

Sub-Headings in **Red Text** are Required for Type C Organisations, while the Saoirse Foundations is a Type B organisations, we aspire to implement the standards of type C organisation.

Heading	Sub Heading	Compliance	Y/N	Action	2017	2018	2019	2020
1. Agree vision, purpose and values	1.1 (a) Develop and agree a written statement outlining the organisation's purpose, mission and values.	The Saoirse Foundation Limited herein referred to as 'The Saoirse Foundation' or 'the Charity' has an updated governance documents which out the Charity's mission statement, vision, goals, values and objectives. The objective of the Charity is <i>"To preserve and protect the health and promote the welfare of those affected by Genetic & Rare Disease, & including all types of Neuronal Ceroid Lipofuscinosis (NCL) commonly known as Batten's disease, & to provide special transportation services aimed at very seriously ill children."</i> The main objective has ten supporting objectives documented in the Governance Policy.	Yes	The charity will evaluate its objectives periodically and will review as the organisation develops further to ensure its activities remain relevant and to ensure that it delivers Public Benefit.	C	C	R	R
	1.1 (b) Make sure 1.1(a) is reflected in the governing document of the organisation (for example, memorandum and articles of association or deed of trust and constitution).	The Saoirse Foundation is a registered and listed charity with the Charity Regulatory Authority, the Irish Revenue Commissioners and the Company Registration Office. <ul style="list-style-type: none"> Charity Number CHY 19226 CRO Reg # 418251 Charity Regulator ID: 20075163 The Charity operates with an approved Memorandum & Articles of Association for The Charity and has developed a Quality Management System to provide constant assurance to the charity board and stakeholders to provide assurance of good governance throughout the organisation. The main objective for which the company was established is as set out in 1.1 (a) above and is supported by 10 subsidiary/ancillary objects and are also listed within the Governance Policy.	Yes		C	C	R	R
	1.1 (c) Review at least every three years to make sure the organisation is still relevant.	A full governance review which was completed by Deloitte and Published in Nov 2015. This review provided a set of recommendations and improvements to assist the charity growth and development, outlining specific timelines over a 24 month period. The Saoirse Foundations governance and charity policies, requires for an annual review & details specific KPI's to ensure that the charity performance in monitored on an ongoing basis. All documents are reviewed annually and re issued every 3 years or as required.	Yes	The Saoirse Foundation Governing Documents requires reviews of the Strategic Plan, annual business / operational plans and Budgets to ensure that the organisation remains relevant.	C	A	C	C

	<p>1.1 (d) Work with staff to develop and agree written policy statements where necessary.</p> <p>Review at least every three years.</p>	<p>The latest reviewed Governance Manual which sets out the company's mission statement, vision, goals, values and objectives was developed by Staff and Board members prior to approval by the Board of Directors in Jan 2017.</p> <p>The Saoirse Foundation has written policies based on legal, regulatory, financial and statutory requirements. Policies such as Child Protection, Data Protection, Data Retention are published together with Codes of conduct for board members, a Statement of Directors' Roles and Responsibilities, a Donor Charter with a Statement of Guiding Principles for Fundraising among many others. There are written policies relating HR, training, Board and Staff Self-Assessment, Performance Management and BUMBLEance Operations.</p>	Yes	Ensure there is an up-to-date list of documents and/or sources within the internal document register & tracking registers outlining all regulatory adhered to by the Saoirse Foundation.	C	R	R	R
1.2 Developing, resourcing, monitoring & evaluating plan to ensure our organisation achieves its purpose.	<p>1.2 (a) Work with staff to develop and agree a yearly work plan that sets out:</p> <ul style="list-style-type: none"> • aims; • objectives; • timelines; • targets; • a budget, • KPI's and; • Funding plan. 	<p>The Saoirse Foundation updates its strategic plan every three to five years with a detailed review taken at the half way stage(+/- 6 months) . Each year the charity prepares an annual budget and corporate business plan, which lists the objectives and actions to enable delivery of the Strategy. Key Performance Indicators and timelines are monitored and evaluated at regular Senior Management meetings and at Board level.</p> <p>There are 3 Sub groups that oversee all activities, namely: Marketing, PR and Fundraising sub group, Finance, Risk and Audit Committee Subgroup and Governance, Policy & HR Sub-Group. All Sub groups are monitored and reported on quarterly to the board.</p>	Yes	Strategic Planning requires an Operational Plan and Budget to be updated and presented to the board for the approval in Q4 of each year, on an annual basis.	C	A	A	A
	<p>1.2 (b) Agree board and staff roles around:</p> <ul style="list-style-type: none"> • fundraising activities; • funding applications, and; • contact with funders. <p>Type C, Agree role of board in making sure there are enough resources to implement strategic plan.</p>	<p>All Board and Staff Roles are defined by the charity.</p> <p>The Fundraising Policy states that the Head of Fundraising is responsible for all aspects of fundraising and management.</p> <p>The Board of Directors have a defined role and responsibility to ensure that sufficient resources to implement the annual business & strategic plans.</p> <p>The annual budget and corporate plan, are approved at Board level and monitored quarterly.</p>	Yes	Board will review HR requirements annually with the HR subgroup and Strategic plan review process.	C	R	R	R
	<p>1.2 (c) Make sure there is a monitoring and evaluation system in place.</p>	See 1.2(a)	Yes	Ensure all relevant reviews are complete in time for each	C	C	R	R

