



## CARE HOUSING ASSOCIATION CONTRACTOR APPOINTMENT POLICY

<b>Implementation Date</b>	<b>11/08/2021</b>
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<b>Review Date</b>	<b>09/08/2024</b>

### 1. Policy Statement

Care is committed to ensuring that all procurement activities and management of our supply chain delivers:

- Our corporate objectives
- Our values
- Quality and Value for Money (VFM)
- Legal and regulatory obligations
- Innovation and strategic sourcing
- Transparency, proportionality, equal treatment, and non-discrimination

### 2. Policy scope

All Care employees involved in supply chain management or conducting any form of procurement activities must comply with the requirements of this policy at all times. In addition to purchasing, procurement in its wider sense covers the whole cycle of planning, scoping, specifying, tendering, negotiating, contracting, contract management and evaluating. It covers goods and services separately or in combination and construction works.

As a Registered Provider (RP) of Social Housing, Care is regulated by the Regulator of Social Housing (RSH). The RSH economic objectives are directed towards responsible use of public funds in both procurement and other activities. RPs must demonstrate, for example, a robust approach to achieving value for money, backed by sound decision making and a rigorous appraisal of potential options for improving performance.

This policy should be viewed in line with other financial controls policies, including:

- Procurement Policy
- Internal Controls Policy
- Authorisation of Payments Policy
- Delegated Authority Levels

In this policy, a Contractor is defined as 'a person or firm that undertakes a contract to provide materials or labour to perform a service or do a job.' Examples of contractors for the Association include responsive repairs operatives, cleaners, servicing of specialist equipment, white goods suppliers and maintenance operatives, etc.

### **3. Appointment of Contractor**

Decisions to appoint contractors should be made in accordance with the Procurement Policy. When appointing a contractor, the contractor must meet the following conditions:

- Provide proof of public liability insurance to at least £5 million
- Ensure contractor staff have a clean DBS check within the last 3 years and ensure they maintain this going forward
- Agree to adhere to the Association's Safeguarding Policy
- Proof of accreditation / certification relevant to contracted role

Failure to meet all of the conditions will lead to removal / non-appointment of the contractor.

### **4. Equality and Diversity**

Care is committed to respecting diversity in all aspects of our work and we will not tolerate any form of discrimination.

We recognise that there is the potential for impact across the characteristics of Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation.

Where we are made aware of or identify customers with specific needs, we will be proactive in targeting our communication and support appropriately and consider any specific needs individually.

### **5. Monitoring**

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

### **6. Commitment and Review**

Care will formally review this policy every three years or as necessary dependant on legislative changes.