

## Assignment and Sub-contracting Policy

**Updated: November 2015**

**Next revision date: November 2016**

### 1. Objectives

- 1.1. To ensure that when Develop assigns or sub-contracts any programme or part of a programme Develop shall not be relieved of any obligation or duty attributable to the contract between Develop and its client e.g. the Education Funding Agency.

### 2. Scope

- 2.1. To cover all activities carried out by Develop.

### 3. Key Principles

- 3.1. Develop will not enter into any sub-contracting arrangements without the sub-contractor having successfully completed Develop's PQQ.
- 3.2. When Develop assigns or sub-contracts any programme or part of a programme, Develop will give notice in writing to the client, if requested by the client.
- 3.3. Sub-contracting any part of the contract shall not relieve Develop of any obligation or duty attributable to the programme.
- 3.4. It is Develop's responsibility to ensure that equality of opportunity is promoted by all sub-contractors.
- 3.5. Agendas and minutes of meetings with sub-contractors, including notes on agreed actions, must be kept. Meetings between Develop and the sub-contractor must examine the issues of the day and the interests of individuals involved with the programme, contract compliance, improvements to the programme and an evaluation of current data.
- 3.6. Develop reserve the right to terminate sub-contracting with any individual or organisation on the grounds of safeguarding, health & safety, quality or fraud.

### 4. Staff Responsibility

- 4.1. Senior Management.

Document name		Location/File path	
Assignment and Sub Contracting Policy		\\developserver\Data\Company\Policies\Policies 2015-16	
Created by	Date issued	Version No	Approved by
Mark Pike	01/12/2015		Mark Pike

- 4.2. The CEO has overall and final responsibility for all matters relating to assignment and sub contracting.
- 4.3. Programme Managers will have responsibility for ensuring sub-contractors comply with all policies and practice in force at the time.
- 4.4. The day to day management of sub contracting and assignment is delegated to the CEO, who will ensure that:-
  - a. Adequate resources are made available to implement this policy.
  - b. Adequate arrangements are made to bring this policy to the notice of all staff, individuals and sub contractors.
  - c. The effectiveness of the policy and its arrangements are reviewed annually during the Management Group meeting or more frequently if deemed necessary.

**5. Monitoring and Evaluation**

- 5.1. No additional monitoring required because monitoring is through the achievement of each learning programme’s targets.
- 5.2. This policy is liable to full equality impact assessment annually.

**6. Supporting Documents**

- 6.1. This policy should be read in conjunction with the following policies and procedures:-
  - o Equality & Diversity policy
  - o Health and Safety Policy
  - o Quality Policy
  - o Relevant external guidance from key stakeholders e.g. Education Funding Agency

Policy signed by CEO: *Mark Pike* Date: 23/11/2015

Document name		Location/File path	
Assignment and Sub Contracting Policy		\\developserver\Data\Company\Policies\Policies 2015-16	
Created by	Date issued	Version No	Approved by
Mark Pike	01/12/2015		Mark Pike