

The Community Asset Transfer Diagnostic Governance and Management



In this document, we use trustee to describe the group of people legally responsible for the organisation. You may call this group of people trustees, management committee members or another name

Where possible it is important that this document is completed by a number of people involved in your building, usually trustees, but not always. Please answer all questions as fully as possible, but if you are not sure of how to respond to any question just leave it blank.

This document will form the basis of further work and support from the Open Doors Consortium. Combined with the responses from the other two questionnaires (related to your building and your activities) this will give a full picture of how you might proceed with the options around Community Asset Transfer and the type of support your organisation will need.

Please make a note below of the people who have been involved in completing this questionnaire:

	Your notes and evidence	We know need help with this
1. Our legal structure is <input type="checkbox"/> a) unincorporated <input type="checkbox"/> b) incorporated		<input type="checkbox"/>
2. All trustees have a copy of our constitution and we all understand and follow it <input type="checkbox"/> a) yes <input type="checkbox"/> b) no <input type="checkbox"/> c) not sure		<input type="checkbox"/>
3. We held our last AGM <input type="checkbox"/> a) within the last 15 months <input type="checkbox"/> b) more than 15 months ago		<input type="checkbox"/>

<p>4. We hold our trustees meetings</p> <p><input type="checkbox"/> a) 0-4 times a year</p> <p><input type="checkbox"/> b) 5-10 times a year</p> <p><input type="checkbox"/> c) more than 10 times a year</p>		<input type="checkbox"/>
<p>5. All our meetings are quorate and are run following the rules in our constitution</p> <p><input type="checkbox"/> a) always</p> <p><input type="checkbox"/> b) sometimes</p> <p><input type="checkbox"/> c) never</p>		<input type="checkbox"/>
<p>6. We minute all our meetings including noting agreed actions, who will do the work and by when. We keep minutes in a safe place and all trustees get a copy of the minutes in good time after the meeting</p> <p><input type="checkbox"/> a) always</p> <p><input type="checkbox"/> b) sometimes</p> <p><input type="checkbox"/> c) never</p>		<input type="checkbox"/>
<p>7. We have written role descriptions for trustees and officer roles (chair, secretary, treasurer) and we understand our role and legal duties as charity trustees</p> <p><input type="checkbox"/> a) yes</p> <p><input type="checkbox"/> b) no</p> <p><input type="checkbox"/> c) not sure</p>		<input type="checkbox"/>
<p>8. We understand the skills, knowledge and experience we need trustees to have to run our organisation well and our trustees have these skills, knowledge and experience</p> <p><input type="checkbox"/> a) yes</p> <p><input type="checkbox"/> b) no</p> <p><input type="checkbox"/> c) not sure</p>		<input type="checkbox"/>

9. We recruit and appoint trustees and trustees retire following the rules in our constitution and any other written rules

- a) always
- b) sometimes
- c) never

10. We have enough active people on our trustee board and we can fill any trustee vacancies quickly

- a) always
- b) sometimes
- c) never

11. We make appropriate checks on all new trustees including asking trustees to sign a declaration form confirming they are legally able to act as charity trustees and DBS (if appropriate)

- a) always
- b) sometimes
- c) never

12. We give each new trustee an induction pack including a copy of our constitution, latest annual accounts and report, minutes of last three trustee meetings, contact details of other trustees, latest plans (action, development or business plan) and any other information new trustees need to know

- a) always
- b) sometimes
- c) never

<p>13. We manage conflicts of interest, discuss conflicts of interest at each trustee meeting and have a written conflicts of interest policy</p> <p><input type="checkbox"/> a) yes <input type="checkbox"/> b) no <input type="checkbox"/> c) not sure</p>		<input type="checkbox"/>
<p>14. We make all our annual returns to the Charity Commission, Companies House and other relevant regulators on time and notify of changes including changes to trustees</p> <p><input type="checkbox"/> a) we send them on time every year <input type="checkbox"/> b) we send them but they are sometimes late <input type="checkbox"/> c) we don't do this/they are always late</p>		<input type="checkbox"/>
<p>15. We have clear aims and objectives and all trustees understand them</p> <p><input type="checkbox"/> a) yes <input type="checkbox"/> b) no <input type="checkbox"/> c) not sure</p>		<input type="checkbox"/>
<p>16. We have a clear and agreed vision for the organisation, work co-operatively to achieve this and value the different contributions of each member</p> <p><input type="checkbox"/> a) yes <input type="checkbox"/> b) no <input type="checkbox"/> c) not sure</p>		<input type="checkbox"/>
<p>17. We plan our activities and services and have an annual action plan with a budget</p> <p><input type="checkbox"/> a) always <input type="checkbox"/> b) sometimes <input type="checkbox"/> c) never</p>		<input type="checkbox"/>

<p>18. We have a written policy and systems in place to manage our money including managing the risk of fraud, paying trustee and volunteer expenses, managing reserves</p> <p><input type="checkbox"/> a) yes <input type="checkbox"/> b) no <input type="checkbox"/> c) not sure</p>		<input type="checkbox"/>
<p>19. Our current income is more than our expenditure and we manage our cash flow</p> <p><input type="checkbox"/> a) yes <input type="checkbox"/> b) no <input type="checkbox"/> c) not sure</p>		<input type="checkbox"/>
<p>20. We regularly receive and discuss financial information at trustee meetings and we all understand the financial reports</p> <p><input type="checkbox"/> a) yes, every meeting or at least once a quarter <input type="checkbox"/> b) yes, less than once a quarter <input type="checkbox"/> c) no</p>		<input type="checkbox"/>
<p>21. We produce examined or audited annual accounts, an annual report and report on our public benefit</p> <p><input type="checkbox"/> a) yes <input type="checkbox"/> b) no <input type="checkbox"/> c) not sure</p>		<input type="checkbox"/>
<p>22. We employ one or more workers</p> <p><input type="checkbox"/> a) yes <input type="checkbox"/> b) no <input type="checkbox"/> c) not sure</p>		<input type="checkbox"/>

<p>23. We have a written policy and procedures for recruiting, inducting, training, supporting and dismissing volunteers, written role descriptions for volunteers and use volunteer agreements</p> <p><input type="checkbox"/> a) yes <input type="checkbox"/> b) no <input type="checkbox"/> c) not sure</p>		<input type="checkbox"/>
<p>24. We have up to date safeguarding children and safeguarding adults policy and procedures and trustees understand their responsibilities for safeguarding</p> <p><input type="checkbox"/> a) yes <input type="checkbox"/> b) no <input type="checkbox"/> c) not sure</p>		<input type="checkbox"/>
<p>25. We have the following up to date policies and procedures</p> <p><input type="checkbox"/> a) health and safety <input type="checkbox"/> b) data protection <input type="checkbox"/> c) equality and diversity</p>		<input type="checkbox"/>
<p>26. We have the right level of insurance for the centre and our activities and our insurance policies are reviewed regularly</p> <p><input type="checkbox"/> a) yes, we review it every year <input type="checkbox"/> b) yes, we've never reviewed it <input type="checkbox"/> c) no <input type="checkbox"/> d) not sure</p>		<input type="checkbox"/>

The Open Doors Consortium is made up of the following organisations:
 Ouseburn Trust, Newcastle CVS, Sustainable Enterprise Solutions CIC,
 Locality and Boxx Consultants
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