

## Charities Governance Code Compliance Record Form

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.

Every year after your first report, you need to follow 'What are the ten steps to comply?'. The Charities Regulator may ask to see your most recent Compliance Record Form or any earlier Compliance Record Form at any time.

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.

Please use the glossary within the [Charities Governance Code](#) when filling in the form.

## Compliance Record Form

### Principle 1: Advancing charitable purpose

#### 1 Core standards for advancing charitable purposes

##### 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.

- The purpose of CoisCéim Dance Theatre is to further the advancement of science and the arts. The charitable objects are clearly stated in the Company's Governing Document (Constitution). The Company also publishes its Mission Statement & Statement of Purpose

Evidence of our actions

- Information on the charities purpose is clearly stated on the CRA website
- The charity's Mission Statement and Statement of Purpose are downloadable from the company's website (<https://coisceim.com/about-us/>)
- The company's Constitution can be downloaded from the Company's website
- The charity's Mission Statement and Statement of Purpose are clearly stated in the Welcome Pack for Board Members / Charity Trustees

**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 the standards.

- CoisCéim has a number of paid employees under full-time, part-time and freelance contracts. These are necessary for the company to achieve its charitable objects to provide public benefit and rates of pay and conditions are in line with industry norms and published on the company's website for transparency
- Board members (Charitable Trustees) cannot be employed by the company

Evidence of our actions

- CoisCéim is committed to transparency, equality and dignity at work and publishes information on working with the company on its website (<https://coisceim.com/about-us/working-with-us/>)
- CoisCéim takes part in the annual industry salary survey by Theatre Forum to ensure that rates of pay are within industry norms
- When joining the Board of Directors, Charitable Trustees agree to behave in accordance with a Code of Conduct that focuses on the responsible and efficient delivery of the Company's charitable objects.

**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.**

Actions our charity takes to meet the standards.

- The Charity operates under a Board approved three-year strategic plan that sets out a number of goals to advance the charitable objects of the company – the current plan runs from 2018 – 2020.
- In line with these goals, the Executive prepares an annual preliminary programme of achievable activity with associated budget for approval of the Board of Directors / Charitable Trustees in the autumn of each year.
- This plan and budget are reviewed and revised plans prepared for examination and approval by the Board following the outcome of the Arts Council’s strategic funding decision in January of each year. Once approved this plan & budget form the basis for the company’s activity programme

Evidence of our actions

- 2018 – 2020 Strategic Statement forms part of the Company’s funding applications to state bodies including Arts Council of Ireland and Dublin City Council
- It is a condition of funding that Revised Plans submitted to the Arts Council of Ireland are achievable. CoisCéim has been a revenue / strategic client of the Arts Council of Ireland and Dublin City Council for over twenty years with a consistent track record in the delivery of its annual programmes

**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 the standards.

- CoisCéim's Revised Plans are subject to intense scrutiny by the Charities Trustees and approval is conditional on the ability of the annual of programme of activity to be able to realised
- Contingency is included in all budgets
- Revised Plans submitted to the Arts Council must be able to demonstrate that they can be realised within accountable levels of financial risk
- Plans submitted to Dublin City Council and other funding bodies must be able to demonstrate that they can be realised within accountable levels of financial risk

Evidence of our actions

- CoisCéim has been a revenue / strategic client of the Arts Council of Ireland and Dublin City Council for over twenty years and operates in accordance with their cash flow conditions.
- As with all strategic clients, CoisCéim meets with an officer of the Arts Council on an annual basis to detail its Plan for the year and how it will be financed.
- CoisCéim is has also received grant aid from Culture Ireland and been commissioned by 14-18NOW in the UK both of which have stringent conditions in terms of operating within realisable budgets

**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 the standards.

- CoisCéim's three-year strategic plans take the company's charitable objects, mission statement and statement of purpose as a starting point to reflect and review the organisation's position at that time
- The provision of "providing public benefit" is a core criterium in relation to all projects/activities that the company undertakes and each project is developed and evaluated in this optic

Evidence of our actions

- Each strategic plan includes a reflection of recent activity in the context of the company's mission statement / statement of purpose
- Arts Council and Dublin City Council funding applications include information on how our programmes and activities benefit the public and how we intend to broaden, deepen and diversify the public's engagements with the performing arts

## Additional standards

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

Actions our charity takes to meet standards.

- Has a three-year strategic planning cycle with clear goals. Current strategic plan runs from 2018 – 2020
- Has a two-phase annual planning & budgeting cycle with preliminary costed plans for the following year examined and approved by the Board / Charity Trustees each autumn that are Revised and adopted at the start of the year under consideration

Evidence of our actions

- The three-year strategic plan is submitted as part of the company's major annual funding applications
- The Arts Council of Ireland strategic funding submission and decision cycle defines the timing of the approval of preliminary and revised plans. The annual review meeting at the Arts Council also provides an external check on the company's efforts to realise its strategic aims in a financially efficient manner through the activity programme

**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 the standards.

- A Board Report is prepared by the Executive for distribution to the Board ahead of every board meeting that monitors progress against plans on an ongoing basis from an artistic, operational and financial perspective
- Annual funding applications to the Arts Council and Dublin City Council also require a comparison of projected vs actual for all areas of the company's activity
- Quarterly Financial Reports include budget vs actual statements as part of routine monitoring
- Effectiveness of the Charity is evaluated in a number of ways
  - o Public Engagement
  - o Artistic Quality and Benchmarking
  - o Achievement of strategic goals
  - o Effective and Efficient use of Financial Resources
  - o Governance and Advocacy

Evidence of our actions

- Preparation of Board Reports ahead of all Board meetings
- A pre-requisite of annual Arts Council and Local Authority Funding Applications includes monitoring progress and evaluation of the effectiveness of the charity
- Quarterly Financial Board Reports provide ongoing financial monitoring
- The company is audited in line with SORP as are large scale projects by and independent auditor
- Press Coverage, Review, awards and international peer recognition are also used to evaluate the effectiveness of the charity to achieve its primary object "to further the advancement of science and the arts"

**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 the standards.

- CoisCéim often works in partnership with other charities and not for profit organisations to deliver projects of varying scale and impact especially in the area of arts participation.
- As an integrated dance theatre company, CoisCéim is unique in an Irish context. In addition, it has a very strong and distinctive identity – it therefore very unlikely to merge with another charity.
- Every three years as part of the development of a new strategic plan, the effectiveness of CoisCéim and its ongoing existence are discussed as part of the evaluation process.

Evidence of our actions

- CoisCéim has been a core partner on a number of recent co-productions of national and international profile including the major international interdisciplinary project, THESE ROOMS; the multi-partner co-production, INVITATION TO A JOURNEY and the collaboration with RHA Gallery, BODY LANGUAGE. CoisCéim's access and participation initiative BROADREACH collaborates constantly with local authorities, state agencies and non-profits in order to deliver its programme. Current and recent partnerships include the Ballyogan - EXIT15 Commission, the National Neighbourhood Project, ALIGHT! And SHORELINE that brought together a primary school, choir and specially formed dance collective for people aged 50+ for DLR County Council.

## Principle 2: behaving with integrity

### 2 Core standards for 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.

Actions our charity takes to meet the standards.

- CoisCéim has a clear succinct Mission Statement & Statement of Purpose
- CoisCéim strongly believes in transparency and good governance aims to comply with all prevailing legislation through a series of policy documentation most of which is publicly available
- CoisCéim's Constitution places good governance at its core especially in relation to division of roles and responsibilities including an external company secretary and term lengths for Directors
- CoisCéim is strongly committed to dignity at work and clearly states what people working with the company can expect and what is expected of them

#### Evidence of our actions

- CoisCéim maintains an up to date Policy Documentation Summary Statement to aid ongoing compliance with prevailing legislation. At present the following policy documentation is published through our website or in place internally.
- The following documentation & policies are published at <https://coisceim.com/about-us/> in the governance section
  - o Tax Clearance Cert
  - o Governing Document | Constitution (last updated 2016)
  - o Mission Statement & Statement of Purpose
  - o Audited Annual Financial Statements & Report (5 years)
  - o Charitable Status Confirmation Statement
  - o Governance Code (Type C) Commitment Statement
  - o Public Compliance Statement of Fundraising
  - o Due Diligence | Beneficial Owner Statement
  - o Feedback and Complaints Procedure
  - o Donor Charter Statement

- Details of Board of Directors
- Privacy Statement (GDPR)
- The following documentation & policies are published at <https://coisceim.com/about-us/working-with-us/> that details the working environment that we strive to maintain at all times
  - Health & Safety Policy
  - Studio Safety Procedures for Teachers
  - Child and Vulnerable Adult Policy
  - Child Safeguarding Statement
  - Grievance and Disciplinary Procedures
  - Dignity at Work Policy
  - Diversion and Inclusion Policy
  - Guidelines on Social Media
- In addition, the Company operates in accordance with the following internal policy documents that are available upon request
  - Risk Policy (Confidential to Board of Directors & Executive)
  - Statement of Matters for Decision by the Board
  - Board Effectiveness Report
  - Organisational Summary Statement
  - Maternity Policy
  - Board Members Welcome Pack including Board Member Code of Conduct
  - Internal Controls Checklist
  - Conflicts of Interest Policy

## Compliance Record Form

**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 the standards.

- CoisCéim has a Conflicts of Interest Policy covering the Board of Directors, Executive and Senior Staff members

Evidence of our actions

- The policy is an internal document and is updated in parallel with the Board Members Welcome Pack. It is available upon request.

## Compliance Record Form

**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 the standards.

- The Code of Conduct for Board Members is contained within the Board Member welcome pack – it addresses all the issues detailed above
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#### Evidence of our actions

- This document is available upon request. In line with the company's commitment to ecological responsibility signature of the CRO B10 Form indicates acceptance of a Board Members commitment to abide by the company's code of conduct.
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**Principle 3: Leading people**

**3 Core standards for leading people**

**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 the standards.

- In 2018 CoisCéim undertook a comprehensive organisational review to clearly outline roles and responsibilities throughout the company and developed an “Organisational Summary Statement” that will be updated biannually at the same time as the company’s risk policy.

Evidence of our actions

- This document is available upon request

**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 the standards.

- CoisCéim has a bespoke internship programme and resources sharing scheme with Irish Theatre Institute to aid creative and skills development within the industry. We do not have a volunteer programme.

Evidence of our actions

- For Educational internships - clear guidance on a case by case basis is given in relation to what is expected of the intern and what the intern can expect from CoisCéim – these are always shared with the intern’s host organisation and examples are available on request (GDPR compliant)

**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 the standards.

- All people working with CoisCéim are under either full-time / part-time or freelance contract or agreement. The 2018 organisation review addressed the issue of employee support, supervision and appraisal within a company of our size

Evidence of our actions

- The 2018 Organisational Summary statement is available upon request

**3.4 Agree operational policies where necessary, to guide the actions of everyone involved in your charity.**

Actions our charity takes to meet the standards.

- CoisCéim aims to comply with all prevailing legislation and is aided by the fact that in most cases compliance is required for access to public funding.

Evidence of our actions

- A list of CoisCéim's current policy documentation and where to find it is detailed in Section 2.1 above

### 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 the standards.

- Individual Employment Contracts detail each position's role and responsibility
- The Organisational Summary Statement summarises these for the Board of Directors, Executive and Senior Staff members
- The Matters for Decision by the Board document outlines where responsibility can be delegated or not
- The roles and responsibilities associated with subcommittees or working groups are contained within the Board Minutes of the Company

Evidence of our actions

- The referenced documentation can be found as detailed in Section 2.1 above

**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 the standards.

- The company does not work with volunteers. Information in relation to the company's intern programme are detailed in Section 3.2 above

Evidence of our actions

- See Section 3.2 above

## Compliance Record Form

### **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 the standards.

- Overall Company Strategy is developed by the Board together with the Executive and approved by the Board
- Three Year Strategic Plans are developed by the Executive together with the Board and approved by the Board
- Preliminary Annual Budgets and Corporate Plans are developed by the Executive and approved by the Board as part of the company's annual application to the Arts Council of Ireland
- Following the decision of the Arts Council of Ireland, Revised Plans and Budgets are developed by the Executive and approved by the Board – these form the basis for the annual programme of activity

Evidence of our actions

- Approval of Strategic Plans and Preliminary and Revised Plans and Budgets are documented in the Board Minutes of the Company

- The Board Approved Annual Applications to the Arts Council are available upon request

## Compliance Record Form

### Principle 4: Exercising control

#### 4 Core standards in 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.**

Actions our charity takes to meet the standards.

- The Company updated its Governing Document and adopted a new Constitution compliant with prevailing charities legislation in 2016. This process was overseen by CoisCéim's external Company Secretary

#### Evidence of our actions

- Please see Section 2.1 above for details on where to find the Constitution on the company's website. Filing of the Constitution with the CRO and the Charities Regulator of the Constitution is contained within email correspondence between the CEO and Company Secretary at the time.

