



Organisational Health Check



Please use this self-assessment form to enable Caithness Voluntary Group to understand the current position and circumstances of your group. Where fields ask for "Further details", please provide an explanation to support your answer. If you find that more than 10% of your answers are "Don't know", please utilise the help of another member of your organisation to provide a yes/no answer and further details as required.

1. Organisation Details

1.1 Organisation name:

1.2 Organisation's registered address:

1.3 Which geographical area(s) does your organisation operate?

1.4 What is the main purpose of your organisation?

1.5 How many years has your organisation been operating?

1.6 What legal structure(s) does your organisation operate under? (Tick all that apply)

Unincorporated Association

☐

Charity

☐

Scottish Charitable Incorporated Organisation (SCIO)

☐

Company Limited by Guarantee (CLG)

☐

Company Limited by Shares

☐

Community Interest Company (CIC)

☐

Cooperative or Community Benefit Society (BenCom)

☐

Community Amateur Sports Club (CASC)

☐

Other (Please provide details)

☐

1.7 Please provide any registration numbers for your organisation: (i.e charity number, company number etc.)

2. Organisation Management

2.1 What do you call your committee/board?

Committee

☐

Management Committee

☐

Executive Committee

☐

Governing Committee

☐

Board of Trustees

☐

Board of Directors

☐

Other (Please provide details)

☐

2.2 How many members do you have on your committee/board?

2.3 How many members are in your organisation?

2.4 How many volunteers are in your organisation?

2.5 How many Employees are in your organisation?

2.6 Does your organisation keep a list of its members and when they joined?

Yes ☐

No ☐

Don't know ☐

Further details:

2.7 Are you confident all committee/board members fully understand their roles and responsibilities?

Yes ☐

No ☐

Don't know ☐

Further details:

2.8 Is the role of your committee/board members clearly defined in a written document, for example, in a Trustee Handbook, Code of Conduct or Policy?

Yes ☐

No ☐

Don't know ☐

Further details:

2.9 Have all committee/board members undergone an induction to your organisation?

Yes ☐ No ☐ Don't know ☐

Further details:

2.10 Have all committee/board members received appropriate information and guidance in relation to:

- The organisation's legal structure

Yes ☐ No ☐
- The organisation's aims

Yes ☐ No ☐
- The organisation's beneficiaries

Yes ☐ No ☐
- The organisation's stakeholders

Yes ☐ No ☐
- The governing role of the committee/board

Yes ☐ No ☐
- The committee/board's liabilities

Yes ☐ No ☐
- The legal /regulatory obligations

Yes ☐ No ☐

2.11 How is this recorded?

2.12 Do you have adequate skills and experience on your committee?

Yes ☐ No ☐ Don't know ☐

Further details:

2.13 How is this assessed?

3. Governing Documents

3.1 Does your organisation have a governing document e.g. Constitution, Articles of Association or Trust Deed?

Yes ☐ No ☐ Don't know ☐

Further details:

3.2 Do all committee/board members have a copy of the governing document?

Yes ☐ No ☐ Don't know ☐

Further details:

3.3 Does the committee/board follow the rules written in the governing document?

Yes ☐ No ☐ Don't know ☐

Further details:

3.4 Does the governing document contain the following or similar information, sections, or clauses?

- The organisation's name

Yes ☐ No ☐
- A defined geographic area of operation

Yes ☐ No ☐
- The organisation's purposes

Yes ☐ No ☐
- The organisation's powers

Yes ☐ No ☐
- The organisation's membership procedures

Yes ☐ No ☐
- AGM, EGM & committee meeting procedures

Yes ☐ No ☐
- Committee rules, procedures, & powers

Yes ☐ No ☐
- Financial procedures and rules

Yes ☐ No ☐
- Changes to the governing document

Yes ☐ No ☐
- Dissolution of the organisation

Yes ☐ No ☐

Further details:

3.5 Does your group review its governing document on a regular basis?

Yes ☐ No ☐ Don't know ☐

Further details:

3.6 Does your governing document provide flexibility to ensure a diverse and skilled committee?

Yes ☐ No ☐ Don't know ☐

Further details:

3.7 Do your current aims/activities support the purposes detailed in your governing document?

Yes ☐ No ☐ Don't know ☐

Further details:

3.8 Does your organisation have a vision or mission statement?

Yes☐No☐Don't know☐

Further details:

3.9 Are any of your committee:

RelatedYes☐No☐?☐

Employed by the organisationYes☐No☐?☐

Employed by one of your fundersYes☐No☐?☐

Disqualified director/trusteeYes☐No☐?☐

Elected Government representativeYes☐No☐?☐

An Officer of the CouncilYes☐No☐?☐

Non-voting advisorYes☐No☐?☐

Further details:

3.10 Is your organisation's governance supported by any policies?

Yes☐No☐Don't know☐

Further details:

3.11 If applicable, have all policies been approved by the committee/board?

Yes☐No☐Don't know☐N/A☐

Further details:

3.12 Does your organisation have policies that show how the group fulfils its legal obligations, including:

Health and SafetyYes☐No☐?☐

Data Protection (GDPR)Yes☐No☐?☐

FundraisingYes☐No☐?☐

SafeguardingYes☐No☐?☐

Equality and DiversityYes☐No☐?☐

Fair Work FirstYes☐No☐?☐

Financial ManagementYes☐No☐?☐

Volunteering and HRYes☐No☐?☐

Other relevant policiesYes☐No☐?☐

Further details:

3.13 Does the committee/board review the policies on a regular basis?

Yes☐No☐Don't know☐

Further details:

4. Annual General Meetings

4.1 Does your organisation hold an Annual General Meeting (AGM) each year?

Yes☐No☐Don't know☐

Further details:

4.2 Does your organisation post a public notice of your Annual General Meeting?

Yes☐No☐Don't know☐

Further details:

4.3 If yes, how much notice do you give of your AGM?

Notice periodN/A☐

4.4 Within your organisation's governing document, does it specify the following in relation to an AGM?

The number required to be quorateYes☐No☐

The process for carrying out the meetingYes☐No☐

Process for election of committee/boardYes☐No☐

Process for election of office bearersYes☐No☐

Who is allowed to voteYes☐No☐

How votes are carried out☐☐

Further details:

4.5 Do you produce an agenda for your AGM?

Yes☐No☐Don't know☐

Further details:

4.6 Do you take minutes at your AGM?

Yes☐No☐Don't know☐

Further details:

4.7 When are the AGM Minutes approved?

The previous minutes are approved at the next AGM ☐

At this AGM, for confirmation at the next AGM ☐

Further details:

4.8 Do you produce a chairpersons report for the AGM

Yes ☐ No ☐ Don't know ☐

Further details:

4.9 Do you produce a treasurers report for the AGM

Yes ☐ No ☐ Don't know ☐

Further details:

4.10 Do you review and approve the organisation's annual accounts at the AGM?

Yes ☐ No ☐ Don't know ☐

Further details:

5. Extraordinary General Meeting

5.1 Does your governing document specify how and when to call an Extraordinary General Meeting (EGM)?

Yes ☐ No ☐ Don't know ☐

Further details:

5.2 What is in your governing document regarding an EGM? (Sometimes called a members meeting)

| | | |
|---|------------------------------|-----------------------------|
| Who can call for an EGM | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Notice period for an EGM | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| How to notify members of the EGM | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Number required to be quorate at an EGM | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Process of running an EGM | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Further details:

6. Committee/Board Meetings

6.1 Does the committee/board hold meetings at least every three months?

Yes ☐ No ☐ Don't know ☐

Further details:

6.2 Are the committee/board meetings well attended?

Yes ☐ No ☐ Don't know ☐

Further details:

6.3 What is the number of committee/board members required at a meeting to be quorate?

Number Don't know ☐

Further details:

6.4 Are minutes taken at each meeting?

Yes ☐ No ☐ Don't know ☐

Further details:

6.5 Is the agenda and the previous meeting's minutes sent to all committee/board members at least one week in advance of the meeting date?

Yes ☐ No ☐ Don't know ☐

Further details:

6.6 Are the minutes accurate and reflect what was discussed at the meeting?

Yes ☐ No ☐ Don't know ☐

Further details:

6.7 Do the minutes contain the following information?

| | | |
|--|------------------------------|-----------------------------|
| Date, time and place of the meeting | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Those present/absentee apologies | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Agenda topics discussed at the meeting | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Actions arisen and responsible parties Yes ☐ No ☐

Any Other Competent Business (AOCB) Yes ☐ No ☐

Date of next meeting Yes ☐ No ☐

Further details:

7. Planning and Development

7.1 Does your organisation have a long-term strategic plan?

Yes ☐ No ☐ Don't know ☐

Further details:

7.2 If applicable, how was the information identified to build your long-term plan? (Tick all that apply)

Not Applicable to our organisation ☐

Through direct beneficiary engagement ☐

Through wider community engagement ☐

Through stakeholder engagement ☐

Through local and regional plans ☐

Through sustainability foresight and forecasting ☐

Other ☐

Further details:

7.3 Does your organisation have a short-term plan for the year?

Yes ☐ No ☐ Don't know ☐

Further details:

7.4 Does your short-term plan directly tie in with your long-term strategic plan?

Yes ☐ No ☐ Don't know ☐

Further details:

7.5 Does your organisation set an annual budget?

Yes ☐ No ☐ Don't know ☐

7.5 Further details:

7.6 Does your organisation assess and manage risks to your plans?

Yes ☐ No ☐ Don't know ☐ N/A ☐

Further details:

7.7 Does your committee/board review progress against your short-term plan regularly?

Yes ☐ No ☐ Don't know ☐ N/A ☐

Further details:

7.8 Does your organisation communicate progress against its short-term plan? (See also 7.9)

Yes ☐ No ☐ Don't know ☐ N/A ☐

Further details:

7.9 If applicable, whom do you communicate progress to? (Tick all that apply)

Not applicable ☐

Members ☐

Staff ☐

Volunteers ☐

Stakeholders ☐

Funders ☐

Direct beneficiaries ☐

The wider community ☐

Local/national press ☐

Other ☐

Further details:

8. Performance Monitoring

8.1 Does the committee/board regularly review its own performance and that of any sub-committees

Yes ☐ No ☐ Don't know ☐

8.1 Further details:

8.2 Does the committee/board set out the functions of sub-committees, volunteers, staff, and anyone performing duties on its behalf?

Yes ☐ No ☐ Don't know ☐

Further details:

8.3 Does the committee/board communicate the functions for sub-committees, volunteers, and staff?

Yes ☐ No ☐ Don't know ☐

Further details:

8.4 Does the committee/board provide sufficient training to enhance the understanding of sub-committees, volunteers, and staff of these functions?

Yes ☐ No ☐ Don't know ☐

Further details:

8.5 Does the committee/board regularly monitor and review the effectiveness of sub-committees, volunteers, and staff?

Yes ☐ No ☐ Don't know ☐

Further details:

8.6 Does the committee/board regularly monitor and review that they fulfil the legal and compliance obligations of the organisation?

Yes ☐ No ☐ Don't know ☐

Further details:

8.7 Does your staff/volunteers provide regular progress reports to the committee/board?

Yes ☐ No ☐ Don't know ☐ N/A ☐

8.7 Further details:

8.8 Does your organisation collect feedback on its activities from members/beneficiaries/public?

Yes ☐ No ☐ Don't know ☐

Further details:

8.9 Does your organisation make improvements/changes to plans based on feedback?

Yes ☐ No ☐ Don't know ☐ N/A ☐

Further details:

9. Finance

9.1 Does your organisation have a bank account in its name?

Yes ☐ No ☐ Don't know ☐

Further details:

9.2 Does your bank account require at least two signatories for any transactions?

Yes ☐ No ☐ Don't know ☐

Further details:

9.3 Who within your organisation is authorised to make transactions? (Please tick all that apply)

| | |
|---------------------------------|--------------------------|
| Chairperson | <input type="checkbox"/> |
| Treasurer | <input type="checkbox"/> |
| Secretary | <input type="checkbox"/> |
| Other committee/board member(s) | <input type="checkbox"/> |
| Chief Officer | <input type="checkbox"/> |
| Admin/Finance Officer | <input type="checkbox"/> |
| Company secretary | <input type="checkbox"/> |
| Senior staff member | <input type="checkbox"/> |
| Other (Please specify) | <input type="checkbox"/> |

9.3 Further details:

9.4 Are any of your bank account signatories related to one another, either through blood or marriage, or in a romantic relationship with each other?

