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| --- | --- |
| Charity Name |  |
| Registration Charity Number (RCN) |  |
| Annual Reporting Period |  |
| Date approved by the Board of Charity Trustees |  |

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| **CHARITIES GOVERNANCE CODE COMPLIANCE RECORD FORM** |
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NOTE:

IF YOU ARE NOT ABLE TO REFER TO ANY ACTIONS OR PROVIDE EVIDENCES IN THE SECOND COLUMN INSERT A RESPONSE: TO BE ACTIONED

Under the [**Charites Governance Code**](https://www.charitiesregulator.ie/media/1609/charities-governance-code.pdf) all registered charities are required to complete this Charities Governance Code Compliance Record Form every year.

Please fill in this form to record:

* the actions that your charity takes to meet each standard of the Charities Governance Code; and
* the evidence that backs this up.

You should approve the Compliance Record Form at a board meeting before you report on your compliance to us.

**You are NOT required to file the Compliance Record Form with the Charities Regulator. However, you must keep your Compliance Record form as the Charities Regulator could ask you for it at any time.**

**What do we expect?**

The type of evidence we expect depends on the complexity of your charity.

The minimum expected of all charities would be to discuss and agree at board meetings how they will meet the standards and document their decisions in the minutes. For volunteer-only charities this will be enough to meet many of the core standards.

We would expect a charity with paid staff to provide more documentation like workplans and written policies as evidence of the actions they have taken.

We would expect more complex charities to provide more extensive documentation than other charities.

You can add or delete columns as required.

Please use the glossary within the [**Charities Governance Code**](https://www.charitiesregulator.ie/media/1609/charities-governance-code.pdf) when filling in the form and include dates where appropriate.

**Please click** [**here**](https://www.charitiesregulator.ie/en/information-for-charities/charities-governance-code) **for more information, guidance and templates.**

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| **Principle 1: Advancing Charitable Purpose CORE STANDARDS** |

1.1 Be clear about the purpose of your charity and be able to explain this in simple terms to anyone who asks.

| **Actions our charity takes to meet standards:** |  |
| --- | --- |
| Information is provided to trustees who are members of the Select Vestry | Constitution of the Church of Ireland - In particular Chapter XVII  [The Constitution - Church of Ireland - A Member of the Anglican Communion](https://www.ireland.anglican.org/about/the-constitution) |
|  | Charity Trustee Training for Select Vestry Members  DATES: 3,4,5,10,11,12 October 2022 |
|  |  |

1.2 Consider whether or not any private benefit arises ([see glossary](https://www.charitiesregulator.ie/media/1609/charities-governance-code.pdf)). If a private benefit arises, consider if it is reasonable, necessary and ancillary to the public benefit that your charity provides.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| No private benefit | Prohibited by Constitution Chapter XVII Part IV (2) |
| See Conflict of Interest Policy | Approved Policy [MINUTES – DATE OF APPROAL] is included in Governance Folder |
| Conflict of Interest is referenced on all agendas of meetings and recorded in Minutes | Agendas of meetings  Minutes |

1.3 Agree an achievable plan for at least the next year that sets out what you will do to advance your purpose.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The trustees have prepared a Strategic Plan for the next 5 years  For the majority of parishes, this will be a simple objective to continue to raise funds to support provision of public worship and pastoral ministry. A suggested form of words can be found at this LINK | Minutes approving Strategic plan – see Governance Folder for Strategic Plan |

1.4 Make sure your charity has the resources it needs to do the activities you plan. If you don’t have the resources, you need to show a plan for getting those resources.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Budget is prepared annually | Minutes (insert reference) approval of budget.  See Governance Folder for copy of annual budget |

1.5 From time to time, review what you are doing to make sure you are still:

• acting in line with your charity’s purpose; and

• providing public benefit.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Review of activity and outcomes against charitable purpose and objects | Annual report – Minutes – date approved  Strategic plan – Minutes – date approved |

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| **Principle 1: Advancing Charitable Purpose ADDITIONAL STANDARDS to be completed by parishes that are complex entities only** |

1.6 Develop your charity’s strategic plan and associated operational plans.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| We are a non-complex charity | N/A |

1.7 Make sure there is an appropriate system in place to:

• monitor progress against your plans; and

• evaluate the effectiveness of the work of your charity.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| We are a non-complex charity | N/A |

1.8 From time to time, consider the advantages and disadvantages of working in partnership with other charities, including merging or dissolving (winding up).

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| We are a non-complex charity | N/A |

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| **Principle 2: Behaving with Integrity CORE STANDARDS** |

2.1 Agree the basic values that matter to your charity and publicise these, so that everyone involved understands the way things should be done and how everyone is expected to behave.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Dignity in Church Life Charter | LINK [Dignity in Church Life – Charter and policies - Church of Ireland - A Member of the Anglican Communion](https://www.ireland.anglican.org/about/information/dignity-in-church-life-charter-and-policies) |
| Induction training emphasises importance of core values to the charity | Induction Training – Date of last training  DATES: 3,4,5,10,11,12 October 2022 |
|  |  |

2.2 Decide how you will deal with conflicts of interests and conflicts of loyalties. You should also decide how you will adhere to the Charities Regulator’s guidelines on this topic.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Conflict of Interest Policy | Conflict of Interest Policy, filed in Governance Folder.  See Minutes – date of adoption |
|  | Agenda – every agenda displays the Conflict of Interest item  Minutes |
|  |  |

2.3 Have a code of conduct for your board that is signed by all charity trustees. It must make clear the standard of behaviour expected from charity trustees. This includes things like maintaining confidentiality and what to do in relation to:

• gifts and hospitality; and

• out-of-pocket expenses.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Code of Conduct documents | Code of Conduct documents, signed (by each member of the SV), filed in Governance Folder  Minutes – date of adoption and signature |

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| **Principle 3: Leading People CORE STANDARDS** |

3.1 Be clear about the roles of everyone working in and for your charity, both on a voluntary and paid-basis.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Role descriptions for select vestry members and key positions of Chair , Secretary and Treasurer | LINK  [Parish Resources - Church of Ireland - A Member of the Anglican Communion](https://www.ireland.anglican.org/parish-resources/select-vestry#section-89) |

3.2 Make sure there are arrangements in place for the effective involvement of any volunteers, including what to do if any problems arise.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Information about different volunteer roles and areas of involvement is found on Church of Ireland website | [www.ireland.anglican.org](http://www.ireland.anglican.org) Sections: Safeguarding, CIYD, Childrens & Families Ministry, Serving on Select Vestries |
| Problems can be addressed with the Chair or Secretary of the Select Vestry or through Dignity in Church Life policies | See LINK above |
|  |  |

3.3 RELEVANT IF PAID STAFF ARE EMPLOYED - Make sure there are arrangements in place that comply with employment legislation for all paid staff including:

• recruitment;

• training and development;

• support, supervision and appraisal;

• remuneration (money paid for work); and dismissal.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Yes | See employment contract and relevant documentation |

3.4 Agree operational policies where necessary, to guide the actions of everyone involved in your charity.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Agendas address operational matters | SV Minutes – date of resolutions and decisions on activities |

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| **Principle 3: Leading People ADDITIONAL STANDARDS for complex parishes only** |

3.5 Make sure to document the roles, legal duties and delegated responsibility for decision-making of:

• individual charity trustees and the board as a whole;

• any sub-committees or working groups;

• staff and volunteers.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| We are a non-complex charity | N/A |

3.6 Make sure that there are written procedures in place which set out how volunteers are:

• recruited; supported and supervised while within your charity; and

• the conditions under which they exist.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| We are a non-comlex charity | N/A |

3.7 Decide how you will develop operational policy in your charity. You also need to decide how your charity trustees will make sure that the policy is put in place and kept up-to-date.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| We are a non-complex charity | N/A |

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| **Principle 4: Exercising Control CORE STANDARDS** |

4.1 Decide if your charity’s current legal form and governing document are fit for purpose. Make changes if necessary, telling the Charities Regulator in advance that you are doing so.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Unincorporated Association acting as Select Vestry of a parish of the Church of Ireland | Governing Constitution is updated annually and a copy supplied by central Church to CRA. Date of last update – May 2022  LINK  [The Constitution - Church of Ireland - A Member of the Anglican Communion](https://www.ireland.anglican.org/about/the-constitution) |

4.2 Find out the laws and regulatory requirements that are relevant to your charity and comply with them.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Our Select Vestry (Trustees) discuss regulatory obligations and take decisions accordingly to ensure compliance | Minutes – resolutions relating to compliance activity (dates)  Trustee Law , GDPR law, Safeguarding Trust etc reviewed at meetings |

4.3 If your charity raises funds from the public, read the Charities Regulator’s guidelines[[1]](#footnote-1) on this topic and make sure that your charity adheres to them as they apply to your charity.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Financial Protocols | Minutes of every meeting – financial report |
|  | Annual statements of account |

4.4 Make sure you have appropriate financial controls in place to manage and account for your charity’s money and other assets.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Financial Protocols | Parish Resources  [Parish Resources - Church of Ireland - A Member of the Anglican Communion](https://www.ireland.anglican.org/parish-resources/parish-finances#section-92) |

4.5 Identify any risks your charity might face and how to manage these.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Risk Register or Risk Review item on agenda | In progress OR Minutes – date approved |

4.6 Make sure your charity has appropriate and adequate insurance cover.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Annual review of insurance policies | Minutes – date approved |
|  | Policy Numbers & details |

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| --- |
| **Principle 4: Exercising Control ADDITIONAL STANDARDS for complex parishes only** |

4.7 You should have written procedures to make sure that you comply with all relevant legal and regulatory requirements.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Non complex charity | N/A |

4.8 Make sure there is a formal risk register that your board regularly reviews.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Non-complex charity | N/A |

4.9 Consider adopting additional good practice standards that are relevant to the particular work that your charity does.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Non-complex charity | N/A |

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| **Principle 5: Working Effectively CORE STANDARDS** |

5.1 Identify charity trustees with the necessary skills to undertake:

• any designated roles set out in your governing document; and

• other roles as appropriate within the board.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Role descriptions for key charity trustee roles | [Parish Resources - Church of Ireland - A Member of the Anglican Communion](https://www.ireland.anglican.org/parish-resources/select-vestry#section-85) |
| Training for charity Trustees and reference to specific websites including the Church of Ireland | [Finance & Role of Treasurer - Church of Ireland - A Member of the Anglican Communion](https://www.ireland.anglican.org/parish-resources/353/finance-role-of-treasurer) |

5.2 Hold regular board meetings. Give enough notice before meetings and provide prepared agendas.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Yes | See Agendas & Minutes |
|  | See Notice of Meetings |

5.3 At a minimum, your board agendas should always include these items:

• reporting on activities;

• review of finances; and

• conflicts of interests and loyalties.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Yes | See Agendas |

5.4 Make sure that your charity trustees have the facts to make informed decisions at board meetings and that these decisions are recorded accurately in the minutes.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Briefing papers are circulated with Agendas in advance of meetings as appropriate | Agenda – date of circulation of Briefing Papers and additional information |

5.5 Consider introducing term limits for your charity trustees, with a suggested maximum of nine years in total.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Trustees review this item regularly while appreciating the difficulty of getting volunteers from a limited pool of people | Minutes – date of discussion |

5.6 Recruit suitable new charity trustees as necessary and make sure they receive an induction.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| General Vestry Register updated annually | Date of last review of GV Register |
| Induction training | LINK |

5.7 Make sure all of your trustees understand:

• their role as charity trustees;

