

Our Journey to being Compliant with the Governance Code

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Presented on 5th and 12th March 2018

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Twitter: @CareAllianceIrl FB: NationalCarersWeek

Our Vision and Mission

Our **vision** is that the role of Family Carers is fully recognised and valued by society in Ireland.

We exist to enhance the quality of life for Family Carers. We achieve this by supporting our member organisations in their direct work with Family Carers through the provision of information, developing research and policy, sharing resources, and instigating opportunities for collaboration.

About Us

- ▶ **360,000** Family Carers in the Republic of Ireland.
- ▶ **100+ member organisations** - for example The Irish Cancer Society, MS Ireland, Irish Heart.
- ▶ **Collaboration** with The Neurological Alliance of Ireland, Special Needs Parents Association, The Disability Federation of Ireland, The Wheel, Third Level Institutions.

Guiding Principles - How We Work

- ▶ **High Governance Standards**
 - Transparency - Integrity - Professionalism



- ▶ **Focus on Collaboration**
 - primarily with Statutory Organisations and NGO's

- ▶ **Responsive to emerging research and stakeholders needs** - novel solutions - raising the bar WRT supports and interventions



Junior 
ENTREPRENEUR
PROGRAMME

Catalists for Us

- ▶ Transparency
- ▶ Leading by Example
- ▶ Funders Increasingly Seeking It
- ▶ Clarify my role with Board and Chairperson
- ▶ Challenging relationships

When did our journey really begin?

- ▶ Policies and Procedures - early 2010/11
- ▶ Talk of a Governance Code
- ▶ Seemed wise and timely to do it

How much work?

- ▶ Estimate of 4 weeks of my time - spread over 14 months (Sept 2012 - Nov 2013)
- ▶ Lost focus for a time - new chairperson - less funding.
- ▶ Board formally approved the journey in Sept 2012- I shared with them current status of things (per self assessment checklist) - issues outstanding - policies to review Nov 2013 finished the process.

‘Guiding support for family carers’



Executive Director and for possible future additional staff.(Update – Contract with HR agreed Feb 23rd. To be signed imminently) **New contract to be issued end August 2013**

- Exec Director Appraisal to be undertaken in Sept 2012 and annually thereafter.(Update- Undertaken October 2012) **Scheduled for Oct 2013**
- 2012 annual report to identify individual attendance at board meetings.(Update - In draft 2012 Annual Report) **Done May 2013**
- Board need to consider if they happy for Exec Director to remain as Company Secretary – (See guidance note 2.1.b in checklist)(Update- Avril Dooley, appointed Company Secretary Jan 29th 2013) **Done Jan 2013**
- Data protection policy needs to be developed. **Requiring Action**
- Risk Management Policy and Plan needs to be developed.(Update- Feb 2013 Risk Matrix being developed) **Done July 2013**
- Complaints Policy being devised and will be submitted to Board for their approval. (Draft for Board Review in March 2013) **Done July 2013**
- Briefing paper and relevant documents about the Governance code to be circulated to



Principle 1. Leading our organisation.

1.1 Agreeing our vision, purpose and values and making sure that they remain relevant.




<p>1.1 (a) Agree a strategic plan for organisation. The plan should include clear statements of its vision, purpose or mission, values, aims and objectives.</p>			<p>Current Strategic Plan 2010-2013 in operation. Development of new Strategic Plan in <u>Q1</u> 2014</p>	<p>March 2014</p>	<p>Board of Directors</p>		<p>We do not currently have an explicit Statement of Values, We believe that our current vision and mission together with our codes of conduct and other policy documents adequately captures our values at this stage. We do however commit to preparing a Statement of Values in parallel with the development of a new Strategic Plan in <u>Q1</u> 2014.</p>
<p>1.1 (b) Make sure 1.1(a) is reflected in the governing document of the organisation (for example, memorandum and articles of association, deed or trust and constitution).</p>			<p>Once a Statement of Values is agreed, we will apply to the relevant authorities for its inclusion into our governing documents and seek AGM approval for same.</p>	<p>April 2014</p>	<p>Executive Director</p>		<p>As per above.</p>

Principle & Sub Principle	We comply	Don't comply now but intend to	Action to be taken to achieve compliance	Date for completion of action	Responsible person	Don't comply	Explanation for not complying
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Principle 3. Being transparent and accountable.

3.1 Identifying those who have a legitimate interest in the work of our organisation (stakeholders) and making sure there is regular and effective communication with them about our organisation.

3.1 (a) Identify your key stakeholders and make sure there is a strategy in place for communicating with them appropriately.							
3.1 (b) Appoint an agreed spokesperson for the organisation.							
3.1 (c) Ensure that the organisation's annual report and accounts are widely available and easy to access on the organisation's website and elsewhere.							

Changed the way we look at and organising things

- ▶ Set up a Governance Folder in my Filing System
- what does it include now?
- ▶ Confidence when faced with certain dilemmas -
ask one self is this a governance matter, a
board issue?
- ▶ Ongoing Use of Boardmatch, directors
interview/referencing process

- AGM
- Annual Reports
- Audit and Risk Cttee
- Board Meetings
- Board Performance
- Carmichael Centre
- Charitable Status
- Charities Regulatory Authority
- Companies Act 2014
- Company Articles
- Company Governance Handbook
- Company Secretary
- Constitution
- CRO Notifications
- Directors CVs
- Directors ID
- Directors Photos
- Directors Signed Code of Conduct
- Duties and Powers Of Directors
- EGMs
- Election of Directors
- Governance Awards

- Governance Calender
- Governance Code
- Incorporation Documentation
- Induction
- Lobbying Act
- Meeting Chair
- Membership Issues
- Misc
- New Director Recruitment
- Old Strategic Plan
- Policies
- Register of Interests
- Reports to Board
- Research Sub Committee
- Resources
- Revenue Commissioners Charities Section
- Risk Matrix
- Schedule of Matters
- Strategic Plan
- The Wheel Pack
- Twenty Years Report

What do we do differently Now?

- ▶ Governance Update is now a standing item on every Board of Directors Meeting
- ▶ Declaration of Conflicts
- ▶ Directors and Staff attend Governance sessions
- ▶ Board Attendance Rates Reported in Annual Report
- ▶ Governance Page on our website
- ▶ Company Secretary is not a staff Member

How are Our Annual Reports Presented Now?

- ▶ Tell a Story
- ▶ Be Creative - Images, Infographics, Quotes, Feedback
- ▶ Explain your work, your impact- and the challenges

Care Alliance Ireland

**A Company Limited by Guarantee
and not having a Share Capital**

Directors' Report and Financial Statements

for the year ended 31 December 2016

The directors who served during the year were as follows;

Donal McKenna
Clare Duffy (Resigned 13 June 2017)
Dermot Maguire (Resigned 16 February
2017)
Fergus O'Rourke
Deirdre Shanagher
Jimmy Duggan (Resigned 16 February
2017)
Rosemary Daynes
Ann Walsh
Phil Dunne
Hazel Mulligan
Annie Dillon (Appointed 21 February 2017)
Barbara Barrett (Appointed 17 June 2017)

COMPANY SECRETARY

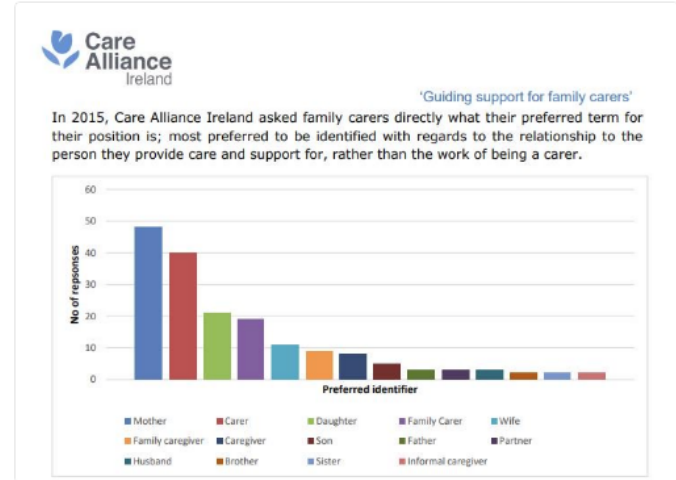
Rosemary Daynes



HSE Ireland
@HSELive

Following

#UnderstandTogether supports @CareAllianceIrl's call to ensure that the term 'informal carer' is no longer used #CarersRightsDay #dementia carealliance.ie/userfiles/file ...



Stakeholder Feedback

(In response to the publication of the Spring Edition of our Newsletter Care Alliance Ireland Exchange)

“Useful update on carers and social care developments in Ireland. Great work as always”

Helen Ferguson, Equality Commissioner at Equality Commission for Northern Ireland



Care Alliance Ireland Exchange

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National Carers Week 2017

The 11th National Carers Week took place 12–18 June and yet again succeeded in delivering over 100 events for Family Carers across every county in Ireland. This year the week included a number of new initiatives including a live Twitter discussion on Family Carer issues in collaboration with Dr. Liam Farrell.

We were particularly happy with the print/online media coverage; RTE's Marian Finucane Show had three male family carers on the Saturday morning show on 17 June ([listen here](#)). We were also happy with the increase in involvement by health centres and private companies. The week was the fourth-highest trending topic on Twitter Ireland on 12 June. This year also represented a significant increase in merchandise with thousands of stress balls, hand warmers, shopping bags, trolley coins, T-shirts and pens dispersed nationally.



A full review of the week has been completed and involved Family Carers, event organisers, partners and others who were involved in the week. Photos from the week can be seen on pages 3, 4 & 5.

National Carers Week 2018 takes place 11 - 17 June.

"A delayed thank you from me on all the work completed in Carers Week 2017. It was St. Michael's House's first experience of being an official partner and it was a welcome and positive one. The Carers Week is part of the communication plan for 2018. We look forward to engaging more of our teams on the ground. It was lovely to meet and work with you all."

Barbara Wiseman, St Michael's House.



Care Alliance Ireland Exchange

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Care Alliance Ireland – UCD Family Carer Research Conference



Pictured at the Care Alliance Ireland/UCD Family Carer Research Conference are Donal McKenna (Chair CAI) with Deirdre Murphy (DCU) and Janet Diffin (QUB)

Consultation on Home Care Services – Deadline for Submissions Extended

Following representations made by a number of not-for-profit organisations, the deadline for making submissions on the review of home care supports has been extended to 2 October. See notification [here](#). You can find a full copy of the consultation form [here](#). Zoe Hughes, Policy and Research Officer, has been consulting with many of our member organisations in advance of making our own submission.



Improving Home Care Services in Ireland
Have Your Say!



**Donal McKenna-
Chairperson**



Rosemary Daynes



Deirdre Shanagher



Annie Dillon



**Fergus O'Rourke-
Treasurer**



Phil Dunne



Hazel Mulligan



Ann Walsh

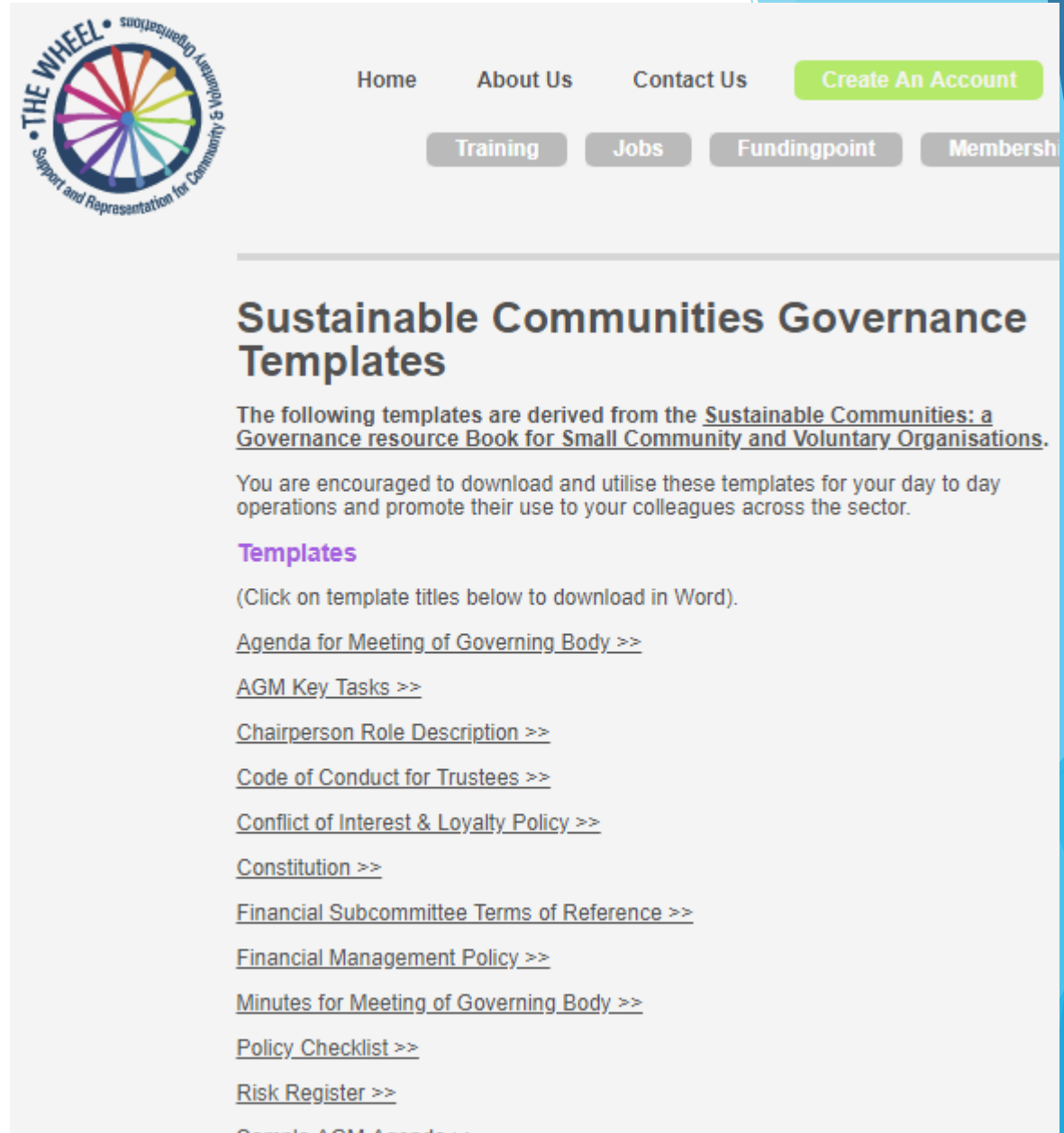
How do we keep Compliant?

- ▶ Review Policies regularly - each one is scheduled for review annually, bi-annually etc. - Governance Calendar (simple Excel spreadsheet)
- ▶ Directors State compliance annually - subject to review - with comply or explain approach
- ▶ c5% of my time is now spent is on overall governance

Name	When Approved	When Due for Review	Status	Priority	Issues
Risk Matrix	Dec-17	Jun-18	OK		Reviewed Dec 2017
Register of Interests	Sep-17	Apr-18	OK		To be updated 6 monthly and or as new directors come on board.
Risk and Audit Committee Terms of Reference	Jul-16	Jul-18	OK		
Board Review	2017/2018	2020	Ongoing	2	boardcheckup.com board self evaluation completed. For board discussion.
Directors Report and Financial Notifications to CRO	Apr-17	Apr-18	OK		Beginning to work on 2017 report.
	Ongoing	Ongoing	OK		Fully Compliant
Directors Term of Office	Aug-17	Aug-18	For Review	2	Need to review whilst developing Company Governance Handbook
Strategic Plan - 2014-2017	Jan-14	2017	For Review	2	Need to begin process of review. Have reviewed new DFI Strategic Plan and others.
Review of Compliance with Governance Code	Mar-17	Mar-18	OK		Working Greoup within board?
Apply for Good Governance Award	Sep-17	Sep-18	OK		
Develop Company Governance Handbook		Jan-18	For Review	2	Review templates. Create List of New sections required. Present Draft to Board/(sub committee?). Get approved. Disseminate.

Help is Available!

- ▶ The Wheel -
 - Governance/Policy Templates
- ▶ Tailored Governance Training
 - ▶ The Wheel
 - ▶ Boardmatch
 - ▶ The Carmichael Centre



The screenshot shows the website for 'THE WHEEL', which provides support and representation for community and voluntary organisations. The navigation menu includes Home, About Us, Contact Us, and a prominent 'Create An Account' button. Secondary navigation options include Training, Jobs, Fundingpoint, and Memberships.

Sustainable Communities Governance Templates

The following templates are derived from the [Sustainable Communities: a Governance resource Book for Small Community and Voluntary Organisations](#).

You are encouraged to download and utilise these templates for your day to day operations and promote their use to your colleagues across the sector.

Templates

(Click on template titles below to download in Word).

- [Agenda for Meeting of Governing Body >>](#)
- [AGM Key Tasks >>](#)
- [Chairperson Role Description >>](#)
- [Code of Conduct for Trustees >>](#)
- [Conflict of Interest & Loyalty Policy >>](#)
- [Constitution >>](#)
- [Financial Subcommittee Terms of Reference >>](#)
- [Financial Management Policy >>](#)
- [Minutes for Meeting of Governing Body >>](#)
- [Policy Checklist >>](#)
- [Risk Register >>](#)
- [Sample AGM Agenda >>](#)

SUSTAINABLE COMMUNITIES: A GOVERNANCE RESOURCE BOOK FOR SMALL COMMUNITY AND VOLUNTARY ORGANISATIONS



https://www.wheel.ie/sites/default/files/TheWheel_SustainableCommunities_Governance%20FINAL%20ELECTRONIC_0.pdf

Money is Available!



Annual Reporting Grants

- ▶ [€1,000 per organisation](#)
- ▶ <http://www.communityfoundation.ie/grants/types-of-grants/annual-reporting-grants>

Don't Lose that Spark !

