

Community Business Panel Terms of reference (November 2018)

1. Purpose of the Community Business Panel

- 1.1. Power to Change has a commitment to put community business at the heart of what we do. For this reason, we set up a Community Business Panel (CB Panel) in June 2015 soon after we were established.
- 1.2. The CB Panel advises the Leadership Team and Board of the Trust. CB Panel members also act as consultants for the Communications, Market Development, Programmes and Research teams,
- 1.3. The primary purpose of the Panel is to provide insight and challenge on programme development, strategic and operational plans of the Trust from first-hand experience of leaders of community businesses. We also seek the CB Panel's support to act as messengers for community business, to amplify the opportunities and impact Power to Change is aiming to achieve, and to create a movement of community businesses through engaging with their networks and disbursing Seed Funding.

2. Membership

- 2.1. The maximum number of CB Panel members is 15.
- 2.2. Membership of the CB Panel is open to active leaders of community businesses – they may be trustees, employees or volunteer office bearers, but must hold leadership roles in their organisation.
- 2.3. Members must have the written agreement of their organisation to participate in the CB Panel.
- 2.4. We anticipate that CB Panel Members will stay for a minimum of two years to ensure that panel members have a long enough tenure to have an impact.
- 2.5. CB Panel members who cease to be leaders of a community business shall stand down at the end of the current year. If they move onto another Community Business in a leadership role, they may remain on the Panel with the agreement of their new organisation.
- 2.6. CB Panel members who miss three consecutive meetings in any calendar year will be asked to stand down unless there are exceptional circumstances.
- 2.7. Each year, to create opportunity for as many voices as possible to contribute to the movement, at least three new panel members will be recruited, or more if needed to reach a maximum number of 15 members. To date, CB panel members have resigned during the year for various reasons, but if there are fewer than three vacancies, we will ask for volunteers to put themselves forward to stand down. If no volunteers are forthcoming, we will invite people to step down, to ensure that the panel remains strong, well balanced and fit for Power to Change for the coming year.
- 2.8. We value highly the contributions and experience of all our CB Panel members, and hope that past panel members will remain part of the Power to Change family and continue to champion the movement of community business and also continue to act in the capacity of consultants in their particular areas of expertise.

3. Time commitment

CB Panel meetings

- 3.1. The Panel meets up to four times a year,
- 3.2. One meeting per year will be over two days, with an overnight stay.
- 3.3. At least once a year the CB Panel will have dedicated time with Board members to discuss strategic objectives and key issues of mutual interest. These sessions are likely to be in London.
- 3.4. Meetings take place in Power to Change priority places, and where possible at the community business of one of the panel members to allow for panel members to also benefit from visiting other organisations and to balance the amount of travel required by each panel member.
- 3.5. Where their absence from a CB Panel meeting is unavoidable, CB Panel members will notify the CB Panel Programme Manager as soon as possible.

Sub-groups, consultancy

- 3.6. In addition to these meetings the panel members may be called upon from time to time to sit on sub-groups for more detailed and in-depth input, and to sit on grants committees as voting members
- 3.7. The current sub-groups are coordinated by the CB Panel Project officer and support our Communications, Market Development, Programmes (including Community Business Fund grants committee and Seed Fund) and Research teams.
- 3.8. Sub-group areas and membership will be reviewed and refreshed annually, to accommodate new recruits and programmes, and changing priorities.
- 3.9. We don't expect panel members to spend more than 5 additional days per year on advisory work, bearing in mind that some sub-groups require regular attendance at meetings throughout the year. However, for those that sit on the Community Business Fund grants committee the commitment could rise to up to 8 additional days.

Seed Fund

- 3.10. From 2018, a Seed Fund pot was made available for CB Panel members to work through their own networks to make small grants to new and aspiring groups that wish to explore or test out ideas for community business. The first year was very much a trial year to test and improve the grant making process so that all CB Panel members can participate within their particular time-constraints
- 3.11. CB Panel members will ensure that the Seed Funding is disbursed only for the charitable purposes set out in the Seed Fund Guidance
- 3.12. No private benefit may accrue to CB Panel members through Seed Fund grants.

4. Remuneration

- 4.1. Panel members will be remunerated on a daily rate of £300 per day as the Trust is aware that they are taking time out from running their businesses to attend CB Panel meetings, to sit on sub-groups,

and to undertake occasional consultancy.

- 4.2. For tax purposes, we would prefer invoices for panel members' consultancy work to come from the organisation that the panel member represents, however, if this presents any issues for the organisation or the individual we are willing to take a view on a case by case basis. Panel members invoicing as individuals are responsible for their own income tax.
- 4.3. All reasonable travel costs and out of pocket expenses will also be covered in accordance with Power to Change's Travel Policy, which will be circulated to panel members separately. Train travel must be booked via the ClickTravel website. Hotel accommodation will be booked by Power to Change, unless by prior agreement.
- 4.4. CB Panel meeting expenses will be invoiced within 4 weeks of the meeting. Invoices, or expense forms with scanned receipts, shall be sent by email to admin.cbpanel@thepowertochange.org.uk. Expenses will be paid within 30 days of receipt.
- 4.5. Travel time is not normally covered, unless exceptional circumstances apply, and with prior agreement.
- 4.6. Panel members will be expected to attend occasional workshops and training sessions relevant to the CB Panel role on top of their normal time commitment and will not be remunerated for their time. Training costs and associated travel costs will, however, be covered.
- 4.7. Power to Change will cover pre agreed costs for community business that host CB Panel meetings.
- 4.8. At present delivery of the Seed Fund by CB Panel members is not remunerated

5. Meetings

- 5.1. Meetings will be organised and chaired by Power to Change
- 5.2. Topics for the agenda will be generated by Power to Change in discussion with CB Panel members
- 5.3. Meeting papers will be circulated electronically by email at least a week before meetings.
- 5.4. Secretariat for the group will be provided by Power to Change

6. Code of Conduct

- 6.1. CB Panel members must declare any conflicts of interest and/or loyalty (in accordance with the Conflicts of Interest Policy) and will complete a declaration of interests form on an annual basis.
- 6.2. CB Panel members will abide by the Principles of Working together supplied separately.
- 6.3. CB Panel members will keep Power to Change business confidential until it is in the public domain.
- 6.4. CB Panel members will avoid doing anything which may damage the reputation of the Power to Change

7. What happens if something goes wrong

- 7.1. Sometimes CB Panel members circumstances may change, which may make it difficult for them to attend CB Panel meetings. Where this happens, CB Panel members should speak to the Programme Manager at the earliest opportunity, to discuss the best course of action.
- 7.2. The public profile of the CB Panel and the ability to disburse Seed Funds, may put CB Panel members at risk should anything go wrong. Should any issues arise, we will do all we can to support the CB Panel member concerned, working through our established procedures to investigate and address and concerns or complaints that may be brought to our attention.