

Partnership Due Diligence (non T&L): Requested information and documentation Guidance Document

(Guidance for completing the Partnership Due Diligence (non T&L): requested information and documentation Form)

Below is guidance to help complete the Partnership Due Diligence (non T&L): Requested information and documentation and clarity regarding the sorts of information that needs to be collated from partners.

Legal Services (legalservices@reading.ac.uk) can provide more information on the required documentation if necessary.

This data should be requested before signing an MoA with a prospective partner	
Information Required	Guidance notes
An annual report or equivalent information giving an overview of the activities of the institution	Many institutions or companies will have annual reports published on their webpages or an overview of their normal activities. If this not readily available this should be requested.
A set of externally verified annual accounts for the last three years	Some institutions and companies will publish their annual accounts. If this is not available this should be requested. These should then be checked by a member of the financial services team at UoR to comment on any concerns. This information may not be made available due to commercial sensitivity. If this is not available, an online search should be carried out to try to identify any concerns regarding the Partner's financial stability. <i>The Schools Finance Business Partner should receive and comment on the data received</i>
Details of insurance cover (confirming type and extent of cover): <ul style="list-style-type: none"> • Professional Indemnity insurance cover • Public Liability insurance cover 	These should be requested from the Partner, such as a letter from their insurance broker confirming the type and extent of cover. This information may be published on partners webpage.
Health and Safety Policy (or equivalent)	If not available online this should be requested
Equal Opportunities Policy (or equivalent)	If not available on line this should be requested
Details of the governance and academic management structure	If this information is not available online it should be requested. This may take the form of an organogram, or a staff management list with reporting lines.
Details of existing teaching collaborations with Universities or other organisations	If not available online, the collaborative register (a list of educational partners) should be requested.

Details of any recent external audit (ie: QAA/OFSTED/MoE)	These will be available online on the External Body's webpages. If nothing is found check with the partner if they have had any recent reviews.
Region's Corruption rating	Using the webpage http://www.transparency.org.uk/cpi please state the Country's corruption rating and highlight any concerns

Financial checks	Comments from Tax Manager at UoR re: implications
Will the partnership result in a 'permanent establishment'?	Please discuss these issue directly with the Tax manager at UoR who will be able to advise on the information that may be required depending upon the nature of the partnership
Is the Partner an 'Eligible Body'?	<i>Broadly speaking, an 'eligible body' within the meaning of the 1994 VAT Act is any organisation which is precluded from distributing any profits it makes. The definition of an eligible body includes schools, universities, colleges, local authorities, government departments, health authorities, charities and certain un-incorporated associations.</i> If a partner is <u>not</u> an eligible body, reverse charge VAT may be due on any fees retained by the partner. If this is a concern it should be discussed this with the Tax Manager at UoR

In addition to the information highlighted above, consideration should be given to the following where appropriate:

1. Data Protection: Details of the Institution/company's procedures for ensuring and monitoring compliance with applicable data protection legislation.
2. IP – Details of any IP Rights that are owned or held in connection with the partners business.
3. IT – Details of any licenses held for required IT systems and software. Are there any licenses that will need to be purchased?
4. Reputation - Details on any reputational risk through entering into this arrangement with this partner