Subcontracting Fees & Charges Policy 26/27

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Executive Summary

This mandatory Subcontracting Fees & Charges Policy 2026/27 outlines Barnet and Southgate College's approach to managing subcontracted provision funded through the Department for Education (DFE), Greater London Authority (GLA), and other relevant bodies. The policy reinforces the College's commitment to fair, transparent, and high-quality subcontracting arrangements that optimise service delivery to learners. It is underpinned by sector best practice, robust due diligence, and adherence to national guidance and frameworks.

Payment to subcontractors is made monthly in arrears based on validated delivery, with 20% of funding withheld until achievement is evidenced. The policy is published annually on the College website and forms the basis of all subcontracting relationships. It ensures that subcontractors are aware of their responsibilities, the support available to them, and the financial terms underpinning their contracts. The next scheduled review of the policy is by 31 July 2027.

The College typically retains a standard management fee of 20% to cover the costs of managing subcontracted provision, including quality assurance, performance monitoring, and learner support. Where additional support is required, fees may be adjusted based on a transparent, risk-based model. Subcontractors receive a comprehensive package of support and oversight, ranging from monthly performance reports and audits to opportunities for professional development and ongoing compliance assistance.

1. Scope

The policy applies to supply chain activity supported with funds supplied by the, Department for Education (DfE), Greater London Authority or any successor organisations.

2. Context

The policy is now a mandatory requirement that has been in place prior to participating in any subcontracting activity since 2013/14.

3. Overarching Principle

The College will use its supply chains to optimise the impact and effectiveness of service delivery to the end user. The College will therefore ensure that:

a. Supply chain management activities comply with the principles of best practice in the skills sector. In particular they will be guided by the principles given in the LSIS publication "Supply Chain Management – a good practice guide for the post-16 skills sector" (Nov 2012 and subsequent iterations)

b. The College will at all times undertake fair and transparent procurement activities, conducting robust due diligence procedures on potential subcontractors to ensure compliance with the Common Accord at all levels and to ensure the highest quality of learning delivery is made available, demonstrating value for money and a positive impact on learner lives.

c. The funding that is retained by the College will be related to the costs of the services provided. These services, and the levels of funding being retained for them, will be clearly documented and agreed by all parties. The rates of such retained funding will be commercially viable for both sides and will be negotiated and agreed in a fair and transparent manner. They will be proportionate to the actual services being provided.

d. Where disputes between supply chain partners cannot be resolved through mutually agreed internal resolution procedures, the college will submit to independent outside arbitration or mediation and abide by its findings. Contract documents will require both parties to agree that the achievements of supply chains are attained through adherence to both the letter and spirit of contracts or partnerships. Signatories therefore commit that all discussions, communications, negotiations and actions undertaken to build, maintain and develop supply chains will be conducted in good faith in accordance with the Overarching Principle.

4. Rationale for subcontracting

The College engages with subcontractors to better meet customer needs. Reasons are varied but could be:

- To provide immediate provision whilst expanding direct capacity. This might include working with subcontractors to explore and learn about new frameworks or sectors prior to investment in resources
- Providing access to, or engagement with, a new range of customers
- To meet a specific local community need
- To support another provider to develop capacity/quality
- To provide niche delivery where the cost of developing direct delivery would be inappropriate
- To support employers with a wide geographic requirement
- To support another provider to remove barriers to work and training for different groups

5. Quality Assurance

Subcontracted provision is an important part of College activity. The quality of all subcontracted provision will be monitored and managed through the existing College Quality Assurance (QA) processes and procedures, as amended in order to fully encompass all subcontracted activity.

To enable continuous improvements in the quality of teaching and learning for both the College and its subcontractors the College will seek to promote the sharing of effective practice across the supply chain, for example through the Self-Assessment Report process.

6. Fees retained by the College

The standard College management fee is 20% of all funding drawn down against the provision to be delivered. This figure represents the total cost that the College incurs in effectively identifying, selecting and managing all subcontracted provision. This includes the minimum amount of QA activity that the College would attach to the lowest possible risk subcontractor.