				board meeting and KPI reporting requirements.				
	<p>1.2 (d) Ask manager to report progress compared with objectives to board on a regular basis.</p> <p>1.2(d) Receive report from CEO on progress against agreed KPIs</p>	<p>KPI's are approved by the board are prepared by the CEO, evaluated & reported on a monthly basis. In addition Quarterly reports and Budget Variance Financial accounts and completed for board approval four times per year.</p> <p>The Chairs of the Sub groups and Senior Management report to the Board upto seven times per year where monitoring and evaluation takes place.</p> <p>Additionally The Chairperson and CEO and Ex-Officio members of each Subgroup and meet regularly to discuss charitable activities and prior to each Board Meeting to set the Agenda.</p>	Yes		C	R	R	R
	<p>1.2(e) Ensure discussion of strategic issues is a regular item on board agenda.</p>	<p>The Saoirse Foundations Governance Policies define how the agenda template would be for each regular board meeting. Strategic issues are reported on frequently among other agenda items as listed below</p> <ul style="list-style-type: none"> • Roll Call, Introductions and Apologies • Previous Minutes & approval of previous • Matters Arising • Financial update against budget • Strategy update against plan • Cash Flow • Target and progress achieved • Health & safety • CEO Report (& KPI's) • Strategic Issues • Operational, procedural and legal/compliance • Update on new Initiatives • Projects / Financial requests requiring approval by the board • Update on projects approved and decisions taken previously by the Board • Events , Schedule & Results • Questions & Any other Business • Confirmation of Date of Next Meeting (s) 	Yes		C	C / R	R	R
<p>1.3 Managing, supporting and holding to account staff, volunteers acting on behalf of organisation.</p>	<p>1.3 (a) Make sure contracts and employment policies are in place and that they cover:</p> <ul style="list-style-type: none"> • recruitment; • induction; • supervision; • appraisals; • grievance, and; • disciplinary procedures. 	<p>The day to day management of the Charity is entrusted to the CEO by the Board of Directors. All positions to be recruited are brought to the Board by the CEO for approval prior to the appointment.</p> <p>The contracts of employment cover among other headings the following:</p> <ul style="list-style-type: none"> • Recruitment • Commencement of Employment • Job Title and Duties • Confidential information 	Yes		C	R	R	R

	<p>1.3(a) Give responsibility for implementation of board-approved human resource policies and employment contracts to CEO.</p>	<ul style="list-style-type: none"> Supervision Appraisals Disciplinary and Grievance procedure among other clauses. <p>Charity Policies & documents cover all aspects in relation to HR & Employment Contracts including:</p> <ul style="list-style-type: none"> Recruitment Contract of employment Job Description Induction Probation Regular Reviews <ul style="list-style-type: none"> Time Absence Leave Training & Development Financial Procedures Office Arrangements Disciplinary & Grievance Health & Safety 						
	<p>1.3 (b) Make sure:</p> <ul style="list-style-type: none"> formal arrangements are set up for the ongoing supervision and development of staff, and, staff appraisals are carried out at least once a year. <p>1.3(b) Ensure: formal arrangements for supervision and development of staff; and formal arrangements are set up for the supervision and development of the CEO. This should include a yearly or twice-yearly appraisal.</p>	<p>The Charity has a CEO & employees Performance Management Policies & processes in place.</p> <p>Formal appraisal meetings with staff to discuss their performance and development points.</p> <p>There is a also training budget available for Board members, CEO, staff and management.</p> <p>Senior Management and staff also attend meetings at national and international level which is part of their professional development through briefings, presentations and workshops.</p> <p>Topics covered include: Governance, fundraising, marketing, communications, and other topics as the necessity arises.</p> <p>Many of these are run support bodies like the Wheel & Carmichael Centre and professional training organisations.</p> <p>In 2016 the Saoirse Foundation retained the services of the CEO of the Governance code to provide training on the governance, individual and board roles and responsibilities.</p> <p>The Charity is an active member of The Charities Institute, The Wheel, MRCG, GRDO & IPPOSI</p>	<p>Yes</p>		<p>C</p>	<p>R</p>	<p>R</p>	<p>R</p>

	<p>1.3 (c) If involving volunteers, put a volunteer policy in place. This policy should cover:</p> <ul style="list-style-type: none"> recruitment; induction; support; supervision, and; what happens if problems arise. <p>1.3(c) Give responsibility for developing the volunteer policy to the CEO.</p>	<p>The Saoirse Foundation policies and procedures cover volunteer management. A Volunteer Membership form is completed by each volunteer recording the event that they are volunteering for and requesting Garda Vetting where applicable.</p> <p>Additionally, the policy states that event volunteers will receive a 'Day Event Information Pack'. This pack provides guidance in relation to planning, advertising, financial management, fundraising and how to manage volunteers.</p> <p>The Administration Manager inducts office based volunteers and provides ongoing support and supervision.</p> <p>The Responsibility for developing volunteer policy is assigned to the CEO and the Head of Fundraising and Engagement. The Saoirse Foundation works in partnership with local & national Volunteer Centres on a regular basis to ensure all policies remain relevant.</p>	<p>Yes</p>		<p>C</p>	<p>R</p>	<p>R</p>	<p>R</p>
	<p>1.3 (d) Make sure staff have up to date job descriptions.</p> <p>1.3(d) Delegate responsibility for job descriptions and staff supervision to CEO.</p> <p>1.3(e) Agree job description of CEO;</p>	<p>All Staff have up to date Job Descriptions.</p> <p>The CEO has been delegated duties and responsibilities by the board, job descriptions for each employee are in place in addition to expectations with respect to employee and volunteer supervision & performance.</p> <p>The CEO's full scope of duties, responsibilities and limitations policy have been updated and implemented by the board in Jan 2017</p>	<p>Yes</p>		<p>C</p>	<p>R</p>	<p>R</p>	<p>R</p>
<p>2.1 Identifying and complying with all relevant legal and regulatory requirements.</p>	<p>2.1 (a) Decide if the organisation's current legal form is appropriate. For example, is your group,</p> <ul style="list-style-type: none"> an unincorporated association; a company limited by guarantee; a trust, or; a friendly society. <p>Comply with the relevant requirements</p>	<p>The Saoirse Foundation Ltd is a company limited by guarantee.. The Foundation is also a registered Charity with Revenue which allows them to benefit from a number of tax exemptions.</p> <p>There has been an ongoing process of renewing corporate governance which includes compliance with all regulatory and professional practice as outlined in section 1.1 above.</p> <p>All relevant Policies and Procedures are in place. Sub Groups of the Board of Directors are responsible for</p>	<p>Yes</p>	<p>A full review of the Policies and Procedures was carried out by Deloitte in Nov 2015. The board undertook a full review of governance policies procedures & approved latest updates in Jan 2017.</p>	<p>C</p>	<p>R</p>	<p>R/A</p>	<p>R</p>

Document Title:
Code of Corporate Governance Implementation and Monitoring Register

	2.1(a) Agree policies, procedures and reporting mechanisms to ensure compliance with legal and regulatory requirements.	carrying out reviews of compliance, policies and procedures,							
	2.1 (b) If the organisation is a company limited by guarantee, appoint a board member to act as Company Secretary.	The Saoirse Foundation is a registered charity with the Charities Regulatory Authority and the Revenue Commissioner. The Charity is registered as a company limited by guarantee (CLG) with the CRO and The Board of Directors has appoint one of its members , Mr Allan O'Connor as Secretary for an initial period of 3 years.	Yes		C	C	R	R	
	2.1 (c) If the organisation is a charity, make sure charity registration is in place and that regulatory requirements are being met. 2.1 (c) Receive Reports on legal and regulatory compliance. Ensure issues identified and addressed	The Charities Regulatory Authority (CRA) is Ireland's national statutory regulatory agency for charitable organisations. The Charity is registered with the CRA and the registration number is 20075163. Prior to the establishment of the Charities Regulatory Authority, The Charity was also registered as a Charity with Revenue and were provided with a Charity Number - CHY19226. The charity's year end is the 31 December. Each year all accounts are audited, CRA reporting requirements are filed each year prior to end October and the board are updated accordingly. This process is part of the monitoring and evaluation carried out by the Board, board sub groups, charity legal advisors, CEO, Senior Management Team and Secretary. General report issues in respect of regulation and compliance as required, including when new obligations arise, e.g. Obligations of the Lobbying Act	Yes		C	R	R	R	
	2.1 (d) Make sure there is a health and safety policy. This should also identify the person responsible for health and safety in the organisation. Ask this person to report on health and safety matters that arise and written policy statements where necessary. Review at least every three years. 2.1(d) Ensure there is a health & safety policy, nominating a person responsible for compliance. Receive reports on health & safety matters that arise.	Health and safety is part of the charity's policies and procedures which states that the CEO is responsible for regulatory compliance, health and safety. A reporting protocol in place and as part of the standard reporting to the board. The compliance with Health and Safety legislation is checked every year. Additionally policies and procedures with respect to the health and safety of services users are in place, including children and vulnerable persons, Road Safety Legal requirements. Each Charity event is registered and event management packs provide guidance for the running of events safely and for wellbeing of the public, supporters and volunteers.	Yes		C	R	R	R	

Document Title:
Code of Corporate Governance Implementation and Monitoring Register

