**INFORMATION REQUIRED FOR CONTRACT WITH DUDLEY INTEGRATED HEALTH CARE TRUST**

**ORGANISATION DETAILS**

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| **Sub-Contractor Name** | Organisation Name:  Registered Address:  Companies House No:  Charity No (if applicable): |

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| **Sub-Contractor Authorised Signatory** | Name:  Job Title  Email:  Tel/Mob: |

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| **Sub-Contractor Representative(s)** | Name:  Job Title:  Address:  Email:  Tel: |

|  |  |
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| **Address for service of Notices** | Name:  Job Title:  Address:  Email: |

**GOVERNANCE AND REGULATORY**

| **Position within Organisation** | **Contact details** |
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| **Sub-Contractor’s Nominated Individual**  (the person responsible for supervising the management of the Services) | Name:  Job Title  Email:  Tel/Mob: |
| **Sub-Contractor’s Information Governance Lead**  **(**the individual responsible for information governance and for providing the Provider’s Governing Body with regular reports on information governance matters, including details of all incidents of data loss and breach of confidence) | Name:  Job Title  Email:  Tel/Mob: |
| **Sub-Contractor's Data Protection Officer**  (if required by Data Protection Legislation) | Name:  Job Title  Email:  Tel/Mob: |
| **Sub-Contractor’s Caldicott Guardian**  (the senior health professional responsible for safeguarding the confidentiality of patient information) | Name:  Job Title  Email:  Tel/Mob: |
| **Sub-Contractor’s Senior Information Risk Owner**  **(**the Provider’s nominated person, being an executive or senior manager on the Governing Body of the Provider, whose role it is to take ownership of the organisation’s information risk policy, act as champion for information risk on the Governing Body of the Provider and provide written advice to the accounting officer on the content of the organisation’s statement of internal control in regard to information risk) | Name:  Job Title  Email:  Tel/Mob: |
| **Sub-Contractor’s Accountable Emergency Officer**  (the individual appointed by the Provider as required by section 252A(9) of the 2006 NHS Act) | Name:  Job Title  Email:  Tel/Mob: |
| **Sub-Contractor’s Safeguarding Lead**  (the officer of the Provider responsible for implementation and dissemination of Safeguarding Policies, identified as such in the Particulars) | Name:  Job Title  Email:  Tel/Mob: |
| **Sub-Contractor’s Child Sexual Abuse and Exploitation Lead**  (the officer of the Provider responsible for implementation and dissemination of Child Sexual Abuse and Exploitation Guidance) | Name:  Job Title  Email:  Tel/Mob: |
| **Sub-Contractor’s** Mental Capacity and Liberty Protection Safeguards Lead  (the officer of the Provider responsible for advice, support, training and audit to ensure compliance with the 2005 Act, the Deprivation of Liberty Safeguards (and/or, once in effect, the Liberty Protection Safeguards) (where appropriate) and associated codes of practice, identified as such in the Particulars) | Name:  Job Title  Email:  Tel/Mob: |
| **Sub-Contractor's Prevent Lead**  (the officer of the Provider responsible for implementation and dissemination of the Government Prevent Strategy, identified as such in the Particulars) | Name:  Job Title  Email:  Tel/Mob: |
| **Sub-Contractor’s Freedom To Speak Up Guardian**  (the individual appointed by the Provider in accordance with the Department of Health and Social Care publication *Learning Not Blaming* available at: <https://www.gov.uk/government/publications/learning-not-blaming-response-to-3-reports-on-patient-safety> and identified as such in the Particulars) | Name:  Job Title  Email:  Tel/Mob: |

**Conditions Precedent – please provide copies of the following:**

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| **Documentation** | **Date of document** | **Confirm attached**  **(or explain if not)** |
| Evidence of appropriate Indemnity Arrangements  either:  (i) a policy of insurance.  (ii) an arrangement made for the purposes of indemnifying a person or organisation; or  (iii) a combination of (i) and (ii) |  |  |
| Evidence of CQC registration (if applicable) |  |  |

**POLICY DOCUMENTATION – PLEASE PROVIDE COPIES OF THE FOLLOWING**

| **Policy** | **General Condition (GC) or Service Condition (SC) Reference** | **Date of policy** | **Confirm attached (or explain if not)** |
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| Business Continuity Plan | SC8 |  |  |
| [Action plan for 10 data security standards](https://www.gov.uk/government/consultations/new-data-security-standards-for-health-and-social-care) | GC28.4 |  |  |
| Antimicrobial prescribing policy |  |  |  |
| Antimicrobial Resistance and Healthcare Associated Infections control policy | SC26.5 - 26.8 |  |  |
| Business Conduct Policy inclusive of managing conflicts of interest in the NHS and declarations register | GC36 |  |  |
| Clinical Audit Annual plan |  |  |  |
| CPA and Non-CPA Policy | SC4.4.11 |  |  |
| Death of a Service User Policy | SC27 |  |  |
| [Dignity at Work policy and procedures](https://www.nhsemployers.org/tchandbook/part-5-equal-opportunities/section-32-dignity-at-work#:~:text=As%20part%20of%20this%20overall%20commitment%2C%20NHS%20organisations,discuss%20matters%20of%20concern%20without%20fear%20of%20reprisal.) |  |  |  |
| [Due Regard Policy](https://www.nhsemployers.org/news/2020/04/public-sector-equality-duty-reporting-suspended) (Public Sector Equality Duty) |  |  |  |
| Duty of Candour | SC21 |  |  |
| Emergency Preparedness, Resilience and Response (EPRR Policy) and Action plans | SC25 |  |  |
| Environmental policy (including a Green Plan) | SC26.15 - 26.19 |  |  |
| [Equality Analysis Toolkit and process](https://www.gov.uk/government/publications/northern-ireland-equality-scheme-for-hmrc/appendix-4-equality-analysis-guidance-and-template-for-programmes-platforms-projects-and-policies) |  |  |  |
| Grievance Policy |  |  |  |
| Information Governance Policy | GC28 |  |  |
| Information Risk Policy (linked to SIRO) |  |  |  |
| Local Access Policy (inc DNA) | SC11.1.17 |  |  |
| [Patient Group Directives](https://www.gov.uk/government/publications/patient-group-directions-pgds) |  |  |  |
| Policy for agreeing to and [managing visits by celebrities, VIPs and other official visitors](https://www.nhsemployers.org/your-workforce/recruit/managing-official-and-vip-visits-on-nhs-premises) |  |  |  |
| Policy for participation in Clinical Networks, National Audit Programmes and Approved Research Studies | SC26.24 - 26.29 |  |  |
| Policy for the Assessment and Treatment for Acute Illness | SC26.9 - 26.11 |  |  |
| Policy for the care of dying people | SC26.30 |  |  |
| Policy relating to arrangements for Pastoral, Spiritual and Cultural Care | 26.13-26.14 |  |  |
| Policy relating to food standards, including sales of sugar-sweetened beverages (for patients, visitors and staff) | SC26.21 - 26.22 |  |  |
| Policy relating to the arrangements for urgent access to mental health services, including the identification and operation of places of safety for patients with mental health problems | SC26.1 - 26.4 |  |  |
| Prevent Policy | SC24.1.9 |  |  |
| Raising Concerns, Complaints and Compliments Policy | SC9, SC22 |  |  |
| Records Policy | GC28.15.3 |  |  |
| Recruitment, training and appraisal policy/ies and/or processes |  |  |  |
| Risk Management | SC3.1.3 |  |  |
| Service User consent policy | GC4.15 |  |  |
| Smoke free policy | SC20.9 |  |  |
| Whistleblowing Policy | SC9 |  |  |

**Safeguarding Policies**

| **Provider Policy** | **General Condition (GC) or Service Condition (SC) Reference** | **Date of policy** | **Confirm attached (or explain if not)** |
| --- | --- | --- | --- |
| Safeguarding Children and Adults Policies | SC24 |  |  |
| Mental Capacity Act Policy |  |  |  |
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**Serious Incident Policy**

| **Provider Policy** | **General Condition (GC) or Service Condition (SC) Reference** | **Date of policy** | **Confirm attached (or explain if not)** |
| --- | --- | --- | --- |
| Incidents Requiring Reporting Procedure | SC23 |  |  |
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