7. Difference in fees retained by the College.

Fees charged to individual providers may differ. Fee differences would cover additional costs which may be added to the base 20% fee to cover any additional support that the College deems necessary to ensure the quality of teaching and learning and the success rates of any subcontracted provision. The College will only subcontract provision to prospective partners deemed to be of high quality and low risk. This notwithstanding, the College recognises that there will be factors which may require different levels of management fee to apply to different low-risk subcontractors. Additional cost is determined using a weighted table of risk factors as detailed in the table below. It is designed to ensure that the cost of any additional support provided to a subcontractor is covered through the funding retained. Additional costs will be recalculated and negotiated each year at contract renewal, giving subcontractors the opportunity to reduce their additional fees through continuous improvement. This approach will allow the College to focus support where and when it is needed.

The table is available to all actual and potential subcontractors

Fees and Charges Risk Factor Table 2026/27					
		Score	**Risk Level**		
		1/2/3	**Lowest**	**Medium**	**Highest**
			1	2	3
Value of Contract			Below £100K	100K to 500K	Over 500K
Type of Contract			Classroom	Adult	16-18
Number of Learners			Under 100	100 to 500	500+
Length of the relationship with provider			Over 2 Years	1-2 Years	New
History of Relationship with Provider			No Issues	Some issues but rectified	No History or Serious issues of Compliance
Track Record- Financial- Target Met			Contract value Met	Under Contract value by up to 15%	Under by more than 15%
Track Record- Success Rate			Met Success rate	Under by 5%	Under by more than 5%
Financial statue of Subcontractor			Full Audited Accounts 3 Years trading History Liquidity positive	Full Audited Accounts Liquidity Neutral 2 Years trading History	Unaudited Accounts Liquidity Negative Under 1 Year Trading
Financial Risk			Low	Medium	Highest
Location of Delivery			All Delivery in London	50+ Percent in London	Less than 50% in London
			(12-14) Fee 20%	(15-33) 20%	(34+) 25% or do not award contract

Additional charges to Subcontractors

The College may also retain funding to cover the cost of any funded activity that it might undertake on behalf of the subcontractor such as:

- Awarding Organisation fees and charges
- Hiring of facilities/equipment within/from the College
- Internal Verification
- Marketing
- Recruitment

8. Support for Subcontractors

In return for the management fee retained by the college, all Subcontractors will receive:

- A designated Partnership team
- Regular contract review meetings
- Inputting of submitted paperwork
- Data checks and support to resolve data queries
- MIS returns completed
- Monthly funding reports
- Access to learner support
- Regular performance and quality visits
- Audits of paperwork, processes and procedures
- Ongoing support to address areas for improvement
- Support on key quality processes such as self-assessment report (SAR) writing
- CPD opportunities which may be face-to-face or digital
- Updates regarding funding and policy guidance

9. Additional support for Subcontractors

The precise additional support given to each subcontractor according to their risk banding will be negotiated with that subcontractor but could include:

- Additional site visits
- Additional lesson observations
- Additional tutor support
- Additional funding and compliance support

10. Payment terms

The standard payment terms are monthly in arrears based on actual delivery recorded on the College ILR. Full details of payments are included within the contract between Barnet and Southgate College and subcontractors.
These are summarised below:

- The College and the subcontractor will agree a maximum contract value the details of which will be detailed in appendices to the contract.
- The College will pay the subcontractors monthly payments which are calculated using the 'PFR Occupancy List' to take into account funding generated to date, the management fee and payments to date.In line with the DfE/GLA funding methodology and formula, 20% of the total funding is withheld until evidence of achievement is received.
- Invoices are payable within 30 days of the date of issue. o Details of any rights by Barnet and Southgate College to withdraw, reduce or withhold funding are published in the contract and relate to the protection of DfE/GLA funds and not to the benefit of Barnet and Southgate College.
- Barnet and Southgate College expects subcontractors to fully assess the accuracy of payments and to have a responsibility to review their monthly financial reports to identify any inaccuracies.

11. Publication and communication

The College will ensure all actual and potential subcontractors have sight of this policy. It will be published on the College website during the July prior to the start of the academic year in which it will be applied, and potential subcontractors will be directed to it as the starting point in any relationship.

Alongside this policy, the College will also publish the actual level of funding paid and retained for each of its subcontractors insofar as this relates to 'provision subcontracting'.