

## GREEN TICK CRITERIA

To apply for the Green Tick your organisation must be legally set up, and in a position to provide services to clients upon request in Leeds. The Green Tick is only for organisations who provide services in the home or garden, or on a one to one basis in the community. We do not list individual Personal Assistants providing personal care services. All Applicants must complete the Green Tick registration process within 8 weeks.

### **To complete the Green Tick registration process and be listed in Leeds Directory applicants must:**

- Read the Leeds Directory Terms & Conditions and Code of Good Practice and complete a Registration Form agreeing to provide services in accordance with both documents.
- Obtain Disclosure Certificates for each member of staff who works directly with clients in the home or garden or on a one to one basis in the community.
- Complete a 2+ Disclosure Disclaimer Form if you employ more than one member of staff.
- Organisations providing Personal Care services must be registered with the Care Quality Commission. Health & Care Professionals must be registered with the Health & Care Professions Council.
- Provide a copy of public liability insurance details evidencing policy expiry date and cover amount.
- Obtain a County Court Judgement Search against the England and Wales Order and Judgements Register.
- Complete a Sub Contractors Disclaimer Form.
- Supply business stationery that complies with the Companies Act 2006.
- Three references from customers/clients from the preceding 12 months
- Electrical and gas providers (including sub contractors) must evidence registration to appropriate mandatory regulatory bodies e.g. Electrical Safety Register, NAPIT, GasSafe.
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- Read and agree to our Terms & Conditions.

Leeds Directory will request a check against West Yorkshire Trading Standards Service complaints database for all non-regulated applicants.

We will FastTrack applications where the provider is registered with a regulatory body such as the Care Quality Commission (CQC), Health & Care Professions Council (HCPC), or where they are a part of Leeds City Council Framework Providers / Civic Enterprise. We will also FastTrack your application if you are a member of TrustMark, however, you will also be asked to obtain disclosure certificates for staff.

Please Note: Leeds City Council cannot recommend any organisations and are not responsible for how the organisations listed deliver a service. Leeds Directory reserves the right to refuse an application or remove a provider.

**For more information on how to complete the registration process or detail about any of the criteria please contact the Provider Monitoring Officer Tel. 0113 3786410 or email [leedsdirectory@leeds.gov.uk](mailto:leedsdirectory@leeds.gov.uk)**

# GREEN TICK GUIDANCE NOTES

## What is a Disclosure Certificate and how do I get one?

**Leeds Directory can offer business support to organisations obtaining Basic Level Disclosures for the first time, and facilitate access to the internet and a scanner. Please contact the Provider Monitoring Officer for more information and to arrange an appointment.**

Disclosure certificates contain confidential criminal history information provided by the police and government departments. Certificates can be obtained via Disclosure Scotland (basic level) or the Disclosure and Barring Service (standard and enhanced). To successfully complete the Green Tick, all disclosure certificates must be no older than 3 years. While there is no official or legal expiry date on a disclosure certificate, the older the certificate the less reliable and relevant it becomes.

We request a minimum of a Basic Level Disclosure check for each member of staff who visits clients in the home or garden, unless your organisation provides services that fall under "Regulated Activities".

An individual can apply for a Basic Level Disclosure by visiting the Disclosure and Baring Service (DBS) website at <https://www.gov.uk/request-copy-criminal-record>. Each application currently costs £25 and takes up to 14 days to be processed. In order to complete an application, you must provide the following information

- all your addresses for the last 5 years and the dates you lived there
- your National Insurance number
- a debit or credit card
- proof of your identity, for example a passport, valid driving licence or birth certificate

If you have not used the GOV.UK Verify service before please allow about 15 minutes to set this service up. You will be asked to choose from a selection of certified services through which you will evidence your identity. Unfortunately, each certified service has individual requirements regarding how their verification tool can be accessed, some require access to an email address and smart device which can install apps and has access to a camera. Leeds Directory recommends verification through the Post Office, which involves an app and visiting a central post office, either St John Centre Leeds or New Market Street Branches to complete the verification tool. For information and advice please contact the Provider Monitoring Officer or The DBS Service: 03000 200 190 or email [customerservices@dbs.gsi.gov.uk](mailto:customerservices@dbs.gsi.gov.uk).

Higher level disclosures are issued by the Disclosure and Barring Service [previously known as the Criminal Records Bureau (CRB)] however individuals cannot apply for these higher-level disclosures unless eligible to do so and application for higher level checks would be via an employer (where an approved DBS counter signatory is in place) or a DBS approved umbrella body.

For further information on higher level disclosures please visit <https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers#types-of-dbs-checks>. If you are unsure about whether a position is eligible for a DBS check you should refer to any guidance provided for the job sector, consider obtaining legal advice on the requirements to obtain criminal records checks. Where staff roles fall within a regulated activity (as defined in September 2012) employers can also request a check of the adults' barred lists alongside the enhanced DBS check.

**The DBS Update Service** - The DBS Update Service allows applicants to keep their DBS certificates up to date online and allows employers to check the certificate on line with the certificate holder's permission. This makes it easier for you to carry a DBS disclosure between employers/organisations and avoids having to complete multiple certificates. You can find out more information regarding the DBS Update Service by visiting **Website:** <https://www.gov.uk/dbs-update-service>.

If you are already signed up to the Update Service, please let the Provider Monitoring Officer know and we will verify DBS Certificate details using the registry

**If you employ more than one member of staff you should complete a 2+ Disclosure Disclaimer Form providing information on staff disclosures.** We will prompt you to renew staff disclosure certificates before they are 3 years old in line with the Green Tick.

## Regulated Activities

Updated February 2019

In September 2012, The Protection of Freedoms Act redefined Regulated Activities to include “*assisting with general household matters - assistance with managing a person’s cash, paying a person’s bills or shopping on their behalf because of the adult’s age, illness or disability*” and “*conveying adults to, from, or between places, where they receive healthcare, relevant personal care or social work because of their age, illness or disability*”. If your staff provide any of these services, please contact the Disclosure and Barring Service for up to date guidance. **Disclosure and Barring Service Tel. 0870 9090811 Website: [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service).**

### **Do you provide care services? Regulation by the Care Quality Commission**

The Care Quality Commission regulates personal care services, e.g. respite sitting, night sitting, companionship, personal hygiene, dressing, washing etc. For up to date information and to discuss the Care Quality Commission’s Scope of Registration, please go to: [www.cqc.org.uk](http://www.cqc.org.uk). **Leeds Directory cannot register sole traders providing regulated activities which would ordinarily fall under the regulation of the CQC.**

### **The Health & Care Professions Council**

The HCPC regulates 16 professions within Health & Care Professionals Council. These professions include, but are not limited to, occupational therapists, physiotherapists and chiropodists / podiatrists. For up to date information and to check whether you need to register, please go to: [www.hpc-uk.org/aboutregistration/professions](http://www.hpc-uk.org/aboutregistration/professions).

### **Insurance documents**

We take note of the policy expiry date and amount shown under Public Liability Insurance, so no need to send the whole document. The minimum Public Liability cover required is £1million, the exception to this is for construction, roofing or building where it is £5million. Please provide a copy of insurance details electronically or by post.

### **What is a County Court Judgment and how do I get one?**

A CCJ is a judgment that a county court issues when someone has failed to pay money that they owe. It only takes minutes to request this search to be done online via the Trust Online website: [www.trustonline.org.uk](http://www.trustonline.org.uk). The search costs £4 and should be paid directly to Trust Online. From the Trust Online homepage follow prompts to “Search yourself” and “Get started” then select the type of search you wish to carry out, for example, Individual Name, Trading Name or Corporate Name (if you operate as a sole trader from your home address you only need to carry out one search under “Trading Name”) then enter the Business name, address and email (read terms and conditions) and select the box marked “England and Wales Orders & Judgements.” You do not need to check any other register for the purposes of the Green Tick.

If you have owned or been a Director of other companies, you should carry out searches under these names as well as the business name on your registration form. Please forward search results to [leedsdirectory@leeds.gov.uk](mailto:leedsdirectory@leeds.gov.uk) . If your organisation has been trading for less than 6 months, you need to run a County Court Judgement check on the person(s) responsible for the business at their home address. We will then prompt you for a second CCJ check against your Business name after being listed for 6 months.

### **Providing stationery in line with the Companies Act 2006**

West Yorkshire Trading Standards Service has advised that companies and businesses which register under the Green Tick must provide business stationery that complies with the Companies Act 2006 and Regulations made there under. For the purposes of the Green Tick, we require the following:

A Sole trader or Partnership should specify the individual owners' name(s) as well as the name of the business (if different) and postal address in the United Kingdom at which documents can be served. This should also be clearly stated in legible lettering on ALL the following:

- Its business letters and order forms.
- Its notices and other official publications.
- Bills of exchange, promissory notes, endorsements, cheques and orders for money or good purporting to be signed by, or on behalf of, the company.
- Its bills of parcels, invoices, receipts and letters of credit.
- On its websites.

Updated February 2019

The Companies (Trading Disclosures) Regulations 2008 as amended by The Companies (Trading Disclosures) (Amendment) Regulations 2009

A Company must state its name, in legible lettering on ALL the following:

- The company's business letters and order forms.
- Its notices and other official publications.
- Bills of exchange, promissory notes, endorsements, cheques and orders for money or good purporting to be signed by, or on behalf of, the company.
- Its bills of parcels, invoices, receipts and letters of credit.
- On its websites.

On ALL of its business letters, order forms or any of the company's websites, the company must show in legible lettering:

- Its place of registration i.e. England, Northern Ireland, Scotland or Wales.
- Registered number.
- Its registered office address.
- If it is being wound up, that fact.

Whenever an email is used where its paper equivalent would be caught by the stationary requirements then that email is also subject to the requirements. The above also applies to Limited Liability Partnerships.

Please provide original business stationery to support your application. Marketing material is not included in this Green Tick element.

Updated February 2019