

# **SURREY VCSE EDI STEERING GROUP**

## **INVITATION TO TENDER**

For the provision of  
**Inclusive Board Recruitment and Development  
Programme**  
**For Surrey Charities (and wider VCSE)**

May 2023



## **1. Surrey VCSE EDI Steering Group Introduction**

Surrey charities (covering the Voluntary, Community and Social Enterprise Sector – VCSE ) are ambitious about Equity, Diversity and Inclusion (EDI) and playing a central role in enabling everyone to have a great start in life; and to live healthy and fulfilling lives.

In June 2020, we set up the Surrey VCSE EDI Steering Group to bring together leaders from the charity, faith and community sectors, along with partners in the public sector and EDI experts, to help evaluate where we are, share best practice and consider actions to help create a fairer, more inclusive and equal Surrey.

This steering group produced the ‘Ambitions for an Equitable Surrey’ report (March 2021), with recommendations for all Surrey VCSE organisations.

As part of a funding package from Surrey County Council to support the delivery of this plan, and thus support more impactful, inclusive and relevant services and support alongside our communities, we are looking for a partner organisation who can deliver a key project– that of supporting more representative and inclusive boards of Surrey Charities.

## **2. Introduction to the Tender**

We are looking for a Partner to support the delivery of an Inclusive Board Recruitment and Development Programme in Surrey, for Surrey Charities.

We are seeking to attract and successfully place a cohort of 30 new trustees from diverse backgrounds in Surrey – with a particular focus on people from ethnically minoritised groups, people from Muslim faith backgrounds, people with a disability and people from LGBTQ+ communities, who are all underrepresented groups in Surrey charities’ Boards of Trustees. Our goal is that 85% of candidates are still in their roles two years after appointment.

As part of our collective work on Equity, Diversity and Inclusion (EDI), we seek to strengthen our diverse trustee leadership to help ensure we have inclusive voices and perspectives to best serve our communities and support our relevant offers, reach and impact to our beneficiaries and potential beneficiaries. It is the collective responsibility of all trustees to ensure EDI lies at the heart of the way we work and our behaviours and culture, but we also need to ensure we have a reflective equity of representation.

There are 300 active members of the Surrey Charities Forum, and we have a network of 50 EDI Champions within charities meeting regularly to support best practice and progression of EDI objectives. We have a Surrey EDI Steering Group bringing together our programmes of work with members from Surrey County Council, Surrey Police, Surrey Fire Services, Faith and Minority Ethnic led organisations, along with EDI experts and Surrey charity representatives, to join together at a system level to shape and support EDI initiatives.

The Partner, working in close collaboration with the Surrey EDI Steering Group and Surrey EDI Champions Network, will:

- Map the available trustee roles, role descriptions, and sign up of Surrey charities partners to this initiative.
- Shape and deliver an inclusive, multi-reach, captivating marketing campaign to attract diverse candidates to trustee roles in Surrey.

- Work with Surrey charity partners to recruit 30 candidates from diverse underrepresented backgrounds and match candidates with organisations.
- Deliver six 2-hour workshops for candidates both pre and post recruitment to support a robust understanding of the trustee role. Three workshops will be in person and three will be digital. These will cover 'What it's like being a charity trustee'; 'Being an impactful trustee, both for the charity and my own skills development'; 'Responsibilities of being a trustee'; 'Good governance in charities and overcoming challenges'; 'An introduction to financial responsibilities of being a trustee'; 'Supporting EDI and inclusive cultures as a trustee'. All these will be through the lens of being a being trustee from a diverse background.
- Deliver a pre-programme digital workshop for charity Chairs and CEOs on inclusive Boards and culture lasting 2.5 hours, for those organisations taking part in the programme.
- Support the initial set up of a peer network of this cohort going forward, which the Surrey EDI Steering Group will take forward and facilitate support.
- Offer two 1-hour individual coaching sessions for participants under this programme, one prior to placement and one after 6 months. Non confidential summary feedback will be provided to the programme leads and relevant individual organisations to inform future approaches.
- It is hoped that recruitment activity can take place over the Summer 2023 with training workshops taking place September to December 2023.
- Provide a report and workshop on learning from this initiative and embedding inclusive governance recruitment practice going forward in early 2024.

Surrey Charities signing up to the programme agree to place trustee candidates under this programme will:

- Apply to be part of the programme and demonstrate a firm commitment to EDI and how this initiative will strengthen their organisation, with a clear project sponsor at a senior level. A working group of members of the Surrey EDI Steering Group will select final Partners.
- Agree to place at least one suitable candidate as a trustee, or two, if the Board is currently significantly under-represented.
- Agree for their Chairs and CEOs to attend a pre-programme workshop to consider how they welcome, and support newly-placed trustees and develop an inclusive Board culture, with a commitment to embrace and apply learning.
- Take part in recruitment activity and then on-board successful candidates with relevant compliance checks.
- Pay relevant expenses to support new trustees attending the development workshops attached to the onboarding and induction process.
- Ensure that comprehensive in-house induction and support is offered to new trustees.
- Agree to feedback after 12 months on the impact of this initiative.

Background documents attached:

- "Ambitions for an Equitable Surrey" survey report by Surrey Charities on EDI – March 2021

There is some flexibility to further help design the programme in collaboration with system partners as this initiative develops so that it best delivers the intended impact.

### 3. Commencement and duration of contract and likely timings

The Contract will cover the duration of delivery of the programme – a maximum of 18 months, including the 12 month post placement feedback and learning recommendations. The majority of input will be in the June to March 2024.

Outline timetable (can be tweaked to ensure impactful delivery):

Activity	Timescale
Partner field work and marketing approach development	June – August 2023
Select Charity partners	July-August 2023
Marketing and Recruitment	September – October 2023
Workshops	November 2023 – March 2024
12 Month Evaluation and forward learning	November 2024

Payments will be made by monthly invoice in arrears, to Active Prospects (who hold a grant from Surrey County Council on behalf of Surrey Charities, for EDI development activity).

Recruitment advertising will be paid directly by Active Prospects to maximise any VAT benefit.

**4. Working in collaboration with other Partners** such as the Surrey VCSE Alliance, Surrey EDI Steering Group, the Surrey EDI Champions Network, Faith partners, Surrey Minority Ethnic Forum, Surrey County Council, Surrey ICSs.

### 5. Inclusive Board Recruitment and Development Approach – tender response

- Please state your overall approach and experience in this area.
- Your proposed Method Statement – including marketing, recruitment, member and partner development, and partnership working and meeting the brief to ensure the EDI outcomes specified are delivered.
- Proposed staffing plan based on the anticipated levels of work including summary details of delivery personnel, and overall project manager.
- Any Added Value that you feel you may be able to offer above the focus of the contract.
- Please supply contact details for two clients for which you have delivered similar work.
- Please supply detailed details of the proposed cost of delivering the programme:
  - a) Marketing
  - b) Recruitment Support
  - c) Workshops and development support
  - d) Programme Management

## 6. Timetable

The timetable for the selection of the delivery partner for the Inclusive Board Recruitment and Development Programme is as follows:

Action	Deadline
Invitation to tender and tender documentation sent to interested parties	w/c 8 May 2023
Deadline for returned documents	29 May 2023
Shortlist	30 May 2023
Interview panel	5 June 2023
Contract award	Mid – June 2023

## 7. Presentation to the Interview Panel - will be a digital meeting 5 June 2023

The presentations should last for twenty minutes and focus on the programme delivery approach.

Presentations will be followed by an opportunity for the Panel to question the organisation and vice versa. This session is likely to last for up to thirty minutes.

The final panel members will be outlined in the Invitation to Interview, if shortlisted.

## 8. Award Criteria

Tenders will be assessed on the following criteria:

Cost effectiveness	30%
Method Approach	30%
Track record of proactive work in this area recruiting and developing Inclusive Charity Boards	20%
Added Value	20%

## 9. Instructions to Tenderers

Please email [Maria.Mills@activeprospects.org.uk](mailto:Maria.Mills@activeprospects.org.uk) by close of play on 29 May 2023.

Further informal information in relation to this tender can be obtained from:

- Maria Mills, Project Sponsor - CEO Active Prospects and member of both Surrey EDI Steering Group and Surrey VCSE Alliance Leadership Board
- Dalton Leong, Chair of Surrey EDI Steering Group and Independent Chair of Surrey VCSE Alliance [dalton.edi@dalleo.co.uk](mailto:dalton.edi@dalleo.co.uk)

We reserve the right not to award this tender.

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