

# Surrey Community Action Funding Fair 7<sup>th</sup> March 2019



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# Good Governance



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**Code of Good Governance**

**Legal Essentials**

**Workshop session**

**Accounting and reporting**

**Questions**

- Code of Good Governance
- [www.charitygovernancecode.org](http://www.charitygovernancecode.org)
- Steering group from sector
- Guidance for smaller and larger charities (£1m+)
- Apply or Explain principle
- Suggestion that deal with one principle per board meeting
- Replaces 'Hallmarks of a Good Charity'

## 7 Principles:

- Organisational purpose
- Leadership
- Integrity
- Decision-making, risk and control
- Board Effectiveness
- Diversity
- Openness and accountability

- Up-to-date constitution and follow procedures
- Appropriate structure – eg trading subsidiaries
- Objects that reflect what the charity actually does
- Powers required to carry out purposes and activities
- Understand who are members and who are trustees
- Appropriate decision-making processes
- Relevant policies in place and followed
- Training for trustees/staff/volunteers

- Control of property/assets/ investments
- Financial controls and prudent financial management
- Business plan
- Regular review of risk matrix
- Disaster planning
- Regular meetings
- Record-keeping
- Skilled and diverse trustee body

# Workshop Session





- Work in groups of 2-3
- Choose one of the following topics – list examples and challenges in your charity:
  - Dealing with diversity
  - Recruitment of trustees/Succession planning
  - Delegation versus control
  - Dealing with conflicts of interest

- Minutes of trustee meetings
- Measuring success/outcomes/public benefit
- Annual trustee report
- Annual accounts
- Independent examination/audit
- Reporting to regulators
- Reporting to funders/stakeholders

- Serious Incident Reporting – Charity Commission
- Data breaches – ICO
- Fraud to Action Fraud
- Safeguarding – children and vulnerable adults – external agency, Charity Commission, police

Questions?

