

# Organisational Health Check



This document is designed for self-assessment and will enable Fife Voluntary Action to understand your current position and circumstances.

## Contents

This is an interactive form which you can complete on your computer and e-mail back to us.

You can also click on any of the section names below to go straight to that subject.

1. Your Organisation	2
2. Management Committee/Board of Directors/Trustees	2
3. Governing Documents	3
4. Committee/Board Meetings	5
5. Annual General Meeting (AGM)	5
6. Strategic	6
7. Monitoring and Evaluation	6
8. Finance	7
9. Funding	8
10. People	8
11. Information	9
12. Strengths and Weaknesses	9
13. Declaration	9
14. Available Support	10

### QUESTIONS?

If you have any questions about this form please call Fife Voluntary Action on **08456 006 046** and speak to either Helen Rorrison or a member of the Capacity Building team.

### RETURNING THIS FORM

Please send your completed form to Fife Voluntary Action, Craig Mitchell House, Flemington Road, Glenrothes, KY7 5QF

*or*

send the completed electronic version to:

**[helen@fifevoluntaryaction.org.uk](mailto:helen@fifevoluntaryaction.org.uk)**

# 1. Your Organisation

How long has your organisation been in operation?   
*(please state number of years)*

What is/are the main purpose(s) your organisation?

What is the legal structure of your organisation?  
*(please tick all that apply)*

Unincorporated Association

Charity

Company Limited by Guarantee (CLG)

Community Interest Company (CIC)

Company Limited by Shares

Scottish Charitable Incorporated Organisation (SCIO)

Community Amateur Sports Club (CASC)

Cooperative and Community Benefit Society

Other *(Please specify)*

Please give any numbers corresponding to registrations for any of the above:

# 2. Management Committee/ Board of Directors/Trustees

Your board may be known by different titles e.g. Committee Members, directors, trustees but for the purpose of this document will be referred to as the Committee and Committee Members.

How many people are involved in your organisation?

Committee  Employees/Workers

Volunteers  Members

Do you maintain a list of Members, including when they joined?

Yes  No  Unsure

Please provide evidence/explanation

Do all of the Committee Members understand their roles and responsibilities?

Yes  No  Unsure

Please provide evidence/explanation

Are elections to the Committee clear and fair?

Yes  No  Unsure

Are they publicly advertised?

Yes  No  Unsure

Please provide evidence/explanation

Do you have a documented induction procedure and/or information for new/prospective Committee Members?

Yes  No  Unsure

Who carries out Committee Member induction?

Please provide evidence/explanation

Has your Committee undertaken a skills audit?

Yes  No  Unsure

Please provide evidence/explanation

Do Committee Members have recognised skills/knowledge /experience in any of the following\*:

- Start Up Planning            Yes  No  N/A
- Research                      Yes  No  N/A
- Governance                  Yes  No  N/A
- Planning                        Yes  No  N/A
- Financial Management      Yes  No  N/A
- Funding                        Yes  No  N/A
- Marketing & Promotion      Yes  No  N/A
- Community Development    Yes  No  N/A
- Quality                         Yes  No  N/A
- Cross sector Relationships    Yes  No  N/A
- Volunteering Development    Yes  No  N/A
- Health & Safety                Yes  No  N/A

Please provide evidence/explanation

\*See Appendix A: Definitions of each category at the end of this document for more information if needed.

### 3. Governing Documents

Do you have a governing document (such as a Constitution, Articles of Association or Trust Deed)?

Yes  No  Unsure

Does your governing document state the following:

Clear aims?

Yes  No  Unsure

A defined geographical area of operation or benefit?

Yes  No  Unsure

Who its members and/or users are?

Yes  No  Unsure

Charitable purposes (if a charity) or objects?

Yes  No  Unsure

Powers?

Yes  No  Unsure

Rules, including board rotation and financial rules?

Yes  No  Unsure

How changes are made to the constitution?

Yes  No  Unsure

What happens if the organisation ceases to exist?

Yes  No  Unsure

Commitment to equalities?

Yes  No  Unsure

Conflict of interest clause/statement?

Yes  No  Unsure

Please provide evidence/explanation

Is your organisation politically neutral?

Yes  No  Unsure

Please provide evidence/explanation

Does everyone on the Committee have a copy of the constitution?

Yes  No  Unsure

Please provide evidence/explanation

Are any of your Committee:

Related?

Yes  No  Unsure

Elected Council/Government representatives?

Yes  No  Unsure

Employed by your organisation?

Yes  No  Unsure

Officers of the Council?

Yes  No  Unsure

Non-voting advisors?

Yes  No  Unsure

Employed by any of your organisation's funders?

Yes  No  Unsure

Does the Committee follow the rules written in your constitution (or other governing document)?

Yes  No  Unsure

Please provide evidence/explanation

Is your constitution reviewed periodically to reflect the organisation's development?

Yes  No  Unsure

Please provide evidence/explanation

Does your organisation have a vision and/or mission statement?

Yes  No  Unsure

Please provide evidence/explanation

Is your organisation's governance underpinned by any policies?

Yes  No  Unsure

If Yes, are all policies ratified by the Committee?

Yes  No  Unsure

Are the organisation's policies regularly reviewed by the committee and updated as required?

Yes  No  Unsure

Please provide evidence/explanation

## 4. Committee/Board Meetings

Do you need a minimum number of people for decision-making at meetings (also known as a quorum)?

Yes  No  Unsure

If Yes, Please state number

Please provide evidence/explanation

Does the Committee meet at least every three months?

Yes  No  Unsure

Please provide evidence/explanation

Are Committee meetings well attended?

Yes  No  Unsure

Please provide evidence/explanation

Are minutes taken at these meetings?

Yes  No  Unsure

Please provide evidence/explanation

Do you send out minutes of the previous meeting and agenda to Committee Members at least a week before the meeting?

Yes  No  Unsure

Please provide evidence/explanation

Do the minutes of the meeting accurately reflect the discussions involved and decisions made?

Yes  No  Unsure

Please provide evidence/explanation

Do they accurately record the actions agreed/required and who is to take responsibility for them?

Yes  No  Unsure

Please provide evidence/explanation

## 5. Annual General Meeting (AGM)

Do you hold an Annual General Meeting (AGM)?

Yes  No  Unsure

Please provide evidence/explanation

Is it clear what the minimum number (also known as quorum) of people that should be present at the AGM is?

Yes  No  Unsure

Is it clear how business is to be conducted?

Yes  No  Unsure

Is it clear who is eligible to vote?

Yes  No  Unsure

Is it clear how votes are conducted?

Yes  No  Unsure

Please provide evidence/explanation

Are there minutes taken at the AGM?

Yes  No  Unsure

Please provide evidence/explanation

Do you approve the AGM minutes for confirmation at the next A.G.M?

Yes  No  Unsure

Do the Committee review the minutes at the first meeting after the A.G.M?

Yes  No  Unsure

Please provide evidence/explanation

## 6. Strategic

Do you have a written action plan for the year (however basic)?

Yes  No  Unsure

Were stakeholders involved in the development of the plan?

Yes  No  Unsure

Please provide evidence/explanation

Do the committee review the progress of the action plan at least every three months?

Yes  No  Unsure

Please provide evidence/explanation

Do you have a strategic/long term business plan?

Yes  No  Unsure

If Yes, which period does it cover?

Please provide evidence/explanation

Does your organisation assess, record, manage and review risk?

Yes  No  Unsure

Does this include a plan for business continuity in the event of disaster?

Yes  No  Unsure

Please provide evidence/explanation

## 7. Monitoring and Evaluation

Do you keep records of organisational performance?

Yes  No  Unsure

Do you keep records of clients accessing services (qualitative and quantitative)?

Yes  No  Unsure

Please provide evidence/explanation

Do staff meet regularly to review progress against the organisation's work plan?

Yes  No  Unsure

Please provide evidence/explanation

Do your staff provide progress reports to the Committee on a regular basis?

Yes  No  Unsure

Please provide evidence/explanation

Does the organisation collect feedback on its activities/ services from members, users and others?

Yes  No  Unsure

Please provide evidence/explanation

Are improvements, based on feedback, included in your organisation's planning processes?

Yes  No  Unsure

Please provide evidence/explanation

## 8. Finance

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

Yes  No  Unsure

Please provide evidence/explanation

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

Yes  No  Unsure

Please provide evidence/explanation

Is a written report about the organisation's finances regularly given to the Committee in advance of meetings?

Yes  No  Unsure

Please provide evidence/explanation

Does your Management Committee review the income and expenditure at every meeting?

Yes  No  Unsure

Please provide evidence/explanation

Does your organisation produce an Annual Report and Accounts?

Yes  No  Unsure

Please provide evidence/explanation

Are your organisational accounts independently checked/ examined and/or audited (if a requirement) at the end of the financial year?

Yes  No  Unsure

Please provide evidence/explanation

Do you have a bank account that requires at least two non-related signatories for any transaction?

Yes  No  Unsure

Please provide evidence/explanation

Do you keep all bank statements?

Yes  No  Unsure

Please provide evidence/explanation

Are the organisation's financial records kept up to date?

Yes  No  Unsure

Are there documented processes and procedures for financial recording?

Yes  No  Unsure

Please provide evidence/explanation

Does your organisation sub-contract to other organisations?

Yes  No  Unsure

If Yes, do you carry out any financial checks on said organisation(s)?

Yes  No  Unsure

Please provide evidence/explanation

Do you have adequate insurance cover for your organisation and services? (Including building insurance, insurance to cover volunteers/employees, public liability insurance, trustee indemnity etc).

Yes  No  Unsure

Please provide evidence/explanation

Do you maintain a current list of your assets, such as equipment serial numbers and value?

Yes  No  Unsure

Please provide evidence/explanation

## 9. Funding

What are your main sources of funding?

Do you need help with information about sources of funding?

Yes  No  Unsure

Please provide evidence/explanation

Do you have a funding strategy?

Yes  No  Unsure

Please provide evidence/explanation

Does your organisation have a reserves policy?

Yes  No  Unsure

If yes, do your level of reserves meet the stated limit set out in the policy?

Yes  No  Unsure

If no, does your organisation carry what it considers to be a sufficient level of reserves?

Yes  No  Unsure

Please provide evidence/explanation

## 10. People

Does every member of staff have a written contract of employment?

Yes  No  Unsure

Please provide evidence/explanation

Do all staff have a written job description?

Yes  No  Unsure

Please provide evidence/explanation

Are all staff paid on time and supplied with an appropriate payslip?

Yes  No  Unsure

Please provide evidence/explanation

Do you have a documented induction process for staff?

Yes  No  Unsure

Please provide evidence/explanation

Do staff have access to the organisation's policies and procedures?

Yes  No  Unsure

Please provide evidence/explanation

Do all staff have access to regular and documented support/supervision sessions?

Yes  No  Unsure

Please provide evidence/explanation

Does your organisation involves volunteers?

Yes  No  Unsure



If Yes, does it have a framework for volunteering that includes:

A volunteer policy and/or policy statements

Yes  No  Unsure

Volunteer induction?

Yes  No  Unsure

Volunteer agreements?

Yes  No  Unsure

Task/role descriptions appropriate for volunteers ?

Yes  No  Unsure

Volunteers expenses?

Yes  No  Unsure

Volunteer handbook?

Yes  No  Unsure

Please provide evidence/explanation

## 11. Information

Are all of your organisation's records, on paper or computer, held in a secure place?

Yes  No  Unsure

Please provide evidence/explanation

Is information held on computer regularly backed up?

Yes  No  Unsure

Please provide evidence/explanation

Is information held for the required time?

Yes  No  Unsure

Please provide evidence/explanation

Does your organisation understand its responsibilities in respect of the data it holds?

Yes  No  Unsure

Please provide evidence/explanation

## 12. Strengths and weaknesses

What do you think are your organisation's strengths?

What do you think are your organisation's weaknesses?

## 13. Declaration

To the best of our knowledge all information supplied is accurate and correct.

Signature: Chair

Date

X

Signature: Treasurer

Date

X

Signature: CEO/Manager

Date

X

## 14. Support Available

Fife Voluntary Action can provide a variety of support in addressing any issues, queries or areas for improvement that you may have identified in the course of this self-assessment. These include, but are not restricted to:

Getting Started /Development	Governance	Engagement	People	Development
<ul style="list-style-type: none"> <li>• Developing your idea or business</li> <li>• Start up and/or steering group support</li> <li>• Organisational health checking</li> <li>• Evaluation planning</li> <li>• Volunteering development</li> <li>• Financial planning</li> </ul>	<ul style="list-style-type: none"> <li>• Governance structures</li> <li>• Constitutions appropriate to legal structure</li> <li>• Company Articles</li> <li>• Securing charitable status</li> <li>• Employment law</li> <li>• Legal compliance</li> <li>• Understanding the roles and responsibilities of a committee/board</li> </ul>	<ul style="list-style-type: none"> <li>• Community Engagement</li> <li>• Consultations</li> <li>• Research/Impact assessment</li> <li>• Asset transfers</li> <li>• Community right to buy process</li> </ul>	<ul style="list-style-type: none"> <li>• Recruitment</li> <li>• Induction</li> <li>• Training</li> <li>• Managing people (Committee Members, staff and volunteers)</li> </ul>	<ul style="list-style-type: none"> <li>• Support with identifying (and applying for) appropriate funding opportunities</li> <li>• Developing good practice policies</li> <li>• Training and information</li> <li>• Business Planning</li> <li>• Strategic planning</li> <li>• Financial management</li> <li>• Support with tendering (and becoming tender ready), procurement, commissioning and service level agreements</li> </ul>

To access any of the above support or to make a related enquiry, please:

#### E-MAIL

**Helen Rorrison**, e-mail: [Helen@fifevoluntaryaction.org.uk](mailto:Helen@fifevoluntaryaction.org.uk)  
or  
[info@fifevoluntaryaction.org.uk](mailto:info@fifevoluntaryaction.org.uk) with the subject heading of Capacity Building

#### CALL

tel: 08456 006 046



Fife Voluntary Action is the Third Sector Interface for the Fife Council area.

Registered Office: Craig Mitchell House, Flemington Road, Glentworths KY7 5QF. Fife Voluntary Action is a Company Limited by Guarantee, Registered in Scotland No. SC203613 and Registered Scottish Charity No. SCO28457.

## Appendix A: Definitions of each category

### INTERPRETATION:

#### Start Up Planning:

- Basic Requirements
- Legal Structure/Set-up
- Governing document
- Governance
- Funding
- Support

#### Research:

- Defining your project
- Landscape Mapping
- Reviewing historical data
- Community Consultation (Community of interest or geography)
- Monitoring/Evaluation
- Impact Assessment
- Reporting

#### Governance:

- Legal Structure
- Governing Documents
- Defining roles & responsibilities
- Accountabilities
- Meeting management (Agendas, Minutes, Actions etc)
- Policy & Practice Development
- People Management
- Liabilities
- Employment Law/HR Compliance Reporting
- Change management

#### Planning:

- Project Planning/Forecasting
- Business Planning
- Strategic Planning
- Setting performance parameter
- Programme Management
- Project management
- Annual Reporting
- Change Management
- Local Community Planning Partnerships & Welfare Reform Action Groups

#### Financial Management:

- Legal Responsibility
- Financial Planning
- Cash flow Projection and accounting practice
- Risk Management & insurance
- Compliance Filing
- Employment Law

#### Funding:

- Funding Strategy
- Accountabilities
- Funding
- Fundraising
- Corporate Sponsorship
- Gift Aid (Charities & CASCS only)
- Monitoring & Evaluation

#### Marketing & Promotion:

- Evidencing need
- Communications
- Branding
- Campaigns
- Marketing and promotion materials – both online and offline
- Social Media
- Diversity

#### Community Development:

- Strengthening links
- Multi Agency partnership working/Fostering relationships
- Legislation e.g. Community Empowerment (Scotland) & Community right to buy in Scotland
- Regeneration
- Local Infrastructure

#### Quality:

- Maximising benefit
- Accountability
- Transparency
- Performance Management
- Reporting/report writing
- Equality & Diversity
- Quality Standards

#### Cross sector Relationships:

- Cross sector networking
- Multi-agency partnership working
- Voluntary Sector
- Third Sector
- Public Sector
- Private Sector

#### Volunteering Development:

- Policy & Practice
- Managing Volunteers
- Volunteering Management
- Roles & Responsibility
- Risk Management
- Recruitment
- Support & Supervision

#### Health & Safety:

- Risk Assessment
- Legislation & Legal Compliance
- Policy & Practice
- Risk Management
- Business Continuity strategy
- Financial risks
- PVG
- Recording