• the charity’s governing document; and

• this Code.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Charity Trustee Role | LINK  [Charity Trustee Duties - Church of Ireland - A Member of the Anglican Communion](https://www.ireland.anglican.org/parish-resources/351/charity-trustee-duties) |
| Governing Document | LINK  [The Constitution - Church of Ireland - A Member of the Anglican Communion](https://www.ireland.anglican.org/about/the-constitution) |
| Governance Code | LINK  [Charity Governance Code RI - Church of Ireland - A Member of the Anglican Communion](https://www.ireland.anglican.org/parish-resources/655/charity-governance-code-ri) |

5.8 Commit to resolving problems and emerging issues as quickly as possible and in the best interests of your charity.

Actions our charity takes to meet the standards.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Problems should be raised with the Chair of the Select Vestry in the first instance. | Minutes – Any complaints received should be noted and disclosed (while respecting GDPR and personal dignity). An annual review of difficulties encountered should be taken and minuted. Note date of review in this section |

5.9 From time to time, review how your Board operates and make any necessary improvements.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Review prior to annual report | Minutes – note date |

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| **Principle 5: Working Effectively ADDITIONAL STANDARDS** |

5.10 Make sure you send out board packs with enough notice and include all relevant reports and explanatory papers to enable informed decision-making.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Non-complex charity | N/A |

5.11 Make sure that you have a charity trustee succession plan in place and consider how you can maximise diversity among your charity trustees.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Non complex charity | N/A |

5.12 Put in place a comprehensive induction programme for new charity trustees.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Non-complex charity | N/A |

5.13 Conduct a regular review that includes an assessment of:

• the effectiveness of your board as a whole, office holders and individual charity trustees

• adherence to the board code of conduct; and

• the structure, size, membership and terms of reference of any sub-committees.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Non-complex charity | N/A |

5.14 Do regular skills audits and provide appropriate training and development to charity trustees and staff. If necessary, recruit to fill any competency gaps on the board of your charity.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Non-complex charity | N/A |

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| **Principle 6: Being Accountable CORE STANDARDS** |

6.1 Make sure that the name and Registered Charity Number (RCN) of your charity is displayed on all of your written materials, including your:

• website;

• social media platforms; and

• email communications.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Our parish has a website which notes the RCN number as well as the charity name.  *OR: Our parish does/does not partake in social media*.  We display our RCN number on our social media page.  All emails from the parish office display our RCN number | See website – give reference  See ample social media page  See sample email from Parish office  PRINT EXAMPLES & RETAIN IN GOVERNANCE FOLDER  CHECK FROM TIME TO TIME THAT DETAILS ARE RETAINED ON ELECTONIC MEDIA PLATFORMS |

6.2 Identify your stakeholders and decide how you will communicate with them.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Our stakeholders are identified as members of the parish, the Select Vestry, the clergy of our parish and diosece, including our Bishop, the wider community in which our parish is located, the local primary school, the local secondary school (if appropriate), the RCB, and others specifically identified as stakeholders to this particular parish | List of stakeholders agreed at Select Vestry meeting on…….  See minutes of meeting. |

6.3 Decide if and how you will involve your stakeholders in your:

• planning;

• decision-making; and

• review processes.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| To be reviewed and decided | See agendas and minutes |

6.4 Make sure you have a procedure for dealing with:

• queries;

• comments; and

• complaints.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| To be actioned - Develop a standard policy for queries comments and complaints and each parish must adopt | See policy in Governance Folder and Minutes of meeting approving the policy |

6.5 Follow the reporting requirements of all of your funders and donors, both public and private.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Yes | See internal protocols of the church of Ireland |

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| --- |
| **Principle 6: Being Accountable ADDITIONAL STANDARDS** |

6.6 Produce unabridged (full) financial accounts and make sure that these and your charity’s annual report are widely available and easy for everyone to access.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Non-complex charity | N/A |

6.7 Make sure all the codes and standards of practice to which your charity subscribes are publicly stated.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Non-complex charity | N/A |

6.8 Regularly review any complaints your charity receives and take action to improve organisational practice.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Non-complex charity | N/A |

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1. See Guidelines for Charitable Organisations on Fundraising from the Public - available from: <https://www.charitiesregulator.ie/media/1083/guidance-for-fundraising-english.pdf> [↑](#footnote-ref-1)