



ORGANISATIONAL HEALTH CHECK REPORT

Organisation:

Date:

No.	1. Organisation Details	N - Not Met P - Partially Met F - Fully Met	Evidence	Comments/ Actions Needed
1.1	Name correct and consistently used?			
1.2	Registered address is correct with: <ul style="list-style-type: none"> • OSCR • Companies House • Financial Conduct Authority 			
1.3	Geographical area consistent with governing documents?			
1.4	Main purposes consistent with governing documents?			
1.5	Years operating is consistent with records?			
1.6	Legal structures consistent with governing documents and national registers?			
1.7	Registration numbers correct?			
No.	2. Organisation Management	N - Not Met P - Partially Met F - Fully Met	Evidence	Comments/ Actions Needed
2.1	Acceptable committee/board designation?			
2.2	Committee/board numbers correct?			
2.3	Member numbers meets minimum requirements of governing document?			
2.4	Volunteers numbers?			
2.5	Employees match payroll?			
2.6	Members list?			
2.7	Committee/board member responsibilities?			

ORGANISATIONAL HEALTH CHECK REPORT

2.8	Trustee Handbook, code of conduct etc.?			
2.9	Committee/board members induction <ul style="list-style-type: none"> • Is it documented? 			
2.10	Have committee/board members received appropriate info and guidance? <ul style="list-style-type: none"> • Legal Structure • Aims • Beneficiaries • Stakeholders • Governing role • Liabilities • Obligations 			
2.11	How is 2.10 recorded?			
2.12	Does the committee/board have adequate skills? <ul style="list-style-type: none"> • Governance • Planning • Financial management • Funding • Marketing and promotion • Community development • Project management • Quality • Cross sector relationships • Management or supervision • Human Relations • Volunteering development • Health and safety 			

ORGANISATIONAL HEALTH CHECK REPORT

2.13	How are committee/board skills assessed?			
No.	3. Governing Documents	N - Not Met P - Partially Met F - Fully Met	Evidence	Comments/ Actions Needed
3.1	Correct governing document for structure?			
3.2	Do all committee/board members have a copy?			
3.3	Does the committee/board follow the rules?			
3.4	Does the governing document contain the correct information? <ul style="list-style-type: none"> • Organisations name • Geographical area of operation • Powers • Membership procedures • Meeting procedures • AGM procedures • Committee/board rules procedures and powers • Financial procedures and rules • Changes to the governing document • Dissolution 			
3.5	Review of governing document?			
3.6	Flexibility for a diverse committee/board			
3.7	Aims and activities supported?			
3.8	Vision or mission statement?			
3.9	Committee make up <ul style="list-style-type: none"> • Related • Employed by organisation 			

ORGANISATIONAL HEALTH CHECK REPORT

	<ul style="list-style-type: none"> • Employed by a funder • Disqualified • Government representative • Officer of the council • Non-voting advisor 			
3.10	Supported by policies?			
3.11	Policies approved by committee/board?			
3.12	Legal Obligation policies? <ul style="list-style-type: none"> • Health and safety • GDPR • Fundraising • Safeguarding • Equality and diversity • Fair work first • Financial management • Volunteering and HR 			
3.13	Policies reviewed?			
No.	4. Annual General Meetings	N - Not Met P - Partially Met F - Fully Met	Evidence	Comments/ Actions Needed
4.1	AGMs held?			
4.2	Public notices posted?			
4.3	Notice period?			
4.4	AGM details within governing document? <ul style="list-style-type: none"> • Quorum • Meeting process • Committee/board election process • Office bearers election process 			

ORGANISATIONAL HEALTH CHECK REPORT

	<ul style="list-style-type: none"> Who can vote How votes are made 			
4.5	Agenda provided?			
4.6	Minutes taken?			
4.7	Minutes approval?			
4.8	Chairpersons report?			
4.9	Treasurers report			
4.10	Annual accounts approved?			
No.	5. Extraordinary General Meetings	N - Not Met P - Partially Met F - Fully Met	Evidence	Comments/ Actions Needed
5.1	How and when to call an EGM?			
5.2	EGM procedures? <ul style="list-style-type: none"> Who can call EGM Notice period Notifying members Quorum Process 			
No.	6. Committee/Board Meetings	N - Not Met P - Partially Met F - Fully Met	Evidence	Comments/ Actions Needed
6.1	Meeting frequency?			
6.2	Meeting attendance?			
6.3	Quorum?			
6.4	Minutes taken?			
6.5	Minutes and Agenda sent one week in advance?			
6.6	Minutes accuracy?			

ORGANISATIONAL HEALTH CHECK REPORT

6.7	Minutes information? <ul style="list-style-type: none"> • Date, time & place • Present & apologies • Agenda topics • Actions and responsibilities • DONM 			
No.	7. Planning and Development	N - Not Met P - Partially Met F - Fully Met	Evidence	Comments/ Actions Needed
7.1	Long-term strategic plan?			
7.2	Information identified? <ul style="list-style-type: none"> • Beneficiary engagement • Community engagement • Stakeholder engagement • Local plans • Regional plans • Sustainability foresight 			
7.3	Short-term plan?			
7.4	Short-term plan tie to long-term plan?			
7.5	Annual budget?			
7.6	Plan risks assessment?			
7.7	Regular short-term plan review?			
7.8	Short-term plan progress communication?			
7.9	Short-term plan progress communicated to? <ul style="list-style-type: none"> • Members • Staff • Volunteers • Stakeholders 			

ORGANISATIONAL HEALTH CHECK REPORT

	<ul style="list-style-type: none"> • Funders • Direct beneficiaries • Community • Press 			
No.	8. Performance Monitoring	N - Not Met P - Partially Met F - Fully Met	Evidence	Comments/ Actions Needed
8.1	Regular committee/board and sub-committee performance review?			
8.2	Functions set out? <ul style="list-style-type: none"> • Sub-committees • Volunteers • Staff • Anyone carrying out duties on behalf of the organisation 			
8.3	Functions communicated? <ul style="list-style-type: none"> • Sub-committees • Volunteers • Staff • Anyone carrying out duties on behalf of the organisation 			
8.4	Training provided? <ul style="list-style-type: none"> • Sub-committees • Volunteers • Staff 			
8.5	Effectiveness monitoring? <ul style="list-style-type: none"> • Sub-committees • Volunteers 			

ORGANISATIONAL HEALTH CHECK REPORT

	<ul style="list-style-type: none"> • Staff 			
8.6	Regular monitoring and reviewing of legal compliance obligations?			
8.7	Progress reports provided to committee/board?			
8.8	Feedback collected? <ul style="list-style-type: none"> • Members • Beneficiaries • Public 			
8.9	Act on feedback?			
No.	9. Finance	N - Not Met P - Partially Met F - Fully Met	Evidence	Comments/ Actions Needed
9.1	Bank Account?			
9.2	Two signatories?			
9.3	Authorised signatories? <ul style="list-style-type: none"> • Chair • Treasurer • Secretary • Other committee/board member(s) • Chief Officer/CEO/COO • Admin/Finance Officer • Company Secretary • Senior staff member 			
9.4	Signatory relationships?			
9.5	Level of misconduct protection?			
9.6	Bank statements kept for 7 years?			
9.7	Income and expenditure budget?			

ORGANISATIONAL HEALTH CHECK REPORT

9.8	Income and expenditure quarterly monitoring?			
9.9	Financial reporting at meetings?			
9.10	Financial records up to date?			
9.11	Financial records kept for 7 years?			
9.12	Annual report and accounts?			
9.13	Accounts independently verified?			
9.14	Account submission statutory obligations?			
9.15	Account submission statutory obligations – who to? <ul style="list-style-type: none"> • OSCR • CH • FCA 			
9.16	Are filings up to date?			
9.17	Adequate insurance cover?			
9.18	Asset list?			
9.19	Asset serial numbers?			
No.	10. Funding/Income	N - Not Met P - Partially Met F - Fully Met	Evidence	Comments/ Actions Needed
10.1	Main source of income <ul style="list-style-type: none"> • Scottish Government • Highland Council • NHS • Parent organisation • Public sector • Private sector • Community benefit 			

ORGANISATIONAL HEALTH CHECK REPORT

	<ul style="list-style-type: none"> • Social enterprise • Trading • Sustainable project • Contracted services • Community spaces • National fundraising • Local fundraising • Donations • Bequest 			
10.2	Main funds used for? <ul style="list-style-type: none"> • Core operating costs • Core Staffing costs • Project operating costs • Project staffing costs • Project capital costs 			
10.3	Funding strategy?			
10.4	Reserves policy?			
10.5	Do reserves comply with policy?			
10.6	Sufficient reserves?			
No.	11. Staff and Volunteers	N - Not Met P - Partially Met F - Fully Met	Evidence	Comments/ Actions Needed
11.1	Recruitment and training policy?			
11.2	Fair Work & Equality and Diversity?			
11.3	Employee job descriptions?			
11.4	Signed contracts?			
11.5	National living wage?			
11.6	Types of contracts?			



ORGANISATIONAL HEALTH CHECK REPORT

	<ul style="list-style-type: none"> • Zero hours • P/T Fixed term • F/T Fixed term • P/T Permanent • F/T Permanent 			
11.7	Employee Induction process?			
11.8	Employee handbook?			
11.9	<p>Employee handbook policies?</p> <ul style="list-style-type: none"> • Bullying and harassment • Confidentiality • GDPR • Disciplinary • Drug and Alcohol • Environmental • Equality and Diversity • Expenses • Fair Work • Grievance • Health and Safety • Home working • Lone working • Performance management • Postal threats • Recruitment • Redundancy • Safeguarding • IT Security • Sickness 			



ORGANISATIONAL HEALTH CHECK REPORT

	<ul style="list-style-type: none"> • Smoking • Social media • Whistle-blowing 			
11.10	Employee supervision and support?			
11.11	Volunteers?			
11.12	Volunteer Processes? <ul style="list-style-type: none"> • Volunteer policy • Volunteer Induction • Volunteer handbook • Volunteer agreement • Volunteer role description • Volunteer support and supervision • Volunteer expenses • Volunteer exit interview 			
No.	12. Records and Data	N - Not Met P - Partially Met F - Fully Met	Evidence	Comments/ Actions Needed
12.1	Records format?			
12.2	Records security?			
12.3	GDPR Responsibilities?			
12.4	Statutory records timekeeping?			

Report compiled by:

Date:

Signed: