



DUE DILIGENCE POLICY

1. Purpose

Ensuring appropriate due diligence is carried out on our prospective partners will help in safeguarding the future of the Association, and ensuring the viability of partnership working. This is particularly relevant in the work we carry out given the often long-term commitments made by partners in both leasing and housing management arrangements.

This policy sets out the fundamental principles of due diligence within the Association.

2. Policy Statement

This policy aims to ensure the Association has a culture of checks in place when considering partnership agreements with landlords, care providers, local authorities and suppliers. These considerations fall broadly into the following categories:

Financial – are our partners viable to carry out the services expected of them?

Ethical – can we ensure that our partners are legitimate and have structures to demonstrate this? What relationships do our partners have with other individuals/organisations that may have undue influence over them, or jeopardise the contracts the Association may have in place with them?

Professional – are our partners accredited appropriately in their sectors? Can they demonstrate a proven track record of partnership working?

3. Checks

The types of checks required under this due diligence policy will vary, dependent on the nature of the relationship and the partner organisation. However, certain checks must be carried out as a minimum in each case as identified in table 1:

Check	Landlord	Care Provider	Supplier
Director check (Companies House)	X	X	
Annual Accounts		X	X
CQC Registration*		X	
Professional Accreditation (as appropriate)		X	X
Insurance		X	X
References	X	X	X

*Where CQC registration is not in place, for example where the tenant receives direct payments and has organised their own care, Care should seek an alternative form of evidence of competence, e.g. supporting letter from Local Authority.

4. Responsibility

The designated officer responsible for implementation and monitoring of this policy will be the Chief Executive.

5. Commitment and Review

Care will formally review this policy every three years.

Review Date - January 2019

Next Review Due – January 2022