Minimum Operating Standards for Providers and Partners

The guidance below provides organisations with a simple set of minimum operating standards expected when working with Active Essex or the Active Essex Foundation.

1. The organisation has an open/non-discriminatory governing document/constitution/set of rules. (Copy of governing document/constitution/set of rules, which must be signed and dated by at least the Chairperson or Secretary of the organisation

2. The organisation has adopted a clear statement of equal opportunities which all staff and volunteers work to and this can be evidenced.

- The organisation has adopted child protection policies and procedures which meet and where possible exceed minimum safeguarding standards and can evidence compliance with these, aligning with the relevant Active Essex Safeguarding Policies –
- Children and Young People (under 18 years of age): https://www.activeessex.org/wp-content/uploads/2016/10/SAFEGUARDING-POLICY-CHILDREN-Active-Essex-2019.pdf
- Adults at Risk: https://www.activeessex.org/wp-content/uploads/2016/10/SAFEGUARDING-POLICY-ADULTS-Active-Essex-2019.pdf

- relevant safeguarding policies and procedures in place, to be supplied to Active Essex on request; and
- a commitment to work in partnership with Active Essex, ECC, Sport England and any other relevant bodies in relation to any concerns that may arise during the period of the contractual relationship.

3. The organisation holds appropriate public liability insurance and employer liability cover for activities and staff and where appropriate, leaders/coaches responsible for the programme hold professional indemnity.

4. Operation of safer recruitment procedures to ensure that all appropriate checks (DBS) are carried out on staff and volunteers who work with children, young people, or vulnerable adults.

5. Effective procedures and policies in place for avoiding discrimination and promoting equal opportunities, including racial equality

6. The General Data Protection Regulation (GDPR) is a privacy and data protection regulation which became enforceable from 25th May 2018. The UK has also updated its Data Protection Act (DPA 2018) in line with GDPR. Active Essex is committed to ensuring the ongoing security and protection of the personal information that it processes and is committed to provide a compliant and consistent approach to data protection. https://ico.org.uk/for-

organisations/guide-to-the-general-data-protection-regulation-gdpr/ Active Essex or ECC statement? Example- All partners/ deliverers working with Active Essex must adhere to the GDPR requirements.

7. Annual accounts are prepared, scrutinised independently of the person responsible for finance (e.g. treasurer) and are made available to members to describe how money has been spent.

8. Commitment to the aims and objectives in the Active Essex Strategy- www.activeessex.org/news/active-essex-launches-ambitious-plan-change-1-million-lives/

9. Track record of delivering and engaging target audience for example case study, annual report, video

10. Committed to high quality delivery ensuring workforce have the right level of qualification, knowledge and skills for the project/ activity

11. Understanding and commitment to reporting procedures including data collection and returns, impact reports, case studies and value for money

12. Organisation has appropriate risk management techniques in place to manage risk associated with the project/ activity

13. The organisation has appropriate sustainability plans in place to ensure continuation of the project which is detailed in the project plan

By signing below you are confirming your organisation meets the minimum operating standards which can be evidenced via the required supporting documentation, to be submitted to Active Essex.

	On behalf of Organisation		On behalf of Active Essex
Signature		Signature	
Print Name		Print Name	
Date		Date	