## Compliance Record Form

### **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 the standards.

- CoisCéim retains an expert Company Secretary to ensure that the company is kept aware of regulatory changes

#### Evidence of our actions

- CoisCéim's Company Secretary is Penelope Kenny of Arts Governance. She is an independent expert in the field. For more information please see [www.artsgovernance.com](http://www.artsgovernance.com)

## Compliance Record Form

### **4.3 If your charity raises funds from the public, read the Charities Regulator's guidelines<sup>1</sup> on this topic and make sure that your charity adheres to them as they apply to your charity.**

<sup>1</sup> See Guidelines for Charitable Organisations on Fundraising from the Public - available from:

<https://www.charitiesregulator.ie/media/1265/guidance-for-fundraising-english.pdf>

Actions our charity takes to meet the standards.

- CoisCéim is committed to complying with the Charities Regulator "Guidelines for Charitable Organisations on Fundraising from the Public", which began with commitment to the ICTR Statement for Guiding Principles for Fundraising that was formally discussed and adopted at a meeting of the governing body on 25 March 2015.
- This commitment is published on our website and is reviewed and updated annually

Evidence of our actions

- Please see Section 2.1 above for details on where to find this statement on our website.

Compliance Record Form

**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 the standards.

- CoisCéim's annual financial statements are audited by an independent auditor in accordance with SORP. These statements are approved by the members (that comprise the Board of Directors & current Executive) at the AGM
- All annual budgets are approved by the Board
- All loans and other major investments must be approved by the Board in line with the "Statement of Matters for Decision by the Board"
- Internal Financial Controls are governed by the Internal Controls Checklist
- Roles and Responsibilities in relation to Financial Management at CoisCéim are clearly summarised in the Organisational Summary Statement

Evidence of our actions

- Please see Section 2.1 for details of where to find the documentation listed above

- The “Internal Controls Checklist” is based on the Charities Regulator’s document “Internal Financial Controls Guidelines for Charities – it is updated annually and available upon request

## Compliance Record Form

### 4.5 Identify any risks your charity might face and how to manage these.

Actions our charity takes to meet the standards.

- As part of the strategic review in 2017, the Executive together with the Board of Directors developed an approved Risk Policy that is updated on a bi-annual basis

Evidence of our actions

- The Risk Policy is a confidential Board document that is available upon request

## Compliance Record Form

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

Actions our charity takes to meet the standards.

- CoisCéim has both annual and project Employers and Public Liability insurances for €6.5million and €13million respectively
- The company also has Directors & Officers Insurance where cover is provided for claims arising out of actual or alleged breach of trust, breach of duty etc... as a matter of good practice in relation to the legal responsibilities of Charity Trustees as defined by the Charities Act, 2009
- CoisCéim also holds material damage cover and Legal Expenses Cover.

Evidence of our actions

- Copies of Insurance Policies are available on request from CoisCéim's General Manager at [info@cosiceim.com](mailto:info@cosiceim.com)

Compliance Record Form

**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 the standards.

- In accordance with advice from CoisCéim's independent Company Secretary the company implements and updates company policy documentation to achieve compliance with prevailing legislation

Evidence of our actions

- Please see Section 2.1 for a list of the Company's policy documentation and where to find it.

## Compliance Record Form

### **4.8 Make sure there is a formal risk register that your board regularly reviews.**

Actions our charity takes to meet the standards.

- As agreed at the Board Meeting of 05 Feb 2019, a Risk Register will be included as a permanent item on all Board Meeting Agendas

Evidence of our actions

- The Risk Register will be updated at each Board Meeting and included within the Board Minutes on an ongoing basis.

## Compliance Record Form

### **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 the standards.

- CoisCéim attends seminars on good practice led by organisations such as The Arts Council and Theatre Forum in order to achieve its goal of being at the forefront of good practice
- CoisCéim is a member of a number of formal and informal networks that encourage the transfer of knowledge and information related to “good practice” of the production of performance and dance touring
- CoisCéim’s Company Secretary is tasked with keeping the Company informed of potential changes

- CoisCéim also ensures that at least one member of its Board of Directors is skilled in the area of policy to bring this perspective to all Board Meetings

#### Evidence of our actions

- The policy advisor, Olwen Dawe who specialises in the areas of Dignity at Work and Diversity & Inclusion currently sits on the Board of CoisCéim Dance Theatre
- CoisCéim Dance Theatre is a member of Dance Ireland, Theatre Forum, Create and a founding partner of Dance Travels Network
- CEO, Bridget Webster is a Board Member of Aerowaves, the European Dance Network

## Principle 5: Working effectively

### 5 Core standards for 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.

Actions our charity takes to meet the standards.

- CoisCéim's governing document defines the role of Chair and allows for the setup on subcommittees (including an audit subcommittee) as and when required
- CoisCéim's governing document defined the requirement for a Company Secretary. For good governance, CoisCéim's Company Secretary is not a member of the Board of Directors
- The Board of CoisCéim is committed to balance and identifies trustees in accordance with the following principle – *ideally the Board of Directors of CoisCéim should always contain a minimum of one finance specialist, one policy specialist, one artist from any discipline, one creative producer/not for profit strategist and one person from outside the sector.*
- When appointing new trustees, the Board of Directors collectively determines the skills sets and experiences that are required to maintain equilibrium and amplify the overall strength and capacity of the Board itself

Evidence of our actions

- Please see CoisCéim's Governing Document – see Section 2.1 for details

#### 5.2 Hold regular board meetings. Give enough notice before meetings and provide prepared agendas.

Actions our charity takes to meet the standards.

- CoisCéim’s Governing Document outlines the required notice periods for the Annual General Meeting (AGM) and if necessary EGMs (Clauses 24-37)
- CoisCéim holds 5-6 meetings per year and the “Board Member Welcome Pack” details the notice period for the review of documentation and agendas

Evidence of our actions

- Please see CoisCéim’s Governing Document – see Section 2.1 for details
- CoisCéim’s “Board Member Welcome Pack” is available upon request

Compliance Record Form

**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 the standards.

- “Reporting on Activities and Review of Finances” are standard items in the Executive Board Report that is prepared and distributed in advance of all Board Meetings
- Conflicts of Interest is a permanent item on every Board Meeting agenda

Evidence of our actions

- CoisCéim’s Board Members Welcome Pack that includes details of standard Board meeting documentation is available upon request as are examples of the Executive Board Report and standard Board Meeting agenda.

- CoisCéim's independent audit includes a review of Board documentation for the year under consideration

## Compliance Record Form

### 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 the standards.

- An Executive Board Report is produced and circulated ahead of Board Meetings to ensure that Board members have the necessary facts and have time to request any clarifications / additional information to be able to make informed decisions
- Draft Board minutes are sent to the Chair of the meeting for review within 72 hours of the meeting taking place to aid an accurate record

Evidence of our actions

- Examples of the Executive Board Report are available on request

## Compliance Record Form

### 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 the standards.

- Clauses 62 of the Company's Governing Document detail the term limits for Board Directors / Charity Trustees – *“a retiring director shall be eligible for a further term or terms of office which, when aggregated with the terms already served, shall not exceed seven years in total or six years consecutively but not for any longer period.”*

Evidence of our actions

- Please see Section 2.1 for details of where to find the Company's Constitution

## Compliance Record Form

### 5.6 **Recruit suitable new charity trustees as necessary and make sure they receive an induction.**

Actions our charity takes to meet the standards.

- New Board Members is a common meeting agenda item to ensure that the health and wellbeing of the Board moving forward is addressed
- Before recruiting new members, a skills audit is conducted to determine what is required in a new member
- Various methods are employed to search for new Board members to encourage diversity including the use of external specialist agencies e.g. Boardmatch
- Once identified, potential Board members will meet with the Chair and Artistic Director and often one other member of the Board.
- Once invited, the induction process begins starting with the Board Member Welcome Pack and informal meeting with the Chair and CEO

Evidence of our actions

- The Board Member Welcome Pack is available upon request

## Compliance Record Form

### 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 the standards.

- The Board Member Welcome Pack includes information on the items listed above and includes in their entirety the following documentation
  - o Schedule of Matters for Decision by the Board
  - o Code of Conduct for Board Members
- Both this document and the requirement for Charity Trustees to comply with the Company's Governing Document are referenced in this pack.

Evidence of our actions

- The Board Members Welcome Pack is available upon request

## Compliance Record Form

### **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.

- CoisCéim has a number of policy documents that aim to outline procedures to resolve potential conflicts in the best interests of all involved – these include:
  - o Conflicts of Interest Policy
  - o Dignity at Work Policy
  - o Feedback and Complaints Procedure
  - o Grievance and Disciplinary Procedure
- CoisCéim places importance on operating in an open, direct and honest manner and in the interests of transparency publishes most of its policy documentation on its website

Evidence of our actions

- Please see Section 2.1 for details of where to find the policy documentation listed above.

## Compliance Record Form

### 5.9 From time to time, review how your Board operates and make any necessary improvements.

Actions our charity takes to meet the standards.

- In 2018, the Board reviewed its own effectiveness through an anonymous Board Effectiveness Questionnaire that was reviewed and analysed by the Company Secretary – the recommendations were discussed at the Feb 2019 Board meeting and a number of actions taken.

Evidence of our actions

- The Board Effectiveness Report is a confidential document available upon request

## Compliance Record Form

### 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 the standards.

- An Executive Board Report that includes an Activity Report, Finance and Management Update and other relevant information is circulated to the Board ahead of meeting to allow comments / queries to be responded to if required

Evidence of our actions

- Details of Notice periods for Documentation is contained within the Board Member Welcome Pack – available upon request

## Compliance Record Form

### 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 the standards.

- The formalisation of a Charity Succession Plan is part of the Board's agenda for the coming year
- The Company is currently developing its Diversity and Inclusion Policy and will include reference to the Board of Directors

Evidence of our actions

- It is hoped that the Diversity and Inclusion Policy will be approved at the April 2019 Board Meeting and published on the company's website soon after.
- As referenced in the minutes of the Feb 2019 meeting, development of a "Board/Executive Succession" Plan is a forthcoming agenda item.

## Compliance Record Form

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

Actions our charity takes to meet the standards.

- CoisCéim has prepared a comprehensive Board Member Welcome Pack that together with the Conflict of Interest policy are sent to all new Board Members. This document includes the following information
  - o An Introduction | comprising a short company biography, mission statement and statement of purpose
  - o The Role of the Board | including what is expected from Board Members and their role and responsibilities
  - o The Schedule of Matters for Decision by the Board
  - o The Code of Conduct for Board Members/Charity Trustees

- Other Information | including contact information, a list of CoisCéim’s policy and governance documentation and other useful links
- Following the first board meeting informal meetings as and when required take place to ensure that new Board members have all the information that they need to be able to make a confident, meaningful contribution to Board business as soon as possible
- Updates to the Board Member Welcome Pack take place from time to time with the input of new members to maximise relevance.

Evidence of our actions

- The current Board Member Welcome Pack and associated Conflict of Interest Policy have been comprehensively updated with the help of two new Board members appointed in Feb 2019. They are available upon request.

Compliance Record Form

**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 the standards.

- In 2018, the Board reviewed its own effectiveness through an anonymous Board Effectiveness Questionnaire that was reviewed and analysed by the Company Secretary – the recommendations were discussed at the Feb 2019 Board meeting and a number of actions taken
- All Board Members are required to comply with the Code of Conduct for Board Members and are duty bound to inform the Chair if they are no longer able to
- CoisCéim is a small organisation with a limited membership. Subcommittees of the Board and Board / Executive are convened as and when is deemed necessary by the Board.

Evidence of our actions

- The Board Effectiveness Report is a confidential document available upon request

- The Code of Conduct for Board Members is available upon request
- The formation and scope of work of subcommittees is detailed within Board Minutes

## Compliance Record Form

### 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 the standards.

- The Board conducts a skills audit prior to the selection of new Board members
- Governance training for Board members and Senior staff members is undertaken when required

Evidence of our actions

- The outcomes of skills audits are detailed in the minutes of Board meetings
- In recent years both Board Members and senior staff members have attended events to improve understanding of changes in regulation and governance in the main hosted by the Arts Council of Ireland and the Charities Regulator

## Compliance Record Form

### Principle 6: Being accountable

#### 6 Core standards for 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.

### Actions our charity takes to meet the standards.

- The company's registered charity number appears on the following materials:
  - o Letterhead
  - o As part of the footer of the website (appears on all pages)
  - o As part of the footer of company email communications
  - o Either within the company profile or as part of the company description on CoisCéim's social media platforms, namely Facebook, Twitter and Instagram

### Evidence of our actions

- Evidence of inclusion on letterhead, email footer is available upon request
- Website: [www.coisceim.com](http://www.coisceim.com)
- Facebook: [https://business.facebook.com/pg/Coisceim/about/?ref=page\\_internal](https://business.facebook.com/pg/Coisceim/about/?ref=page_internal)
- Twitter: <https://twitter.com/CoisCeim>
- Instagram: <https://www.instagram.com/coisceimdancetheatre/>

## Compliance Record Form

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

#### Actions our charity takes to meet the standards.

- As part of the Company Analysis (WWHW & SWOT) that forms part of the basis for the Risk Policy CoisCéim identifies its key stakeholders. This is reviewed biannually
- At the present time the Company's key stakeholders are:
  - o Arts Council Ireland
  - o Dublin City Council
  - o Culture Ireland
  - o Co-Production Partners & Project Funders
  - o Audiences of & Participants in the Company's work
  - o The Core staff and Artistic, Technical & Production professionals who work with the company
  - o The general public

- CoisCéim's core funder is Arts Council Ireland, in addition to a formal written agreement, physical meetings and ongoing dialogue takes place to ensure an open and honest relationship exists. Similar arrangements exist with Dublin City Council and Culture Ireland
- CoisCéim communicates with its stakeholders in multiple ways including formal written agreements, contracts, a dedicated webpage, newsletters and emailers, physical meetings and promotional marketing and advertising in all media
- CoisCéim's commitment to ecological responsibility means that the company now concentrates on making sure that effective and efficient communication channels exist to inform and update all partners / funders / stakeholders appropriately within in the digital domain

#### Evidence of our actions

- Communicating the core support of Arts Council Ireland is very important to CoisCéim – their logo appears on all our promotional materials, physical and digital in Ireland and overseas. Similar arrangements exist for Dublin City Council and Culture Ireland.
- The company puts in place fit-for-purpose contracts with co-production partners, venues, festivals, production and Broadreach teams and ensures that roles and responsibilities of each party are clearly communicated and channels for questions and queries are open and transparent. A dedicated webpage: <https://coisceim.com/about-us/working-with-us/> outlines the company's approach
- Digital Newsletters and emailers are used to communicate directly with Audiences and Participants. The company's website and social media channels are also important tools to communicate with existing and potential audiences and participants
- Promotional Materials, publicity and advertising are used to communicate with the general public

## Compliance Record Form

### 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 the standards.

- CoisCéim's stakeholders are involved in the planning, decision making and review processes as required and requested by the Board of Directors

Evidence of our actions

- As CoisCéim is a small organisation, a number of stakeholders were asked to contribute to the research for the Diversity and Inclusion Policy – this information is confidential and available on request

## Compliance Record Form

### 6.4 Make sure you have a procedure for dealing with:

- queries;
- comments; and
- complaints.

Actions our charity takes to meet the standards.

- CoisCéim's Feedback and Complaints procedure is published on the website and reviewed annually

Evidence of our actions

- Please see Section 2.1 details of where to find the Feedback & Complaints Procedure.

Compliance Record Form

**6.5 Follow the reporting requirements of all of your funders and donors, both public and private.**

Actions our charity takes to meet the standards.

- Agreements between CoisCéim and its major funders govern reporting requirements, which the Company is committed to comply with
- CoisCéim is committed to complying with the Charities Regulator’s “Public Compliance Statement on Fundraising” and publishes a “Donors Charter” for private donations

Evidence of our actions

- Please see Section 2.1 details of where to find the “Public Compliance Statement on Fundraising” and “Donors Charter” on the company website

**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 the standards.

- CoisCéim financial statements are independently audited in accordance with SORP and form the main part of the company’s annual report that is published on the company’s website.

Evidence of our actions

- Please see Section 2.1 for where to find CoisCéim’s annual report and financial statements for the last 5 years.

**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 the standards.

- The “About Us” section of the Company’s website includes a downloadable list of policy and governance documentation that CoisCéim is committed to complying with.

Evidence of our actions

- Please see Section 2.1 for a full list of policy documentation and where to find it.

Compliance Record Form

**6.8 Regularly review any complaints your charity receives and take action to improve organisational practice.**

Actions our charity takes to meet standards.

- The Company's Feedback and Complaints procedure is reviewed annually and this review will consider remedies required to improve organisational practice in light of complaints received if not already implemented at the time of the complaint.

Evidence of our actions

- Please see Section 2.1 for details on where to find the Feedback & Complaints procedure.

Document Reference number: CE CDE 8.2.1 001 Rev 000

November 2018

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