

CHARITIES GOVERNANCE CODE COMPLIANCE RECORD FORM

	Roscommon County Childcare Committee CLG
Charity Name	 Roscommon County Childcare Committee CLG
Registration Charity Number (RCN)	20058623
Annual Reporting Period	31 st December 2020
Date approved by the Board of Charity Trustees	02/06/2021

Website: www.roscommonchildcare.ie (Home/Governance Tabs)

Facebook: <https://www.facebook.com/roscommonchildcare>

Twitter: https://twitter.com/Ros_Childcare

Instagram: <https://www.instagram.com/roscommoncountychildcare/>

Under the [Charities Governance Code](#) 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](#) when filling in the form and include dates where appropriate.

Please click [here](#) for more information, guidance and templates.

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:	Evidence of our actions:
<p>Advancement of Education – Promote Childcare Schemes/Provide Training, information and advice to the Early Learning & Care (ELC) sector (including Childminders) to benefit families and ensure equal access for all. Promote an inclusive early years environment for the sector.</p>	<p>Promote Childcare Schemes for the Early Learning & Care sector on behalf of the Department of Children, Equality, Disability, Integration and Youth (DCEDIY). This work is led by instruction from Pobal and the DCEDIY.</p> <p><u>Mission Statement:</u></p> <p>The mission of Roscommon County Childcare Committee CLG is to develop, support and enhance a wide range of high quality, inclusive, integrated, accessible and affordable childhood care and education services responsive to the rights and needs of children and provide support to parents/guardians/families. We recognise the role of Quality Early Childhood Care and Education in strengthening families, communities and society in County Roscommon. The Board will support management in overall governance in line with the Governance Code.</p> <p>We will work in partnership to achieve positive change with our partners, providers and key stakeholders while coordinating the implementation of National Childcare Policy at local level on behalf of the Department of Children, Equality, Disability, Integration and Youth (DCEDIY).</p>
<p>Our charitable purpose and objectives are clearly outlined in the Annual Statement of Work, Annual Report and on our website and Social Media</p>	<p>Annual Statement of Work, Annual Report, Mission Statement Website: www.roscommonchildcare.ie (Home/Governance)</p>

Each Charity Trustee has been provided with the most recent copy of the Governance document. In addition, the trustees of the company are guided by the board handbook which is available on our company website governance tab.

Extract from Roscommon CCC Board Meeting Minutes dated 27/01/2021.

'Governance Review – Board Membership was reviewed, and it was acknowledged that with the ratification of the new Tusla representative at today's meeting the board membership skills and expertise was more than adequate with a good mix of experience in governance, management, audit and fiscal oversight and HR. The review also noted that information from senior management was comprehensive and timely to the board directors/members and that this was carried out through email briefings/telephone/online meetings and face to face meetings with the directors as required. The mix of experience and new members on the board was acknowledged as important for governance oversight.

The following company documentation has been revised, approved, and will be published as Version 4 on all publications which may also be available on our company website.

- ⊕ Committee handbook 'From Governance to Practice – A Guide for Board Members V4'. A number of changes were made to reflect good governance practice in line with the charities code.
- ⊕ Roscommon CCC Internal Financial Procedures V4
- ⊕ Roscommon CCC Customer Charter & Complaint Procedure
- ⊕ Roscommon CCC Company Risk Register
- ⊕ Roscommon CCC Board Induction Pack
- ⊕ Profile of ELC/SAC Sector in County Roscommon

Decision: All above documentation was approved for publication by the board of directors and where practicable may be published on Roscommon CCC Company Website under the About Us- Governance Tab'

<https://www.roscommonchildcare.ie/wp-content/uploads/2021/03/From-Governance-to-Practice-A-Guide-for-Board-Members-Roscommon-CCC-V4-1-1.pdf>

1.2 Consider whether or not any private benefit arises (see glossary). 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:
Charity Trustees met and discussed private benefit. They agreed that private benefit is necessary, reasonable and ancillary to the public benefit.	Minutes of Roscommon CCC board meeting dated 02/12/2020 and dated 27/01/2021
Charity Trustees agree that employees pay and conditions are reasonable and are in line with the relevant benchmark local authority salary scales and set by our funder DCEDIY	Local Authority Salary Scales https://www.forsa.ie/about-forsa/divisions/local-government/local-government-salary-scales/ Civil Service Travel & Subsistence Rates https://www.revenue.ie/en/employing-people/employee-expenses/travel-and-subsistence/civil-service-rates.aspx
Charity Trustees understand expenses that can be claimed and have a conflict of interest policy in the company handbook ' <i>From Governance to Practice – A Guide for Board Members V4</i>	Travel and Subsistence expenses for charity trustees are in line with Civil Service Rates as per Revenue Guidelines regarding Voluntary Work https://www.revenue.ie/en/employing-people/employee-expenses/travel-and-subsistence/voluntary-work.aspx https://www.roscommonchildcare.ie/wp-content/uploads/2021/03/From-Governance-to-Practice-A-Guide-for-Board-Members-Roscommon-CCC-V4-1-1.pdf

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:
Our annual Statement of Work and budget has been agreed by the company directors and management, appraised by Pobal and approved by DCEDIY	Annual Statement of Work including annual budget on file for year ended 31/12/2020
The company annual reports are available on the company website	https://www.roscommonchildcare.ie/wp-content/uploads/2020/01/Roscommon-CCC-End-of-Year-Report-2019-1.pdf
Approved at Board meeting	Minutes of Meeting dated AGM?????

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:
<p>The Charity is fully funded by the Department of Children, Equality, Disability, Integration and Youth (DCEDIY). The DCEDIY provides funding to carry out programme of work as per Statement of Work agreed annually together with funding for any additional projects that may arise throughout the year.</p>	<p>The annual programme of work and budget is agreed by DCEDIY in October each year and any adjustments to resources are agreed by the board at board meetings. Roscommon CCC Board meeting dated 21/10/2020</p>
<p>Financial & Bank Reconciliation Reports to date incl. cheque journal are emailed out to trustees prior to board meetings</p> <p>Charity trustees review resources (financial and non-financial) at board meetings where this is a standing agenda item. There is a discussion, review of documentation and financial reports including the cheque journal and then a decision is recorded in the board minutes and action if required.</p>	<p>Roscommon CCC board meetings dated 29/01/2020, 11/03/2020, 03/06/2020, 21/10/2020 and 02/12/2020 where the following is a standing agenda item: Local Implementation Plan (LIP) end of year Report incl. Finance reports</p> <p>Financial & Bank Reconciliation</p>
<p>Charity trustees review the annual plan and track progress at board meetings where this is a standing agenda item. Management carry out reviews with key performance indicators (KPIs) and implement a traffic light system to track progress reporting to the board of directors and funders</p>	<p>2020 Local Implementation Plan/Statement of work (SOW) is a standing agenda items and decisions and actions recorded at board meetings dated 29/01/2020, 11/03/2020, 03/06/2020, 21/10/2020 and 02/12/2020. Traffic light system as follows for our company Local Implementation Plan.</p>

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:

Our activities and governing documents are regularly reviewed to ensure that we continue to act in line with our purpose and provide public benefit.

Extract from Roscommon CCC Board Meeting Minutes dated 27/01/2021.

'Governance Review – Board Membership was reviewed, and it was acknowledged that with the ratification of the new Tusla representative at today's meeting the board membership skills and expertise was more than adequate with a good mix of experience in governance, management, audit and fiscal oversight and HR. The review also noted that information from senior management was comprehensive and timely to the board directors/members and that this was carried out through email briefings/telephone/online meetings and face to face meetings with the directors as required. The mix of experience and new members on the board was acknowledged as important for governance oversight.

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- ✚ Roscommon CCC Company Risk Register
- ✚ Roscommon CCC Board Induction Pack
- ✚ Profile of ELC/SAC Sector in County Roscommon

Decision: All above documentation was approved for publication by the board of directors and where practicable may be published on Roscommon CCC Company Website under the About Us- Governance Tab'

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The company also review annually the following:

- ✚ Roscommon CCC Company Risk Register

The date of the last review/ update - Roscommon CCC Board Minutes dated 02/12/2020.

https://www.roscommonchildcare.ie/wp-content/uploads/2021/03/Roscommon-CCC-Financial-Procedures-V4-27012021_Final.pdf

<https://www.roscommonchildcare.ie/wp-content/uploads/2021/03/Roscommon-CCC-Customer-Charter-Client-Complaints-Procedure-V4-27012021.pdf>

 Roscommon CCC Financial Procedures  Roscommon CCC Customer Charter & Complaint Procedures	
Our Annual Statement of Work is reported on quarterly to our funders	Each objective in the company's annual Statement of Work is reported on to our funders and is available to see in our quarterly and annual reports
<i>The company provide Roscommon CCC signed Company Directors Report 2020 which includes directors report and company auditor report and this is available on our website (Home/Governance)</i>	https://www.roscommonchildcare.ie/wp-content/uploads/2020/07/RCCC-Final-Accounts-2019-TS.pdf CHANGE TO 2020 AFTER AGM Minutes of Roscommon CCC Board Meeting Dated 02/06/2021 and AGM 02/06/2021

Principle 1: Advancing Charitable Purpose **ADDITIONAL STANDARDS**

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

Actions our charity takes to meet standards:	Evidence of our actions:
Our annual Statement of Work incorporating clear targets and outcomes has been developed and approved by the charity trustees every year. The SOW is in line with DCEDIYs First5 which is the governments strategic plan for the sector 2009-2028	https://first5.gov.ie/
Our annual Statement of Work is supported by operational plans and budgets, as well as defined key performance indicators.	Annual Statement of Work is agreed with our funders and quarterly/annual reports submitted. https://www.roscommonchildcare.ie/wp-content/uploads/2020/01/Inforgraphic.jpg Include 2020 infographic here Link budget excel here??

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:
<p>The company annual Statement of Work (SOW) is monitored by Pobal on a quarterly basis through quarterly, half yearly and end of year reports. Pobal also conduct a performance dialogue meeting with CCCs and give formal appraisal on our CCCs annual report through a performance appraisal document.</p> <p>The Board of Roscommon CCC monitor outcomes at bimonthly meetings and through local collaborative forums.</p>	<p>Production of quarterly, half yearly and end of year reports with progress through a traffic light system</p> <p>Production of reports incl. financial reports submitted for board meetings and documented in board meeting minutes</p>

During 2020, the Board undertook an extensive review of the company procedures, composition, communication, effectiveness and efficiency. The feedback from these reviews were incorporated in to V4 of the company handbook for Board members 'From Governance to Practice – A guide for board members Roscommon CCC'. The composition of the board was deemed effective to carry out the company oversight and governance role in collaboration with management. The review took place to ensure representation, skills and expertise was adequate on the board.

Declarations of conflict of interest or loyalties are noted in minutes if applicable.

Roscommon CCC are compliant with the charities code.

Roscommon CCCs policy on recruitment of board directors/non-executives is as outlined in our company governance handbook

Roscommon CCC 'From Governance to Practice – A Guide for Board Members V4'
P26

Roscommon CCC believe that having the right people on our board is fundamental to ensuring our organisation is run effectively and efficiently. When recruiting board directors/non-executives, we will consider what role they will have, and the skills, knowledge and experience they need and identify skills gaps within our board structures.

A healthy turnover of board members helps to ensure that fresh and independent thinking is available and strengthens the corporate governance of our organisation. When recruiting for new board members we will balance this with the need for continuity and retaining board members who understand the history and context of our County Childcare Committee organisation. Key questions our company will review are:

- What are the priorities for our CCC in the coming years?
- What are the key tasks for our board in achieving our company priorities?
- What are the skills, knowledge and experience that will be needed to face the challenges our CCC board is likely to encounter?

This will assist our company develop tailored person specification for each board member to be recruited as outlined below. Roscommon CCC will also look at the personal attributes which are important in board members such as:

Roscommon CCC Minutes of board meeting dated 02/12/2020 and AGM minutes dated 03/06/2020

Available on our company website governance tab

<https://www.roscommonchildcare.ie/wp-content/uploads/2021/03/From-Governance-to-Practice-A-Guide-for-Board-Members-Roscommon-CCC-V4-1-1.pdf>

- Having integrity and high ethical standards
- Have the confidence to think independently and share that thinking even when others think differently.
- Can challenge and probe to get to the facts and suggest new ways of doing things.
- Have strong interpersonal skills where working as a team with other board members, management are valued.
- Can promote our local CCC to key stakeholders.
- Have sound judgement and/or fiscal oversight.
- Have experience in being part of organisational change.

What steps will Roscommon CCC take when recruiting board members?

- Skill gaps will be identified on the board and agreed by all as necessary with role description outlined clearly.
- Networks/Agencies with specific skills and/or experience such as the Chartered Institute of Public Finance and Accountants, the Chamber of Commerce or Business in the Community, agencies such as Tusla, Roscommon County Council, Roscommon Integrated Development Company (Local Development Company), Local family counselling service, Galway, Roscommon Education Training Board, Sector networks among others will be approached for nominations to our board.
- A proposal is brought to the board that an individual or organisation is invited to put forward their name for nomination to join the board.
- Once nomination/s are received the board of directors will consider what skills and influence the nominee can bring to the board, how their experience and attributes fit with our organisational culture and vision.
- There will be a division of responsibility between those who carry out the promotion of the opportunity (usually management) and those who will assess the suitability of candidates (Board Directors). For this reason, those involved in promoting the opportunity will not participate in the assessment process or ratification of board directors/non-executives to the Board of Roscommon CCC
- Once nominees are agreed as a good fit for the company, they will be invited to an induction meeting with the County Childcare Coordinator/Manager and/or Chairperson where they will receive all the

<p>necessary information in an induction pack to commence their role on the board of Roscommon CCC (see <i>induction template in appendices</i>)</p> <ul style="list-style-type: none"> When induction is completed the board will ratify the nomination formally as an agenda item at the next board meeting and the new board member will then join the board at its meetings. <i>Ratification of board members will be included and signed off in board minutes and kept on file in our company offices.</i> <p>Source: Roscommon CCC 'From Governance to Practice – A Guide for Board Members V4' P26</p>	
<p>The progress of the company annual statement of work (SOW) is a standing order on the agenda of board meetings and is also reported on quarterly to our funders through the MyCCC portal with Pobal</p>	<p>Documented in minutes of board meetings Quarterly and Annual Reports on the MYCCC portal</p>
<p>The company have a risk register and evaluate all staff workplans on a regular basis. Regular updates and reports presented to charity trustees. Trustees and company management meet regularly to review the annual SOW plans</p>	<p>Roscommon CCC Minutes of board meeting dated 29/01/2020 and 02/12/2020</p>

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:
<p>Charity trustees consider the extent to which our organisation works in partnership with other organisations.</p> <p>INDECON REVIEW OF EXISTING OPERATING SYSTEMS/ STRUCTURES FOR PROVISION OF EARLY YEARS CARE (ELC) AND SCHOOL AGE CHILDCARE (SAC) - The company have recently taken part in a government led review of the structures of CCCs nationally and the structure of the sector as a whole and provided a comprehensive report on this to the independent company overseeing this. Roscommon CCC consulted with all staff of our organisation as part of this review.</p>	<p>Roscommon CCC Minutes of board meeting dated 02/12/2020</p> <p>All actions are reported in quarterly/annual reports. Local and national agencies collaborated included; DCEDIY, PobalTusla, Roscommon County Council, Roscommon Local Enterprise Office, GRETB, RIDC, Roscommon PPN, Childminding Ireland, CCCs nationally, CCI and others.</p>

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:
<p>Charity trustees discuss and agree the basic values that matter to our charity.</p> <p>Our company have the following in place as guidance for trustees, management and staff</p> <ul style="list-style-type: none">▪ Roscommon CCC 'From Governance to Practice – A Guide for Board Members V4 available on our company website governance tab▪ Roscommon CCC Employee Handbook▪ Conflict of Interest and Loyalty Policy	<p>Minutes of Meeting dated [Insert Date] (<i>List all relevant minutes</i>).</p> <p>Vision, mission and values statement???</p> <p>https://www.roscommonchildcare.ie/wp-content/uploads/2021/03/From-Governance-to-Practice-A-Guide-for-Board-Members-Roscommon-CCC-V4-1-1.pdf</p>
We periodically revisit our vision, mission and values to ensure that they are still relevant and work well.	Minutes of Meeting dated [Insert Date]
Codes of conduct for charity trustees and employees are agreed and documented. (see the Charities Regulator's guidance on ' Code of Conduct for Charity Trustees ', ' Code of Conduct for Employees ')	Roscommon County Childcare Committee Handbook Roscommon County Childcare Staff Handbook

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 is agreed and documented in line with the Charities Regulator's Guidance on ' Managing Conflicts of Interest ', Appendix A – Conflict of Interest Policy , Appendix B – Template of Register of interests	All Committee members receive an induction course prior to joining Committee and a copy of the Committee handbook which includes a Conflict-of-Interest policy is provided to each member The attendance sheet for board meetings contains a conflict-of-interest declaration

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:
All members sign a confidentiality clause, and the Committee Handbook contains policies on gifts and hospitality. Some members who are not funded by an Agency receive travel and subsistence reimbursement for attending Board or Stakeholder/Funder meetings. Roscommon County Childcare Committee CLG (RCCC) had previously signed up to the Code of Governance and are now implementing the Charities Code of Governance.	Travel and Subsistence expenses for charity trustees are in line with Civil Service Rates as per Revenue Guidelines regarding Voluntary Work https://www.revenue.ie/en/employing-people/employee-expenses/travel-and-subsistence/voluntary-work.aspx

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:
Board roles and responsibilities for the Charity are discussed, agreed and documented in V4 of the company handbook for Board members 'From Governance to Practice – A guide for board members Roscommon CCC'.	Roscommon CCC Minutes of AGM minutes dated 03/06/2020 Available on our company website governance tab https://www.roscommonchildcare.ie/wp-content/uploads/2021/03/From-Governance-to-Practice-A-Guide-for-Board-Members-Roscommon-CCC-V4-1-1.pdf
Charity trustees understand their legal duties and responsibilities. (see the Charities Regulator's guidance on 'Legal duties of charity trustees')	Charity trustee induction programme and inductions signed off on file Training programme for charity trustees Attendance at relevant conferences/ networking events. HR and legal advisory partners in place with access for company directors
Key officers such as the Chairperson and Secretary have specific functions assigned to them, which are clearly documented and understood. (see the Charities Regulator's guidance on 'The Role of the Chairperson' and 'The Role of the Secretary')	Roscommon CCC Minutes of AGM minutes dated 03/06/2020 Approved board roles and responsibilities documented on p23-46 of https://www.roscommonchildcare.ie/wp-content/uploads/2021/03/From-Governance-to-Practice-A-Guide-for-Board-Members-Roscommon-CCC-V4-1-1.pdf Available on our company website governance tab
Key staff/ volunteer roles and responsibilities are discussed, agreed and documented.	Approved key roles for staff/volunteers.

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:
Induction procedures for volunteers are agreed and documented	<p>Minutes of Meeting dated [Insert Date] (<i>List all relevant minutes</i>) 2021 Minutes</p>

3.3 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:
<p>Charity Trustees use the services of a HR Company for advice and support to management & board in relation to Human Resource Management.</p> <p>RCCC salaries are aligned to Local Authority Salary Scales.</p> <p>Roscommon CCC is an equal opportunities employer and staff are recruited as per the company recruitment policy. Staff are provided with a contract of employment and a job Description which is updated annually. All staff have an induction meeting on joining the Company. RCCC also have a system of policies and procedures in place for staff including an employee handbook, Internal Financial Procedures and Standard Operating Procedures for different funding streams.</p> <p>Staff Team Meetings and Support and Supervision meetings carried out regularly.</p>	<p>Roscommon CCC Employee Handbook with version control in place and on company BrightHR portal</p> <p>BrightHR portal available for all staff with approval of all leave incl. training/CPD leave managed through staff BrightHR portal</p> <p>Minutes of annual appraisals on staff personnel file</p> <p>Support & supervision meetings documentation on staff personnel files</p> <p>Annual Appraisal documentation sign off and on staff personnel files</p> <p>Staff salaries are aligned to Local Authority Scales</p> <p>Recruitment policy included in Employee handbook</p> <p>Staff training and development policy included in Employee handbook</p> <p>Copies of team minutes on file</p> <p>Copies of internal Health & Safety Employee meetings on file</p>
Induction procedures for employees are in place	Employee induction process signed off and on staff personnel files
<p>Staff meetings are held regularly where their contribution to our charity is recognised and where any issues can be raised. Surveys and consultation with staff take place throughout the year.</p> <p>Internal Health & Safety Committee Meetings are held regularly with Staff.</p>	<p>Staff Team Minutes on file dated 05/03/2020, 14/02/2020, 29/06/2020, 15/09/2020, 12/10/2020, 10/11/2020, 23/11/2021</p> <p>Results of consultations and staff surveys on file</p> <p>Internal Health & Safety Committee Minutes dated 11/02/2020, 09/03/2020, 18/05/2020, 25/05/2020</p>
The Charity is registered as an employer with Revenue Commissioners.	Employers Registered number 6380103L

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:
Roscommon CCC have a full range of operational policies which are provided to staff and charity trustees	All policies and procedures are available for staff through the Bright HR Portal and Trustees have access to all company documentation and policies and procedures

<p>Discuss and agree the operational policies covering key aspects of the charity's operations. (See the Charities Regulator's 'General note on other legal and regulatory requirements')</p>	<p>(Note: list all operational policies applicable to your charity e.g. child and vulnerable adult protection; health and safety; complaints and grievance procedures (internal and external); data protection; stakeholder communications; risk management; conflicts of interest; etc.)</p>
<p>Contents Roscommon CCC From Governance to Practice – A guide for Board Members</p> <p>Foreword</p> <p>Implementation Review and Version Control</p> <p>Section 1: Introduction</p> <p>Roscommon CCC Strategic Planning & Control</p> <p>Roscommon CCC Organisational Structure</p> <p>Roscommon CCC Corporate Governance</p> <p>Risk Management & Board Review Policy</p> <p>Section 2: Roles and Responsibilities of Board Members</p> <p>Section 3: Companies and Professional Practices – Committee Board Protocols & Procedures</p> <p>Section 4: Roles and Interaction Policy between Chairperson, Board and County Childcare Coordinator/Manager</p> <p>Section 5: Roscommon CCC Annual General Meeting (AGM)</p> <p>Section 6: Roscommon CCC Sub Committees</p> <p>Section 7: Roscommon CCC Whistle Blowing Policy</p> <p>Section 8: Roscommon CCC Internal Financial Procedures</p> <p>Section 9: Roscommon CCC Child Safeguarding Statement and Child Protection Policy</p> <p>Section 11: Roscommon CCC Customer Charter and Client Complaints Procedure</p>	<p>Roscommon CCC Employee Handbook - Table of Contents</p> <p>Section 1 - Company Information</p> <p>1.1 Welcome</p> <p>1.2 The Company (About Us)</p> <p>1.3 The Board and Staffing Structure</p> <p>1.4 Mission Statement</p> <p>1.5 Our Ethos</p> <p>1.6 Joining our Organisation</p> <p>1.7 Personal information</p> <p>1.8 Recruitment and Selection Policy</p> <p>1.9 Terms of Employment</p> <p>1.10 Probationary Period</p> <p>1.11 Lay off/Short-time working</p> <p>1.12 Notification of changes in the employees terms of employment</p> <p>1.13 Job description</p> <p>1.14 Induction</p> <p>1.15 Qualifications</p> <p>1.16 Employee Training and Development needs</p> <p>1.17 Internal Training and development</p> <p>1.18 Mandatory Training</p> <p>1.19 Training agreement</p> <p>1.20 Performance management and review</p> <p>1.21 Annual Appraisal system</p> <p>1.22 Job flexibility</p> <p>1.23 Mobility</p> <p>1.24 Reference checking & Garda Vetting</p> <p>Section 2 – Salaries & Wages</p> <p>2.1. Payment</p> <p>2.2. Overpayments</p> <p>2.3. Income continuance on unpaid statutory leave</p>

<p>Section 12: Roscommon CCC General Data Protection Regulations Policy</p>	<p>2.4. Lateness/Absenteeism 2.5 Temporary shortage of work 2.6 Working time policy</p>
<p>Appendices</p> <p>Appendix 1: Sample Standard Form for Reporting A Child Protection Concern Appendix 2: Child Protection and Welfare Staff Declaration Form Appendix 3: Incident/Accident/Near Miss Investigation and Report Form Appendix 4: Guidance for Responding to A Call from Childcare Providers In Relation to Protection /Welfare Concern Appendix 5: Key Contacts Appendix 6: Garda Vetting Policy/ Self Declaration Appendix 7: Roscommon CCC Complaint Procedure Appendix 8: Relevant Legislation Appendix 9: Roscommon CCC Sample Complaints Recording template</p>	<p>Section 3 Server weather and other travel disruption policy</p> <p>Section 4 Leave</p> <p>4.0 Authorised leave/Time off from work 4.1 Maternity leave 4.2 Parental leave 4.3 Adoptive leave 4.4 Carer's leave 4.5 Paternity leave 4.6 Parent's Leave 4.7 Force Majeure leave 4.8 Jury Service 4.9 Witness Duty 4.10 Compassionate leave 4.11 Doctors/Dentist/Hospital appointments 4.12 Time off in lieu (TOIL) 4.13 Holiday Entitlement & Conditions 4.14 Public Holidays 4.15 Part- time Employees 4.16 Sickness/ injury Payments and conditions 4.17 Absenteeism Management Procedure 4.18 Other Benefits</p> <p>Section 5 General terms of employee, Information and Procedures</p> <p>5.1 Driving for work policy and travel and subsistence payments 5.2 Telephone expenses 5.3 Car parking 5.4 Visitors 5.5 Employee's Property 5.6 Lost property 5.7 Buying or selling of goods 5.8 Collections from Employees 5.9 Friends and relatives contact 5.0 Work permits</p>

Section 6 Retirement Policy**Section 7 Termination of employment**

7.1 Return of company property

7.2 Garden leave

7.3 References from Roscommon CCC

Section 8 Safeguards

8.1 Ethics and professional conduct policy

8.2 Conflict of interest policy

8.3 Confidentiality

8.4 Companies and Professional Practices

8.5 Copyright

8.6 Other Employment

Section 9 Data Protection Policy

9.1 ICT/Computer Back up/Disaster Recovery Policy

9.2 Securing Personal & Company Property

9.3 Key holders

Section 10 Whistle- blowing Policy**Section 11 Digital and Media Policy**

11.1 Email and internet policy

11.2 Communications

Section 12 Standards

12.1 Attendance and punctuality

12.2 Green office policy

12.3 General Housekeeping

12.4 Standards of dress

12.5 Company Customer Charter and Complaints Procedure.

12.6 Work related Social events

12.7 Behaviour at work

Section 13 Safety, Welfare and Hygiene

13.1 General Safety Rules

13.2 Information/Training

13.3 Place of work/Health and Safety

13.4 Site Security Procedures

13.5 Novel Covid-19 Policy

13.6 Fitness for work

	<p>13.7 Accident, Incident and near miss reporting 13.8 Smoking policy 13.9 Alcohol & Drugs Policy 13.10 Stress in the workplace policy 13.11 Manual handling 13.12 Working at Home 13.13 Lone working policy</p> <p>Section 14: Capability and competence</p> <p>14.1 Job changes 14.2 Personal Circumstances</p> <p>Section 15 Disciplinary and Grievance Procedures</p> <p>15.2 Grievance Procedure Section 16 Redundancy Policy Section 17 Equal opportunities policy Section 18 Personal Harassment Policies & Procedures Section 19 Bullying Prevention & Resolution Policy Section 20 Child protection policy.</p> <p>SECTION 21 - APPENDICES</p>
Review and update existing policies as necessary.	Minutes of Roscommon CCC Board Meeting dated 29/01/2021

