



Mar 2016

The award is given after completing two simple checklists. These lists have been made on the basis that community groups and charities exist to help everyone in their field of work, but they must also protect their management committee and volunteers. This award completes most of the scrutiny requirements for many grant funding applications, however specific funders may have additional criteria.

Community Action Fareham can help any group that is missing any of the items. This can be over the phone, one to one support or in training sessions depending on the group's preference and needs.

* Groups that are part of a wider or national charity are most likely to have rules, support or other arrangements given by their HQ. Provided that the local group knows about those rules, procedures etc then that will meet those elements of the award. Groups affiliated to an umbrella body that provides standards, and who meet those standards will almost certainly fulfil the criteria of the award, providing the committee of the local group understands and has implemented those practices.

Groups that have completed the audits will be invited to the next award evening to receive their certificate.

Theme	Content	
Has constitution	The group has a constitution, memorandum and articles or such governing document. There is a clear statement of purpose – and it is charitable.	
Open and welcoming	The group is open to all within its remit; there is no private introduction or other obstacle; if necessary inability to pay subscriptions can dealt with. The group believes in the value of diversity and is aware of equality strategies.	
Governed in trust	A group of at least 3 without pecuniary interest govern the group and keep it true to its purpose and values. * Branches are operated effectively by a committee or in accordance with their policy. Has a governance plan so that important matters are reviewed by the committee. The group is aware of regulatory requirements.	
Accounts for money	The group keeps accounts and produces an annual statement that is available on request.	
Plans	The group considers how it can best achieve its purpose and so decides its future activities, the cost and how the income needed will be achieved. The group considers what changes might affect its future activities or plans.	

<p>Acts Safely & Safeguards</p>	<p>The group assesses the safety of its activities and manages risks. Where applicable it operates a safeguarding children or vulnerable adults policy and procedure that contains at least the standard elements.</p> <p>There is an obvious route advertised for complaints and for raising safeguarding concerns</p> <p>Organises appropriate insurance.</p> <p>Additional detail for this section</p> <p><i>[Where relevant, the group is aware of, and has relevant processes, for hygiene and reducing spread of infection.]</i></p>	
<p>Undertakes training</p>	<p>The group takes a view on its training needs and arranges that members attend appropriate sessions.</p> <p>Understands and aspires to Charity Commission 'Hallmarks'</p> <p>Additional detail for this section</p> <p><i>[Has record of staff training. Provides accessible guidance eg staff / volunteer handbook Uses good volunteer management practices]</i></p>	
<p>For groups offering support especially to people who could be considered to be children or, in any way, vulnerable adults</p>	<p>** Staff, including volunteers, are trained, competent and supervised in their support for beneficiaries so that it always meets their organisational policy.</p> <p>Indemnity insurance is in place if required.</p>	
<p>Publicises benefit</p>	<p>The group makes a statement available to demonstrate the public benefit to the whole community that arises from its activities.</p> <p>The group understands that achieving "public benefit" depends on using a person centred approach, obtaining feedback in one way or another and that the purpose of the group is being achieved.</p> <p>Commits to "Compact" working.</p>	

The use of the term "Staff" is intended to refer to anyone paid or unpaid, who has a role or task. Everyone should have a role description and line manager, but might not (yet).

** This clause is specifically to refer to the way groups work with beneficiaries so that they do not work outside their competence. A simple illustration would be that they should not give medical advice; (recognising that it is possible that a few voluntary organisations are competent and authorised to give medical advice). However groups should not give advice at all unless that is provided competently. Indemnity insurance could be appropriate and the group should always seek the advice of their insurer.

People can support others, especially, by sharing their experiences. We recognise that there is tremendous benefit in people understanding that they are supported and that the experience of others may be a benefit, perhaps in terms of motivation.

Inclusion, Equality & Diversity Check for Community Groups

Charities are required, by the Charity Commission, to demonstrate public benefit for all (within their remit). This simple audit does not require a massive amount of evidence. Short workshop and online training sessions are available for those who need to update.

1. Is your group set-up to be open to all (within the specification of your membership or client group)?	
2. Is there a “welcome to all” phrase or statement to make this clear to people reading about the group?	
3. Has someone in the group attended Equality & Diversity training and discussed this with the management committee?	
4. Does the management committee know about and understand the relevance of the “diversity strands”? (see footnote)	
5. Does the management committee understand how people could feel excluded by insensitive writing, language, comments, images or a narrow cultural mindset and that this can be inadvertent? Is the group committed to reviewing the effectiveness of its welcome and inclusion periodically?	
6. If the group employs staff, are there recruitment and personnel practices that foster equality of opportunity and inclusion? (these would usually include written job descriptions, advertising vacancies widely and relevantly, short-listing and selection processes that enable equality of opportunity, written terms & conditions, staff handbook and essential staff policies e.g. equal pay, part time working, emergency care responsibilities, maternity, sick pay, disciplinary & grievance procedures, the group’s understands term ‘reasonable adjustment’)	
7. Are volunteers welcomed? Is there a welcome process, volunteer’s handbook and volunteering processes? Are all staff made aware that a culture of welcome is important and that comments, actions or images that might make someone feel uncomfortable are not acceptable?	
8. Are the group’s meetings, activities, venues, literature and website as accessible as possible for all people? Are the meeting dates and times inclusive? Is there a willingness to adapt, if possible, to particular needs? Does the group ask if people have particular needs? The group could consider access in terms of disability,	

learning disability, ability to afford travel, literacy, having access to the internet, ability to use computers / internet, possible cultural or matters relating to language or ethnicity, age matters – with regard to older age frailty or children / youth, matters relating to child care or carer commitments, matters relating to self-confidence, and any other possible barrier.	
9. Do members of the group know how to give respectful assistance to someone with a disability or particular needs?	
10. Do the committee / staff / leader team represent the diversity of the locality or area your group serves? (though being aware of statistical relevance)	
11. Does the membership or users represent the diversity of the locality or area your group serves? (though being aware of statistical relevance)	
12. Does the group seek involvement from staff, members and users through feedback or other methods so that it can improve its activities and outcomes for all?	
13. Is provision made for inability to afford a membership subscription or fees?	
14. Does the group know where to get assistance in these matters?	

*The diversity strands are increased to 9 and in the Equality Bill 2010 are defined as 'protected characteristics', These are—
age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation. The Equality Bill also includes reference to 'Socio-economic inequalities' to be considered in the strategic decisions of public bodies. The bill also provides a duty on public bodies to promote equality.