



## Member Agreement

### 1. INTRODUCTION

- 1.1 Selnet stands for the Social Enterprise Lancashire Network.
- 1.2 Selnet is a network and trade association for social enterprises in Lancashire it is the representative body for social enterprise in Lancashire and achieves this by providing a range of support services to members.
- 1.3 This document sets out the respective relationships between Selnet and its members.

### 2. SCOPE OF THE CODE OF PRACTICE

The code of practice is a fundamental element of the Membership package and it is expected that all parties will adhere to this policy.

### 3. SELNET'S ACTIVITIES AND OBJECTS

SELNET aims to successfully represent and assist its members through the following activities:

- a) to raise the profile of social enterprise in the area and promote them as a business option.
- b) to represent the interests of the social enterprise sector.
- c) to encourage mutual support, inter-trading, sharing of best practice, training and development opportunities between social enterprises.
- d) to work with local, regional, national and transnational bodies to strengthen the social enterprise sector.
- e) to be financially viable by developing income generating activities and utilising robust business & financial systems.
- f) to develop and promote a compelling membership offer leading to year on year membership growth;

### 4. SELNET'S SERVICES TO ITS MEMBERS

Member Benefits	Full Members	Supporters	Associates	Trial Members
A voice, through Selnet, to have your say in influencing regional policy and decision-making	✓	✓	✓	✓
Automatic subscription to the Selnet Informer, an e-bulletin containing latest news, events and information relevant to Social Enterprise	✓	✓	✓	✓
Networking opportunities - access to local Social Enterprise events and meetings	✓	✓	✓	✓
Promotion of your business through a member page on the Selnet website	✓	✓	✓	✓
Entry into the new, online Selnet Member Trade Directory (up to 3 categories)	✓	✓	✓	
Special rates for training courses i.e. Financial Diversification workshops	✓	✓		
Signposting to other support for developing your enterprise	✓	✓		
Up to 3 key personnel within your organisation added to our information distribution list	✓	✓		
<b>Advice service</b> Utilising Director Members to answer your Social Enterprise questions and conundrums	✓			
<b>Discounted services</b> <u>Phone Coop</u> – special rates and savings on your telecoms	✓			
Opportunity to become a Selnet director and be influential in the business direction (only full members can vote and stand at Selnet's AGM)	✓			

4.1 SELNET will protect the confidentiality of member's information gained through our activities<sup>1</sup>.

## 5. MEMBERS' DUTIES TO SELNET

- 5.1 To share the aims of Selnet and support its objectives to support our social enterprise sector
- 5.2 Seek to promote the benefits of our social enterprise network to partners.
- 5.3 Develop the Lancashire 'voice' for social enterprise.
- 5.4 Where a member commits to a procurement opportunity suggested by Selnet or another member organisation, they will act in good faith and in a timely manner to assist in the submission of the procurement proposal.
- 5.5 Contribute to the information sharing network by way of (for example) sharing good practice and examples of their success that will help the growth of social enterprise in Lancashire.

## 6. SELNET OPERATING IN A COMPETITIVE ENVIRONMENT

- 6.1 Providing a high quality and sustainable service that is valued by its Members cannot be sustained by income solely from membership and training fees. Whilst Selnet will focus its energies on bidding for grants and contracts that provide Lancashire wide social enterprise sector support there will be times that it may need to bid for work to provide income essential to support the offer it makes to members. Therefore:
  - 6.1.1 Selnet may bid for any form of grant or tender for sector support across Lancashire.
  - 6.1.2 Selnet may seek to procure activities outside of Lancashire as long as it supports the strategy, operational plans and articles of the company.
  - 6.1.3 SELNET can seek to procure activities within a locality of Lancashire as long as it supports the strategy, operational plans and articles of the company.

## 7. CONTRACTING AND TENDERING

- 7.1 Selnet will endeavour to support its members with their trading activities, subject to resources being available. This may lead to potential conflict of interests and the following situations could arise:
  - 7.1.1 Two or more members of Selnet are competing for the same contract and they require the assistance of Selnet in the procurement process. If Selnet is advised of a conflict then we will ensure that the services of independent advisers are engaged for each organisation to offer impartiality and confidentiality.
  - 7.1.2 Selnet leads a consortium of members for a contract and finds itself in competition with other members bidding separately for the contract. In this case, wherever possible, Selnet will inform its members of its intentions to bid and provide an opportunity for members to have dialogue with us.
  - 7.1.3 Selnet, in achieving its financial sustainability, is interested in an opportunity that a member is also considering applying for. In this case, wherever possible, Selnet will inform its members of its intentions to bid and provide an opportunity for members to have dialogue with us.
  - 7.1.4 A Director on the Board of Directors of Selnet may be in conflict with other Directors due to other commercial interests. In this case all Directors are referred to the Directors Statement and Registration of Interests.

## 8. THE CODE OF PRACTICE

- 8.1 If any member has cause for concern with the implementation of this agreement and these concerns are not resolved through discussions with the staff team, then they can raise the issue with the Chair of Directors and through the complaints procedure<sup>2</sup>.

## 9. ACCOUNTABILITY

- 9.1 SELNET must be accountable to its members and will achieve this through general meetings (and by making any management committee or sub-committee minutes available to members on request).

## 10. MISCELLANEOUS

- 10.1 The Code of Practice may be subject to amendments from time to time by a ¾ majority decision of the Board of Directors. These amendments will require approval at the next Annual General Meeting.

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<sup>1</sup> Reference 'Security & Confidentiality' located at P24 in The Selnet Personal Handbook

<sup>2</sup> Complaints Policy SEL(P) 008 and procedures detailed on page 16 in the Selnet Business Operations Manual