

SHAP CONTRACTOR MANAGEMENT POLICY

PURPOSE

SHAP receives funding from many sources including public bodies for work undertaken by contractors and consultants. This policy sets out SHAP'S commitment to managing contractors undertaking work on behalf of SHAP. It includes the pre-contract and post contract approval, selection and management of contractors and consultants, monitoring of their performance and approval of deliverables before invoices are raised.

SCOPE

This policy is aimed at the SHAP Board, Secretariat, recipients of SHAP contracts, SHAP Associates and SHAP volunteers. It is intended to ensure that SHAP manages contractors undertaking work on its behalf fairly and to maximise quality and effectiveness of deliverables.

Contractors and consultants will be appointed after price/quality assessments and in accordance with SHAP's procurement and financial management policies.

POLICY STATEMENT

All contractors and consultants will be selected, appointed and managed according to the following guidelines:

1. All contractors and consultants working on SHAP projects must be approved by one of the approval routes included within the SHAP procurement and finance policies. These will be equivalent to (or exceed) the requirements of the organisations that are providing the grants or fees for the work.
2. Work is offered to approved consultants and contractors on a fair and reasonable basis, to ensure an equitable distribution of work and to comply with SHAP's Equality and Diversity Policy.
3. No payments will be made until appointments have been formally executed. It is acknowledged that one-off advice may be commissioned on the basis of an exchange of letters confirming costs and deliverables.
4. Monitoring of performance will be carried out by means of site meetings, partner meetings and post-contract reviews as appropriate.
5. Periodic reviews of consultants and contractors used during the financial year will be reported to the Board on their performance with recommendations as to their continued use or otherwise. Such reports will encourage feedback from all

stakeholders and include an indication of the value of work placed with each consultant or contractor. It will also include a statement of any hospitality offered or received from them during the year.

6. The results of periodic reviews of contractors and consultants will be reported back to them when appropriate, to work with them to address any identified shortcomings.

CONFIDENTIALITY AND INFORMATION SHARING

We will only share information according to the rules set out in our Data Protection Policy.

REVIEW

This policy will be reviewed every three years or sooner if legal or regulatory changes take place.

Signed:

SHAP Chairman

Date

POLICY CONTROL

Document Title	Contractor Management Policy
Version	1.0
Release Date	5 th April 2018
Next Review Date	5 th April 2021
Document Type	Policy
Sponsor	Name
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