



Partnerships Due Diligence

Anti-Tribalism Movement has a responsibility to carry out proper due diligence on organisations that it works closely with. In high-risk situations it is important to carry out due diligence checks and monitoring in relation to Anti-Tribalism Movement’s involvement with external bodies, individuals and organisations to ensure they are suitable partners for Anti-Tribalism Movement.

Anti-Tribalism Movement should have reasonable confidence that enough is known about what the partner’s business is and that it is an appropriate partner for Anti-Tribalism Movement to be involved with. Any partnerships of significant value, duration or profile must be assessed against the following criteria.

Partnership organisation

1	What is the reputation of the organisation – checks on Google and charity regulator’s (if the organisation is a registered charity) or Companies House (if the organisation is a company) records.	
2	What is the organisation’s history of working in the charity sector?	
3	What is the general history and background of the organisation?	
4	How many charity clients does the organisation currently have?	
5	Does the organisation have any charity partnerships?	
6	What due diligence does the organisation do of the products/service they recommend?	
7	What are the organisation’s ethical standards or codes? For example, its policies in relation to anti-slavery, equality, equity, diversity and inclusion or environmental impact.	
8	What companies will the organisation not deal with?	

9	Has the organisation had any partnerships go wrong?	
10	What is the organisation's complaints procedure and how are complaints dealt with?	

Proposition

1	What is the nature of services or products being offered?	
2	Does the organisation have any authorised brokers? (Specific for insurance partnerships.)	
3	What are the agreements to terminate a partnership?	
4	Who is the person and position of contact for the duration of the partnership?	
5	What level of business is expected or required?	
6	What is the procedure to initiate any changes to the terms of agreement of the partnership?	
7	Are there any testimonials from the organisation's current charity partners for similar work or partnership?	
8	Are there any other similar services or products on the market?	

Beneficiaries

1	What is the added value to the beneficiaries of proposition?	
2	Does the partnership sit within Anti-Tribalism Movement's vision, mission and strategic objectives?	

Risk assessment and cost-benefit analysis

1	Define or break down the plan, decision or process into its elements by drawing up a flowchart or list of inputs, outputs, activities and events.	
2	Calculate, research or estimate the cost and benefit associated with each element. If possible, include direct, indirect, financial and social costs and benefits.	
3	Compare the sum of the costs with the sum of the benefits.	
4	Rank the elements into a hierarchy that reflects the impact of their potential success/failure on the whole process.	
5	Assign weighting values to each element.	
6	Estimate the likelihood of success or failure of each element.	
7	Multiply the likelihood of success or failure for each element by its weighting value.	
8	Compare the risk (result of 7) with the costs and benefits associated with each element (result of 3).	
9	What do you anticipate the outcome to be?	

If you identify any risks, evaluate them and draw up a plan or the steps that need to be taken to address or mitigate significant or major risks.

Risk management procedures need to be sufficiently flexible and responsive to ensure that new risks are addressed as they arise. The procedures should also involve periodic checks in order to identify new risks proactively and ensure that the approach to risk management remains fit for purpose.

Once agreed, a partnership agreement should be constructed and shared with all relevant members of staff.