	2.1 (e) Make sure policies regarding: •employment; •equality and; •data protection are in place.	All such policies are in place, Equality and employment policy are included in the Staff Handbook, which also has a section on data protection which sets out the eight key principles of the Data Protection Acts 1988 and 2003.	Yes		C	R	R	R
	2.1 (f) • Keep contact details of beneficiaries with their permission in a safe place. • Do not give their details to someone outside the organisation. • Do not keep unnecessary personal information. • Make sure you comply with data protection legislation.	We have a Data Protection and Data Retention policy and also operate according to the ICTR, Statement of Guiding Principles for Fundraising The Charity also uses a parental consent form to obtain consent from parents to use images and video of children for their websites and newsletters. Our Policy includes timelines for data retention of both soft and hardcopy records.	Yes		C	R	R	R
	2.1 (g) Make sure other policies are in place to comply with other relevant law (for example, child protection or food safety).	All such policies are in place	Yes		C	R	R	R
	2.1(h) Ensure compliance with terms & conditions of public or private grants received, incl. governance requirements	Compliance is monitored by the grant awarding bodies such as the Community Foundation and The Health Research Board. Written reports are retained and acted upon as required. Annual Audits verify compliance with terms and conditions.	Yes		C	R	R	R
2.2 Making sure there are appropriate internal financial and management controls.	2.2 (a) Monitor income and expenditure against budget and cash-flow each quarter or more often. 2.2(a) Oversee income, expenditure, cash-flow and investments.	The Saoirse Foundation publishes a consolidated annual audited set of accounts which are signed by members of the Board of Directors and the external auditors. They are also reviewed prior to publication by the board in full, before being formally approved by the members at the AGM. Monthly accounts are prepared and overseen quarterly by the Honorary Treasurer and the Finance Sub-Group after which they are and presented to the Board. As part of the audit process, controls and procedures are reviewed by the external auditors before sign off. The Audit sub group periodically review the current implementation of controls such as expenses etc. The Financial Controller reports to the Treasurer and CEO monthly setting out • Monthly Income & Expenditure • Report on compliance with internal controls • Bank balances	Yes		C	R	R	R

		<p>The Treasurer reports to the board at each meeting & quarterly setting out</p> <ul style="list-style-type: none"> Quarter and Year to Date against Budget Explanation of variances Report on compliance Financial KPI's <p>An annual budget is prepared in q4 of each year and presented to the board setting out</p> <ul style="list-style-type: none"> Budget by quarter for the next financial year Assumptions underlying the budget <p>The board is required to approve the budget.</p>							
	<p>2.2 (b) Produce yearly accounts (audited or independently examined as appropriate). Sign off on these.</p> <p>2.2(b) Sign off on yearly audited accounts.</p>	Compliant, see 2.2	Yes	The 2016 accounts are prepared to SORP standards & are being finalised for external audit in Q1 2017.	A	A	A	A	
	<p>2.2(c) Agree and put in place appropriate financial management procedures, systems and controls.</p>	Compliant, see 2.2	Yes		C	R	R	R	
	<p>2.2 (d) Agree spending limits for the manager.</p> <p>2.2(d) Agree level of financial authority given to CEO, finance sub-committee and senior staff.</p>	<p>The CEO has an approved spending limit of €7500 without seeking authorisation from the board. The Finance subgroup has no spending powers but can make recommendations to the board.</p> <p>All staff are restricted to incurring costs or purchasing on behalf of the charity outside of petty cash levels and within personal expense provisions.</p>	Yes		C	R	R	R	
	<p>2.2(e) Appoint an audit committee of three or more directors. The chair of the organisation's board can be an audit committee member but cannot chair the audit committee. At least one of this committee should have recent and relevant financial experience. Have written terms of reference which describe the role of the committee and its responsibilities.</p> <p>The terms of reference should be available on your website.</p>	<p>The Charity has a Board Finance, risk and audit Sub Group, which is led by the Charity Treasurer, who is an experienced financial professional. The charity has up to date policies and procedures in place.</p> <p>In addition, the Financial Controller, provided by Kerry Group provides independent compliance, audit and verification checks on the charity on a minimum of twice monthly basis and reports to the CEO, The Treasurer and to the board.</p> <p>Each Sub group of the board has a defined terms of reference. The sub group is responsible for conducting internal audits to ensure that the charity is operating effectively and in compliance with its own policies and procedures and statutory obligations.</p>	Yes	<p>It is the charities intention to implement the full requirements for a TYPE C organisation WRT the Governance Code in 2017.</p> <p>The terms of reference will be made available on the SFDN website in due course.</p>	A	R	R	R	

	<p>Include specific terms of reference for Monitoring and review: of the accuracy of the financial statements of the organisation; announcements about the organisation's financial performance and financial controls; control and risk management systems; the effectiveness of the organisation's internal audit role; the external auditor's independence and the effectiveness of the audit process; arrangements by which staff of the organisation may, in confidence, raise concerns about possible improprieties in matters of financial reporting or other matters. (The audit committee should make sure that there are arrangements for independent investigation of such matters and for appropriate follow-up action). Approval: Approving the terms of engagement of the external auditor. Recommendations: Making recommendations to the board about the appointment, pay and conditions of the external auditor. The board then puts these recommendations to the members for their approval in a general meeting. The organisation's annual report should include a description of the audit committee's work.</p>	<p>In addition the charity has a remuneration committee with provides advice and recommendations to the board regarding employee terms and conditions of employment.</p> <p>All risks evaluation is the responsibility of the Board Sub Groups and the CEO.</p> <p>External Auditors are appointed annually subject to terms of engagement and their remuneration is declared in the annual accounts.</p>						
<p>2.3 Identifying major risks for our organisation and deciding ways of managing the risks.</p>	<p>2.3 (a) With the manager, develop a risk management policy and risk management plan for the year. This should identify the plan to deal with each risk identified. Review and update plan each year</p> <p>2.3(a) Do a full risk assessment each year. This will involve: identifying and understanding the</p>	<p>The charity has a Risk Management policy and risk assessment process in place. Each Board Sub Group and the CEO will assess risks annually and update the charities risk register. If New risks are identified they are to be assessed and appropriate risk evaluation and mitigations under taken to protect the organisation and its stakeholders</p> <p>A risk matrix has been prepared which assesses the level of threat to the charity in areas such as financial,</p>	<p>Yes</p>	<p>2017 Q1 Action, Board Sub Groups to review risks for each activity and update register accordingly.</p>	<p>A</p>	<p>R</p>	<p>R</p>	<p>R</p>

	risks facing the organisation; assessing and mitigating the risks to ensure they are within the organisation's risk appetite as set by the board and; ensure the processes, accountability and resources are in place to manage the organisation's exposure to risk.	legal reputation and regulatory risk. It is updated annually and checked monthly by the management team and reported on to the Board every quarter.							
	2.3 (b) Take out appropriate insurance for example, public liability, buildings and employers insurance. 2.3(b) Delegate the responsibility of making sure there are appropriate levels of insurance and other risk treatments in place. Receive report each year.	The Saoirse Foundation has appointed an insurance specialist to oversee the charities level and extent of the cover. Each year quotes from a number of insurance companies are sought to ensure competitive rates. Every three years an independent broker assesses the insurances required for the Charity, Current insurances in place include; <ul style="list-style-type: none"> • Directors and Officers insurance • Employer and public liability insurance • Property and contents insurance • Vehicle Fleet insurance Each charity event is assessed to ensure appropriate insurance is in place.	Yes		C	R	R	R	
	2.3 (c) If the organisation owns property or any assets make sure that legal ownership is in the name of the organisation and that the community interest is protected if the organisation ceases to exist. Take legal advice if necessary.	All property and assets are in the name of the charity and are captured in a fixed asset register. The Charity maintains legal services from an outside firm in addition to having two practicing solicitors on the board.	Yes		C	R	R	R	
	2.3(d) Delegate the responsibility of developing, testing and updating continuity plans to the CEO. These plans will help to minimise disruption of services in a crisis.	The CEO has been delegated. A business continuity plan is in place which is approved at Board level annually		Succession planning and crisis management plans are currently being developed by the charity.	A	R	R	R	
3.1 Identifying those who have a legitimate interest in the work of our organisation (stakeholders) and making sure there is regular and effective	3.1 (a) Identify your key stakeholders and decide how the organisation will communicate with them.	The Memorandum and Articles of Association clearly identifies the stakeholders and the charity has a communications policy which sets out the procedures to ensure effective, respectful communication is conducted at all times. The Charity communicates with these key stakeholders through newsletters and social media (Facebook, Twitter, YouTube and LinkedIn), social events and gatherings.	Yes		C	R	R	R	

communication with them about our organisation.									
	3.1 (b) Appoint an agreed spokesperson for the organisation.	The CEO is the primary spokesperson for the charity and the Chairperson is the official spokesperson of the board of directors	Yes		C	C	C	C	C
	3.1 (c) Produce a yearly activity report. Make it widely available as possible (for example, on the organisation's website). 3.1(c) Ensure the organisation's annual report and accounts are widely available and easy to access on the organisation's website and elsewhere. The annual report should identify the: Chair, Vice Chair, the CEO and any other members of the board and the chairs of subcommittees. It should also set out the number of meetings of the board and its committees and individual attendance by directors.	Annual Acitivity reports are produced by the charity and available publically on the web. Upto 3 years annual audited accounts are available on the website	Yes		C	R	R	R	R
	3.1 (d) Meet the reporting requirements of any funder and the relevant regulator (for example, Companies Registration Office or the Charity Regulator, if appropriate). 3.1(d) Receive report from CEO on compliance with reporting requirements of relevant regulators and funders.	The Charity is Compliant in full.	Yes	2016 accounts and reporting requirements will be updated in Q2 and reported to the statutory bodies well in advance of any deadlines	A	A	A	A	A
	3.1 (e) Make sure that the annual meeting is held in line with your governing document. Consider other ways in which members and beneficiaries can be kept informed, such as a newsletter or through your website. 3.1(e) Make sure the AGM is held in line with the governing document.	Charity AGM's are held in compliance it the governing documents and stakeholders are kept informed at all times.	Yes		A	A	A	A	A

