

Self assessment

2

Governance meeting your responsibilities

The standard:

The organisation ensures that it governs itself effectively and responsibly. It demonstrates accountability to the appropriate people and bodies, and the Board of Trustees has the skills and information it needs to achieve its mission.

Level 1

	not met	just started	making good progress	fully met
Trustees receive an induction into the organisation and understand the mission and aims of the organisation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustees understand their overall responsibility for the organisation and declare any conflict of interest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustees work within the constitution and ensure that all other legal requirements as a charity and/or as a company are met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrangements are made to get necessary work done. Accurate minutes are produced of decisions and of actions agreed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All trustees attend most meetings, and oversee organisational policies and practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustees ensure that a budget is agreed, that they receive financial reports as planned and that financial and auditing requirements are met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Level 2

Trustees have a planned annual programme of meetings, including time to discuss specific issues in depth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The roles and responsibilities of the Chair, Secretary and Treasurer are clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustees have opportunities for training and development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustees contribute fully to the strategic plan, and agree other more detailed plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustees support the senior managers and hold managers accountable for the working of the organisation and the results achieved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustees receive regular information that shows them what the organisation is achieving.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Level 3

Trustees work well as a team, and review their own effectiveness regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Board reviews its membership for the skills and knowledge it needs and recruits people according to those needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustees add value to the organisation by reflecting the diversity of the local community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The organisation helps trustees to take part fully, paying attention to access, language and other needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrangements are made to appraise the Director every year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using the results of monitoring and evaluation, the trustees show that the organisation's activities are cost effective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>