**Member Agreement – Code of Practice**

# **INTRODUCTION**

## Selnet stands for the ‘Social Enterprise Lancashire Network’.

## 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.

## This document sets out the respective relationships between Selnet and its members.

# **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.

# **SELNET’S ACTIVITIES AND OBJECTS**

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

## Raise the profile of social enterprise across the Lancashire sub region;

## Represent the interests of Lancashire’s social enterprise sector;

## Engage in business, trade or industry which is in the interests of our sector and membership in particular;

## Encourage mutual support, inter-trading, sharing of best practice, training and development opportunities between social enterprises;

## Strengthen our sector by working with local, regional, national and transnational bodies.

# **SELNET’S SERVICES TO MEMBERS**

## ‘Full member’ – For access to all member benefits; open to existing and emerging social enterprises resident or trading in Lancashire. A social enterprise will have an enterprise orientation, social aims and social ownership.

## ‘Associate member’ – For access to some member benefits; open to voluntary, community and faith organisations with an interest in supporting Selnet’s aims. It is also open to Social Enterprises from outside Lancashire.

## ‘Supporter’ - For access to some services; Open to any private or public sector organisation with an interest in social enterprise, must also share the aims of Selnet.

## ‘Trial member’ – Access to majority of member benefits at no cost for 3 months (after which the trial member is invited to join as a Full member)

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| --- | --- | --- | --- | --- |
| **Member Benefits** | **Full** | **Associate** | **Supporter** | **Trial** |
| A voice, through Selnet, to have your say, represent your company’s views and influence regional policy & decision-making | **🗸** | **🗸** | **🗸** | **🗸** |
| Dedicated Membership Lead Officer as first point of contact for queries and to coordinate business support requests | **🗸** | **🗸** | **🗸** | **🗸** |
| Automatic subscription to the Selnet Informer, our regular e-bulletin with key member and sector news, events and information relevant to social enterprise | **🗸** | **🗸** | **🗸** | **🗸** |
| Key personnel within your organisation added to information distribution list | **🗸** | **🗸** | **🗸** | **🗸** |
| Platform for promotion; business profile on Selnet’s website, listing on our Trade Directory (up to 3 categories) and articles/information in Selnet Informer | **🗸** |  |  | **🗸** |
| Priority notification/access to opportunities, partnerships and funded capacity building programmes secured by Selnet | **🗸** |  |  | **🗸** |
| Promotion of opportunities to members and contacts | **🗸** | **🗸** | **🗸** | **🗸** |
| Preferential access to workshops and seminars secured by/in partnership with Selnet | **🗸** |  |  | **🗸** |
| Access to resources, information, tools and templates | **🗸** | **🗸** |  | **🗸** |
| Networking opportunities through events, workshops and meetings | **🗸** | **🗸** | **🗸** | **🗸** |
| Advice service; utilising Selnet’s Board of Directors to help answer your social enterprise questions and conundrums | **🗸** | **🗸** | **🗸** | **🗸** |
| Opportunity to access fully funded or preferential rates for training, key sector events and consultancy services | **🗸** | **🗸** |  |  |
| Signposting to other support for developing your enterprise | **🗸** | **🗸** |  | **🗸** |
| Opportunity to become a Selnet Director and be influential in the strategic direction of the business (full members can vote at Selnet’s AGM) | **🗸** |  |  |  |

## SELNET will protect the confidentiality of member’s information gained through our activities[[1]](#footnote-1).

# **MEMBERS’ DUTIES TO SELNET**

## To share the aims of Selnet and support its objectives to support our social enterprise sector

## Seek to promote the benefits of our social enterprise network to partners.

## Develop the Lancashire ‘voice’ for social enterprise.

## 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.

## 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.

## Pay agreed membership fee in line with payment terms stated. Unpaid fees will result in loss of access to member benefits (outlined in 4).

# **SELNET OPERATING IN A COMPETITIVE ENVIRONMENT**

## 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:

### Selnet may bid for any form of grant or tender for sector support across Lancashire.

### Selnet may seek to procure activities outside of Lancashire as long as it supports the strategy, operational plans and articles of the company.

### 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.

# **CONTRACTING AND TENDERING**

## 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:

### 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.

### 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.

### 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.

### 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[[2]](#footnote-2).

# **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.

1. Reference ‘Security & Confidentiality’ located at P24 in The Selnet Personal Handbook [↑](#footnote-ref-1)
2. Complaints Policy SEL(P) 008 and procedures detailed on page 16 in the Selnet Business Operations Manual [↑](#footnote-ref-2)