

## **Supplementary Guidance**

### **Trustee Recruitment**

It is important for an organisation to have the right Trustees and consideration should be given to how these are to be recruited. The recruitment of Trustees to an organisation may be covered in its organisations governing document (e.g. Memorandum & Articles or Standing Orders). It can be useful and effective to do this via open adverts in the local press, notice boards etc. to ensure the organisation has the best pool of candidates to select from. An example this is an advert used by Disability Shetland. [LINK TO ADVERT](#)

### **Training Needs / Staff Appraisals**

The need for training within an organisation needs to be appropriate but will depend on its size and function. One way to identify the training needs for staff, trustees or volunteers is to undertake a skills review which will help to identify where training is required. An example of the list of area that could be covered and a format has been used by SCSS is attached. [LINK TO SKILLS REVIEW DOCUMENT](#)

Investors in People (IIP) is one recognised scheme which includes a requirement for staff appraisals and review of training needs. However, the time and cost of becoming accredited may mean it is not appropriate for smaller organisations. It does however provide a framework within these areas and the web site provides more information on the scheme. <http://www.investorsinpeople.co.uk/Pages/Home.aspx>

The Volunteer Centre in Shetland can also provide advice on training available for the voluntary sector <http://www.shetlandvolunteers.org.uk/Training.aspx>

### **Financial Management**

It is essential for organisation to manage their finances, the ultimate responsibility for this lies with the Trustees. Financial regulations and procedures are one way to help achieve good financial management. An example is those created by SCSS. [LINK TO SCSS FINANCIAL REGS](#)

### **Disclosure Checks**

The need for disclosure checks to protect all vulnerable people, not just children, is laid down by legislation. The Community Toolkit provides some information and good practice in this area <http://www.shetlandcommunities.org/ctoolkit?PageName=/good-practice/disclosures.html&sksearchtext=volunteer>

The Disclosure Scotland web site also provides useful guidance and information in this area [www.disclosurescotland.co.uk/index.htm](http://www.disclosurescotland.co.uk/index.htm). There is particular guidance to the

voluntary sector at <http://www.disclosurescotland.co.uk/voluntary.htm> with a link to CRBS the Central Registered Body in Scotland for voluntary disclosures. SCSS provide administration of disclosure checks for the voluntary sector in Shetland and contact information can be found on their web page. <http://www.shetlandcss.co.uk/index.asp>

In addition, guidance to meet the requirements of the Protection of Children (Scotland) Act 2003 within the voluntary and community groups in Shetland is provided by the Shetland Islands Council <http://www.shetland.gov.uk/childsafeshetland/>

## **Service Users**

It is important for organisations to understand and consider the needs and requirements of their service users. The Community Planning partnership in Shetland has developed Consultation Guidelines that may be useful in this area <http://www.shetland.gov.uk/communityplanning/CommunityPlanningToolkits.asp>.

## **Standards & Communications**

Organisations should aim for consistency in their communications in areas such as letters, e-mails. One way to do this and to allow an organisation to identify itself is to use standard templates such as letter heads (this can be achieved by use of printed stationery or electronic templates) or standard formats for e-mails. These should contain at minimum the name of the organisation, contact details, charity number and company number where appropriate.

## **Data Protection**

All organisations are legally obliged to protect any personal information they hold. This includes both paper and electronic records. There are 8 principles to the Data Protection Act but basically this information must be adequate, relevant and not excessive, kept up to date, not kept for too long and kept securely.

The Information Commissioner's Office web site [http://www.ico.gov.uk/for\\_organisations.aspx](http://www.ico.gov.uk/for_organisations.aspx) will help you understand these obligations with guidance written to be easy to understand.

Many organisations now use computers to create and store information (not just personal information) and consideration should be given to ensuring that this information is backed up regularly. If this is not being done then it is worth considering the inconvenience and work involved if this information is lost due to equipment failure. Where possible these backups should not be kept in the place where the

computer is located. This can be as simple as backups being taken home from the office or stored in a fireproof safe.

### **Hall Committees**

Useful advice for Hall Committees on the running of local halls can be found on the following web site

<http://www.villagehalls.org.uk/RunYourHall/RunYourHallsHome.aspx>