Principle 3: Leading People ADDITIONAL STANDARDS

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 ensure that key staff/volunteers understand their responsibilities and lines of authority, communication and reporting with the board of charity trustees. Their roles and responsibilities are discussed, agreed and documented.	Approved Organisation Chart A full suite of role profiles for trustees, staff and volunteers. Minutes of Roscommon CCC Board Meeting dated 29/01/2021
Charity Trustees understand their legal duties and responsibilities. Charity Trustee and Board roles/responsibilities are detailed in the Committee Handbook. Sub Committee roles are also detailed in the Committee Handbook.	Committee Handbook provided to each Board member/Charity Trustee and available to view in RCCC offices. Board meetings take place bi-monthly and minutes are available to view in Roscommon CCC offices.
Staff Roles and responsibilities are detailed in the company employee handbook and other policies and procedures applicable to various roles/funding streams	All job descriptions, company employee handbook, policies and procedures and other company documentation are available for staff through the Bright HR Portal
We update the terms of reference for the board and each of its sub-committees to make it explicit where monitoring lies within the organisation.	Terms of references for the board and any sub-committees outlined on P50 in https://www.roscommonchildcare.ie/wp-content/uploads/2021/03/From-Governance-to-Practice-A-Guide-for-Board-Members-Roscommon-CCC-V4-1-1.pdf

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:
RCCC have a volunteer policy in place	Volunteer Policy

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:
<p>The company ensure that new employees/volunteers/contractors are trained and familiar with our policies and procedures, and that existing staff receive appropriate training.</p> <p>Policies and procedures are discussed regularly at team and board meetings to ensure that employees and board trustees remain aware of the importance of the implementation of company policies and procedures.</p> <p>All our policies and procedures are in a single manual, and copies readily available to through the company BrightHR portal</p> <p>All supervisors/ managers/ trustees must 'lead by example' in implementing policies and procedures. It is crucial that our expectations are demonstrated through modelling and leadership at all levels of management.</p> <p>Policies and procedures are reviewed periodically.</p>	<p>In section 4 of the company board handbook there is an area dedicated to ROLES AND INTERACTION POLICY BETWEEN THE CHAIRPERSON AND THE BOARD AND THE MANAGER and gives an overview of the strategic and operational roles which the company chairperson/board and company manager have and how these roles compliment and interact with one another on the best interests of the company.</p> <p>https://www.roscommonchildcare.ie/wp-content/uploads/2021/03/From-Governance-to-Practice-A-Guide-for-Board-Members-Roscommon-CCC-V4-1-1.pdf</p> <p>Company documentation available on the Bright HR Portal</p>

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:
Our governing document is regularly revisited to ensure current activities fall within the defined objectives and the charity's purpose remains relevant and valid.	<p>Minutes of Meeting dated [Insert Date] <i>(List all relevant minutes)</i></p> <p>Company resolution <i>Company Bord Handbook</i></p>
Charity trustees are satisfied that our current legal form and governing document are best suited taking into account our charitable purpose, planned activities and how we propose to fund these activities.	<p>Minutes of Meeting dated [Insert Date] <i>(List all relevant minutes)</i></p> <p>Company Resolution/Constitution approved and annual SOW in place</p> <p>Minutes of Special Resolution meeting 27th October 2016</p>
Charity trustees regularly review our legal structure and any changes to the charities legal form and governing document are communicated to the Charities Regulator in advance. (see the Charities Regulator's ' Guidance on winding up a charity ')	<p><i>(set out any other relevant correspondence and documentation such as correspondence with the Charities Regulator, details of assets to be transferred, updated constitution, etc.)</i></p> <p>Minutes of Special Resolution meeting 27th October 2016</p>

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:
The charity trustees understand the legal and regulatory framework for our charity and are satisfied that our charity meets its legal, regulatory and contractual obligations and any constitutional requirements (see Charities Regulator's ' General note on 'other' Legal and Regulatory requirements ').	<p>Roscommon CCC adhere to Charities Act; Companies Act; Revenue Commissioners; GDPR; Garda Vetting; Employment Law; compliance requirements set out by DCEDIY, Pobal, Tusla, HSE</p> <p>Registered with the Charities Regulator and the Revenue Commissioners</p> <p>Roscommon CCC produce relevant filings including annual reports, financial statements, tax filings and the Register of Charities</p>

4.3 If your charity raises funds from the public, read the Charities Regulator's guidelines¹ 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:
<p>The Charities Regulator's 'Guidelines for Charitable Organisations on Fundraising from the Public' have been discussed and considered by the board of Charity Trustees.</p>	<p>Our charity does not fundraise from the public</p>

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:
<p>Roscommon CCC have agreed and implemented internal financial controls for income, expenditure, banking, assets and investments in line with the The Charity Regulator's 'Internal Financial Controls Guidelines'.</p>	<p>Approval of Roscommon CCCs annual budget at board meeting Roscommon CCC internal financial procedures with version control Board trustees liaise with company auditor to have statutory accounts reviewed and formally approved at Roscommon CCC board meeting prior to AGM File annual approved audited accounts under company law and provide copy to our funders DCEDIY/Pobal Half yearly and end of year financial reports to Pobal</p>
<p>Financial controls are regularly reviewed and monitored.</p>	<p>Standard Operating Procedure (SOP) in place for review, approval and sign off of monthly payments. Roscommon CCCs Code of Governance and Monitoring Sub Committee Minutes Roscommon CCC Board Minutes</p>
<p>Financial review conducted on a regular basis at board meetings.</p>	<p>Financial report incl. up to date cheque journal and bank reconciliation report is a standing item agenda at all board meetings which is emailed out prior to board meetings. The board review financial reports and chairperson signs off on the reports at board meetings.</p>

¹ See Guidelines for Charitable Organisations on Fundraising from the Public - available from: <https://www.charitiesregulator.ie/media/1083/guidance-for-fundraising-english.pdf>

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:
<p>Specific risks are identified and analysed in terms of likely occurrence and severity of impact in line with the Charities Regulator's 'Guidelines on Risk Management for Charities'</p>	<p>Roscommon CCC Risk Register on file and with funders as part of annual statement of work Minutes dated 29/02/2020 on file</p>
<p>Roscommon CCC undertake and complete a risk register annually in line with our annual Statement of Work and preparation of annual budgets. See attached copy of Roscommon CCCs 2021 Risk Register</p>	<p>The Board and Management review company policies and procedures yearly as part of our company risk management procedures and code of governance work or as relevant legislation is updated. Both the Board and Staff handbooks are reviewed as part of the review process. The Board and Management liaise with our legal advisors where necessary and follow advice from our external HR advisors Peninsula. A version control is in place for all documents.</p> <p>The Code of Governance & Board Monitoring Subcommittee of Roscommon CCC met on 29/02/2020 to review actions and the related action files at random ensuring good corporate governance and in line with the company Internal Financial Procedures Manual. Staff T & S, GDPR, HR, Company Asset register and the review of the company risk assessment were items on the subcommittee agenda and reported on to the board of directors.</p> <p>The risk assessment (2.10) carried out by the Code of Governance & Board Monitoring subcommittee of Roscommon CCC is itemised under 5 headings:</p> <p>1. Governance. 2 Financial 3. Strategic. Environmental 5. Operational</p>

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

Actions our charity takes to meet standards:	Evidence of our actions:
The charity has appropriate and adequate insurance cover.	Insurance Policy in place for office and contents including public liability and employers liability, business interruption, money insurance and all risks. Directors and Officers insurance in place including Employment practices. Cyber insurance cover in place. All available to view in Roscommon CCC Offices or by email on request
We use the timetable of key dates at each board meeting to confirm when insurance is due and that it is in place.	Date schedule Office and Contents insurance due on 16 th June 2021 Directors and Officers insurance due on 16 th June 2021 Cyber insurance due on 27 th July 2021
Each policy is reviewed annually before renewal to ensure organisation is complying with the terms of the insurance contract.	Evidence of interactions on sendmode and by email

Principle 4: Exercising Control ADDITIONAL STANDARDS

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:
Roscommon CCC have extensive protocols, policies and procedures in place with reviews and updates overseen by the Company Directors, Code of Governance and Monitoring Sub Committee and Roscommon CCC County Childcare Coordinator/Manager.	<ol style="list-style-type: none">1. Roscommon CCC From Governance to Practice - A Guide for Board Members incl. Roscommon CCC Financial Procedures2. Roscommon CCC Employee Handbook <p>GDPR Policy, Internal Financial Procedures Policy, Health & Safety Policy, HR & Employment policies, Communication & Engagement Policy, Child Safeguarding Policy, Audited Accounts, Staff Handbook & Committee Handbook</p> <p>All up to date and available to view in office or on the company website or BrightHR portal</p> <p>See 3.4 above for a detailed list of company policies and procedures</p>
We ensure that all agreements and contracts are regularly reviewed and kept securely, and contractors are properly supervised and managed, to protect our organisation's interests.	Contracts signed and on file in Company Managers office

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:
<p>Risk register maintained and regularly reviewed in the light of changing circumstances and influences. <u>(See Risk Management for Charities guidelines)</u> <u>(see the Charities Regulator's 'Risk Register Template')</u></p> <p>Risk Management policy is in place and a risk register is updated on a regular basis</p>	<p>Risk Management Policy and annual risk register forms part of the company annual Statement of work</p> <p>The Code of Governance & Board Monitoring Subcommittee of Roscommon CCC met on 29/02/2020 to review actions and the related action files at random ensuring good corporate governance and in line with the company Internal Financial Procedures Manual. Staff T & S, GDPR, HR, Company Asset register and the review of the company risk assessment were items on the subcommittee agenda and reported on to the board of directors.</p> <p>The risk assessment (2.10) carried out by the Code of Governance & Board Monitoring subcommittee of Roscommon CCC is itemised under 5 headings:</p> <p>1. Governance. 2 Financial 3. Strategic. Environmental 5. Operational</p>

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:
We are fully compliant with the Charities SORP.	Audited Financial Statements
Employee Assistance Programme	Employee Assistance Programme is part of supports offered to company employees
Child Safeguarding	Child Safeguarding Statement in Place. Roscommon CCCs Manager is a Tusla trained Child Safeguarding trainer for the Tusla national Child Safeguarding Programme

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:

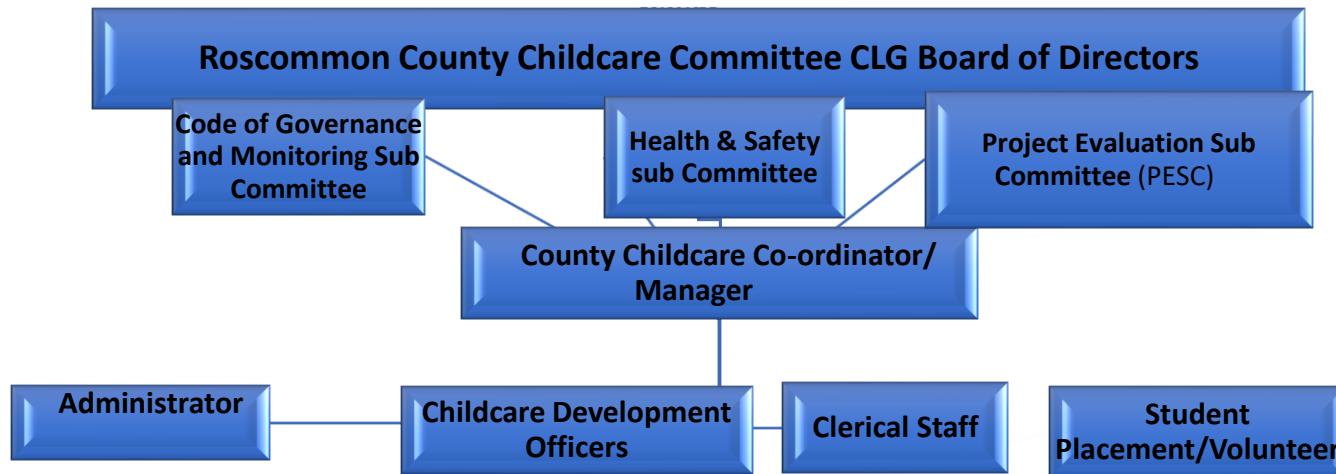
Existing range of skills and experience of charity trustees is considered regularly with any significant gaps identified and filled

(see the Charities Regulator's ['Guidance on Succession Planning'](#)).

Charity trustee roles and responsibilities discussed, agreed and documented as outline opposite. Board attendance was excellent throughout 2020. In addition the Annual General Meeting was held on 6th June 2020. There was one resignation from the board membership in Q3 and this was due to the board member moving job to another county. All officer roles are filled with no vacancies on the board. A review of the board was held in 2020 and it was deemed that the board composition was excellent with all required skills to support good governance and oversight of the company

Board Member Name	Position on the Board or Management Committee	Relevant Expertise For example, Finance, HR, Childcare, Management, Governance, Legal, Project Management, Communication etc.
Sean Crehan	Chairperson/ Director	Childcare Provider/Finance/HR
Lynn Keery	Vice Chairperson/ Director	Governance/HR/Galway Roscommon Education Training Board (GRETB)
Louise Ward	Treasurer/ Director	Finance/Governance/Roscommon County Council/Local Enterprise Board (LEO)
Sinéad Devine	Director	Finance/Childcare/Management/Accountant
Martina Earley	Secretary/ Director	Governance/HR/Project Management/Community Development/Roscommon Integrated Development Company (RIDC)
Kate Walshe	Monitoring Board Member/Committee Member	Governance/Monitoring/HSE

	Marie Murphy	Staff Liaison Officer	Management/Special Needs/Roscommon Brothers of Charity (BoC)
	Marian Keigher	Committee Member/Director	Communication/Community Development/Family Support Service/Public Participation Network



Job descriptions for new posts are developed and advertised as per Roscommon CCC recruitment policy and in line with best practice.	Job advertised posts on file in Roscommon CCC Offices
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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:
<p>Board Meetings are held every two months. All board trustees received documentation by email prior to board meetings with agenda and back up documentation that may be required to make informed decisions.</p> <p>Roscommon CCC maintain minutes of all board and subcommittee meetings for Pobal compliance and in line with best governance practice. All company related minutes are an agenda item at board meetings, recorded in board minutes, approved and signed by the board chairperson and/or director and subsequently filed in the relevant company filing system</p>	<p>All Board Agendas with standing agenda items on file Signed copies of all board meeting minutes with attendance included on file Board meetings/AGM timetable Pobal verification visits appraisal documentation</p>
<p>Meeting notices, agendas and other relevant papers are provided to the board members by the secretary at least five days in advance of meetings (see the Charities Regulator's guidance on 'The role of the Secretary of a charity' and 'The role of the Chairperson of a charity').</p>	<p>Secretary's copy of the Board papers for each meeting held in 2020 are emailed out prior to board meetings and are held on file in Roscommon CCC Offices</p>
<p>Meetings are called and run in accordance with the governing document and, if relevant, company law.</p>	<p>Quorum in attendance at board meetings and noted on board meeting minutes. Secretary's copy of the Board papers for each meeting held in 2020 on file</p>

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:
<p>The following items are always on our board agendas:</p> <ul style="list-style-type: none"> •reporting on activities •review of finances •conflicts of interests and loyalties <p>(See the Charities Regulator's guidance on 'Guidance note on minute taking')</p>	<p>Minutes of meetings and records of decisions</p> <p>The attendance sheet for board meetings contains a conflict-of-interest declaration</p> <p>Financial reports are a standard agenda item at Roscommon CC board meetings</p> <p>Statement of Work report is a standard agenda item at Roscommon CCC board meetings</p>
<p>Minutes are taken of board meetings and all other formal decisions of the board are properly recorded.</p>	<p>Signed minutes of meetings and records of decisions on file</p>

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:
<p>Regular and clear reports are received on the charity's activities and finances.</p>	<p>All documentation emailed to trustees prior to board meeting with actions for decision making incl. bank reconciliation, cheque journal, management reports and updates, costings and financial reports with remaining budget outlined</p> <p>Minutes of board meetings signed by company chairperson and on file in company managers office</p>
<p>Board papers and background documentation provide the level of detail that is necessary for the board to understand the impact of the charity's current position, and to make sound decisions.</p>	<p>Secretary's copy of the Board papers for each meeting held in 2020 on file</p> <p>Background documentation and correspondence emailed out to board Chairperson and trustees prior to all board meetings</p>

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:
Length of service of board members and any requirements for meeting attendance is in line with the governing document. Terms of office for board members are staggered.	Governing Document List of board members with appointment dates and due retirement dates is maintained. Board members with specific skills make up the Roscommon CCC board composition
Charity trustees are appointed, resign, or retire according to our governing document and we keep appropriate records regarding trustees with details of when their term is up and if they are eligible for re-appointment.	List of board members with appointment dates and due retirement dates Roscommon CCC Memo & Articles of Association and written resolution 26/10/2016 Minutes of AGM and resignations on file annually

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:
<p>Existing range of skills and experience is considered regularly with any significant gaps identified and filled as necessary (see the Charities Regulator's 'Guidance on succession planning')</p> <p>Recruitment and induction process agreed and documented (see the Charities Regulator's 'Guidance on Induction and Recruitment of prospective charity trustees').</p>	<p>Roscommon CCC Recruitment Policy/ Procedures</p> <p>Roscommon CCC Induction pack</p> <p>Roscommon CCC From Governance to Practice – A Guide for Board Members</p>
Potential charity trustees are aware of the time commitment of the role from the outset.	Roscommon CCC Induction programme signed by new trustees and on file in Roscommon CCC Offices
Due diligence carried out on all prospective charity trustees.	Roscommon CCC Policies & Procedures in place for all board members

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:
Our governing document is regularly revisited to ensure that the board of charity trustees is aware of the specific powers laid down in our constitution.	Roscommon CCC Board Minutes dated 02/12/2020 Roscommon CCC AGM Minutes dated 03/06/2020
Key role descriptions for charity trustees are understood and documented	Approved key roles and responsibilities outlined in Board handbook
All charity trustees read and discussed the Charities Governance Code at a meeting of the charity's Board	Code of Governance & Board Monitoring Sub Committee in place reporting to the company trustees

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:
<p>Challenges are brought to the attention of the board and any actions and resolutions are agreed and documented.</p> <p>Unscheduled meetings are held where necessary.</p>	<p>Meetings are held between Roscommon CCC Chairperson and Management between board meetings on operational aspects of the company as required</p> <p>Roscommon CCC Board Minutes on file</p>
<p>Time is allocated for discussion on agenda items</p> <p>Quorum for meetings are strictly adhered to as outline in the constitution of the company and our governing document sets out rules for making decisions in an emergency or when meetings are not quorate.</p> <p>Our chair has support, training and access to advice.</p> <p>Key issues are escalated to the board for decision and it is clear where decision-making lies for each area of the charity's activities/business.</p>	<p>Minutes of board meetings have list of attendees included for transparency and quorum.</p> <p>Chairperson and company trustees has access to legal and HR advice</p>
<p>A regular review of key issues and areas of interest to the board is undertaken.</p>	<p>Minutes of Meeting dated [Insert Date] (<i>List all relevant minutes</i>)</p>

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:
<p>Annual board appraisal is carried out to address key areas of working.</p> <p>Particular areas for annual review are discussed and agreed. Future improvements considered and agreed.</p>	<p>Board handbook in place with version control</p>
<p>Board performance is reviewed on a regular basis and includes an audit of skills, knowledge and experience of the board as a whole, the chair, individual board members, sub-committees, training and recruitment plans.</p>	<p>Board review notes in minutes and on file</p>

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:
Decision-making processes are clearly documented, approved and communicated Regular and clear reports are received on the charity's current financial position and its future sustainability.	Secretary's copy of the Board papers for each meeting held in 2020 on file Minutes of board meetings with up-to-date financial report inc. Cheque journal and bank reconciliation report on company board records file
Charity trustees receive regular information regarding our organisation's activities, assets and resources, and progress against targets.	Report from management on progress of annual statement of work with traffic light system on company board records file Financial report and copy of the Board papers for each meeting held in 2020 on file

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:
<p>Governing document details a transparent system for both the recruitment and removal of trustees, with fixed terms of office and an effective and manageable board size.</p>	<p>Succession plan Roscommon CCC register trustees' names and addresses, when they came into office and when they resign on file.</p>
<p>Trustees are appointed, resign or retire according to our governing document and we keep appropriate records of trustees with details of when their term is up and if they are eligible to stand again.</p>	<p>Up to date register of members and directors on file Charities Regulator is informed of any changes to our directors/ trustees</p>
<p>Our recruitment process is formal, rigorous and transparent, and based on merit and objective criteria to ensure a diverse pool of candidates.</p> <p>The adverts are open long enough to attract the right people, using multiple channels and tailored marketing, thinking about whether any of your requirements could prevent certain individuals from applying.</p> <p>The board have also added diversity to their risk register to ensure it remains a priority.</p>	<p>Recruitment Policy</p> <p>Copy of recruitment adverts for specific roles</p> <p>Risk Register in place and updated annually as part of the annual SOW</p>

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

Actions our charity takes to meet standards:	Evidence of our actions:
<p>New trustees receive a full induction, which includes a copy of our governing document and the Charities Governance Code. They understand their roles and responsibilities, and if possible are linked with an existing trustee to act as a mentor.</p>	<p>Induction Programme for charity trustees and all relevant company documentation emailed out to new trustees</p>
<p>Board induction and training takes place for all board members</p>	<p>Induction Programme for charity trustees signed off and on file as new trustees are ratified at board meetings</p>

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:
<p>Board appraisals and evaluations are carried out on a regular basis (at least once every 12 months). This can be through peer assessment.</p> <p>Open to assessment and feedback from members (if applicable) and other stakeholders e.g. funders, beneficiaries, staff</p>	<p>Board appraisal/ evaluation forms</p> <p>Member/Stakeholder feedback</p> <p>Minutes of board meetings</p>
<p>The board's terms of reference reflect good practice, are documented and available to members and stakeholders.</p> <p>The board is an appropriate size to be effective and support delivery of outcomes (recommended not more than 12 members).</p> <p>A skills matrix is maintained so gaps can be identified and addressed.</p>	<p>Board terms of reference</p> <p>List of trustees and matrix/skills/background in place</p>

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:
Our performance and the composition and skills of the board is reviewed on a regular basis.	Annual board review which includes an audit of the skills, knowledge and experience of our board as a whole, the chair, individual board members, committees, training and recruitment plans.
Our capacity and capability is developed and improved with ongoing support and training Staff appraisals and evaluations are carried out on a regular basis (at least every 6 months)	Continually working to develop our board through access to training opportunities and regular board away days which offer us an opportunity to work together as a team, identify board objectives and consider our strategic plan. Staff appraisal/ evaluation forms
Skills audit is also used to assess the skills and expertise of the board, to identify any gaps and ensure the board 'make best use of the brilliant people around the table.'	Annual board review
An internal board review is in place.	Internal board review

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 company charity name and registered charity number as entered on the Register of Charities are clearly displayed on all our written materials including website, social media platforms and email communications. This is monitored by the board of charity trustees on a regular basis.	Roscommon CCC Website page https://www.roscommonchildcare.ie/ Roscommon CCC Facebook page https://www.facebook.com/roscommonchildcare/
All company Email and letters on company headed paper contain Roscommon CCCs company charity name and registered charity number as entered on the Register of Charities	Irene Cafferky, County Childcare Coordinator/Manager, Roscommon County Childcare Committee CLG, Knock Road, Castlerea, Co. Roscommon. Tel: 094 96 22523/0866039606 Email: irene.cafferky@roscommonchildcare.ie www.roscommonchildcare.ie https://www.facebook.com/roscommonchildcare/ Company Registered Number: 360103 CHY NO: 16335 "We confirm that our organisation complies with <i>The Charities Regulator Governance Code for the Community, Voluntary and Charitable Sector in Ireland</i> " RCCC supporting the early learning and school age childcare sector throughout county Roscommon

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

Actions our charity takes to meet standards:	Evidence of our actions:
<p>Our communications' procedures are agreed and implemented (see the Charities Regulator's 'Guidance on Charity Communications').</p>	<p>Roscommon CCC have a Roscommon CCC Decision-Making, Communication and External Relations Policy documented in the company handbook and the following identifies who is responsible for communicating the company message and in particular at a time of crisis</p> <p>Statements to the Media</p> <p>Any statements to reporters from newspapers, radio, television, etc in relation to the business of RCCC will be given only by the Chairperson and/or County Childcare Coordinator/Manager.</p>
<p>We are clear about who our beneficiaries and key stakeholders are.</p>	<p>Our company internal Sendmode data recording tool has accurate an up to date register of national and local stakeholders including client/service users and funders. We deal with clients through email/phone/news bulletins/facebook/website/online platforms such as MS teams & Zoom and one to one interaction</p>
<p>We produce an annual report with details of our organisational purpose, accounts and activities every year, which is widely available and easy to access on our website.</p>	<p>Annual Report https://www.roscommonchildcare.ie/governance/ Website www.roscommonchildcare.ie</p>

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:
<p>We hold meetings with stakeholders to plan and agree the annual statement of work in line with our governing document to report on our activities. The SOW is approved by our funder DCEDIY.</p> <p>We host or attend relevant seminars/ networking events.</p>	<p>Roscommon CCC approved annual statement of work agreed and on file</p> <p>Roscommon CCC signed Board Meeting Minutes & AGM Minutes on file</p> <p>Schedule of events/ attendance sheets</p>

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:
<p>Communications policy agreed, implemented and communicated widely (see the Charities Regulator's 'Guidance on Charity Communications').</p> <p>Complaints and feedback policy/ procedures are agreed, documented and communicated.</p>	<p>Roscommon CCC have an assigned officer to each DED area of the county that deal with queries from a particular area and these are logged in our internal sendmode data system.</p> <p>Roscommon County Childcare Committee CLG Communication policy/procedures are included in the company handbook</p> <p>We follow our complaint procedure set out in our Customer Charter & Complaints Policy. The policy is reviewed and updated on a regular basis.</p> <p>https://www.roscommonchildcare.ie/wp-content/uploads/2021/03/Roscommon-CCC-Customer-Charter-Client-Complaints-Procedure-V4-27012021.pdf</p>

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:
<p>Reporting and compliance requirements are set by funders.</p> <p>Roscommon CCC agree procedures for reporting and compliance.</p>	<p>Signed funding agreements in place and on file for inspection.</p> <p>Service Level Agreements in place where applicable and on file for inspection</p> <p>Evidence of submission of quarterly, half yearly and end of year annual reports on Pobal portal</p>

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:
We produce an annual comprehensive report and full financial statements which are publicly available from our website.	Annual Accounts and Annual Report available on website https://www.roscommonchildcare.ie/governance/

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:
We state our compliance with Charities SORP and the Charities Governance Code in our annual reports, on our website and in all company emails.	Annual Accounts and Annual Report available on website https://www.roscommonchildcare.ie/governance/ Company Email signature line: Company Registered Number: 360103 CHY NO: 16335 " <i>We confirm that our organisation complies with The Charities Regulator Governance Code for the Community, Voluntary and Charitable Sector in Ireland</i> " RCCC supporting the early learning and school age childcare sector throughout county Roscommon

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:
Board of charity trustees receives a regular report on the number and type of complaints received. We follow the procedure set out in our Customer Charter & Complaints Policy. The policy is reviewed and updated on a regular basis.	Complaints interaction tab part our internal sendmode communication tool Roscommon CCC Customer Charter and Client Complaints procedure in place and available on website under governance tab https://www.roscommonchildcare.ie/governance/

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