**CLT Due Diligence 2021-2022**

City College Peterborough requires the information asked in this form in order to select potential partners.

The due diligence process must be completed prior to sending your funding application. Potential providers are required to submit completed due diligence to:

**E:** [**clt@citycollegepeterborough.ac.uk**](mailto:clt@citycollegepeterborough.ac.uk)

If successful at due diligence you are then approved to apply for the Community Learning Trust Fund. Please note that to be able to apply for the fund you are required to have passed the due diligence process and be listed on the approved provider list.

If successful in this process partners will be invited to the application stage and will be required to complete the application form.

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| **Supplier Information** | |
| Supplier Name |  |
| Supplier Address |  |
| Supplier Email |  |
| Supplier Telephone Number |  |
| What is the legal status of your organisation? |  |
| Registration number and date of registration under the Companies Act 1985 or other equivalent register |  |
| UKPRN Number (you must have a UKPRN number) if you do not have one please follow the link to apply for one: <https://www.ukrlp.co.uk/> |  |

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| **Financial**  This information will determine the level of risk.  **Please answer yes, no or n/a against each question**. | |
| Are you on the Register of Training Organisations (ROTO) or Register of Training Organisations for Apprenticeship Providers (ROTOAP) Please note registration is compulsory if your combined funds received from the ESFA exceed £100,000 |  |
| Are you under notice from either the ESF or the ESFA (including Notices of Concerns/Notices of Breach) for Financial Health or Financial Management and Control |  |
| Do you always have suitably qualified staff available to provide the education and training |  |
| Please confirm you have supplied a copy of your current Employer's Liability Insurance Cover and Public Liability Insurance Cover |  |
| Please confirm you have supplied a copy of last years audited annual accounts. (If applicable) |  |
| Please confirm that you have submitted your last financial year’s accounts to Companies House/Charity Commission by their due date |  |
| Please note we are required by the ESFA to carry out a credit check, if the supplier is found to have an above average risk warning then we will not award a contract. | |

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| **Legislation**  This section measures the personal situation of the supplier.  Please answer yes or no against each question. | |
| Is bankrupt or is being wound up, where affairs are being administered by the court, where has entered into an arrangement with creditors, where has suspended business activities or is in any analogue situation arising from a similar procedure under national laws and regulations |  |
| Is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or of an arrangement with creditors or of any other similar proceedings under national law and regulations |  |
| Has been convicted by a judgement which has the force of res judicata in accordance with the legal provisions of the country of any offence concerning his professional conduct |  |
| Has been guilty of grave professional misconduct proven by any means which the contracting authorities can demonstrate |  |
| Has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which is established or with those of the country of the contracting authority |  |
| Has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which is established or with those of the country of the contracting authority |  |
| Has been the subject of a conviction for participation in a criminal organisation, as defined in Article 2(1) of Council Joint Action 98/733/JHA |  |
| Has been the subject of a conviction for corruption, as defined in Article 3 of the Council Act of 26 May 1972 and Article 3(1) of Council Joint Action 98/742/JHA3 respectively |  |
| Has been the subject of a conviction for fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities |  |
| Has been the subject of a conviction for money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10 June 1991 on prevention of the use of the financial system for the purpose of money laundering |  |

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| **General Information**  **The documents specified in this section must be submitted as part the due diligence process.** | |
| Type of Document | Document enclosed  Please answer yes, no or n/a against each question. |
| Current Annual Statement of accounts |  |
| Cross Partnership commitment document (if applicable) |  |
| Organisation Mission Statement |  |
| Health and Safety Policy & Risk assessments |  |
| Safeguarding Policy |  |
| Bullying & Harassment Policy |  |
| Equality & Diversity Policy |  |
| Data Protection Policy |  |
| Environmental Policy |  |
| Document Retention Policy |  |
| Public Liability Insurance |  |
| Employers Liability Insurance |  |
| Learner information pack or handbook  (CCP could provide you with the Learner Handbook) |  |
| **Project Lead and Tutors Information** | |
| DBS Certificate Number  DBS Issue Date  (DBS must not be over 3 years old) |  |
| CV  Teaching Qualification Certificate |  |
| Safeguarding Certificate  (Must not be over 3 years old) |  |
| Prevent Certificate  (Must not be over 3 years old) |  |

**Declaration of named senior person**

I hereby confirm the information supplied on this questionnaire is correct and undertake to inform City College Peterborough of any significant changes

Signed:

Position:

Name:

On behalf of:

Date: