



frn enterprises ltd

A national trading company for authorising re-use organisations in the voluntary and community sector.
A one-stop shop for accreditation, nationwide service delivery and product supply.

Subscription Form

Assured Services | National Profile | Contracts | Increased Supply | Sustainability

Function of FRN Enterprises

FRN Enterprises is the wholly owned subsidiary company of the Furniture Re-use Network (a registered charity). FRN Enterprises was set up to:

1. Negotiate and broker contracts and services on behalf of Voluntary and Community Sector (VCS) re-use organisations.
2. Audit and accredit the operations and procedures of VCS re-use organisations.

Subscription to **FRN Enterprises** is only open to Full Members of FRN

Contracts and Services Brokerage

FRN Enterprises will ensure that subscribers have a National Profile and will act as the one-stop-shop for manufacturers, retailers and businesses to set up partnerships and contracts with re-use groups. FRN Enterprises will broker an increased supply of products for re-use and help accredited re-use groups deliver contracts for product waste collection and signpost national businesses to local re-use partners.

In return for arranging these services FRN Enterprises will charge a fee of 50p per item reused and/or 50p per tonne of waste collected for recycling/disposal.

Auditing and Accreditation

In order to take on such high profile services it is imperative that re-use groups meet standards of operation which guarantee a high level of service so national partners receive an assured and recognised service. The FRN Enterprises Subscription Fee will cover initial audit costs in order to accredit subscribers. Only accredited subscribers will be put forward for service opportunities

An **Accredited Re-user** will be able to carry out separation of reusable products from a contractor's facility. The audit level for a stand alone re-use group will be dependent upon the type of product to be collected e.g. furniture of electrical equipment.

An **Accredited Collector** would be able to take on the collection of products strictly for re-use, and would be accredited to carry out waste collection and clearance contracts of all product waste from the contractor's facilities.

The level of work required to audit a **Re-user** is less onerous and less detailed than the higher level auditing required for a **Collector**.

The accreditation regime will be operated by FRN Enterprises. There are three stages to the regulation process:

1. Collection of data: including key policies/procedures and a self certification against relevant guidance.
2. Visits: Following an initial introductory visit the main audit will be for a maximum of three days and will involve the verification of the data collected and an inspection of the organisation's facilities and processes. The visit would conclude with a meeting to raise, with the senior staff of the organisation, any actions required or concerns identified.
3. Reporting: A short report will cover the main elements of operation and the compliance with the relevant standards based on the activities to be accredited. The subscriber will receive a plan for comment and to correct factual errors. The final report will be submitted to the Board of FRN Enterprises. The implementation of any improvements will have to be completed over a period agreed with FRN Enterprises.

An organisation not complying with the regulatory requirements will face one of the following sanctions/actions:

- For minor issues: A timescale and action plan will be agreed for reaching compliance
- For more major issues: In addition to the above the organisation may be suspended from FRN Enterprises activities until it reaches an agreed standard.
- For serious issues: The organisation may be expelled from FRN Enterprises and referred to FRN Board to consider its FRN status.

Organisations meeting the regulatory standard will receive FRN Enterprises accreditation and can be included within FRN Enterprises negotiated contracts.

Inspections would normally be every three years but FRN Enterprises will reserve the right to conduct a small number of random visits and the right to instigate an inspection where substantiated complaints have been made against an organisation.

Where there is a dispute between two or more organisations the FRN will arbitrate or appoint a mediator to act on its behalf. Any such arbitration can not be binding and the FRN will operate within competition law advice.

Subscribing Membership

The FRN Enterprises subscription is only open to Full Members of the FRN.

Annual subscription fees are set by the FRN Board and reviewed annually by the FRN Enterprises Board. FRN Enterprises will propose changes in subscription fees to the FRN Board for agreement.

In addition to subscription fees members will also pay a fee to FRN Enterprises based upon the level of re-use and recycling activity generated for that subscriber by FRN Enterprises. The levels charged will also be considered annually by the FRN Board with a recommendation from the FRN Enterprises Board.

All subscribers to FRN Enterprises will be subject to the regulatory regime established by the FRN.

The Board of Directors

The Board of FRN Enterprises shall be selected by the FRN Board. Two members will be directly nominated from the FRN Board. Up to 6 other directors shall be selected or elected by subscribers to FRN Enterprises and proposed to the FRN Board. No organisation shall have more than one director sitting on the FRN Enterprise Board. Normally the 6 nominees will be endorsed by the FRN Board.

The 6 subscriber directors will retire by rotation by thirds annually. Selection or election will be arranged to follow the same timescale as the FRN Board and the AGM of FRN Enterprises will normally held immediately following the FRN AGM on the same day and in the same place.

The election of officers will take place at the first meeting of the Board following the Annual General Meeting. The maximum limit for holding any of these offices shall be six consecutive years.

