

## Appendix 4: 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	<b>Number of people:</b> Full-time Part-time Occasional Volunteers Directors (or equivalent) Members (if appropriate)	37 2 0 93 10 10,082			(19 male and 18 female) (1 male, 1 female)
1.2	<b>Examples of specific policies or arrangements:</b>	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 £48k 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 3.94 to 1.

	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 Hybrid Working Policy and flexible working arrangements. We monitor work life balance on an ongoing basis.
	m. health and welfare policies e.g. breastfeeding, physical exercise, healthy workplace	Y			Stress management policy in place which covers staff wellbeing. Regular health and wellbeing updates and information circulated. 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	<b>Compliance:</b>				
	Give details of any external standards (regulatory, legal, statutory, industrial, etc.) regarding bodies that you comply with.	Member of Co-operatives UK, Follow the FCA guidelines.			
1.5	<b>Consultations, involvement and engagement of people:</b> <i>(It is expected that organizations will from time to time consult their employees and volunteers)</i>	Y	N	NA	<b>Date/Details/Comment</b>
	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		<p><b>Members</b> Full member consultation took place. In addition three physical member events and two virtual events were held together with a virtual AGM.</p> <p><b>Customers</b> 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: An electronic survey was sent to 62 producer customers and 34 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 25 producers participated: Honduras (1), Ivory Coast (8), Mexico (2), Nicaragua (3), Peru (7), Rwanda (4) and Uganda (1).</p> <p><b>Beneficiaries</b> Information from organisations benefiting from the work of Shared Interest Foundation were consulted on a project basis:</p> <ol style="list-style-type: none"> <li>1. Growing Fairer Futures: Rwanda (Expansion) – 143 producers completed an end evaluation survey to measure project impact and inform end of year project report</li> <li>2. Building resilience of coffee farmers in Western Uganda through agroforestry – An end evaluation was completed with 300 farmers. The data collected informed the end of project report.</li> </ol>
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				<p>3. Strengthening coffee producers' resilience to climate change for increased yield – An end evaluation was conducted with a sample of 244 farmers. The data collected informed the end of project report.</p> <p>4. The SEED Project: Sustainable Empowerment through Enterprise Development (Brian's Legacy) – 200 women completed a baseline survey to inform project targets.</p> <p>5. Improving livelihoods through agro-processing – A baseline survey was conducted with 40 women to inform project targets.</p> <p>6. Bees for Business: Kabwohe - A baseline survey was conducted with 210 coffee farmers to inform project targets.</p> <p>7. Bees for Business: Rwenzori – A baseline survey was conducted with 141 coffee farmers to inform project targets.</p> <p>8. Growing Fairer Futures Ivory Coast: Production data was collected from all 50 farmers to inform end of year report. Two farmers were interviewed to gather information for case studies.</p> <p>9. Improving the resilience of young coffee farmers through the production and sale of dehydrated coffee pulp – A baseline survey was conducted with 58 young coffee farmers to inform project targets.</p> <p>10. Soilless Farming Burkina Faso: A baseline survey was conducted with 75 women to inform project targets.</p> <p><b>Donors</b> We have on-going communication on a project by project basis with our grant funders.</p> <p><b>Partners</b></p>
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				No formal consultations carried out this year. Internal work to develop the mapping activity carried out last year and provided us with the diagrams included in the report.
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**Additional information showing commitment to people:**

**2 Governance and accountability**

2.1	Legal	Comments
	<b>Legal form of organisation:</b>	Shared Interest Society Limited is registered under what is now the Co-operative and Community Benefit Societies Act 2014, 27093R (founded 1990)  Shared Interest Foundation registered in England Company Number 04833073 (registration July 03) and Charity Number 1102375 (registration Feb 04)
2.2	<b>Formal partnerships</b>	N
2.3	<b>Quality systems</b>	N
2.4	<b>Other ethical 'features'</b>	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"> <li>• Work co-operatively with our members as we take and share risk</li> <li>• Value and engage our donors and supporters</li> <li>• Encourage the commitment, talents and energy of our staff in an environment of mutual respect</li> <li>• Work to recognised fair trade standards*</li> <li>• Respect the diversity of different cultures</li> <li>• Place partnership at the heart of what we do</li> </ul> <p>* World Fair Trade Organisation (WFTO) 10 principles of fair trade at</p>

		<a href="http://www.wfto.com/fair-trade/10-principles-fair-trade">http://www.wfto.com/fair-trade/10-principles-fair-trade</a>			
<b>2.5</b>	<b>Examples of specific actions...</b>	<b>Y</b>	<b>N</b>	<b>NA</b>	<b>Date/Details/Comment</b>
	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) five or six per year, Management Team meetings fortnightly
	Annual Report published	Y			Produced annually and published online. A summary is circulated to all members. Social Accounts formally presented to members at the AGM.
	Membership increased/decreased	Y			Net decrease of 177 members
<b>2.6</b>	<b>Compliance:</b>				
	Give details of any external standards (regulatory, legal, statutory, industrial, etc.) regarding general governance that you comply with.	Member of Co-operatives UK, not regulated, but the FCA is the Society's supervisor for anti-money laundering (AML) purposes. The organisation undertakes periodic internal-audit-type work as part of routine cyclical testing of compliance across the organisation. [NB this is carried out by external experts in areas such as data governance, AML compliance etc]. The Society and Foundation comply with appropriate accounting standards and this is audited annually.			
<b>2.7</b>	<b>Consultations and dialogue:</b>	<b>Y</b>	<b>N</b>	<b>NA</b>	<b>Date/Details/Comment</b>
	a. with staff members of the organisation	Y			In July 2024, we circulated the Engagement Survey, an online survey and included questions about what we do well and where we could improve. The survey was completed by 34 staff out of 36 who were employed at the time of the survey, a response rate of 94.4%. The results of the survey were presented to all staff.

	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			<p>A representative body of 8 members, Council have power to question Directors and management and to address the membership independently.</p> <p>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.</p>

**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
	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	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**

4.1	Accounts	Y	N	NA	Date/Details/Comment
	Balance sheet strengthened/weakened	Y			Balance sheet of the Society is still very strong. Foundation has strong unrestricted reserves and a good year of fund-raising
	Profit/loss for year	Y			Loss for the year but still hold reserves
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.	External audit and periodic voluntary internal audits. Accredited with the Report against the Voluntary and Community Sector Governance Code in the Annual Financial Statements			

**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
	Environment policy in place	Y			Available on request
5.2	Examples of environmental practices...	Y	N	NA	
	a. energy use: heat and light	Y			We use a green tariff from our energy supplier in our UK office, consider the most efficient mode of transport for business travel, promote recycling and reuse within the business.
	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			All business travel is recorded and the total carbon emissions are offset against an environmental programme.
	g. other				
5.3	Compliance:				
	Give details of any external standards (regulatory, legal, statutory, industrial, etc.) regarding the environment that you comply with.	Limited purchasing and involvement in sub-contractors but efforts are made to maximise ethical considerations when purchasing.			

**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	<b>Other financial, monetising and economic impact calculations</b>				
	<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 2024