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| 1. Name of Local Authority | Wokingham Borough Council (WBC) |
| 2. Do you hold a list of accredited building contractors to carry out DFG works? | Yes |
|  | If ‘No’ please go to question 11 |
| 3. Who manages the list? e.g. the DFG team, another team in the Council or an external body | DFG team |
| 4. Is it a shared list with other local authority DFG teams? | No |
| 5. When was the current list established? | Unknown, Predates the current DFG team |
| 6. How can new contractors get added to the list? | 1. DFG research  2. By recommendation / referral  3. New supplier enquiry from contractors |
| 7. What checks are carried out as part of the initial accreditation process? | References, case studies, insurances, DBS checks, professional accreditations, financial standing, Right to Work (where applicable) |
| 8. What regular (e.g. annual) checks do you make on existing contractors? | DBS, insurances, professional accreditations, periodic financial checks.  Right to Work (where applicable) |
| 9. What is the process for removing contractors from the list? | Meeting / de-brief followed by written confirmation, settlement of outstanding payment(s), removal of contractor/supplier details from WBC systems |
| 10. How do you handle cases where an applicant wants to use a contractor that is not on your list? | Depending on scope and value of works – Applicants would need to provide satisfactory evidence about skills, qualifications and financial standing of the proposed contractor, right to work (where applicable) etc |
| 11. How do contractors typically provide prices for individual DFG applications? e.g. quotation, framework, schedule of rates. | Quotation based on schedule of works |
| 12. How many contractors are on your list? | Approximately 30 contractors, that includes a mix of general builders and specialists, e.g. contractors for design consultacy, stairlifts, through floor lifts, ramps, doors etc |
| 13. How many FTE Technical Officers do you employ to support DFG applicants? | 1 x DFG surveyor |
| 14. How many FTE vacancies do you currently have for Technical Officers? | Currently under review |