	<p>3.1 (f) State publicly that you comply with the Governance Code, making sure:</p> <ol style="list-style-type: none"> 1) Your organisation's board of directors signs and displays the one-page document outlining the five principles of the Code. This document should be displayed publicly: <ul style="list-style-type: none"> • on your website; • in your annual report; • in your reception area. 2) Your organisation is working on the relevant actions to put these principles in place (use the Checklist). Where you are not as yet working on required actions, explain why. <p>As a result of both action points above, insert the following statement into the Directors report (or other relevant place) in your audited accounts: "We comply with the Governance Code for community, voluntary and charitable organisations in Ireland. We reviewed our organisation's compliance with the principles in the Code on [provide date]. We based this review on an assessment of our organisational practice against the recommended actions for each principle. Our review sets out actions and completion dates for any issues that the assessment identifies need to be addressed."</p>	<p>The Charity Website clearly states that the charity is in full compliance with the governance code and will include all content as required by this code</p>	<p>Yes</p>	<p>2016 report and audited accounts are being prepared for board approval and public dissemination in Q2</p>	<p>A</p>	<p>A</p>	<p>A</p>	<p>A</p>
	<p>3.1(g) Make sure all the codes and standards of practice to which the organisation subscribes are publicly stated and are available.</p>	<p>The Charity websites are up-to-date with the relevant declarations</p>	<p>Yes</p>		<p>C</p>	<p>A</p>	<p>A</p>	<p>A</p>
<p>3.2 Responding to stakeholders' questions or views about the work of our organisation</p>	<p>3.2 (a) Use the annual meeting to listen to the views of beneficiaries about the work of the organisation.</p>	<p>The charity policies and procedures to ensure it operates in compliance with the requirements outlined.</p>	<p>Yes</p>		<p>A</p>	<p>A</p>	<p>A</p>	<p>A</p>

and how we run it.	3.2(a) Make sure the AGM is run so that it allows beneficiaries to express their views about the work of the organisation.								
	3.2 (b) Put a clear system in place for dealing with correspondence, feedback and complaints to the organisation. 3.2(b) Make sure there is a clear method whereby stakeholders can communicate with the organisation throughout the year.	The charity has a complaints policy and procedures which are also available publically on the charity website. In addition the charity maintains open communication by social media, emails and all available means,	Yes		C	C	R	R	
	3.2(c) Receive yearly reports on complaints received, and action taken, to make sure that the complaints system is working.	Complaints are part of the standard KPI Process for each board meeting	Yes		C	R	R	R	
	3.2(d) Monitor key stakeholders' views on the organisation's reputation and take remedial action when necessary.	The charity has live policies and procedures to ensure compliance.	Yes		C	R	R	R	
3.3 Encouraging and enabling the engagement of those who benefit from our organisation in the planning and decision-making of the organisation.	3.3 (a) Actively seek feedback from the beneficiaries of your organisation. 3.3(a) Make sure that your beneficiaries are consulted during the strategic planning process.	The charity is highly active and communicates very frequently. The Charity hired the services of Trinity college Dublin to engaged with stakeholders to evaluate our services and to report on feedback received and to support strategic development of the charity	Yes		C	R	R	R	
	3.3 (b) Consult with beneficiaries if significant changes to the organisation are being planned. 3.3(b) Make sure beneficiaries are involved appropriately in decision-making processes.	See section 3.3.(a)	Yes		C	R	R	R	
4.1 Making sure that our governing body, individual board members, committees, staff and	4.1 (a) Make sure that all board members and sub-committee members (if any) understand and are familiar with the Governance Code and the organisation's governing documents.	Fully Compliant, the charity also maintains a cloud based system to ensure that the latest updates to all charity policies, procedures and documentation is available to the board. In addition the various board subgroups are tasked to review on their specific areas and report to the board in full frequently.	Yes		C	R	R	R	

volunteers understand their: role, legal duties and delegated responsibility for decision-making.									
	4.1 (b) Make sure that board members understand that they have a duty to act independently in a personal capacity in promoting the aims of the organisation in line with its governing document. While board members may be nominated by particular group, they must not act as a representative of that group in acting as a board member. Board members must at all times respect board confidentiality.	The charity has clear policies and procedures to ensure fully compliance, in addition each director is required to declare their compliance, and comply with conflicts of interest, loyalty and fiduciary responsibilities.	Yes		C	R	R	R	
	4.1 (c) Agree and document the roles of the officers and ordinary board members and the terms of reference for any sub-committees. 4.1(c) Appoint a sub-committee with a governance remit to do a yearly review of: board roles; terms of reference and; membership of sub-committees	Fully compliant. Terms of reference for all subgroups and board members / officers are reviewed by the board within defined timelines. Each subgroup is made up of suitably qualified, experienced and competent individuals.	Yes		C	C	R	R	
	4.1 (d) Agree and write up a process for decision-making between meetings. Agree the decisions that can be delegated and the decisions that must be taken by the board. (Make sure that this is in line with the governing document and get advice if not). 4.1(d) Make sure there is a copy of the schedule of matters reserved to the board in the board handbook.	Fully Compliant and defined clearly in the charity governance documents, policies and procedures.	Yes		C	C	R	R	
	4.1 (e) Clarify the differences between the responsibilities of the board and the manager.	Fully Compliant and defined clearly in the charity governance documents, policies and procedures	Yes		C	C	R	R	

