# How to Review Your Committee Governance



**About this tool**

In 2018 all County and Regional committees completed this governance health check for the first time to self-assess their governance standards. This identified areas of governance where volunteers needed support to develop and England Netball have created tools to help you as a result.

The following 10-minute questionnaire is an updated version of the health check based on your feedback. It enables you to measure your committee’s governance against the most basic level of governance at Tier 1 of the Sport England [Code for Sports Governance](https://www.sportengland.org/media/11193/a_code_for_sports_governance.pdf).

**Why is it important?**

Regularly reviewing your governance means you can easily plan how to make improvements and work towards meeting the governance code ensuring the confidence of your members.

**Top Tips**

We recommend that the Chair or Governance Lead of the organisation ensures that this quick and easy self-assessment is carried out annually and returned to the England Netball Governance Manager. The self-assessment can also be used to monitor ongoing compliance with Tier 1 of [A Code for Sports Governance](https://www.sportengland.org/media/11193/a_code_for_sports_governance.pdf) and the embedding of good governance standards.

**How does this link to the Governance Code?**

Whilst completing an annual health check is not a mandatory requirement of the code itself, it is a crucial governance tool since the process allows your committee to identify areas to improve.

**Netball Committee Annual Governance Health Check**

**Committee Name:**

**Completed By**

**Name:**

**Role:**

**Date:**

Please complete the Health Check by ticking the box on the right-hand side of each question if your committee meets the stated requirement.

The completed Health Check should be completed at least annually and shared with the England Netball Governance Manager annually.

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| **Requirement 1: The organisation is properly constituted, has a clear purpose and, if membership based, is inclusive and accessible.** |  |
| 1.1 | We have a constitution which sets out:• why we exist• the work we are involved with• how we make decisions• how we operate |[ ]
| 1.2 | We operate according to the rules and provisions set out in our constitution and other formal documents as well as any other legal obligations which are relevant (e.g. data protection). |[ ]
| 1.3 | We take reasonable steps to ensure we are accessible to all sections of the local netball community and that they know who we are and how to contact us. |[ ]
| 1.4 | We are able to explain why we primarily work with women.  |[ ]
| 1.5 | When new people apply to be members of England Netball through our committee we provide clear information as part of the membership application process about the benefits of joining the County/Region too.  |[ ]
| 1.6 | We ensure that when membership is revoked or cannot be granted to an individual we explain why they are unable to be a member of the County/Region. |[ ]
| 1.7 | We regularly review the constitution and other governing documents, at least annually, and consider whether they need updating. |[ ]
| 1.8 | We know how to change and update our constitution and governing documents. |[ ]
| 1.9 | It is clear how people from across the local netball community can contact us and find out about the committee. |[ ]
| 1.10 | The constitution is clear about who can and cannot be a member of the organisation, and in which circumstances membership may be removed (e.g. if an individual is banned from membership by England Netball). |[ ]
| 1.11 | We have a regularly reviewed and updated stakeholder engagement plan for gathering the views of local members, players, officials, coaches, supporters, partners and others affected by our activities in order to ensure our decision making is based on their needs, that their voices are heard and for incorporating the results into our decision making. |[ ]
| **Requirement 1 Comments:** (If you have any additional notes to share, please use the space provided) |
| **Requirement 2: The governing committee meets regularly and decision making is recorded.** |  |
| 2.1 | The governing committee meet regularly enough to make sure decisions are made in good time. |[ ]
| 2.2 | Meetings are regular enough for all decisions required by the committee to be made within each meeting. |[ ]
| 2.3 | Formal minutes are taken recording decisions made and are circulated promptly to all members to ensure accuracy and that actions are implemented. |[ ]
| **Requirement 2 Comments:** (If you have any additional notes to share, please use the space provided) |
| **Requirement 3: Conflicts of interest are recognised, managed by the chair and recorded. At least three of the people on the committee are unrelated or noncohabiting.** |  |
| 3.1 | The chair recognizes, records and manages conflicts of interest and conflicts of loyalty including committee members’ other netball roles. |[ ]
| 3.2 | The majority of the committee are not related to, or living with, each other.  |[ ]
| 3.3 | We have in place a robust and up-to-date committee code of conduct which sets out protocols for avoiding and handling committee members’ conflicts of interest and loyalty, including potential or perceived conflicts which is regularly reviewed. |[ ]
| 3.4 | We record conflicts and maintain a register of interests of governing committee members including other netball organisations (i.e. a member who has a conflict because they also sit on the committee of a club). |[ ]
| **Requirement 3 Comments:** (If you have any additional notes to share, please use the space provided) |
| **Requirement 4: In deciding who sits on its governing committee the organisation considers the skills and diversity required of its committee members.** |  |
| 4.1 | When we decide who to appoint to the committee we consider the skills and diversity required of the team, in addition to knowledge of netball.  |[ ]
| 4.2 | The roles and responsibilities of the members of the governing committee are clearly defined and communicated in written volunteer role descriptions for all positions. |[ ]
| 4.3 | We have access to a governance expert either externally available or appointed to our committee who provides legal, regulatory and compliance guidance, records meeting decisions and oversees the governing committee’s induction and ongoing development needs. |[ ]
| 4.4 | The committee has enough people and enough diversity of skill and opinion to carry out our duties effectively. |[ ]
| 4.5 | The governing committee reflects the diversity of the local netball community.  |[ ]
| 4.6 | We actively try to recruit more diversity amongst members. |[ ]
| 4.7 | We have undertaken a skills audit and highlighted the skills, knowledge and attributes essential for us to successfully achieve our County/Region plan. |[ ]
| 4.8 | We use succession planning to plan in advance when vacancies will appear and how to fill any gaps in committee skills and diversity through recruitment. |[ ]
| 4.9 | We have a working succession plan in in place to ensure the regular planned refreshment of members of the committee, which balances the introduction of new skills and talent with ongoing stability. |[ ]
| **Requirement 4 Comments:** (If you have any additional notes to share, please use the space provided) |
| **Requirement 5: Committee members are subject to regular election and ideally should serve no more than nine years.** |  |
| 5.1 | Our constitution describes committee member appointment processes and term limits. |[ ]
| 5.2 | Committee members are subject to regular election. |[ ]
| 5.3 | Members of the committee serve no more than 9 years in total. |[ ]
| **Requirement 5 Comments:**(If you have any additional notes to share, please use the space provided) |
| **Requirement 6: The organisation has a bank account and two independent signatories are required for payments.** |  |
| 6.1 | We have a separate designated organisation bank account to help prevent theft, loss, fraud and improper use of funds.  |[ ]
| 6.2 | Two independent signatories are required for payments using the designated organisation bank account. |[ ]
| 6.3 | We have clear, written procedures covering internal financial policies and controls, which are followed and reviewed annually. |[ ]
| **Requirement 6 Comments:** (If you have any additional notes to share, please use the space provided) |
| **Requirement 7: Annual accounts are prepared, scrutinised independently of the person responsible for finance (e.g. treasurer) and are made available to members to describe how money has been spent.** |  |
| 7.1 | Annual accounts are prepared and scrutinised independently of the person responsible for finance. |[ ]
| 7.2 | The Annual accounts are published and shared with our members and their stakeholders. |[ ]
| 7.3 | Everyone on the governing committee has read and understood the Charity Commission’s CC8 ‘Internal Financial Controls for Charities Checklist’, even if our organisation is not a charity so that we can support our Treasurer effectively. |[ ]
| **Requirement 7 Comments:** (If you have any additional notes to share, please use the space provided) |

**Governance Action Plan**

For any gaps in meeting the requirements of tier one of A Code for Sports Governance please establish and enter below actions to address these gaps. These actions should also be included in your Region/County plan.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Governance Code Requirement** | **Governance Gap** | **Lead** | **Action to become compliant** | **By When?** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |