

Appendix 14 Key Aspects Checklist for Social Accounts – providing meaning to what you do...

The Key Aspects Checklist (KAC) has been devised by Social Audit Network enables you to report on the way social and community benefits are delivered by the organisation.

1 People who work for us

| | | Number | | | Date/Details/Comment |
|-----|---|-----------------------------------|---|----|---|
| 1.1 | Number of people: Full-time Part-time Occasional Volunteers Directors (or equivalent) Members (if appropriate) | 33 3 0 98 8 10,416 | | | (17 male and 19 female) (1 male, 2 female) |
| 1.2 | Examples of specific policies or arrangements: | Y | N | NA | |
| | a. employee contracts | Y | | | |
| | b. employee job descriptions | Y | | | Regularly reviewed and updated |
| | c. staff appraisals / 1:1s with a line manager | Y | | | All staff have an annual appraisal and weekly 1:1's |
| | d. staff and volunteer induction training | Y | | | All staff and volunteers have an organised induction |
| | e. staff and volunteers continuing professional development | Y | | | Shared Interest is committed to ongoing staff training and this year invested £43k spent on training. Volunteers also have an ongoing training and development programme. |
| | f. grievance procedures | Y | | | In line with ACAS guidelines |
| | g. disciplinary procedures | Y | | | In line with ACAS guidelines |
| | h. equality and diversity policies | Y | | | |
| | i. equal opportunities | Y | | | |
| | j. pay differentials between the highest paid and the lowest paid | Y | | | Comparison of the highest salary against the lowest salary in Shared Interest provides a ratio of 3.9 to 1. |

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| | k. family friendly policies | Y | | | Maternity, Paternity, Adoption, Parental and Compassionate leave, Time off for dependents, Flexi time working, Time off in Lieu, Cycle-to-work scheme, Staff Travel scheme Most policies more generous than statutory requirements & apply to all staff |
| | l. work – life balance policy | | N | | No formal policy in place but we do have a flexi system and flexible working policy. We also monitor work life balance and report to this to the Board. |
| | m. health and welfare policies e.g. breastfeeding, physical exercise, healthy workplace | Y | | | Stress management policy in place which covers staff wellbeing. We accommodate breastfeeding requests and encourage a healthy working environment. |
| | n. employment policy around use of zero hours contracts, Living Wage, etc | Y | | | No zero hour contracts. All salaries are higher than the living wage. |
| | o. cooperative/staff/union – management relations and staff empowerment | Y | | | Positive statements used throughout the organisation. Staff are also involved with the environment committee and health and safety committee. |
| 1.4 | Compliance: | | | | |
| | Give details of any external standards (regulatory, legal, statutory, industrial, etc.) regarding bodies that you comply with. | Member of Coops UK, Follow the FCA guidelines and currently hold Community Shares Standard for an open share offer. Independent review of data protection within the organisation during the year produced very positive results and only minor improvement findings. | | | |
| 1.5 | Consultations, involvement and engagement of people: <i>(It is expected that organizations will from time to time consult their employees and volunteers)</i> | Y | N | NA | Date/Details/Comment |
| | a. consultation or involvement with paid employees | Y | | | Annual engagement survey, yearly appraisals, regular reviews, business updates, policy and procedure, staff sessions and team continuous improvement sessions. |
| | b. consultation or involvement with volunteers | Y | | | Biennial (once every two years) volunteer survey, volunteer meet ups and twice yearly impact webinars |
| | c. other | Y | | | Customers |

