

QUADRANT-BROWNSWOOD TENANT CO-OPERATIVE

Adding Approved Contractors Policy

Date of issue: July 2015

Date of review: July 2018

1. Policy

- 1.1 QBTC needs to meet its purchasing and contracting obligations and responsibilities. The Financial Standing Orders sets out directives and financial limits to be adhered to.
- 1.2 QBTC will follow the Approved Contractors List Policy set out below.
- 1.3 Contractors retained by QBTC will not be added to the Approved Contractors List until successful checks have been carried out, Checks will be made on the following:
 - Insurance cover
 - Health & Safety
 - Equal opportunities
 - Financial
- 1.4 Such checks may be curtailed with the agreement of Co-op Homes' Financial Director if the company is part of "Construction Line", as these checks are made by the third party.
- 1.5 The Managing Director, Financial Director and/or Head of Operations, have the authority to add contractors to the list according to the needs of the business.
- 1.6 The Managing Director, Financial Director and/or Head of Operations, have the authority to remove contractors from the Approved Contractors list where performance has been deemed unsatisfactory or for any other irregularity.
- 1.7 Any addition or deletions to or from the Approved Contractors list shall be reported to QBTC Management Committee as part of the regular maintenance reports provided. The committee may confirm or reject the company for future commissions.
- 1.8 All contractors must as a minimum provide adequate insurance information and financial details.
- 1.9 There may be occasions when Co-op Homes recommends allowing small, local contractors to be exempt from providing in-depth health and safety or equal opportunity policies, yet still be permitted to join QBTC's approved contractors list.
- 1.10 This is to ensure small or local contractors are not adversely impacted and are not deterred from working with QBTC. Where this occurs, the management committee will be required to approve this decision during a meeting and the action minuted.

Policy and Procedure on adding approved contractors

Agreed by Management Committee on

10 July 2015