

# Invitation to express interest in organising Sub-Regional Co-operative Networks

## 1 Introduction

1.1 All Members of Co-operatives North West (Appendix A) are invited to express interest in this exciting proposal to establish and fund the creation of Sub-regional Co-operative Networks.

## 2 Background

2.1 Each Network will be responsible for convening at least two networking meetings every year. The meetings should be designed to be of interest to the maximum number of actual and potential Members of CNW in each sub-region. For example, topics might focus on co-operative best practice case studies, new initiatives, inter-trading or training etc.

2.2 The four proposed sub-regions are Cumbria, Lancashire, Merseyside & West Cheshire and Greater Manchester & East Cheshire.

2.3 CNW Members are invited to put forward proposals to the Board for how they would intend to use up to £800/year over a period of two years to build a sustainable Co-operative Network in their Sub-Region.

2.4 Funding will be available for Year 1 immediately after the AGM scheduled for September 2016. Funding for year 2 will be subject to a review by the Board and, if necessary under CNW's Articles, approval of further monies by Members.

2.5 As necessitated by the limited funding available, the Board will not pay any fees to Members for organising networking activities which are, in the spirit of mutuality, intended to ensure a sustainable co-operative networking and campaigning structure in the Sub-Regions.

## 3 Invitation

3.1 Each proposal should meet the criteria in CNW's Procurement Policy (Appendix B) and the following:

- At least two CNW Member co-ops and two other co-ops (that need not be Members) in the Sub-Region to have prepared the proposal and

agreed to support the networking activities, subject to approval of funding by the Board.

- At least two of any co-ops not CNW Members or, if only one, that co-op, must agree to apply for Membership within six months of the approval of funding, unless they are no longer participating in the Network at that time.
- The CNW Members and any other co-ops that prepared the expression of interest must have met (face to face or online) to approve the document and nominate a Lead Member.
- All CNW Members in the Sub-Region must be kept informed of activities by the Lead Member.
- Funding from CNW will be used only to pay for room hire, speakers' expenses (not fees) and (up to £6 per head) refreshments..
- Participants should be asked to pay towards the costs of networking events and, in that way, generate funds for future activities
- Each Network must report the outputs and outcomes of activities, including a statement of income and expenditure, supported by proofs of payments (paid invoices, receipts, etc).

3.2 Each proposal should include a statement of:

- objectives in relation to CNW's objects.
- fit with the co-operative values and principles.
- sustainability (eg funding from charges, donations, locally sourced grants etc.)
- measurable targets for attendance, fundraising, CNW Membership recruitment, etc..

In any differences with the Procurement Policy, this invitation to express interest will take precedence.

3.3 The allocation of funding approved by the Board will be subject to agreement of terms and conditions.

3.4 Any unused funding from the allocation of £3,200 for Year 1 may be rolled over into Year 2, subject to approval by the Board.

3.5 Please send expressions of interest to Phil Frampton [phil@philframpton.co.uk](mailto:phil@philframpton.co.uk) to arrive by the end of Monday 15 August 2016.

## List of Members in proposed sub-regions

### Cumbria

Florence Paintmakers Ltd  
Green Elephant Co-operative  
SECoD - Social Enterprise and  
Co-operative Development Limited

Turo Technology LLP t/a software.coop  
Vista Veg

### Greater Manchester & Cheshire East

Adrian Ashton  
Biomass Energy Co-operative  
Co-operative Business Consultants  
Envirolution Network Limited  
FC United of Manchester  
Greater Manchester Community Renewables  
Greater Manchester Tree Station  
Lakamka t/a The Kitchen on Great Moor Street

Rochdale Social Enterprise and Co-operative Forum  
South Manchester Credit Union  
Stitched Up Co-operative  
Sustainable Change Co-operative  
UK Society for Co-operative Studies  
Unicorn Grocery  
Unlimited Potential

### Lancashire

Adrian Ashton  
Co-operative and Mutual Solutions  
First Choice Credit Union  
Morecambe Bay Community Renewables Ltd  
David Needham

New Era Enterprises  
One Planet (Accrington) Limited  
UK Credit Unions Ltd  
Ann Marie Wrigley

### Merseyside & Cheshire West

Arts Hub 47 Community Co-operative Ltd

Liverpool Community Energy

## Notes

### 1 Proposed sub-regions

Members expressing interest in organising a network for a sub-region should have their registered office and/or be trading in it or, if individual co-operators, be living and/or working in it.

### 2 Payment of 2016 Membership Subscription

Members involved in preparing proposals for Sub-Regional Networks must have paid their CNW Membership Subscription for 2016. The minimum subscription is £25.00 (free for co-operatives in the year following registration or incorporation). CNW asks Members to pay more and/or make a donation based on what they can afford and the contribution

that they think CNW makes to the strength of the co-operative movement in the region.

Pay by bacs to account no 20230423 sort code 608301, referencing it with your co-op's name/your name, or cheque payable to 'Co-operatives North West', write your co-op's/your name on the back of the cheque, post to 10 Manchester Road Haslingden Rossendale BB4 5ST.

### 3 Contacting Members

For CNW's register of Members, email the Secretary [jessop.2006@btinternet.com](mailto:jessop.2006@btinternet.com)

# Procurement Policy

## 1 Purpose of this procedure

Co-operatives North West Limited aims to be transparent and accountable in the way that it acquires goods and services from suppliers. This policy aims to clarify this process and defines the way that Co-operatives North West Limited works and links to other policies such as membership benefits.

## 2 Process description

### (a) Criteria

A set of objective, non-discriminatory criteria will be used to appoint appropriate contractors and suppliers. Criteria for contractors and suppliers may include:

#### Essential criteria:

1. Value for money
2. Quality
3. Capacity
4. Positive co-operative, social and environmental impacts
5. Appropriate insurances, depending on the nature of the contract
6. Appropriate policies in place and implemented

#### Desirable criteria:

1. Membership of Co-operatives North West Limited
2. Track record with Co-operatives NW or similar organisations.
3. Two references or client testimonials

## 2. Authorisation

Level of expenditure Cumulative amount, excluding VAT	Process required	Authorisation
Up to £2,500	Satisfaction that essential criteria are met especially value for money. 2 or 3 three recorded quotes.	Chair/Vice Chair Or Business Development Manager plus any one Executive member
Between £2,500 and £50,000	Satisfaction that all criteria are met. 3 written quotations.	Chair/Vice Chair plus any other Executive member Or Business Development Manager plus any two Executive members Or Executive meeting.
Over £50,000	Contract put out to tender. Satisfaction that all criteria are met. 3 written quotations.	Board meeting Or Sub-committee delegated by Board

## 3. Conflicts of interest

3.1 Contracts should not be authorized by anyone having any direct and/or personal interest in the transaction(s) covered by the documents (eg. payment of fees, expense reports, contracts with Directors' organizations). In that case, alternative and independent authorisation will be sought by the implementing officer/manager.

3.2 Potential conflicts of interest which arise will be declared by Board members at the beginning of each meeting, including sub-committees and working groups. This will be recorded in the minutes and the member will withdraw from discussions, if appropriate. Action to address any conflicts will be at the discretion of the majority of the group, and in accordance with the authorisations required above.

#### **4. Promotion of opportunities with Co-operatives NW Ltd**

4.1 Promotion and advertising of opportunities will aim to secure the required number of quotations within deadline, and a suitable successful supplier, without incurring unnecessary work for others with little prospect of success.

4.2 Promotion methods may include:

- Emailing to members of Co-operatives North West Ltd
- Co-operatives NW newsletter and website,
- Partner's newsletters and websites,
- Co-operative media (eg Co-op News, Ethos, Co-operatives UK mailings)
- Wider promotion for larger opportunities

4.3 In principle, Co-operatives NW will give the longest period possible between advertising an opportunity and the deadline to respond. However, each contract will be judged on a case by case basis.

#### **5. Monitoring and Evaluation**

5.1 All contracts will be monitored against Co-operatives North West Procurement Policy. Monitoring and evaluating the success or otherwise of a contract will be the responsibility of the Board or equivalent sub-committee. However, day to day management of the contract will be carried out by a named officer/manager.

Approved by Executive Committee on 1/9/09