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| | | | | | <p>In addition to our daily contact with customers and annual reviews undertaken by the Lending Team, we carried out two specific consultation exercises, which gathered views from all of our customers. This involved:</p> <p>An electronic survey was sent to 109 producer customers and 39 responses were received.</p> <p>Producer committee meetings take place annually and allow the Lending Team to gain a greater understanding of the producers' challenges and experiences. This year 30 producers participated: Burkina Faso (1), Ghana (2), Honduras (1), Ivory Coast (8), Mexico (3), Nicaragua (1), Peru (7), Rwanda (4), Togo (1) and Uganda (2).</p> <p>Beneficiaries</p> <p>Information from organisations benefiting from the work of Shared Interest Foundation were consulted on a project basis:</p> <ol style="list-style-type: none"> 1. Growing Fairer Futures: Ivory Coast – 50 producers completed an end of project questionnaire and assessment. These results informed our end of year one project report which was shared with the funder. 2. Building sustainable livelihoods for women in rural Nicaragua through organic sesame farming – a six month activity report was compiled and shared with the funder. 3. Growing Fairer Futures: Rwanda – 50 producers completed end of training evaluations. The results will inform the end of project report. |
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| | | | | | <p>4. Improving organic coffee production in Peru – 164 producers completed an end evaluation questionnaire. The results of their informed our end of project report.</p> <p>5. Ensuring environmental protection and biodiversity conservation through income diversification - A baseline questionnaire was completed by 200 harvesters. The results of this will inform futures reports.</p> <p>6. Strengthening coffee producers' resilience to climate change for increased yield – A baseline questionnaire was completed by 244 project participants. The results will inform future reports.</p> <p>7. Improving livelihoods through agro-processing – A baseline questionnaire was completed by 50 project participants. The results will inform the end of project report</p> <p>Donors We have on-going communication on a project by project basis with our grant funders.</p> <p>Partners We reviewed our Partners list and produced a short case study of our relationship with Aceli Africa.</p> |
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| Additional information showing commitment to people: |
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2 Governance and accountability

| 2.1 | Legal | Comments |
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| | Legal form of organization: | Shared Interest Society Limited is registered under what is now the Co-operative and Community Benefit Societies Act 2014, 27093R (founded 1990) |

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| | | Shared Interest Foundation registered in England Company Number 04833073 (registration July 03) and Charity Number 1102375 (registration Feb 04) | | | |
| 2.2 | Formal partnerships | | | | |
| | | N | | | |
| 2.3 | Quality systems | | | | |
| | | N | | | |
| 2.4 | Other ethical 'features' | | | | |
| | | <p>We will conduct our business in a manner which reflects the principles of love, justice and stewardship. We will:</p> <ul style="list-style-type: none"> • Work co-operatively with our members as we take and share risk • Value and engage our donors and supporters • Encourage the commitment, talents and energy of our staff in an environment of mutual respect • Work to recognised fair trade standards* • Respect the diversity of different cultures • Place partnership at the heart of what we do <p>* World Fair Trade Organisation (WFTO) 10 principles of fair trade at http://www.wfto.com/fair-trade/10-principles-fair-trade</p> | | | |
| 2.5 | Examples of specific actions... | Y | N | NA | Date/Details/Comment |
| | Appropriate annual return filed | Y | | | Accounts filed with Companies House, Charity Commission and Financial Conduct Authority |
| | Annual General Meeting held | Y | | | AGM for the Society held annually in March. |
| | Regular Board/Management Committee meetings | Y | | | Board meetings (for Society and Foundation) 5 or 6 per year, Management Team meetings fortnightly |
| | Annual Report published | Y | | | Produced annually and published online. A summary is circulated to all members. Socially Accounts formally presented to members at the AGM. |
| | Membership increased/decreased | Y | | | Net decrease of 40 members |

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| 2.6 | Compliance: | | | | |
| | Give details of any external standards (regulatory, legal, statutory, industrial, etc.) regarding general governance that you comply with. | Limited purchasing and involvement in sub-contractors but efforts are made to maximise ethical considerations when purchasing. | | | |
| 2.7 | Consultations and dialogue: | Y | N | NA | Date/Details/Comment |
| | a. with staff members of the organisation | Y | | | In August 2022, we circulated the Staff Engagement Survey and was an online survey and included questions specific to the new hybrid working arrangements. The survey was completed by 32 staff out of 36 who were employed at the time of the survey in August 2022 and was a response rate of 94.4%. The results of the survey were presented to all staff for information. |
| | b. with members of the Board or Management Committee | Y | | | The Shared Interest Board meets five times a year and considers aspects of Social Accounts at three of those meetings. The Board responds to members at the AGM. |
| | c. with Advisory Body members (if appropriate) | Y | | | A representative body of 8 members, Council have power to question Directors and management and to address the membership independently. Council is not consulted separately from members as part of the Social Accounts process. However, the final report is tabled for discussion during their annual January meeting. It meets three times during the year and provides input to Board meetings and the AGM. There is a joint Board and Council meeting annually. |

Additional information showing commitment to governance and accountability:

3 Asset lock and use of surplus

An 'asset lock' refers to degree to which you ensure that assets are retained for social and community benefit and that they are not used to directly and excessively benefit individuals. Within different organisations there are 'degrees' in which this happens or not.

