

# Development Co-operative Limited

## Paid work available as of Autumn 2020

### Summary

The work listed below is available to members of DC (wherever possible – though if no DC member is available and the work is time critical it may be outsourced). In the event that more than one member has an interest, a board decision will be taken quarterly on allocation based on track record and continuity, convenience, capability, and support for CDB growth (each scored 1-3, and in the event of close or tied scores the possibility of a joint award).

Ex-officio rewarded work (eg board attendance allowance) is of course not subject to bids and awards in this way. Where a task has already been allocated, the entry is greyed out (unless there is scope for further work in that area, or strong grounds for a challenge) and the CDB identified with the budget allocation. Rates are as follows:

	per hr	per 8 hr day*	per day sweat equity (+7.5%)
A: administrative	£32.50	£227.50	£269
B: basic skilled work	£40	£280	£331
C: critical and complex	£52.50	£367.50	£434

\*worked flexibly

It is of course true that only very small amounts of work have been paid in recent months, and much of that in the form of sweat equity. However, we have an application for a Business Bounceback loan which we are very hopeful will lead to a big increase to pay in full and on time. Please get in touch with [scs@development.coop](mailto:scs@development.coop) if you'd like an update on the current situation.

### 1. Board and management

<i>Task</i>	<i>Rate</i>	<i>Budget allocation</i>	<i>Sweat Equity %</i>
1.1 Attendance allowance	A	6 hours per quarter	100%
1.2 Portfolio (eg Secretary)	A	1.5 day per quarter max	100%
1.3 AGM Organisation (for Dec 20 – Feb 21)	C	4 days	25%
1.4 Year end accounts	C	CAN – as required	25%

### 2. External communications

<i>Task</i>	<i>Rate</i>	<i>Budget allocation</i>	<i>Sweat Equity %</i>
2.1 Website (core functions and information)	B	UD - 3 days max	25%
2.2 Organisational CV update of content	A	4 days max	0%
2.3 Organisational CV photos, design and PDF	B	2 days max	25%

### 3. Member services

<i>Task</i>	<i>Rate</i>	<i>Budget allocation</i>	<i>Sweat Equity %</i>
3.1 Member newsletter (alternate months)	A	SCS - 2 days	75%
3.2 Preparation / delivery of online services	B	2 days for each service, or otherwise as agreed	25%
3.3 Legal requirements for ESO trustee services	A	3 days per quarter	25%
3.4 Recruitment of new members	B	3 days max	25%
3.5 Development of training and qualifications	C	3 days per quarter	50%

### 4. Project preparation – geographic planning

Interventions in areas with potential for co-op development but little or no local CD capacity with a view to development of a co-op incubator.

<i>Task</i>	<i>Rate</i>	<i>Budget allocation</i>	<i>Sweat Equity %</i>
4.1 Location research: Preston	C	SCS - 2 days (or 4 at 50% sweat)	25%
4.2 Location research: Reading	C	CAN - 2 days (or 4 at 50% sweat)	25%
4.3 Location research: West / South Wilts	B	3 days max	50%
4.4 Location research: Milton Keynes	C	2 days (or 4 at 50% sweat)	25%
4.5 Location research: Dorset / New Forest	B	3 days max	50%
4.6 Location research: Nottingham	C	2 days (or 4 at 50% sweat)	25%
4.7 Location research: Bath	C	SCS - 2 days (or 4 at 50% sweat)	25%

### 5. Fundraising / Tenders for contracts

Current targets: Reach, Co-op Councils Innovation Network, Polden Puckham, Esmee Fairbairn, JRF  
... but you can also come to us with your ideas

<i>Task</i>	<i>Rate</i>	<i>Budget (*per application)</i>	<i>Sweat Equity %</i>
5.1 Scoping / scanning for opportunities (with report)	C	1 day/mo till Apr 20	25%
5.2 Research	B	*2 days	50%
5.3 Bid writing	B	*2 days (<£50k) / 5 days	25%
5.4 Coordination	B	3 days per quarter	25%
5.5 Presentation	A	*1.5 days	0%

### 6. Project development

<i>Task</i>	<i>Rate</i>	<i>Budget</i>	<i>Sweat Equity %</i>
6.1 Sector analysis (with a view to replicating successful co-ops)	B	1 day per sector	50%
6.2 Standards for replication of a co-op model	C	3 days (per model)	25%
6.3 Standards for development of new CDBs	C	3 days	50%
6.4 Standards for development of new co-op incubators	C	3 days	0%
6.5 Partnership development in target location (follow on from 4.1 – 4.7 above)	C	2 ½ days	50%
6.6 Movement organising / community engagement (follow on from 6.5, only when partnership exists)	C	3 days	50%
6.7 Registration and contracts in target location (follow on from 6.5, only when partnership exists)	B	1 day	25%

### 7. Social investment

7.1 Business plan and financial model: content	C	SCS - 5 days max	50%
7.2 Write share offer document based on business plan	C	SCS - 4 days max	0%
7.3 Verify offer document and SEIS compliance	C	SCS - 2.5 days max	0%
7.2 Share offer document: design	B	2 days max	50%
7.3 Share offer: platform and PR	B	4 days max	25%
7.4 Develop social impact monitoring methodology	C	3 days max	25%