

Policies and tendering

Introduction

This week is Small Charities Week and today the focus is on Policies. In the coming months and years there will be a number of opportunities for third sector organisations to tender for services with the statutory sector, either individually or in a consortium. To be able to take full advantage your organisations need to be ready. Part of this preparation is ensuring that you have relevant and up to date policies that are likely to be requested during the tender process.

Key policies for all tenders (not an exclusive list):

- Equal Opportunities.
- Data Protection and Subject Access.
- Absence policies (sickness, leave etc)
- Complaints
- Conflict of interest
- Disciplinary and Grievance (one policy or separately)
- Health and Safety (including first aid)
- IT or ICT
- Maternity/Paternity
- Right to request flexible working / Carers Policy
- Safeguarding
- Supervision and appraisal
- Welsh Language
- Whistleblowing

Procedures:

- DBS checks
- Complaints procedure
- Induction

There will be other policies and procedures, but these will depend on the type of tender and the type of service that is to be provided. For example; home working, lone working, lifting and handling, medication. The possible list is endless so it is important you know which ones you will need and make sure they are up to date.

Other actions:

If you haven't already registered on Sell2Wales and etenderwales (Bravo) then do so then you are ready for when tenders come out.

Sell2Wales: <https://www.sell2wales.gov.wales/>

etenderwales : <https://etenderwales.bravosolution.co.uk/home.html>

C3SC can support small organisations to review and prepare policies in preparation for tender. To access this support either telephone 02920 485722 or email enquiries@c3sc.org.uk