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|-----|---|---|---|----|---|
| 3.1 | Asset lock | Y | N | NA | Date/Details/Comment |
| | Asset lock included in the constitution | Y | | | Rule 5 as well as Rule 6 |
| 3.2 | Examples of use of surplus: | Y | N | NA | |
| | a. no surplus made | | | NA | Society did not make a surplus Paying interest to members or a rebate to customers |
| | b. to reserves or re-investment | Y | | | |
| | c. to charitable purposes | Y | | | |
| | d. to employee bonuses | | N | | |
| | e. to directors' emoluments | | N | | |
| | f. to other | Y | | | |

Additional information showing commitment to social and community benefit use of assets and surplus:

4 Financial sustainability

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|-----|---|---|---|----|--|
| 4.1 | Accounts | Y | N | NA | Date/Details/Comment |
| | Balance sheet strengthened/weakened | Y | | | Balance sheet has strengthened – share capital has increased Loss for the year but still hold reserves of about £1.2m |
| | Profit/loss for year | Y | | | |
| 4.2 | Examples of policies on finance: | Y | N | NA | |
| | Purchasing policy a. local suppliers b. Fair Trade Suppliers c. other ethical purchasing | Y | | | Limited purchasing and involvement in sub-contractors but efforts are made to maximise ethical considerations when purchasing. |
| | Payment terms (or payment practices) | Y | | | |
| | Tax policy/practice | Y | | | |
| | Assessment of financial and ethical risk | Y | | | |

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|-----|---|--|--|--|--|
| | Budgeting/planning | Y | | | |
| 4.2 | Compliance: | | | | |
| | Give details of any external standards (regulatory, legal, statutory, industrial, etc.) regarding finance that you comply with. | External audit and periodic voluntary internal auditsAccredited with the Community Shares Standard Report against the Voluntary and Community Sector Governance Code in the Annual Financial Statements | | | |

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| Additional information showing commitment to financial sustainability: |
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5 Environmental sustainability

This refers to your impact on the environment.

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|-----|---|---|---|----|---|
| 5.1 | Environment policy | Y | N | NA | Date/Details/Comment |
| | Environmental policy in place | Y | | | Available on request |
| 5.2 | Examples of environmental practices... | Y | N | NA | |
| | a. energy use: heat and light | Y | | | See Environmental section in Part 1 |
| | b. energy use: transport | Y | | | |
| | c. consumption of materials | Y | | | We use a green tariff from our energy supplier, consider the most efficient mode of transport for business travel, promote recycling and reuse within the business. |
| | d. re-use of materials | Y | | | |
| | e. recycling of materials | Y | | | |
| | f. waste disposal | Y | | | |
| | g. other | | | | All business travel is recorded and the total carbon emissions are offset against an environmental programme. |
| 5.3 | Compliance: | | | | |
| | Give details of any external standards (regulatory, legal, statutory, industrial, etc.) regarding the environment that you comply with. | | | | |

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| Additional information showing commitment to environmental sustainability: |
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6 Economic contribution

All organisations have an economic impact where 'economic' is defined as exchange of goods and services. The economic impact of an organisation should not be seen as an end in itself but as a means to an end – social and/or community benefit.

| 6.1 | Economic contribution | Y | N | NA | Date/Details/Comment |
|-----|--|---|---|----|----------------------|
| | Economic contribution explained – positive affect on inequalities with assumptions | Y | | | |
| 6.2 | Examples of specific procedures... | Y | N | NA | |
| | Report on effect of purchasing policies available | Y | | | |
| | Local multiplier effect of organization calculated | | N | | |
| | Savings to public purse calculated | | | NA | |
| | Value of volunteer contribution | Y | | | |
| | Total inward investment attracted | | | NA | |
| | Cash and in-kind contributions to the community | | | NA | |
| 6.3 | Other financial, monetising and economic impact calculations | | | | |
| | <i>This might include SROI reporting, Value for Money indices, Cost Benefit Analysis</i> | | | | |

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| Additional information showing commitment to having a beneficial economic contribution: |
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Completed by: Social Accounts Team Date: November 2022