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	4.1(e) Make sure there is a written statement of the division of responsibilities between the chair and CEO including the CEO's delegated authorities.								
	4.1 (f) Make sure that board members do not interfere in duties delegated to staff but should hold staff to account through the CEO.	Fully Compliant and defined clearly in the charity governance documents, policies and procedures	Yes		C	C	R	R	
	4.1(g) Make sure newly appointed board members, sign a code of conduct and terms of reference setting out their 'fiduciary duties'. These are the legal duty of one party to act in the best interests of another. These duties relate mainly to assets, property, statutory obligations and the organisation's expectations of board members.	Fully Compliant and defined clearly in the charity governance documents, policies and procedures The charity has a rigorous new board member selection and induction process in addition defined roles and responsibilities for each board member, subgroups. Also see section 4.1.b	Yes		C	R	R	R	
4.2 Making sure that as a board we exercise our collective responsibility through board meetings that are efficient and effective	4.2 (a) Make sure that the board meets regularly and in line with your governing document.	Fully Compliant. The board sets board meetings one year in advance and the schedule is circulated to all board members, CEO and staff.	Yes		C	A	A	A	
	4.2 (b) The chair with the CEO or Company secretary sets the agenda of board meetings.	Fully Compliant and defined clearly in the charity governance documents, policies and procedures	Yes		C	C	R	R	
	4.2 (c) Agenda and minutes of last meeting to be sent before meeting. 4.2(c) Agenda, minutes of last meeting and reports or papers outlining proposals to be sent before meeting in an accurate, timely and clear manner.	Fully Compliant and defined clearly in the charity governance documents, policies and procedures. In addition the board of directors have a cloud based system to access recent and historical reports, minutes, agendas, reference material and reference material.	Yes		C	C	R	R	
	4.2 (d) Make sure board minutes follow standard practice, for example, advice sheets from the Office of	Fully Compliant and defined clearly in the charity governance documents, policies and procedures. The CEO and the Company secretary ensure that the board are kept fully up to date.	Yes		C	C	R	R	

	the Director of Corporate Enforcement.								
	<p>4.2 (e) Start and finish meetings on time. Chair is responsible for:</p> <ul style="list-style-type: none"> keeping order at meetings, encouraging maximum participation and; ensuring that decisions are made and implemented. <p>4.2(e) Chair is responsible for ensuring board meetings run to time, enough time is allowed for discussion, maximum participation, adequate information is available and decisions are made and implemented.</p>	Fully Compliant and defined clearly in the charity governance documents, policies and procedures.	Yes		C	C	R	R	
	<p>4.2(f) Make sure individual board members have reasonable access to independent professional advice (for example, financial or legal advice) where they think it necessary to fulfil their responsibilities.</p>	Fully Compliant and defined clearly in the charity governance documents, policies and procedures. The charity has two legal professional as board members in addition to the charity retention of external legal advisors available to all board members	Yes		C	C	R	R	
4.3 Making sure that there is suitable board recruitment, development and retirement processes in place.	<p>4.3 (a) Take time once a year to review the way that the board works and identify improvements.</p> <p>4.3(a) Agree a yearly board review process. This process will include a review of: the board; the performance of the chair; the performance of individual board members; the sub-committees' performance, structure, size, make up and; adequacy of information for board meetings. The Company Secretary to make sure that any changes agreed are in line with the governing document.</p>	<p>Fully Compliant and defined clearly in the charity governance documents, policies and procedures. The charity has defined performance management and evaluation as part of an annual process.</p> <p>The Company Secretary and Subgroups have detailed terms of reference and responsibilities defined.</p>	Yes		C	C	R	R	
	<p>4.3 (b) Review the skills, attributes and experience that are needed on the board each year.</p>	<p>Fully Compliant and defined clearly in the charity governance documents, policies and procedures.</p> <p>See 4.1.(g)</p>	Yes		C	C	R	R	

