**PORCHLIGHT – LIVE WELL KENT AND MEDWAY**

**(Community Mental Health & Wellbeing Service)**

**DELIVERY PARTNER CHECKLIST**

**Introduction**

Live Well Kent & Medway is delivered by Porchlight and Shaw Trust on behalf of Kent County Council and the NHS. This funding will be administered by Porchlight.

The Community Mental Health and Wellbeing Service contract with the Kent and Medway Clinical Commissioning Group has specified that Porchlight is to comply with a number of requirements and have certain policies in place. Porchlight is obligated to ensure each Delivery Partner has these in place too.

Set out below is a checklist of the Key Contract Requirements and “Business as Usual” Contract Requirements. Please confirm that your organisation complies with the following requirements.

**Name of delivery partner:**

**Registered address of delivery partner:**

**CHECKLIST**

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| **Key Contract Requirements** | **Evidence** | **Complete** |
| Safeguarding Policy | Provision of satisfactory policies and procedures which comply with the Kent and Medway Safeguarding Adults Policy and Kent and Medway Safeguarding Children Procedures:[https://www.kent.gov.uk/\_\_data/assets/pdf\_file/0018/11574/Multi-Agency-Safeguarding-Adults-Policy,-Protocols-and-Guidance-for-Kent-and-Medway.pdf](https://www.kent.gov.uk/__data/assets/pdf_file/0018/11574/Multi-Agency-Safeguarding-Adults-Policy%2C-Protocols-and-Guidance-for-Kent-and-Medway.pdf) <https://www.proceduresonline.com/kentandmedway/chapters/contents.html>  |  |  |
| Disclosure & Barring Service (DBS) Check | Confirmation that all individuals performing the services have a clear enhanced DBS check with Adult and Children Barring List (renewed every 3 years) |  |  |
| Insurance | Confirmation that a Delivery Partner has:* Public Liability Insurance - £5m per claim
* Employer’s Liability Insurance - £5m per claim
* Professional Indemnity Insurance - £1m on an aggregate basis
 |  |  |
| Data Protection Procedures | Provision of a satisfactory Data Protection Policy and evidence of secure data protection processes (covering service users’ personal data and sensitive personal data). Confirmation this meets the requirements of the Data Protection Act 2018 and General Data Protection Regulation (EU) 2016/679 |  |  |
| Performance and Monitoring Information | Confirmation that Delivery Partner can provide information so Porchlight is able to report to KCC on achievement of outcomes. |  |  |
| Quality Standards | Procedure confirming compliance with quality standards relevant to services (i.e. NICE or Arts and Culture) |  |  |
| Complaints Policy | Provision of complaints policy – including compliance with “KCC’s Public Health Serious Incidents Procedure” |  |  |
| Business Continuity Plan | Provision of a satisfactory Business Continuity Plan/Disaster Recovery Plan |  |  |
| Health & Safety Policy | Provision of a satisfactory health and safety policy. |  |  |
| Anti-Bribery Policy | Provision of a satisfactory anti-bribery policy. |  |  |
| Equal Opportunities Procedure | Provision of a satisfactory Equalities Policy (that complies with Equalities Act 2010) |  |  |
| Whistleblowing Policy | Provision of a whistleblowing policy, which is compliant with the Public Interest Disclosure Act 1998 (Whistleblowing). |  |  |
| Freedom of Information (FOIA) and Environmental Information Regulations (EIR) | Acknowledgement that KCC is subject to the FOIA/EIR and that the Delivery Partner may need to disclose information to allow KCC to comply with this legislation. |  |  |
| Sub-Contract | Signed sub-contract in place between Porchlight and the Delivery Partner for the services to be provided. |  |  |

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| **Compliance or Policy** | **Evidence** | **Complete** |
| Induction, Training and Supervision Policy | Confirmation that Delivery Partner has induction, training and supervision policy in place |  |  |
| Disciplinary/Capability Policy | Confirmation that Delivery Partner has disciplinary and capability policy in place |  |  |
| Annual Equality Impact Assessment (EQIA) | Confirmation that annual EQIA will be completed regarding certain characteristics: age, disability, gender, gender identity, race, religion, pregnancy and sexual orientation |  |  |
| Domestic Abuse Workplace Policy | Confirmation that Delivery Partner has policy in place |  |  |
| Bullying and Harassment Policy | Confirmation that Delivery Partner has bullying and harassment policy in place |  |  |
| Risk Assessment and Risk Management Policy | Confirmation that Delivery Partner has risk assessment and risk management policy in place |  |  |
| Environmental Sustainability and Resilience Policy | Confirmation that Delivery Partner has environmental and sustainability policy in place |  |  |
| Safe Employment and Recruitment Policy | Confirmation that Delivery Partner has employment and recruitment policy in place, including for positive disclosure. |  |  |
| Service User Involvement Policy | Confirmation that Delivery Partner has Service User Involvement policy in place |  |  |
| Volunteer Policy | If volunteers are used by the Delivery Partner, confirmation that Delivery Partner has Volunteer policy in place. |  |  |

**Organisation:**

**Company Registered Number:**

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| **Signed for and on behalf of the above organisation:****Date:**  | **)))** | **Director/Company Secretary** |