

Invitation to tender

Hackney CVS Governance Review

March 2022

Project outline

We are looking to appoint a consultant/organisation to undertake a governance review. As an early adopter of the 2017 Charity Governance Code, and as a leading infrastructure body for the City & Hackney voluntary and community sector, we want self-assurance of our governance practices, and to understand any areas for development. We want to ensure we model good practice to the City & Hackney voluntary and community sector (VCS).

About Hackney CVS

For over two over decades Hackney CVS has supported the local VCS to be at the heart of providing solutions to Hackney's problems.

As an important local organisation and umbrella body for the sector we are committed to making Hackney a fairer place because we believe everyone should have the best start in life and the best opportunities to succeed regardless of their background, race, social class, gender, sexuality or disability.

We see our role interchangeably as enabler, facilitator, champion and servant to local communities. We run and incubate a series of innovate and ground-breaking projects. Through the pandemic we have been a key source of support and guidance ensuring the local sector has been able to meet community needs at this critical time.

Governance at Hackney CVS

Our trustees are committed to good governance and there is a strong awareness amongst our trustees and senior staff as to our strengths and our areas for development. Hackney CVS was an early adopter of the 2017 Charity Governance Code and undertook a review using that code in 2018 which resulted in a governance action plan. As a result, we changed our governing document and made innovations in how the board operates.

The purpose of this exercise is to provide the board assurance over compliance and a road map for governance development. Given the nature of Hackney CVS our board also feel a responsibility to model good practice to the local sector. This governance review was originally planned for 2020 but was delayed due to the pandemic.

The organisation has recently been through a period of significant change with the appointment of a new CEO following the departure of the long serving predecessor. In addition our [current strategy](#) is due to come to an end in 2022 and our largest funded project is also due to conclude. As such this is a timely exercise which we anticipate will inform our future strategic direction.

Scope of work

We want to engage a consultant/organisation to gather perspectives on the effectiveness of governance and offer an independent view on areas for development. We are open to hearing from different providers as to the approach however we envisage this exercise will involve:

- Desk work
- A selection of interviews and/or surveys to gather perspectives
- The production of a written report
- A presentation to the board and signposting to further support

It is important to us that the consultant uses the Charity Governance Code as the framework for development.

There are a few areas the trustees would especially like considered as part of the review:

- An overall perspective on the charity's performance against the Charity Governance Code
- The board dynamics and effectiveness of decision making
- Recommendations on succession planning for trustees
- Observations on board induction and trustee development
- Hackney CVS' delegations to incubated projects and relationships with third parties to ensure a consistent approach compliant with charity law
- Any observations on how the board can support future strategy development

Proposals

The board have agreed a budget no greater than £4000 inclusive of VAT for this exercise and more competitively priced proposals are welcome. We appreciate that our budget will mean the consultant will need to use time efficiently and we are open to suggestions on how rigorous recommendations can be reached given our constraints.

We invite a short proposal, no more than 4 sides of A4 (excluding CV's) to be submitted by email to vicky@hcv.org.uk by **4th April 2022, 5pm**. Please include "Governance Review" in the subject line. We expect proposals to contain the following areas each of which will be weighted evenly in our assessment.

- An outline of your proposed approach to the work (25%)
- The names and experience of consultant(s) who will lead the work and/or CV's (25%)
- An outline of your/their experience of delivering similar work (25%)
- Costings (25%)
- Details for 2 x referees

Shortlisted consultants will be invited to a short interview meeting. Please see below for key dates / milestones. Please consider your availability and include details of any conflicts within your proposal.

Contact details

We are happy to have an initial conversation and share more detail on our expectations. To clarify any questions or set up a call please contact Tony Wong, CEO at tony.wong@hcv.org.uk, or Mark Boisson, Director of Finance & Resourcing at Mark@hcv.org.uk

Key dates / milestones

Activity/deliverable	Due date
Tender submission deadline	4 th April 2022, 5pm
Project initiation meeting	w/c 18 th April 2022
Final report	15 th June 2022
Presentation to Board of Trustees	29 th June 2022

Tony Wong, Chief Executive, Hackney CVS
Dan Francis, Hackney CVS Trustee