	<p>Decide how you will develop existing board members or recruit new members to meet these needs.</p> <p>Select new board members according to the rules laid out in your governing document and the need to promote equal opportunities and diversity at board level.</p> <p>Consider the extent to which your board is made up of member representatives, beneficiaries or external representatives and what the best mix is.</p> <p>4.3(b) Agree a strategy for board recruitment which meets the need for a mix of skills and experience, promotes equal opportunities and diversity at board level and is in line with the governing document. Consider the extent to which your board is made up of member representatives, beneficiaries or external representatives and what the best mix is.</p>							
	<p>4.3 (c) Welcome new board members, explain the work of the board and its committees and help them to get involved.</p> <p>Make sure new board members are given a copy of the governing document, yearly work plan, policy positions, recent board minutes and this Governance Code.</p> <p>4.3(c) Agree and put a comprehensive induction programme in place for new board members. Make sure new members develop a clear understanding of their roles and responsibilities including</p>	<p>Fully Compliant and defined clearly in the charity governance documents, policies and procedures</p> <p>See 4.1.(g)</p>	<p>Yes</p>		<p>C</p>	<p>C</p>	<p>R</p>	<p>R</p>

	compliance with the principles of this Governance Code. Agree a skills development programme to fill gaps in the new board member's competencies that may be needed for their role.								
	4.3 (d) Provide appropriate training for board members.	Appropriate training is available to all board members, in 2016 the charity hired the services of the Chairperson of the governance code to undertake appropriate training for then board members, staff and management. In addition a board training record in maintained by the office manager.	Yes		C	C	R	R	
5.1 Being honest, fair and independent.	5.1 (a) Make sure the chair leads the board in developing an ethical culture in line with the values of the organisation.	Fully Compliant and defined clearly in the charity governance documents, policies and procedures	Yes		C	C	R	R	
	5.1 (b) Develop and agree a code of conduct for board members that outlines the expected standards of behaviour and what happens if they are not met.	Fully Compliant and defined clearly in the charity governance documents, policies and procedures See 4.1.(b) also	Yes		C	C	R	R	
	5.1 (c) Make sure the code of conduct gives clear guidelines on the receipt of gifts or hospitality by board members.	Fully Compliant and defined clearly in the charity governance documents, policies and procedures for board members and employees	Yes		C	C	R	R	
	5.1 (d) Make sure all board members sign a commitment to follow the code on appointment.	Fully Compliant and defined clearly in the charity governance documents, policies and procedures see also 4.1.(b)	Yes		C	C	R	R	
	5.1 (e) Review your code of conduct each year. 5.1(e) Review your code each year to ensure it meets developing ethical standards expected by stakeholders and society.	Fully Compliant and review periods are defined clearly in the charity governance documents, policies and procedures.	Yes		C	R	R	R	
	5.1 (f) Be fair by consistently applying the same ethical	Fully Compliant and defined clearly in the charity governance documents, policies and procedures. The	Yes		C	C	R	R	

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	standards to every person and situation.	charity makes its ethical and value statements publically available.							
5.2 Understanding, declaring and managing conflicts of interest and conflicts of loyalties.	5.2 (a) Hold a discussion about the issues of 'conflict of interest' and 'conflict of loyalty.' Develop a policy on each of these.	Fully Compliant and defined clearly in the charity governance documents, policies and procedures. See also 4.1.(b)	Yes		C	C	R	R	
	5.2 (b) Each board member and anyone else present must tell the board if they believe they have a conflict of interest on a matter to be decided at the meeting. Unless the board decides otherwise, they must leave when the board is discussing or deciding on that matter. The person concerned should be told what decision was reached. Conflicts of interest must be recorded in the minutes. Conflicts of loyalty may be serious enough to be conflicts of interest.	Fully Compliant and defined clearly in the charity governance documents, policies and procedures See also 4.1.(b)	Yes		C	C	R	R	
	5.2 (c) Establish a register of directors' interests. Update it each year. Board members must notify the board of any relevant changes in their interests when they happen. These should be recorded in the register.	Fully Compliant and defined clearly in the charity governance documents, policies and procedures. See also 4.1.(b)	Yes		C	R	R	R	
	5.2(d) Make sure the board induction process includes information and policies about conflicts of interest and conflicts of loyalty.	Fully Compliant and defined clearly in the charity governance documents, policies and procedures. See also 4.1.(g)	Yes		C	C	R	R	
5.3 Protecting and promoting our organisation's reputation.	5.3 (a) Make sure all board members understand their responsibility to act as champions for the organisation by promoting its work and reputation.	Fully Compliant and defined clearly in the charity governance documents, policies and procedures	Yes		C	C	R	R	
	5.3 (b) Make sure the code of conduct makes it clear that each board	Fully Compliant and defined clearly in the charity governance documents, policies and procedures	Yes		C	C	R	R	

	member has a duty not to do anything that may damage the reputation of the organisation.	See also 4.1.(b)						
	5.3 (c) Make sure the code of conduct clarifies that board members have a duty to maintain the confidentiality of board meetings.	Fully Compliant and defined clearly in the charity governance documents, policies and procedures`	Yes		C	C	R	R
	5.3(d) Make sure the safeguarding and promoting of the organisation's reputation is dealt with in the communications and risk management strategies.	Fully Compliant and defined clearly in the charity governance documents, policies and procedures	Yes		C	C	R	R