



# Sub-contractor Standards Guidance

## 1.0 Introduction

This Guidance Note provides staff with clarity on standards set by Council policy relating to use of sub-contractors for property-related construction works.

## 2.0 Guidance

The subject of sub-contractors has been raised by Members at a number of Resources Committee meetings (*Appendix A contains a selection of report and minute references*).

A summary of agreed decisions made by the Council in respect of standards to be met are listed below;

Contractors employed by the Council have to seek the Council's approval to appoint sub-contractors. If sub-contractors appoint other contractors the Council is required to check them also.

Contractors wishing to sub-contract work (whether or not sub-contractors are on the Framework Agreement i.e. former Maintained List) be required to notify the Council to enable the Council to ensure the sub-contractor met the required standards and had not been debarred from undertaking Council work.

The Principal (or Main) contractor remains totally responsible for the performance of their sub-contractor(s) and cannot delegate this responsibility to others. The contractor retains responsibility to ensure the competence of their sub-contractor(s).

*Note: Under CDM2007 Regulations Clients must satisfy themselves that a contractor has an effective procedure for appraising the competence of a sub-contractor.*

CHAS (or Safety Schemes in Procurement equivalent) is a standard of health and safety competence to be met as part of pre-qualification requirements.

## 3.0 Reviewing standards of sub-contractors

Details of sub-contractors promoted by Contractors are to be reviewed by the Contract Administrator in tender or quotation submissions and prior to commencement of works.

Where a sub-contractor has been found to be working without the permission of the Contract Administrator the Contractor is to be instructed to halt works until checks are made on required standards.





## 4.0 Examples to assist implementation

The following example scenarios offer to provide a consistent approach to implementation of Council direction to ensure standards set are met where sub-contractors are used.

### Health and Safety Standards

#### A Asbestos Awareness training

A Contractor requires to engage a sub-contractor and notifies the Contract Administrator of the company they intend to sub contract work to. The Contractor requests sight of evidence of asbestos awareness training (e.g. Certificate of completion of training course attendance) for the tradesmen the sub-contractor intends to allocate to the sub contract work. The Contractor assures the Contract Administrator that works will not proceed until evidence of training is available.

#### A CHAS (or SSIP equivalent)

A Contractor requires to engage a sub-contractor and has a choice of selecting a company who is also listed on the Framework and one who is not. The company who is on the Framework has been assessed with CHAS (or SSIP equivalent). The company who is not on the Framework also has confirmation of CHAS (or SSIP equivalence). The Contractor can promote either company to the Contract Administrator and engage them as both meet the base standard for general health and safety competence set by the Council.

### Insurance Standards

#### A Public and Employers Liability

A Contractor promotes the name and details of a company they intend to engage for sub-contracted works to the Contract Administrator. The insurance (Public and Employers Liability) details of the proposed company are checked and found to be below the minimum levels set out in Council Standing Orders. The Contract Administrator advises the Contractor of the short coming and the Contractor provides details of an alternative company with insurance levels that meet minimum standards set out in the Council Standing Orders.

### Technical Standards

#### A Electrical

A Contractor intends to sub-contract electrical tasks and forwards details of the professional qualifications of a company to the Contract Administrator who compares these against the standards set out in Schedule A – Contractor selection standards of [Policy 17 Management of Contractors](#).

