



Member Health Check Guidance Notes

| 1. Governance & Trustee Body | Met | Partly met | Not met |
|--|---|--|--|
| The trustee body is constituted as set out in the governing document. Please provide how many trustees appointed at present | Full quota of trustees as stated in your Governing Document | A lesser number of trustees appointed than stated in Governing Document but there is a functioning trustee board | The charity has 2 or less trustees |
| All residents are qualified as beneficiaries as per the governing document | All residents meet the beneficiary criteria as set out in the Governing Document | Some residents do not fully meet the beneficiary criteria | No residents meet the beneficiary criteria |
| The Charity has recorded: - <ul style="list-style-type: none"> Minutes of Board and Committee Meetings AGM minutes (if applicable) | All trustee board meetings have been fully recorded and minutes taken | Only some of the trustee board meetings held have been recorded and minutes taken | Trustee board meetings are not recorded or the charity does not hold trustee board meetings |
| Have all trustees read and understood the Governing Document and know where it is located? | All trustees have read and understood the Governing Document | Only some of the trustees have read and understood the Governing Document and know where it is located | None of the trustees have read the Governing Document and no trustee knows where it is located |
| A succession plan is in place to replace current trustees retiring or stepping down | The charity has a written succession plan outlining a procedure to recruit new trustees when needed | The charity does not have a written succession plan but recruits trustees on an informal basis e.g. word of mouth | There is no succession plan in place |
| Are there any conflicts of interest, if so, is a policy in place to manage them? | The charity has a written Conflict of Interest policy and manages any identified conflicts as necessary | The charity does not have a written policy and manages conflicts of interest on an ad hoc basis | The charity has not considered whether conflicts of interest exist |
| If the charity employs staff, is there a staff management and performance procedure in place with appropriate HR policies? | The charity employs staff and has appropriate HR policies and contracts in place or the charity does not employ staff | The charity employs staff but either does not have HR policies OR contracts OR performance procedures in place | The charity employs staff but has no HR policies or contracts in place |
| Are all trustees/staff registered on the AA website? | All trustees/staff are registered on the AA website | Only some trustees/staff are registered on the AA website | No trustees/staff are registered on the AA website |



| 2. Buildings | Met | Partly met | Not met |
|---|--|--|---|
| Are there currently any vacant almshouse dwellings you are having difficulty filling? | The charity has no vacant dwellings or there is a valid reason why a dwelling is vacant e.g. refurbishment | | The charity has vacant dwellings which they are struggling to fill |
| An annual building Risk Assessment is completed e.g. slips or trip hazards | The charity has completed a Risk Assessment and is reviewed annually | | The charity does not carry out a Risk Assessment |
| Current Insurance policies are in place and cover is index linked | The charity has index linked insurance policies in place and updates property valuations periodically | The charity has not insured all property or the policies in place are not index linked | The charity does not have insurance in place |
| Are EPCs arranged for dwellings when there is a change of occupancy if the EPC has expired? | The charity renews EPCs when there is a change of resident if the EPC has expired | EPCs have been arranged for only some of the dwellings on a change of occupancy if the EPC has expired | No EPCs have been arranged |
| Has the charity had a quinquennial in the past 5 years? | The charity has had a quinquennial within the past 5 years | | The charity has not had a quinquennial in the past 5 years |
| Quinquennial actions have been met or planned from last report? | The charity has actioned or planned the necessary works recommended in the quinquennial | The charity has only actioned or planned some of the necessary works recommended in the quinquennial | The charity has not actioned or planned any recommended works in the quinquennial or has not had a quinquennial |
| Do you carry out property inspections on all residents' properties on a regular basis? | The charity carries out property inspections every 6-12 months or more frequently | The charity carries out property inspections every 12-24 months or less frequently | The charity never carries out property inspections |



| 3. Health & Safety/Policies | Met | Partly met | Not met |
|--|---|---|--|
| Gas and / or electric safety certificates are up to date | Gas and/or electrical safety certificates are up to date for all relevant properties | Gas and/or electrical safety certificates are up to date for some of the relevant properties | Gas and/or electrical safety certificates are not up to date for all relevant properties |
| Legionella Risk Assessment is up to date | The charity has an up- to -date Legionella Risk Assessment | | The charity does not have an up to date Legionella Risk Assessment |
| Fire risk assessment has been completed and is reviewed annually | A fire risk assessment has been completed and is reviewed annually | A fire risk assessment has been completed but is not reviewed annually | A fire risk assessment has not been completed |
| Do you have a current Health & Safety Policy, is this reviewed on a regular basis? | A Health & Safety Policy is in place and reviewed regularly | A Health & Safety Policy is in place but not reviewed regularly | A Health & Safety Policy is not in place |
| Do you have a current Data Protection Policy that is adhered to and is this reviewed on a regular basis? | A Data Protection Policy is in place and data held is managed as stated in the policy | A Data Protection Policy is in place but the data held is not managed as stated in the policy | A Data Protection Policy is not in place |
| Do you have a current Safeguarding Policy, is this reviewed on a regular basis? | A Safeguarding Policy is in place and reviewed regularly | A Safeguarding Policy is in place but is not reviewed regularly | A Safeguarding Policy is not in place |
| TOTAL | | | |



| 4. Residents | Met | Partly met | Not met |
|--|---|---|---|
| All residents have signed Letters of Appointment which are reviewed regularly (e.g. every 3-5 years) | The charity has signed Letters of Appointment from all current residents which are reviewed regularly | Only some residents have signed Letters of Appointment | The charity does not have any Letters of Appointment signed by residents |
| All residents have a copy of the Residents Handbook | All residents have been provided with a copy of the Residents Handbook | Only some residents have been provided with a copy of the Residents Handbook | No residents have been provided with a copy of the Residents Handbook |
| Residents' homes have adequate heating systems installed | The trustees consider the heating systems in all properties are adequate and in full working order | Only some of the properties have adequate heating systems | The trustees do not consider the heating systems in all properties to be adequate and in full working order |
| Do you have a current complaints procedure which is reviewed on a regular basis? | The charity has a procedure for complaints in a written policy which is reviewed regularly | The charity deals with complaints on an informal basis with no written policy | The charity does not have a procedure for complaints in a written policy |
| Are any residents in WMC arrears? | The charity has no residents in WMC arrears | | The charity has residents in WMC arrears |
| Does a representative of the charity check in on residents regularly? | A representative of the charity checks in on residents every 6-12 months or more frequently, either in person or by telephone | A representative of the charity checks in on residents every 12-24 months or less frequently either in person or by telephone | The charity does not check in on residents |



| 5. Finances | Met | Partly met | Not met |
|--|--|---|--|
| Financial control of funds e.g. bank accounts with at least two signatories | The charity bank account mandate requires 2 or more signatories as authorisation | | The charity bank account mandate requires only 1 signatory as authorisation |
| Has the charity's annual return, including any required accounts for the latest financial year, been submitted to the Charity Commission within 10 months of the charity's year end? | The charity has submitted online all annual returns and accounts, if required, to The Charity Commission within 9 months of year end | | The charity has not submitted annual returns and accounts, if required, to The Charity Commission |
| If the charity is incorporated, were its accounts submitted to Companies House within 9 months of its year end? | The charity has submitted accounts on time to Companies House or the charity is not incorporated | | The charity is incorporated but has not submitted accounts to Companies House |
| Does the charity complete an annual budget using TAA Specimen Outline Budget or equivalent? | The charity completes an annual budget using TAA specimen outline budget or equivalent | | The charity does not complete an annual budget |
| The charity has unrestricted funds in reserves to cover cash payments made in a year | The charity has 12 months reserves to cover cash payments made in a year e.g., operating expenses, loan repayments etc. | The charity has 6-12 months reserves to cover cash payments made in a year e.g., operating expenses, loan repayments etc. | The charity has less than 6 months reserves or does not have any funds in reserves to cover cash payments made in a year e.g., operating expenses, loan repayments etc. |
| Does the charity have 'cash and bank' balances that cover at least 3 months' expenditure (see income and expenditure account) | In the event of an income shortfall the charity has immediate access to sufficient cash balances to continue to pay its expenses e.g., salaries, operating expenses and loan repayments for a period of 3 months | | In the event of an income shortfall the charity does not have sufficient cash balances to continue to pay its expenses e.g., salaries, operating expenses and loan repayments for a period of 3 months |
| Does the charity set aside funds into ERF & CMF? | The charity sets aside funds into dedicated ERF & CMF funds | The charity does set aside funds, but these are not separated between ERF & CMF funds | The charity does not set aside funds into ERF or CMF |
| Is the WMC reviewed annually and increased on a regular basis? | The charity reviews WMC annually and makes increases as appropriate | The charity reviews WMC on a less regular basis | The charity does not review or increase WMC or does not charge a WMC |