FRN Enterprises Ltd

Company Limited by Guarantee incorporated in England and Wales under the Companies Act 1985 Company Registration no. 5688212
VAT No. 831851138 Registered Office: 48-54 West Street, St Philips, Bristol, BS2 0BL



Subscription Form

- The FRN Enterprises subscription is only open to Full Members of the FRN.
- Cheques should be made payable to "FRN Enterprises Ltd"
- All subscribers to FRN Enterprises will be subject to a regulatory regime established by the FRN.
- Organisations not meeting the standards set will be expected to implement actions to meet the standards.
- Organisations with major failings will not be able to renew their membership of FRN Enterprises until the actions recommended have been implemented.

| | |
|------------------------------|-------------------|
| Organisation Name | |
| Address | |
| | |
| | |
| | Postcode |
| Telephone | Fax number |
| Website | |
| Contact Name | Job Title |
| Contact email address | |
| FRN Membership Number | |

Organisation Status/Profile

Please tick activities for which you wish to become accredited:

| | |
|---|--------------------------|
| Re-use of furniture only | <input type="checkbox"/> |
| Re-use of electrical & electronic equipment only | <input type="checkbox"/> |
| Re-use of both furniture and electrical & electronic equipment only | <input type="checkbox"/> |
| Contracted collection of furniture for recycling/treatment/disposal and re-use | <input type="checkbox"/> |
| Contracted collection of waste electrical & electronic equipment for recycling/treatment/disposal and re-use | <input type="checkbox"/> |

FRN Enterprises will ask for specific policies, procedures and paper work prior to carrying out an audit in order to determine your organisations capacity to carry out intended activities.

Legal Status

Is your organisation (Tick all that apply)

| | | | |
|---------------------------------------|--------------------------|--|----------------------|
| A registered Charity | <input type="checkbox"/> | Please quote Charity Number: | <input type="text"/> |
| A Company Limited by Guarantee | <input type="checkbox"/> | Please quote Company Number: | <input type="text"/> |
| A Community Interest Company | <input type="checkbox"/> | Please quote registration number: | <input type="text"/> |
| Other please state | <input type="checkbox"/> | | <input type="text"/> |

Please send us a copy of your Governing Documents (e.g. memorandum & articles of association, constitution etc)

Current Services to Private Sector

Please list and give number of items or tonnage per year

| | | |
|--|--------------------------|----------------------|
| Businesses (hotels, offices, etc) | <input type="checkbox"/> | <input type="text"/> |
| Retailers (furniture, electrical) | <input type="checkbox"/> | <input type="text"/> |
| Manufacturers (furniture, electrical) | <input type="checkbox"/> | <input type="text"/> |
| Other | <input type="checkbox"/> | <input type="text"/> |

Organisation Status/Profile

| | |
|--|--|
| Warehousing sq ft. | |
| Yard space sq ft. | |
| Retail space sq ft. | |
| Number of Vehicles | 3.5 tonne <input type="checkbox"/> 7.5 tonne <input type="checkbox"/> 12 tonne <input type="checkbox"/> other <input type="checkbox"/> |
| Number of furniture items reused per year | |
| Number of electrical & electronic equipment reused per year | |
| Number of waste furniture items collected under contract per year | |
| Number of waste electrical & electronic equipment items collected under contract per year | |
| Management Team Structure <i>(Please send in a separate sheet detailing the organisation's staffing structure, including roles and responsibilities)</i> | |
| Credit Rating checked (include evidence from your bank) | |
| What is the revenue turnover for the last financial year? | £ |
| Confirm Board of Trustees agreement to accreditation | |
| Confirm Board of Trustees agreement to commercial collection contracts | |
| Certificate of Professional Competence | Cert number: |
| Named Person responsible for policies and procedures | |
| Policies held | Health and Safety <input type="checkbox"/> |
| | Equal Opportunities <input type="checkbox"/> |
| | Environmental <input type="checkbox"/> |
| | Reserves <input type="checkbox"/> |
| Permissions | Contractors Certificate <input type="checkbox"/> |
| | Standard National Licence <input type="checkbox"/> |
| | Site Planning and Operators Licence <input type="checkbox"/> |
| | Library of Procedures held <input type="checkbox"/> |
| Licences and Permits | Waste Carriers Licence <input type="checkbox"/> Number |
| | Waste Carriers Exemption <input type="checkbox"/> Number |
| | Waste Management Licence <input type="checkbox"/> Number |
| | Waste Management Exemption <input type="checkbox"/> Number & Type |
| | Hazardous Waste Registration <input type="checkbox"/> Number |
| | COSHH <input type="checkbox"/> |

Declaration

We the undersigned agree to abide by the rules of the FRN Enterprises Ltd.

| | | |
|--------|-----------------------|------|
| SIGNED | PRINT NAME & POSITION | DATE |
|--------|-----------------------|------|

Subscription Fees

Annual subscription fees are reviewed by the FRN Enterprise Ltd Board of Directors on an annual basis. The subscription fee will cover the company's cost of carrying out an audit of your organisation.

| | | |
|-----------------------|--|-----------------------------|
| Re-user Only | Collection and re-use of furniture only | £250 + VAT = £293.75 |
| | Collection and re-use of electrical and electronic equipment only | £350 + VAT = £411.25 |
| | Collection and re-use of both furniture and electrical & electronic equipment | £550 + VAT = £646.25 |
| Collection Contractor | Contracted collection of furniture and/or waste electrical & electronic equipment for recycling/treatment/disposal | £700 + VAT = £822.50 |

FRN ENTERPRISES OFFICE USE ONLY

| | |
|-----------------------|------------------|
| Date of Subscription: | Subscription No: |
|-----------------------|------------------|

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