



# Programme Advisory Group Call for members Information pack

Voluntary position, 3-year term

Commitment: four meetings per year plus pre-reading

Deadline for applications: 5pm Friday 18th June 2021

Fair economy. Better world.

# Introduction

Thank you for your interest in joining our Programme Advisory Group (PAG) at Friends Provident Foundation.

We are an independent charity that makes grants and uses our endowment towards a fair, resilient and sustainable economic system that serves people and planet. We connect, fund, support and invest in new thinking to shape a future economy that works for all.

Each year we receive a range of innovative applications for grant funding. The PAG provides a diversity of perspectives and viewpoints on these: sometimes acting as a useful challenge, and always helping us ensure a balanced and well considered review of every application.

We are currently seeking to add new members to our group to bring in more expertise and fresh perspectives on the challenges of our economic system.

This is an unpaid, advisory role, which asks for your input once every 3 months. Attached is a pack of information which I hope will encourage you to apply including:

- Call for Members
- About the role
- Terms of Reference
- Data privacy notice

More information about us, including our most recent annual report and examples of the projects we fund can be found on our website [www.friendsprovidentfoundation.org](http://www.friendsprovidentfoundation.org) or please do get in touch if you would like to have an informal chat about the role, by contacting me on [joanne.wilce@friendsprovidentfoundation.org.uk](mailto:joanne.wilce@friendsprovidentfoundation.org.uk) or calling us on 01904 629675.

To apply please follow the instructions on page 7 by 18th June . Please note, we will always acknowledge receipt of your application.

I do hope this material is helpful and we look forward to hearing from you.

Sincerely,  
Joanne Wilce  
Grants and learning manager

# Call for Members

## Programme Advisory Group

### Voluntary position

We are seeking a diverse group of individuals with knowledge and experience of different aspects of the economy to join our Programme Advisory Group; to review and provide advice on first stage applications to our grants programme.

This is an opportunity to help us shape our programme which seeks to uncover the ideas and collaborations that could change our economy into a fairer and more sustainable one. You will be exposed to a range of interesting ideas, make connections with new people and learn more about how funding processes work.

We are particularly interested in people with the following knowledge and expertise:

- ‘Lived experience’ of being marginalised in economic policy issues and/or of addressing systemic structural inequalities. This means a special focus on those who hold social identities across racialisation, class, gender, disability, age, faith, sexuality, age, class and geographic location.
- Communications or journalistic understanding of creating narratives, story telling and public messaging about complex issues
- Non-mainstream perspectives on the economy (e.g. decolonial; ecological; green/recovery; feminist, foundational)
- Local economic issues, be that from a Local Authority perspective or community coalitions that take on wider projects, or another funder
- Experience from within a community that will be directly affected by the transition of industry/energy (e.g changing to renewables, or automisation)
- The transition to a low carbon economy
- Democratising land-based assets, and the link between local economies/communities and land use and national policy

We are also keen to recruit members from across the four nations of the UK and would encourage applications from people based in Northern Ireland, Scotland and Wales.

# Friends Provident Foundation

**We are an independent charity that makes grants and uses our endowment towards a fair, resilient and sustainable economic system that serves people and planet. We connect, fund, support and invest in new thinking to shape a future economy that works for all. Since 2004, we've pioneered the creation of a fair economy for a better world. We take an integrated approach to our mission and capital base and, alongside grant making, use our endowment as a tool for change, including through social investments and shareholder engagement. We use our grants programme to back innovative ideas and practical projects that get to the roots of the problem, that can challenge the economic status quo and help shape a future economy that works for all.**



# About the role

## The Developing a fair economy programme

The past decade of economic and social uncertainty has demonstrated that financial markets can exacerbate social disharmony and inequality. But must this always be so? Why can't economic systems be transformed into an 'engine' for social benefits, actively reversing the impact of recent years? The programme aims to address some of the fundamental issues relating to our economic systems.

There are two strands of our work on developing a fair economy; 'systems change' and 'local economic resilience'. We ask applicants to specify which one they wish to contribute to. Our advisory group is split to mirror these two outcomes.

### Systems Change

This part of the programme involves a radical assessment of how 'disruptive innovation' might change the economic system – exploring and informing changes to the regulatory, policy or other systemic level that would develop economic system innovations with the potential to deliver our aim. This may involve changes to policy and corporate behaviours in pursuit of wider social objectives. Our aim would be to stimulate feasible new ideas and scalable, practical examples or recommendations.

### Local Economic Resilience

Our work at the local level focuses on testing and reviewing local or small-scale initiatives that build better local economies. In this strand we seek to support projects that share learning about effective ways for communities to create more sustainable economic systems and retain more of the value generated. This might include creating community assets or new approaches to local finance.

We have a two stage process, designed to offer feedback at an early stage to potential applicants and prevent too much work going into applications that are outside our areas of interest. The PAG advises on the first stage applications only, which comprise of a brief overview of around 1.5 A4 pages on the proposed project.

# The Programme Advisory Group (PAG)

The role of the group is outlined in detail in the PAG's Terms of Reference (included in this pack). The group meets four times a year to discuss and give opinions and advice on first-stage applications submitted to the Foundation's grants programme.

The commitment is 2-3 hours on the day of the meeting and 2-3 hours preparation work, to read and comment on the applications. The amount of preparation time required may vary depending on the number of applications received per round. The meetings have been traditionally held in London, though for the current time will be online only. It is expected that in future there will be one physical meeting a year, with the remainder held online. If getting to London would be problematic then an online only presence would be considered.

For the rest of 2021 the Programme Advisory Group will meet on:

- 19th July (Local economies) and 20th July (Systems change)
- 18th October (Local economies) and 19th October (Systems change)

You can find out more about the current members of the groups by visiting our website

<https://www.friendsprovidentfoundation.org/about-us/our-people/programme-advisory-group>

# About the Programme

## Advisory Group

Our groups are friendly and enjoyable places to chat about a range of ideas to support a fairer economy. You will need to be prepared to form an opinion on what you have read and share that amongst the rest of the group. We welcome diverse viewpoints and, although you may not always be in agreement with others, you will always be listened to and your opinion respected.

Following a probation period of two meetings, Programme Advisory Group members serve for a term of 3 years, which may be renewed for a further 3-year term.

Salary: the role is unremunerated, however reasonable expenses will be paid. Where members are self-employed a modest honorarium is available.

### How to Apply

Please submit your CV together with a covering letter outlining out your areas of interest and expertise and whether your expertise would best contribute to either the Systems Change or Local Economies part of the programme. In your letter please indicate your availability for the Programme Advisory Group dates in 2021 (outlined above).

If we are interesting in hearing more from you we will contact you for an informal chat about the role in late June.

Please send all information by 5pm on to –  
FAO Joanne Wilce  
[grants@friendsprovidentfoundation.org.uk](mailto:grants@friendsprovidentfoundation.org.uk)

# Terms of reference

## 1. The role of the Programme Advisory Group

- The Advisory Group is to:
  - o Provide Trustees and staff with specific comments on proposals for funding, as requested;
  - o Provide advice or information on areas of policy and practice within their expertise, where appropriate or if requested;
  - o Publicise the Foundation's programme through existing networks.
- The Advisory Group is not to:
  - o Make decisions on grants, commissions or investments; or
  - o Expect Trustees to always accept a particular recommendation.

## 2. The role of Advisory Group members

- Members are chosen to achieve a spread of knowledge and experience which can contribute to the programme;
- A member of the Foundation staff and/or a Trustee will attend and usually chair the Advisory Group meeting, when meeting virtually or physically.

## 3. Advisory Group meetings

- Meetings will usually be called quarterly, in advance of the next Trustee meeting in order to review applications;
- Members will declare any conflict of interest regarding the applications they are reviewing at the start of the meeting and the Chair will consider the most appropriate way to handle their input to that part of the meeting.

## 4. Confidentiality

- All discussions at Advisory Group meetings and between Foundation staff and Group members are to be held in confidence;
- Advice will be passed to Trustees from the Group in an unattributed way, unless specifically agreed
- The content and scope of all proposals considered are to be treated confidentially and should not be distributed or copied beyond the Group in any way that means proposers or institutions are identifiable.

## 5. Expenses

- Expenses will be paid for attendance at meetings, including any costs not normally incurred for personal assistance or the care arrangements of vulnerable dependents;
- Those not in paid employment can be offered a fee, but the Foundation is not able to meet the cost of loss of earnings for members working in a freelance or self-employment capacity;
- Where a fee is agreed by the Foundation, individuals will be responsible for ensuring that the appropriate taxation and benefit regulations are met;
- Public transport should be used wherever possible. Please note that only standard class rail travel can be claimed. Bus or tube fares are paid for London meetings, not taxis unless in exceptional circumstances. However, if attending a meeting in York a taxi may be claimed from and to the station;
- Hotel accommodation will be paid for where necessary. Approval should be sought from Foundation staff in advance; and expenses are paid by the Foundation. Claim forms will usually be distributed with the meeting papers or at the meeting.

The Foundation is very grateful to those who give up their time to advise and assist us as members of our Advisory Group.



# Privacy Notice

## What we collect and why

When you apply to us for a role you will be providing personal data about yourself, through which you can be identified. We have written this notice to let you know how we will handle and protect your information.

Information which may be collected during a recruitment process, may include:

- Name
- Your work, education and training history
- Contact information including email address, postal address and phone number
- Contact information for your referees
- Any other personal information which you choose to give us relating to your application
- Notes made by staff during the selection process

We require this information in order to review your application, undertake and support the recruitment process, and communicate to you the decisions and outcomes of that process.

The General Data Protection Regulation 2018 (GDPR) sets out that we are required to have a lawful basis for processing your data. In this instance we are processing your data under 'legitimate interests' specifically to support our recruitment process and applicants, as outlined above.

We store this information on our office IT systems, including cloud-based directories and email system, and in paper-based files. We retain information for unsuccessful applicants for a period of 6 months following the completion of the recruitment process, to enable us to provide feedback, address any other queries, or disputes. After a period of 6 months we will delete your data.

For any concerns you have about our use of data, please contact:

Data Protection Lead: [enquiries@friendsprovidentfoundation.org.uk](mailto:enquiries@friendsprovidentfoundation.org.uk) or on

01904 629675. You can also contact the Data Protection Regulator, the

Information Commissioner's Office (ICO): <https://ico.org.uk/global/contact-us/>