



Somewhere to Go Ltd  
St John's Church Hall, 4a Boulevard, Weston-super-Mare, BS23 1NA

April 2025

### **G17 Charity Due Diligence Policy - V.2**

Somewhere To Go Ltd is a charity with the aim: to relieve poverty and distress among the most disadvantaged in the community, by providing a space where people can feel welcome and comfortable and create an environment which will enhance self worth & self esteem. To offer nourishing food, clothing; to facilitate access to medical & welfare services; help with housing and benefits.

#### **Responsibility**

The Board of Trustees has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.

It is the responsibility of line managers to communicate the requirements of this policy and procedure to their employees. All staff including volunteers must comply with this policy and other associated policies and procedures. It is the staff members responsibility to ensure that they have read and understood all the relevant policies and procedures and if for any reason they are unclear they seek the guidance of their line manager.

This policy will enable Somewhere to Go to demonstrate its commitment to keeping safe the vulnerable adults with whom it works.

#### **Scope**

This policy applies to all Somewhere To Go Ltd staff and volunteers working in all properties owned or managed by Somewhere To Go Ltd, who are supporting or helping to deliver Somewhere To Go services.

#### **Queries**

If there are any queries relating to this policy please contact the Board of Trustees.

#### **Definitions**

The Scale of Risk - Factors to Consider

- Is the project/contract particularly sensitive, important, complex or large scale?
- Is the organisation/individual well known and respected, or might they hold views, undertake activities or work in an area that may potentially be problematic?
- How much potential is there for things to go wrong and what's the worst that could happen?

G17 Charity Due Diligence\_Policy

Charity Registration number 1080963

Company registration number 3928387

Telephone: 01934 641880



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### **Basic Charity Due Diligence Checklist**

- If they have a website, check that what they're proposing fits with what's on there. If available, review what it says about key members of their team and, download and review, their annual report/accounts.
- Carry out an internet search. On the company, partner, or donor, to see if there is anything of concern. Don't just check page 1, as older issues may be sufficiently serious to still be relevant.
- Speak to someone who has worked with them, or knows their sector well. A phone call is best, as people tend to be more open.
- Take up references, if appropriate.

### **Charity & Fundraising Ethics**

Check for any activities that are illegal or incompatible with the organisation's values. Issues such as corruption/bribery, criminal activities, discrimination, exploitation of people, or the environment, or involvement with radical groups, or companies, regimes, products or services that conflict with Somewhere To Go Ltd's aims/values.

### **Finance Checklist**

Risk of takeover, sustained annual operating losses, level of leverage (debt) too high for their sector, bad credit risk, liquidity (cash flow) issues, weak asset base, unusual related party or intercompany transactions, or significant amounts of capital being taken out of company, adverse comments by auditors, court judgements, significant recent debt restructuring/profit warnings or redundancies.

- If applicable, Companies House (or other registrar) records and obtain a copy of their accounts.

### **Ability to Deliver**

Capacity to deliver services/products, track record in delivery, security around key staff (eg a small company relying on a single individual), any supply chain issues (eg reliance on shipments from overseas), or an organisation that has operated in only a single area delivering in an entirely new one.

- Check during negotiations and take up references specifically covering any areas of concern.

### **Reputational Risk**

Any potential negative media attention, or concerns from other funders/partners from being associated with this company/individual.

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### **Contract Due Diligence**

Check that the balance between the costs, benefits and liabilities is fair, and there are no onerous or unreasonable obligations. Also check for any hidden costs. For example, additional management fees, charges you weren't expecting, unreasonably large late payment penalties, automatic annual uplifts in prices, or increases decided by the other party without Somewhere To Go Ltd's agreement.

### **Conflicts of Interest**

Ensure that the conflict of interest policy is complied with.

Additionally, our sector is driven by passion and funding is hugely challenging for many, which brings with it the risk of urgent need clouding thinking. The fundraisers and project leaders may well be best placed to carry out due diligence. However, their findings should be reviewed and approved by someone with the necessary experience and seniority, who is also sufficiently and demonstrably distant from the issue.

### **Anonymous Donations & Scams**

Donations through collection tins and online platforms are often anonymous and any donor may remain anonymous if he or she chooses to. The Charity Commission 'know your' donor principle does not mean charities cannot accept anonymous donations and doing so is perfectly acceptable providing charities look out for suspicious circumstances and put adequate safeguards in place.

Trustees will take reasonable and appropriate steps to know who the charity's donors are and will not accept a donation where the risk to the charity is assessed to be greater than the benefit of having the funds donated. There can be no absolute guide to what may be suspicious, but indicators are where significant sums are being donated, particularly if this is unusual, in cash or from overseas.

Any prospective donor who wishes cash to be forwarded in advance or for the charity to pay some of the donation to a third party will always be considered highly suspicious.

The trustees will consider reporting suspicious donations as a Charity Commission Incident report.

### **Policy Review**

This policy will be reviewed every 2 years in accordance with government and local publications.

This policy will be reviewed in March 2027.

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