



Middlesbrough College has thorough processes in place to ensure the successful delivery of all subcontracted provision. All potential subcontractors must complete a robust due diligence process before contracting with the college. Existing subcontractors complete an annual refresh review which includes reviews of financial health and other pertinent documents. Subcontractors are also required to participate in regular and ongoing monitoring processes to ensure risk is minimised.

If any problems are identified which place a contract and delivery at risk this would be reported by the Assistant Principal Adult and Community Learning and by the Project Manager Adult and Community Learning.

In the event the College decides to withdraw from a subcontract arrangement, a subcontractor withdraws from their contract, or a subcontractor goes into administration and liquidation, the College would take swift action to ensure continued delivery of provision and to facilitate learners to complete their learning and qualifications.

Following withdrawal from a contract the next step would be for senior managers to hold a planning meeting and determine the best way forward. The subcontractor may also be invited to the planned meeting. Learners are the responsibility of Middlesbrough College, and they would be the primary focus of any contingency plan.

Contingency Actions and Responsibilities

Action	Responsible Role	Supporting Actions	Timescale
Inform the funding agency of withdrawal from the subcontracting arrangement	Assistant Principal Adult and Community learning	Notify the relevant funding body in line with contractual requirements and provide initial impact statement	Within 24 hours
Inform internal senior leadership and activate contingency arrangements	Assistant Principal Adult and Community learning	Convene emergency meeting of Senior Leadership Team (SLT) and assign operational leads	Immediate
Review learner progress and	Project Manager	Conduct review of learner files, progress data, and	Within 48 hours

Subcontracting Contingency Plan

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Issue No: 2
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assessment status		assessment risks	
Ensure continuity of learner delivery through College provision	Project Manager	Reallocate teaching staff, amend timetables, and ensure continuation of programmes	Within 3–5 days
Identify existing sub-contractor with capability and capacity to deliver provision	Project Manager	Review approved supplier/subcontractor list and undertake capacity assessment	Within 5 days
Engage a new sub-contractor (subject to due diligence)	Contracts & Procurement Manager	Undertake expedited due diligence, contractual review, and approval processes	Within 10–15 days
Communicate plans to learners	Project Manager	Issue formal communications, provide updates	Within 24–72 hours
Set and monitor clear implementation timeframes	Project Manager	Develop recovery action plan with milestones and monitor progress against delivery targets	Immediate and ongoing
Allocate key roles and responsibilities for implementation, monitoring, and review	Principal / SLT	Ensure all staff understand responsibilities	Within 24 hours
Maintain learner records and funding compliance	Registry	Secure data, update learner status, and ensure accurate reporting to funding bodies	Within 48–72 hours
Provide ongoing quality assurance of delivery	Project Manager	Monitor delivery standards and implement enhanced observation and support	Ongoing
Monitor financial impact and reforecast budgets	Exec. Dir Policy Funding & Management	Assess financial exposure and update forecasts and risk registers	Ongoing