

Appendix 25 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 1 0 67 8 9892			(15 male and 18 female) 1 male
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 organized induction
	e. staff and volunteers continuing professional development	Y			Shared Interest is committed to ongoing staff training and this year invested £39,000 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 3.7 to 1.

	k. family friendly policy	Y			Maternity, Paternity, Adoption, Parental and Compassionate leave, Time off for dependents, Child Care Voucher 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. One member of staff currently works with consolidated hours. 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 and we have provided training on this during the year. 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.
	p. additional policies	y			Flexi time working, Time off in Lieu, Cycle-to-work scheme, Staff Travel scheme
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.
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			Staff engagement survey, internal communications survey, volunteer activity survey, yearly appraisals, regular reviews, business updates, policy and procedure, staff sessions and team continuous improvement sessions. Staff also took part in

				focus groups and research projects as part of strategic review in 2018.
	b. consultation or involvement with volunteers	Y		Biennial volunteer questionnaire, volunteer meet ups and bi-monthly Skype
	c. other	Y		<p>Customers</p> <p>In addition to our daily contact with customers and annual reviews undertaken by the Lending Team, we carried out two specific consultation exercises.</p> <p>This involved:</p> <ul style="list-style-type: none"> • An electronic survey as part of our M&E research was sent to our 169 producer customers and 76 responses were received. • Producer committee meetings take place annually and allow the Lending Team to gain a greater understanding of the producers’ challenges and experiences. This year 24 producers participated: Peru (8), Costa Rica (4), Ghana (5) and Kenya (7). <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) Malawi financial training project The Malawi project consulted with a representative of five participating businesses to discuss the impact of the project. 2) Improving producer livelihoods in Swaziland The Swaziland project surveyed representatives from the 77 participating businesses. 3) RWFAT capacity building support

				<p>The project in Rwanda interviewed 100 individuals representing ten cooperatives as part of the end of year one evaluation.</p> <p>4) East Africa Governance Training The project in East Africa consulted with representatives from the 20 co-operatives involved.</p> <p>Donors We have on-going communication on a project by project basis with our grant funders.</p> <p>Partners We sent a partner survey this year to all 36 partners.</p>
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Additional information showing commitment to people:

2 Governance and accountability

2.1	Legal	Comments
	Legal form of organization:	<p>Shared Interest Society Limited is registered under what is now the Co-operative and Community Benefit Societies Act 2014, 27093R (founded 1990)</p> <p>Shared Interest Foundation registered in England Company Number 04833073 (registration July 03) and Charity Number 1102375 (registration Feb 04)</p>
2.2	Formal partnerships	N
2.3	Quality systems	N
2.4	Other ethical 'features'	We will conduct our business in a manner which reflects the principles of love, justice and stewardship. We will:

		<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			Annually in March at the Northern Stage, Newcastle
	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 increase of 203 new members
2.6	Compliance:				
	Give details of any external standards (regulatory, legal, statutory, industrial, etc.) regarding general governance that you comply with.				
2.7	Consultations and dialogue:	Y	N	NA	Date/Details/Comment
	a. with members of the organisation	Y			A full members' survey was conducted in 2018 a further survey will be sent out in Jan 2021. Our AGM took place in Newcastle in March 2018 and this was supported by a series of four

					member events around the UK. A total of 305 members attended the events. Correspondence with members is also shared with the Board on a regular basis.
	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 and a representative of the Board and the Council attended each member event to answer member questions.
	c. with Advisory Body members (if appropriate)	Y			As representative body of 9 members, Council meet 3 times per year and have power to question Directors and management and to address the membership independently. A joint Board/Council meeting is held annually. Council is not consulted separately from members as part of the Social Accounts process. A representative of Council attended each members event.

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.

3.1	Asset lock	Y	N	NA	Date/Details/Comment
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	Asset lock included in the constitution	Y			Rule 5
3.2	Examples of use of surplus:	Y	N	NA	
	a. no surplus made			NA	Society usually makes a small surplus
	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

4.1	Accounts	Y	N	NA	Date/Details/Comment
	Balance sheet strengthened/weakened	Y			Lending and capital increased
	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			
	Budgeting/planning	Y			
4.2	Compliance:				
	Give details of any external standards (regulatory, legal, statutory, industrial, etc.) regarding finance that you comply with.	Voluntary external audit and internal audits. Accredited with the Community Shares Standard Report against the Voluntary and Community Sector Governance Code in the Annual Financial Statements (Coops UK Consumer Society Code was used previously until 2015)			

Additional information showing commitment to financial sustainability:

5 Environmental sustainability

This refers to your impact on the environment.

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 Aim 3 Social Accounts 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. See p38 for further details All business travel is recorded and the total carbon emissions are offset against an environmental programme.
	b. energy use: transport	Y			
	c. consumption of materials	Y			
	d. re-use of materials	Y			
	e. recycling of materials	Y			
	f. waste disposal	Y			
	g. other				
5.3	Compliance:				
	Give details of any external standards (regulatory, legal, statutory, industrial, etc.) regarding the environment that you comply with.				

Additional information showing commitment to environmental sustainability:

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>				

Additional information showing commitment to having a beneficial economic contribution:

Completed by: Social Accounts Team Date: November 2018