

Board health check

You can use these pages to look at





- how your organisation is run
- how your organisation can be run better

There are 9 different topics. Try doing a bit at a time.

This is adapted from **the Code of Governance Toolkit – Learning to Fly**.

This is on www.governancehub.org.uk





1. Sorting who does what

				
<p>The Board takes responsibility for the organisation.</p> <p>The Board:</p> <ul style="list-style-type: none"> • listens to the members • decides the bigger picture (strategy) • directs the work of the organisation • makes the key decisions 				





<p>The Board makes sure the organisation:</p> <ul style="list-style-type: none"> • is run well • has enough money and • is doing what it aims to do 				
<p>Any Board members who help with day-to-day work keep this separate from their work as a Board member.</p>				
<p>The organisation has written down what everyone is supposed to do, including staff, volunteers and Board members.</p>				

<p>The Board asks other people to do work. The Board makes sure the other people know what to do and how to do it. This can mean taking on paid workers or volunteers.</p>				
<p>The senior staff member is the link between the Board and the staff/ volunteers.</p>				
<p>The Board get reports back from people who have been given jobs to do.</p>				

2. Follow your own rules

				
All Board members have a copy of the constitution.				
All Board members understand the constitution.				
The Board checks that they and the organisation only do what it says in the constitution.				





3. Get the paperwork right

				
<p>We write down what is said in meetings, including important decisions.</p>				
<p>We set a budget for each thing the organisation does.</p>				





We keep detailed records of all the money that the organisation spends and receives.				
We have policies and plans to show everyone what to do and how to do it.				
We give all staff a Written Statement.				
We set a budget for the year.				
We have rules for who can spend money and how much.				

We never commit the organisation to spending money it does not have.				
We set up fair ways to deal with complaints and disagreements.				
We make sure Board and staff know what to do about complaints.				
We look at possible risks, and try to avoid them.				

4. Laws and regulations

				
<p>We check what laws apply to our sort of organisation.</p> <p>We check we have the right legal status for our group.</p>				
<p>We check we know about</p> <ul style="list-style-type: none"> • employment law • health and safety • data protection • treating people fairly • DBS (Safeguarding) 				





5. Aims, plans and paperwork

				
We check that the organisation's plans match the organisation's aims.				
We check that all the Board members understand their job.				
We check that Board meetings are run well.				

We make sure that the Board has a good balance of skills, knowledge and experience.				
We arrange training for Board members who need it.				
We have a form for Board members to say if they have a conflict of interest.				
We have an expenses policy for Board members.				

<p>We do not pay Board members for their work as Board members.</p>				
<p>The Board checks that the organisation's work is open to all sections of the community.</p> <p>This includes thinking about:</p> <ul style="list-style-type: none"> • your activities • membership of the Board • staff • using easy words • meetings people can come to if they use a wheelchair 				





6. Control

				
The Board takes responsibility for making sure that the organisation has the right policies to help it obey the law.				
We check that the Board gets reports so we know if the organisation is obeying the law.				
The Board gets regular reports on whether the organisation is doing the things it says in its plans.				

The Board sets performance targets, and checks they happen.				
Projects have a timescale. If things are not going to plan, the Board finds out why, and does something to sort any problems.				
The Board gets monthly or quarterly financial reports.				
We check that the Board understand and deal with any major differences from the budget.				





The Board check that the organisation has enough cash to pay the staff and all other bills.				
Board meetings are short and focused.				
The Board has enough information, but not too much.				
The Board meets as often as they need.				
The Chair makes sure that everyone has their say, and that no one is left out.				

7. People outside the organisation

				
<p>We find people and organisations that are interested in the organisation's work.</p>				
<p>We set up ways to talk to them, keep them up to date and involve them when they need to be involved.</p>				





<p>We check the organisation sends out information that is easy to understand. Check the organisation can provide translations or other versions.</p>				
<p>We check that the annual report and accounts are easy to understand.</p>				
<p>We think about how to communicate with others, for example newsletters, a website or public meetings.</p>				

8. How are you doing?

				
We think what skills, knowledge and experience the organisation needs.				
We work out if the Board members have all the skills, knowledge and experience that the organisation needs.				

We plan to recruit new Board members with the skills and experience needed for the future.				
We plan who will take over when Board members leave.				
We check that the organisation only does things that work and are still needed.				

9. Support for the Board

				
We find out what support Board members need to do their job.				
We arrange training for Board members and the whole Board.				
We help Board members to stay up-to-date with newsletters and briefings.				

We keep track of changes in laws and regulations.				
We check that the organisation has the right people doing the right jobs.				