

Approved Contractor Standards Policy



Reference:	HS_POL_FIN_ACS_2.0	Author:	Greg Whelan
Scope:	All contractors	Approved by:	ET
Legislation:	Health and Safety at Work Act 1974 Data Protection Act 1988 Bribery Act 2010 Equality Act 2010 Modern Slavery Act 2015 Health and Social Care Act 2008 (Regulated Activities) Regulations 2014	Date of approval:	January 2023
		Date of next review:	January 2026

Related Policies:	Health and Safety Repairs and Maintenance Asbestos Management Electric Safety Gas Safety Water Hygiene & Legionella Fire Safety Equality, Diversity & Inclusion Anti-Fraud, Theft & Bribery Policy Data Protection Probity Policy
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1. Policy Statement

- 1.1 The Approved Contractor Standards provided at Appendix 1 set out the expectations that Housing Solutions has of its contractors and sub-contractors whilst working on behalf of Housing Solutions.

2. Scope

- 2.1 This policy and the associated Standards cover the requirements that apply to contractors whilst working on behalf of Housing Solutions or any client or contractor of Housing Solutions to ensure that the highest levels of contractor performance are achieved whilst work activities are conducted in a suitable and safe manner.
- 2.2 This policy does not relieve the contractor of their responsibilities carried out on

behalf of Housing Solutions or any client or contractor of Housing Solutions in accordance with the Health and Safety at Work Act 1974 and all other Acts and Regulations where applicable pertaining to the work being undertaken.

- 2.3 It is the responsibility of the contractor to communicate the content of this policy to its employees, and those of its Sub-contractors and to ensure that it is strictly followed.
- 2.4 Failure to adhere to this policy will result in a review of the individual Contractor(s) concerned, and a decision will be taken in respect of future employment with Housing Solutions or any client or contractor of Housing Solutions.
- 2.5 Where applicable, this policy is referenced within Housing Solutions' contract documents.

3. Roles and Responsibilities

The following table outlines the roles and responsibilities in regard to this policy

Role	Responsibility
Executive Team	Approval of this policy
Assistant Director of Finance & Procurement	To review and manage the delivery of this policy
Heads of Service	To ensure adherence to this policy
Procurement Manager	To monitor contractors adherence to this policy, report on non-compliance with the policy and to promote the policy during procurement discussions
Contractors	To adhere to this policy in full

4. Definitions

- 4.1 Contractor – any person commissioned by Housing Solutions to provide goods or services, who is not paid via the company payroll.

5. Legislation

- 5.1 The Health & Safety at Work Act 1974 places stipulations on employers, staff and contractors to ensure a safe working environment and adherence to safe working practices. A full list of relevant legislation is provided on the covering page of this policy.

6. Equality & Diversity

- 6.1 Housing Solutions recognises the needs of a diverse population and always acts within the scope of its own Equality, Diversity & Inclusion Policy and Equalities Act 2010. Housing Solutions works closely with its partners to ensure it has a clear understanding of its resident community with clear regularly updated service user profiles. Housing Solutions will record, analyse and monitor information on ethnicity, vulnerability and

disability.

7. Review

- 7.1 This policy will be reviewed on a 3 yearly basis or more frequently in response to changes in legislation, regulatory guidance, good practice or changes in other relevant Housing Solutions' policy.