

Meeting: Directors Subcontractor Meeting

Date: 27/03/2023

Time: 10.30am – 11.00am

In Attendance:	Apologies:
Clare Parker (CLP) CEO Kerry Doyle (KD) Finance Director Claire Porter (CP) Training Director Chair: Clare Parker-Doyle - CEO Minutes: Amy Bramwell – Personal Assistant to the Directors	None

Action for:	Summary of action	Target Date
CLP	Liaise with the Leadership Team for review of contracts (Laura Cahill)	05/04/2023
CLP	To review Quality Framework for subcontractors as part of the ongoing quality service	29/03/2023
KD	Re-activate sub-contractor section of website with updates	05/04/2023

Agenda Item	Raised Points	Action Points / Date / Staff
Review of Subcontracting quality and contract for 22/23	<ul style="list-style-type: none"> Meeting to discuss St Helens Chamber as a new subcontractor of Qdos Training Ltd. A new subcontractor who have come on board with Qdos to deliver Traineeships for the rest of the academic year. St Helens Chamber are a Grade 2 Good Training Provider who are currently delivering Traineeships. NEET learners are supported by the training provider. Subcontractor section of the website to be updated 	

<p>Subcontracting Rationale for Website</p>	<p>Rationale for having St Helens Chamber as a Subcontractor –</p> <ul style="list-style-type: none"> • St Helen’s Chamber have experienced staff that deliver these qualifications; they build their confidence, self-esteem and prepare them for apprenticeships. https://www.sthelenschamber.com/st-actingpoint/services-for-young-people/construction-training/ • Learners from St Helens and the surrounding regions are referred by local young person’s charities and careers advisors. 	
<p>Leadership Team Audit</p>	<ul style="list-style-type: none"> • As part of the review of external subcontractors in line with ESFA rules, the Leadership Team will again be reviewing our contracts and processes to identify any areas for improvement and changes required as per our contract with ESFA. 	
<p>Website</p>	<ul style="list-style-type: none"> • Subcontracting information to be updated and re-added to the website in a prominent visible place for transparency. 	
<p>Subcontractor decision for 22-23</p>	<ul style="list-style-type: none"> • CLP, KD and CP are in agreement to work with St Helens Chamber. • St Helens Chamber are both high quality and low risk. • CLP, KD and CP are in agreement to all costs. 	
<p>Date of next meeting</p>	<p>TBC</p>	