# 1.

# Policy on GOOD GOVERNANCE

Document Details

Version 2

F,{3a4f6084-191a-466f-9ff1-d5c708cd2a59}{220},3.6875,1.4375Date Issued October 2018

SIGNED Date 01/02/2022

Scheduled Review February 2023

**Policy statement**

“Governance” and “good governance” is increasingly being used across the public, voluntary and private sector as a measure or benchmark to ensure decision making is open and transparent. Regulation 17 Good Governance is now a standalone requirement within the New Fundamental Standards Health and Social care Act 2008 (Regulated Activities) Regulations 2014. “Governance” simply put means: the process of decision-making and the process by which decisions are implemented.”

**The policy**

This charity is committed to working on a collaborative inclusive and constructive manner, both internally and with our external multi-agency partners which mutually benefits all our Members. We have developed a set of Principles which inform our way of working with each other and how we interact with our partner agencies. For clarity, the term “the Board” means Trustees and Chief Executive Officer or any other name of the body with overall responsibility for governing the charity, overseeing and controlling its strategic management.

We have developed the principles set out below which the Board has adopted as effective from April 2015.

**The principles**

An effective Board will provide good governance and leadership by:

* Understanding their role
* Ensuring delivery of charitable purpose
* Working effectively both as individuals and as a team
* Exercising effective control
* Behaving with integrity
* Being open and accountable.

Principle 1: Understanding their role.

All members of the board will individually and collectively, understand their role in relation to:

* Their legal duties
* Their control of assets
* The mission and vision of the charity
* The external environment
* The total structure of the charity

Principle 2: Ensuring delivery of charititable purpose.

The Board will ensure the charity delivers its stated aims, objectives and purpose by:

* Ensuring charititable goals and strategies are relevant and valid.
* Developing and agreeing a long term strategy for the charity
* Agreeing operational plans and budgets
* Monitoring spending against the planned budget
* Evaluating results, assessing outcomes and impact
* Review, adopting and amending the plan and budget as required.

Principle 3: Working effectively both as individuals and as a team.

The Board will have a range of policies and procedures, knowledge, attributes, behaviours and competencies which complement individuals and the Board to work together effectively. These will include:

* Finding and recruiting new board members to meet the charity’s changing needs in relation to skills, experience and diversity.
* Providing suitable induction for new Board members
* Providing all Board members with opportunities for training and development, according to their role and area of expertise.
* Periodically reviewing their performance both as individuals and as a team.

Principle 4: Exercising effective control

As the accountable body, the Board shall ensure that:

* The charity understands and complies with all legal requirements which apply, and, in particular, to the regulatory requirements as a registered provider.
* The charity continues to have good internal financial and management controls
* It regularly identifies and reviews the major risk to which the charity is exposed and has system to manage those risks
* Delegation to staff, volunteers etc. Works effectively and the use of delegated authority is properly supervised.

Principle 5: Behaving with integrity.

The Board will:

* Safeguarding and promote the charity’s reputation
* Act in accordance with high ethical standards
* Identify, understand and manage conflicts of interest and loyalty
* Maintain independence of decision-making
* Adhere to Regulation 20 Duty of Candour requirements in relation to Regulated Activities.

Principle 6: Being open and accountable.

The Board will lead the charity in being open and accountable both internally and externally.

This will include:

* Open dialogue and communications, informing people about the charity
* Appropriate consultation on significant changes to the charity’s services or policies.
* Listening and responding to the views of members their family, representative and relevant persons; multi-agency partners and commissioners of our services.
* Handling complaints constructively, impartially and effectively in order to learn from mistakes and improve practice.

These 6 principles encompass what the Board and the charity see as a model of co-working within which the ability to question, and ultimately, where necessary, challenge, is seen as a robust defence of good governance and the charity’s values and ethos.

It is a prerequisite that the Board conducts its business, taking due and diligent care, to be as inclusive, respectful, encompassing all diverse points of view whilst listening and learning from each other. Courteous and polite discussions which lead to consensus decision-making in an open and transparent Board will be seen as crucial to the health and wellbeing of the business.

**Related Policies**

Bribery and Corruption

Duty of Candour

Whistleblowing

**Training Statement**

All Board members will undertake an induction into their role which will cover all of the principles above. In addition the Board will implement the requirements of Regulation 5 Fit and Proper Persons Directors and Regulation 17 Good Governance of the New Fundamental Standards.

**Induction Checklist for New Trustee**

**The recruitment of Trustees Policy stipulates a 3-month induction process for a nominated ‘advisor’ to the Board to become a Trustee.**

Inductees Name …………………………………………………… .

Date of starting .………………………………………………………

|  |  |  |
| --- | --- | --- |
| **Induction** |  | **Date** |
| I confirm I have read and understood the safeguarding policy for adults | Inductees Signature: |  |
| Trustee Mentor Signature: |  |
| I confirm I have read and understood the safeguarding policy for children | Inductees Signature: |  |
| Trustee Mentor Signature: |  |
| I confirm I have read and understood the data protection policy | Inductees Signature: |  |
| Trustee Mentor Signature: |  |
| I confirm I have read and understood the health and safety policy | Inductees Signature: |  |
| Trustee Mentor Signature: |  |
| Introduction to GDPR | Trustee Mentor |  |
| DBS checked | I.T Administrator |  |
| Reference 1 received  and followed up by phone call | I.T Administrator |  |
| Reference 2 received  and followed up by phone call | I.T Administrator |  |
| Office 365 Training | I.T Administrator |  |
| SharePoint Training | I.T Administrator |  |
| **Reading List: to be read within one month of becoming a Trustee**  Trustee Handbook including:  Constitution  Business Plan (including Mission Statement)  General information  Charity facilities and amenities  Charity procedures  Charity policies  Anti-bribery policy  Communication and representation policy  Confidentiality  Conflict of Interest  Financial procedures  Good governance  Quality assurance  Service improvement plan | Trustee Mentor |  |

[https://dayscic.sharepoint.com/:w:/r/Team/\_layouts/15/Doc.aspx?sourcedoc=%7B1C5C9197-A1A1-4E39-AEF2-5523798AEF48%7D&file=Induction%20Checklist%2002.10.2018%20(5).docx&action=default&mobileredirect=true](https://dayscic.sharepoint.com/:w:/r/Team/_layouts/15/Doc.aspx?sourcedoc=%257B1C5C9197-A1A1-4E39-AEF2-5523798AEF48%257D&file=Induction%2520Checklist%252002.10.2018%2520(5).docx&action=default&mobileredirect=true)