

B10: CRA Governance Code Compliance Statement – 2nd July 2024

Principles / Sub-principles	How does SSGT comply?
Principle 1: Advancing charitable purpose	
<p>1.1 Be clear about the purpose of your charity and be able to explain this in simple terms to anyone who asks.</p>	<p>Mission statement is included on documents and website. Most recent review and strategy is <i>Strategic Plan 2023-2027</i> developed with 4 strategic goals; Theories of change written for each grant programme Criteria developed for each grant programme set out in plain language; Trustees review strategy on a regular basis – every three to five years; Written Strategic Plan – summary uploaded to website; Grant programme criteria uploaded to website when grant programmes are open</p>
<p>1.2 Consider whether or not any private benefit arises. If a private benefit arises, consider if it is reasonable, necessary and ancillary to the public benefit that your charity provides.</p>	<p>One of the values of SSGT is Integrity: <i>We are committed to doing what is right and will hold ourselves to the highest standards of honesty and ethical behaviour.</i> Conflict of interest policy developed for staff and trustees Conflict of interest policy and procedures including in staff handbook and trustee handbook Conflict of interest is a standing item on the trustee agenda – evidenced in meeting minutes. Conflict of interest policy and procedure included in staff and trustee induction</p>
<p>1.3 Agree an achievable plan for at least the next year that sets out and budgets for what you will do to advance your purpose.</p>	<p>Staff draft operational plan December / January every year Trustees agree the operational plan (planning meeting each Feb) Operational plan written for 2024 ED reports to trustees are structured to report on progress on the outputs detailed in the operational plan</p>
<p>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.</p>	<p>Budget agreed in Q1 following production of annual management accounts. Discussions periodically held with donors to agree multiannual funding for specific grant programmes. Budgets agreed by trustees at meetings – quarterly management accounts presented to trustees. Variances on budget in prior years have been small indicating sound financial management. FAIG subcommittee in place with oversight role.</p>
<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.</p>	<p>Periodic scan of the sector to determine the most critical and harder-to-fund areas. Scan of environment accompanied by review of SSGT outcomes. All grant programmes have an evaluation framework built into the programme as part of the design of the programme Individual grant programme evaluation supplemented by evaluation framework for overall organisation Evaluation framework developed and implemented for all new grant programmes</p>

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	<p>In Nov 2018 trustees agreed that organisation-wide evaluation questions would be included in programme evaluations.</p> <p>Review and planning meeting takes place in Feb each year.</p>
1.6 Develop your charity's strategic plan and associated operational plans.	Strategic Plans developed; Operational plans developed Strategic Plan 2023-2027; Operational Plan 2024
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.	Evaluation frameworks for each grant programme area Overall evaluation framework in Strategic Plan
1.8 From time to time, consider the advantages and disadvantages of working in partnership with other charities, including merging or dissolving (winding up).	<p>Cooperation considered an integral part of the way we work by staff and trustees. A strategic enabler in the <i>Strategic Plan 2023-2027</i> is: <i>working in partnership with others to increase programme impact and leading on good practice in social justice philanthropy</i> and <i>Ensuring SSGT has sufficient resources to develop impactful grant programmes underpinned by learning and reflection and which acknowledges that systemic change can take many years.</i></p> <p>All programme areas have evidence of partnership working SSGT is involved with other funder networks: Philanthropy Ireland and NI Funders Forum.</p>
Principle 2: Behaving with integrity	
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.	Values written as part of the SSGT strategy Values developed and outlined in our Strategic Plan, published on our website and in Annual Reports
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.	<p>Conflict of interest policy developed for staff and trustees and checked to ensure it complies with CRA guidelines on the issue.</p> <p>Conflict of interest policy and procedures included in staff hand book and trustee handbook; Conflict of interest policy and procedures included as part of induction process for staff and trustees; Conflict of interest policy form included with papers sent to trustees for all meetings Conflict of interest is a standing item on trustee meeting agenda</p>

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<p>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.</p>	<p>Code of conduct which includes sections on gifts / hospitality and expenses agreed by the trustees on 24th May 2018 Code of conduct signed by all trustees and held on file.</p>
Principle 3: Leading people	
<p>3.1 Be clear about the roles of everyone working in and for your charity, both on a voluntary and paid-basis.</p>	<p>Job descriptions for all staff agreed and attached to job contracts. Trustee Roles agreed as a policy document; Signed Job descriptions by all staff; Trustee roles – Appendix B7 in Trustee Handbook</p>
<p>3.2 Make sure there are arrangements in place for the effective involvement of any volunteers, including what to do if any problems arise.</p>	<p>SSGT does not have volunteers (apart from trustees)</p>
<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.</p>	<p>All staff have permanent contracts; PRSA arrangements in place for all staff; Annual appraisal system; All jobs guided by Civil Service rates; Consideration of training and support for all staff each year in appraisal; Periodic review of staff issues; Annual staff appraisal records; Staff generally receive annual increases in pay; Budget spent on staff training and development External support commissioned for Staff Handbook, employee contracts and consultants contracts - June 2024</p>
<p>3.4 Agree operational policies where necessary, to guide the actions of everyone involved in your charity.</p>	<p>Staff Handbook; Trustee Handbook Operational Procedures Handbook in place. Policies on all governance areas agreed by trustees Complete Staff and Trustee handbooks Operational Procedures documented and known by staff</p>
<p>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.</p>	<p>Trustee Roles policy and procedures document Trustee subcommittees policy and procedures document Staff job descriptions</p>

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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.	SSGT has no volunteers apart from trustees
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.	Operational procedures documented Financial procedures documented – FAIG subcommittee has an oversight role Review schedule in place for all policies – FAIG subcommittee has oversight role
Principle 4: Exercising control	
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.	On changeover to Constitution in 2017 the objects of SSGT were considered – agreed to be fit for purpose. Minutes of AGM and trustees meeting in 2016 and 2017 Constitution updated in 2018
4.2 Find out the laws and regulatory requirements that are relevant to your charity and comply with them.	FAIG subcommittee considers regulations; Policy documents include consideration of laws and policies with which we have to comply; Expertise available on the Board of Trustees Legal expertise engaged in 2018 and 2023 to consider GDPR HR expertise engaged in 2024 to ensure we were compliant with employment and health and safety law
4.3 If your charity raises funds from the public, read the Charities Regulator's guidelines on this topic and make sure that your charity adheres to them as they apply to your charity.	SSGT does not raise funds from the public
4.4 Make sure you have appropriate financial controls in place to manage and account for your charity's money and other assets.	Internal and Financial management controls policy and procedures in place; FAIG subcommittee terms of reference includes oversight of financial controls. Engaging staff with sufficient expertise and experience. Two accountants on FAIG subcommittee. An external accountant does payroll, bookkeeping and produces quarterly management accounts. Executive Director is an accountant.
4.5 Identify any risks your charity might face and how to manage these.	Risk and Opportunities Policy and Procedures documented Risk Register. Insurance policy in place to account for identified risks.
4.6 Make sure your charity has appropriate and adequate insurance cover.	Insurance policy in place to account for identified risks.

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4.7 You should have written procedures to make sure that you comply with all relevant legal and regulatory requirements.	All policies consider legal and regulatory requirements for policy area.
4.8 Make sure there is a formal risk register that your board regularly reviews.	Risk register in place.
4.9 Consider adopting additional good practice standards that are relevant to the particular work that your charity does.	Good practice considered in policy documents. Good practice considered on risk register SSGT adheres to Charity SORP
Principle 5: Working effectively	
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.	Procedure in place for trustee succession Periodic skills audits take place for trustee roles Grant programme areas of interest considered when selecting trustees.
5.2 Hold regular board meetings. Give enough notice before meetings and provide prepared agendas.	Board meeting dates are scheduled at the end of the year for the following year Policies in place which determine that trustees receive board meeting papers at least a week in advance and include an agenda Quarterly board meetings agreed for 2024 Trustees receive board papers in advance and no concern has been expressed about insufficient time to consider papers.
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.	These three items are standing items on the agenda of board meetings.
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.	Papers are tabled for every item on the agenda. Minutes note decisions for every agenda item.
5.5 Consider introducing term limits for your charity trustees, with a suggested maximum of nine years in total.	There are term limits in place for trustees. Each trustee can serve for a period of three years followed by the right to re-election for a further two similar terms with the option of accepting an invitation from trustees, if offered, to serve for one further three-year term.
5.6 Recruit suitable new charity trustees as necessary and make sure they receive an induction.	Trustee succession tabled for discussion when trustees consider Board renewal is necessary

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	<p>Induction policy and Trustee Handbook in place with all policies as appendices</p> <p>New trustee appointed in Jan 2024 and succession planning subcommittee was reconvened in 2024 to source 1 or 2 more trustees.</p> <p>New trustees receive induction training</p> <p>Trustee Handbook in place</p>
<p>5.7 Make sure all of your trustees understand: their role as charity trustees; the charity's governing document; and this Code.</p>	<p>Policies in place and discussed during induction. SSGT Constitution included in Board induction policy and procedures.</p> <p>CRA Governance Code included in the Trustee Handbook</p> <p>SSGT induction policies and procedures</p> <p>SSGT minutes which document discussion of these policies and acceptance of them by trustees</p>
<p>5.8 Commit to resolving problems and emerging issues as quickly as possible and in the best interests of your charity.</p>	<p>Executive Director and Chairperson have monthly meetings.</p> <p>Crisis management policy and procedures in place</p>
<p>5.9 From time to time, review how your Board operates and make any necessary improvements.</p>	<p>Board appraisal policy in place and undertaken every 3 years.</p> <p>Board only session as part of planning session each February.</p> <p>Compliance checklist checked by FAIG subcommittee and trustees annually</p> <p>Board appraisal notes on file.</p> <p>Compliance checklists on file.</p>
<p>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.</p>	<p>SSGT has policy of meeting pack being sent at least a week in advance of trustees meeting. An assessment is included in Board review.</p>
<p>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.</p>	<p>Trustee succession is developed as needed. Diversity was a consideration when researching new trustees</p> <p>Trustees in SSGT have a range of ages and length of time on the Board</p>
<p>5.12 Put in place a comprehensive induction programme for new charity trustees.</p>	<p>Trustee induction policies and procedures in place.</p> <p>New trustee appointed in 2024 had an induction.</p>
<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.</p>	<p>Board appraisal policy in place.</p> <p>Board appraisal took place in January 2023.</p>

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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.	Training events provided by The Wheel and others are offered to trustees. This is documented in ED report when it happens.
Principle 6: Being accountable	
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.	RCN and company information (including names of trustees) is on all email, website and social media RCN and other information can be seen on email, website and social media
6.2 Identify your stakeholders and decide how you will communicate with them.	Communications plan in place All grant programmes include consideration of communications as part of the design process Annual Report published online. Reports produced are uploaded to website and sometimes available in hard copy format.
6.3 Decide if and how you will involve your stakeholders in your planning, decision-making and review processes.	All grant programmes include an evaluation framework which includes stakeholder consultation. Evaluation reports document consultation with grantees, their views on how SSGT its work and the outcome of grant programmes Overall organisational evaluation questions are built into all grant programme evaluation frameworks.
6.4 Make sure you have a procedure for dealing with queries, comments and complaints.	Complaints procedures in place on published on website Complaints register in place Queries are dealt with on an ongoing basis through email, telephone and post Any complaints are brought immediately to the attention of trustees.
6.5 Follow the reporting requirements of all of your funders and donors, both public and private.	Donors receive annual reports on their donations. Auditor given donor funding agreements to ensure financial statements report as requested; Reports to donors on file Financial statements refer to DPER and other requirements for reporting on funds received
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.	Charity SORP-compliant financial statements produced and published on website. SSGT website has downloadable copies of annual report and financial statements for several years.

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6.7 Make sure all the codes and standards of practice to which your charity subscribes are publicly stated.	Documented in annual reports Annual reports published on the SSGT website.
6.8 Regularly review any complaints your charity receives and take action to improve organisational practice.	Complaints policy in place; Complaints register in place Complaints policy published on website; Complaints register report to trustees part of the Executive Director's functions

SSGT trustees confirmed this compliance statement to be an accurate reflection of governance within the organisation at their meeting of 25th July 2024 and are satisfied it meets the standards of the CRA Code of Governance.

Signed on behalf of the Board of Trustees:



Anna Lee, Chairperson

Date: 25th July 2024