpury College is committed to providing high quality provision and this is reflected when we use sub-contractors to deliver some of this. This policy document broadly outlines the College's subcontracting supply-chain fees and charges policy. More specific contractual obligations will be imbedded within each subcontractor's agreement.

2. Scope

The Policy applies to all subcontracted partner organisations.

3. Reason for Sub-Contracting

The College will enter into sub-contracts where it fits with its strategic objectives and where the College cannot provide this directly for reasons of resourcing, efficiency or effectiveness.

In certain circumstances, sub-contracting enables the College to meet the needs of its customers better, these include:-

- Providing niche delivery where the costs to the College of providing it directly would be prohibitive;
- Attracting learners who might not attend provision at the College;
- Offering flexibility to the wider community by delivering programmes at times and venues more convenient to employers and learners;

4. Improving the Quality of Teaching and Learning

Hartpury College will support, develop and share good practice through; quality reviews; operational meetings; observations of teaching and learning and learner and employer feedback.

5. Management Fees

Hartpury College retains a management fee from all subcontracted partner organisations, this is typically around 25%. The fees charged reflect the cost of the procurement process and the management of the contracts which typically involve a very high volume learner agreements.

Subcontractors working with Hartpury College receive a high level of support and guidance and access to College systems, including:-

- Quality management systems
- Certification and registration with awarding bodies if required
- 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 including Prevent
- Equality, diversity and inclusion
- 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

Not all subcontractors are charged the same management fee, differences in fees are 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.

6. Payment Arrangements

Payments will only be made to the Subcontractor once the College has received the funding from the Funding Agency.

Apprenticeship start payments are subject to a minimum stay of 6 weeks. No start payment will be made until after the minimum stay period.

The College will calculate the amount payable to the Subcontractor each month as follows:

Following validation of the evidence in the ILR return, the College will make the appropriate payment to the Subcontractor based on the level of income received from the Funding Agency per quarter minus any deductions agreed in the contract. The Subcontractor will be notified of the payment and will invoice the College for that amount. The College will pay the Subcontractor within 30 days of receiving an invoice for the agreed amount. Any anomalies that arise following payment will be subject to reconciliation at a later invoice date.

7. Policy Communication

The Policy is available on-line at www.hartpury.ac.uk and can be made available in hard copy upon request. The Policy will be discussed with all current and future subcontractors during contract negotiation meetings.

8. Submitting Funding Data

Data regarding the level of funding earned by each Subcontractor will be submitted via the ILR according to Funding Agency requirements.

9. Equality, Diversity and Inclusion

As with all Hartpury policies and procedures, due care has been taken to ensure that this policy is appropriate to all members of staff regardless of their age, disability, ethnicity, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation and transgender status.

The policy will be applied fairly and consistently whilst upholding Hartpury's commitment to providing equality to all. If any employee feels that this or any other policy does not meet this aim, please contact the HR Department.

Hartpury is committed towards promoting positive mental health by working towards the MINDFUL EMPLOYER Charter. Hartpury aims to create a culture of support within the workplace where employees can talk about mental health problems without the fear of stigma or discrimination.

10. Policy Review

The Policy will be reviewed on a regular basis and/or when significant changes in the Funding Rules occur.

Signed



Edward Keene
On behalf of the Governing Body



Russell Marchant
Principal and Accounting Officer

Approval and Review Cycle

Date Last Approved	September 2020
Policy Owner	Chief Operating Officer
Approving Committee	Corporation
Status	Approved
Effective from	September 2020
Next Review Date	September 2021

Hartpury College Sub-contracted provision

Sub-contractor name	UKPRN of Sub-contractor	Contract start date	Contract end date	Type of provision	Funding paid by ESFA in relation to provision delivered by sub-contractor on an annual basis £	Funding paid to sub-contractor £	Funding retained by the College £
British Rowing	10027646	1 st August 2020	31 st July 2021	Classroom based learning	Maximum of £80,000	Maximum of £60,000	Maximum of £20,000
Gloucestershire Football Association	10030568	1 st August 2019	31 st July 2020	Classroom based learning	Maximum of £60,000	Maximum of £35,400	Maximum of £24,600
British Rowing	10027646	1 st August 2019	31 st July 2020	Classroom based learning	Maximum of £80,000	Maximum of £60,000	Maximum of £20,000