

Co-operative Care Colne Valley

Fair internal procurement template

Co-operative Care Colne Valley's conflict of interest & fair procurement statement

Our Board members/volunteer members bring a wealth of relevant experience and expertise. We acknowledge the great benefit this brings to CCCV and also recognise the potential for conflicts of interest. The process as outlined below supports our members to demonstrate commitment to good governance and strive for the best practice in connection to management of conflict of interest and fair procurement practices in their everyday activities, roles and functions.

Fair internal procurement - practical steps

To ensure that our contract procurement of contracts internally happens fairly and transparently, we are using a template of self-assessment (as of May 2020).

Some contracts which were awarded prior to May 2020 (and have been completed by the time of the review of this procedure in April 2021) didn't undergo the self-assessment. Nevertheless, they would have been awarded with the best intention and knowledge available at that time.

To conduct this self-assessment we are using a template questionnaire and follow this process:

- The member being awarded the contract will complete the form alongside the lead of the project/sub-group/working group – it is the responsibility of the project lead/sub lead to initiate, lead on and complete the process.
- The form will be discussed/reviewed by the remainder of the project team/sub-group/working group.
- The form can be approved/signed off by the project team/sub-group/working group (if delegation of tasks has been agreed); or will be approved/signed off by the board.
- The form, the process and result will be noted at the next Board meeting, made available for everyone to view (e.g. through Next drive), and kept as evidence.
- In case of any disagreement with the result of the process, that matter will be discussed at the Board and voted on (in compliance with the Rules).

Fair internal procurement template

Who is completing the template (name/role)?	Veronika Susedkova, Sharing Care project coordinator/board member
Name of activity	Project co-ordinator for Sharing Care project
Links to project (e.g. Power to Change, Covid-19 work)	Power to Change – Sharing Care
Who will be deciding (project/sub/board)?	Board member/s

Test	Comment
What is the cost of this (daily/hourly/total)?	£20/hour rate for 6 hours a week from December 2021 to June 2022 – up to £3,600 that equals to just over £500 a month (= 1+1/4 day a month according to the rates in the sector as researched and estimated at the time of the start of the project).
What options for delivery have been considered?	In line with the approval from Power to Change around Board Directors being part of the working team, we have considered both the board members and other co-operators to be possible contractors. We have also considered our wider links in the membership of the society.
Why has the proposed approach been selected?	Veronika has been the project lead on the Sharing Care/learning project so far and has been interested in continuing to lead this project. She has been work well with the board as well as external partners and build external links and connection while involving/co-operating with the Board members and ensuring the wider expertise of the CCCV is being utilised. Building on Veronika's project management experience she will be able to to comply with necessary reporting and finance monitoring and maintain systems and communication channels to support the project successfully.
Why will it achieve a better outcome for members and communities?	As a Board member, in co-operation with the Board and with the wider membership. Veronika will be able to build on the learning so far and continue to work on the new elements of the proposal which has been approved by the funder. As a person who has an in-depth understanding of the process of growing of the care co-op, the day to day issues and the practical challenges is then best placed to create and develop the links to external partners, lifts this responsibility from this siting solely with the care team while ensuring that there are avenues for all the members of the co-op to contribute and be part of the process. The overall cost of the project coordinator and the value for money is very good.

What is in place to ensure best value and transparency (against the other options) and can this be demonstrated externally?	<p>This form alongside internal discussions with other team members and board members have been part of the processes of assessing the suitability of this task allocation.</p> <p>We have considered external recruitment from wider co-operative/care sectors for all the roles for Sharing Care project and have found the benefit of the closely connected society members sufficient. The rates of pay have been set as the same for all the members that will be able to offer varied experiences/perspectives – this ensure equity in terms of recognition of different contributions and also challenges the power balance that is traditionally tilted to the managerial roles – in this case the project manager will be remunerated the same as others who offer different experiences.</p>
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Summary/recommendations to project team/sub-committee/Board

Veronika is best placed to conduct this piece of work.

Project team/sub-committee/Board	Rationale
Agree	The reasoning in the form is fine.
Disagree?	

Signed by board member		Date	
Signed by the project/sub lead		Date	