Yes ☐ No ☐ Don't know ☐

Further details:

9.5 Are you satisfied with the level of protection within your organisation to prevent financial misconduct?

Yes ☐ No ☐ Don't know ☐

Further details:

9.6 Do you keep copies of all of your bank statements for at least seven years?

Yes ☐ No ☐ Don't know ☐

Further details:

9.7 Do you set a budget of income and expenditure before the beginning of your financial year?

Yes ☐ No ☐ Don't know ☐

Further details:

9.8 Do you monitor income and expenditure against your budget at least once a quarter?

Yes ☐ No ☐ Don't know ☐ N/A ☐

Further details:

9.9 Is a written report on the organisation's finances given to the committee/board in advance of meetings?

Yes ☐ No ☐ Don't know ☐

Further details:

9.10 Does your organisation keep all of its financial records up to date?

Yes ☐ No ☐ Don't know ☐

Further details:

9.11 Does your organisation keep all of its financial records for at least 7 years?

Yes ☐ No ☐ Don't know ☐

Further details:

9.12 Does your organisation produce an annual report and accounts?

Yes ☐ No ☐ Don't know ☐

Further details:

9.13 Does your organisation get its annual accounts independently examined/verified?

Yes ☐ No ☐ Don't know ☐

Further details:

9.14 Does your organisation have a statutory obligation to submit its annual accounts to a regulatory body?

Yes ☐ No ☐ Don't know ☐

Further details: (If yes see Question 9.15)

9.15 Which regulatory body must your organisation submit its annual accounts to? (Tick all that apply)

Not applicable ☐
Office of the Scottish Charity Regulator (OSCR) ☐
Companies House ☐
Financial Conduct Authority (FCA) ☐
Other (Please specify) ☐

9.16 Are the filings for your organisation's accounts up to date?

Yes ☐ No ☐ Don't know ☐ N/A ☐

Further details:

9.16 Further details continued:

9.17 Do you have adequate insurance cover for your organisation and services? (*Buildings, public liability, employers' liability, director/trustee indemnity etc.*)

Yes ☐ No ☐ Don't know ☐

Further details:

9.18 Does your organisation keep a list of assets, such as laptops, printers, and other capital equipment?

Yes ☐ No ☐ Don't know ☐

Further details:

9.19 Does your organisation keep copies of all assets serial numbers?

Yes ☐ No ☐ Don't know ☐ N/A ☐

Further details:

10. Funding/Income

10.1 What is your organisation's main source of funding/income? (*Tick all that apply*)

- | | |
|---|--------------------------|
| Scottish Government (<i>payment for services</i>) | <input type="checkbox"/> |
| Highland Council (<i>payment for services</i>) | <input type="checkbox"/> |
| National Health Service (<i>payment for services</i>) | <input type="checkbox"/> |
| Larger parent organisation | <input type="checkbox"/> |
| Public sector funding schemes | <input type="checkbox"/> |
| Private sector funds/trusts | <input type="checkbox"/> |
| Community benefit funding (<i>Windfarms etc.</i>) | <input type="checkbox"/> |
| Social enterprise income | <input type="checkbox"/> |
| Charitable trading | <input type="checkbox"/> |
| Other sustainable project(s) | <input type="checkbox"/> |
| Provision of contracted services (<i>SDS etc.</i>) | <input type="checkbox"/> |
| Provision of community spaces (<i>village halls etc.</i>) | <input type="checkbox"/> |
| National fund raising events | <input type="checkbox"/> |
| Local fund raising events | <input type="checkbox"/> |
| Donations/bequest | <input type="checkbox"/> |
| Other (<i>Please specify</i>) | <input type="checkbox"/> |

10.2 What are your organisation's main sources of funding/income used for? (*Tick all that apply*)

- | | |
|--|--------------------------|
| Core operating costs (<i>Insurance, rent, energy etc.</i>) | <input type="checkbox"/> |
| Core staffing costs | <input type="checkbox"/> |
| Project operating costs | <input type="checkbox"/> |
| Project staffing costs | <input type="checkbox"/> |
| Project capital costs | <input type="checkbox"/> |
| Other (<i>Please specify</i>) | <input type="checkbox"/> |

10.3 Does your organisation have a funding strategy?

Yes ☐ No ☐ Don't know ☐

Further details:

10.4 Does your organisation have a reserves policy?

Yes ☐ No ☐ Don't know ☐

Further details:

10.5 If yes, is your current level of reserves sufficient to comply with your policy?

Yes ☐ No ☐ Don't know ☐

Further details:

10.6 If no, does your organisation carry a sufficient level of reserves?

Yes ☐ No ☐ Don't know ☐

Further details: (*If yes see Question 9.15*)

11. Staff and Volunteers

11.1 Does your organisation have a recruitment and training policy/procedure for employees?

Yes ☐ No ☐ Don't know ☐ N/A ☐

Further details:

11.2 Does your organisation follow its Fair Work and Equality and Diversity policies when recruiting staff?

Yes ☐ No ☐ Don't know ☐ N/A ☐

Further details:

11.2 Further details continued:

11.3 Do all of your organisation’s employees have a written job description?

Yes ☐ No ☐ Don’t know ☐ N/A ☐

Further details:

11.4 Do all of your organisation’s employees have a signed, up to date contract of employment?

Yes ☐ No ☐ Don’t know ☐ N/A ☐

Further details:

11.5 Does your organisation pay its employees an hourly rate lower than the National Living Wage?

Yes ☐ No ☐ Don’t know ☐ N/A ☐

Further details:

11.6 If applicable, which type of contracts does your organisation offer employees? (Tick all that apply)

- Not applicable☐
- Zero hours contract☐
- Part-time fixed term contract☐
- Full-time fixed term contract☐
- Part-time permanent contract☐
- Full-time permanent contract☐
- Other (Please specify)☐

11.7 Does your organisation have an induction process for new staff members?

Yes ☐ No ☐ Don’t know ☐ N/A ☐

Further details:

11.8 Does your organisation have an employee handbook or provide access to its policies & procedures?

Yes ☐ No ☐ Don’t know ☐ N/A ☐

11.8 Further details continued:

11.9 Which policies/procedures does your organisation’s employee handbook or policies/procedures database contain? (Tick all that apply)

- Bullying & Harassment at Work Policy☐
- Confidentiality Statement☐
- Data Protection Policy☐
- Disciplinary & Dismissal Procedure☐
- Drug and Alcohol Abuse Policy☐
- Environmental Policy☐
- Equality and Diversity Policy☐
- Expenses Policy☐
- Fair Work Policy☐
- Grievance Procedure☐
- Health & Safety at Work Policy☐
- Home Working Policy☐
- Lone Workers Procedure☐
- Performance Management Procedure☐
- Postal Threats Procedure☐
- Recruitment Policy and Procedure☐
- Redundancy Policy☐
- Safeguarding Policy☐
- Security & the Use of Email & the Internet Policy☐
- Sickness Absence Management Policy☐
- Smoking Policy☐
- Social Media Policy☐
- Whistle-Blowing Policy & Procedure☐
- Other relevant employee policies (Please specify)☐

11.10 Does your organisation provide supervision and support to all employees?

Yes ☐ No ☐ Don’t know ☐ N/A ☐

Further details:

11.11 Does your organisation have volunteers?

Yes ☐ No ☐ Don't know ☐

Further details:

11.12 If applicable, does your organisation have the following processes in place for volunteers?

Not Applicable ☐

Volunteer policy Yes ☐ No ☐ ? ☐

Volunteer induction pack Yes ☐ No ☐ ? ☐

Volunteer handbook Yes ☐ No ☐ ? ☐

Volunteer agreement Yes ☐ No ☐ ? ☐

Volunteer role/task descriptions Yes ☐ No ☐ ? ☐

Volunteer support & supervision Yes ☐ No ☐ ? ☐

Volunteer expenses Yes ☐ No ☐ ? ☐

Volunteer exit interview Yes ☐ No ☐ ? ☐

Further details:

12.4 Does your organisation understand its responsibility regarding statutory requirements for record keeping?

Yes ☐ No ☐ Don't know ☐ N/A ☐

Further details:

13. Declaration

To the best of our knowledge, the information we have supplied is accurate and correct.

Signature: Chairperson

Date

Signature: Treasurer/Finance Officer

Date

Signature: Secretary/CEO/Manager

Date

12. Records and Data

12.1 Are your organisations records held in paper format, on a computer, or a mixture of both?

Paper format ☐

On a computer ☐

Mixture of paper and computer ☐

Other (Please specify) ☐

12.2 Are your organisation's records held in a secure locations?

Yes ☐ No ☐ Don't know ☐

Further details:

12.3 Does your organisation understand its responsibilities under GDPR?

Yes ☐ No ☐ Don't know ☐

Further details: