# Community Buildings Network Health Check 2018

This health check has been developed for the Community Buildings Network.
Its purpose is to help you and your group review what is working well and what changes you would like to make to your community building. You can complete part or all of it depending on what matters most to you. There aren't any right or wrong answers and the information is for your use.

Contact Details

Your answers		
Name of Organisation		
Name of Community Building		
Name of Contact		
Address		
Tel No		
Mobile		
Email		
How do you prefer to be contacted?		
Are you a member of the Community Buildings Network?	Yes	No
Would you like to join?	Yes	No
Can we take a photograph of you and the building to use on the Community Buildings Website?		

For more information contact

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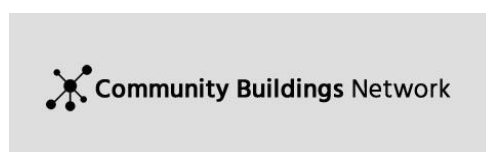
Successes and Challenges

This is a summary of your ideas from filling in the whole health check. You may want to come back to it again at the end.

	Your answers
What are your strengths? What do you do well?	
What are your main challenges? What do you find difficult?	
What would make the biggest difference to running your community building?	
What actions can you take to make your building more sustainable?	
What would the first steps be?	
What support would you like?	

Section One: All about your organisation

Running your Organisation

Your answers	
How is your group constituted? • **Voluntary/community group** • **Unincorporated Association** • **Registered Charity** • **Company Limited by Guarantee** • **Community Interest Company** • **Charitable Incorporated Organisation** • **Social Enterprise** • **Other**	
What are the aims of your organisation? **Do they still describe what you do?**	
Do you have a management committee or trustee board? **If so, how many members do you have and when was your last AGM?**	
Do you have regular committee meetings? **Do you keep and distribute minutes of the committee meetings?**	
Do you do returns to the charity commission or Companies House? **Do you manage to complete them on time? Do they cause any difficulties?**	

What issues are there for you around running your organisation? What support would you like?

Ownership and Management of Building

	Your answers
Who owns your building? **For example, is it leased from the council?** **What are the general conditions of the lease?**	
What do your managing group have responsibility for? • **utilities** • **interior** • **fixtures and fittings** • **exterior** • **other**	
How many people share running the organisation? **What happens if the person isn't there?**	
Do you have staff? **How many and what do they do?** **What is the cost per year?**	
Do you have employment policies in place? Do you have written terms and conditions? **Do you have regular supervision and appraisals?** **How do you recruit staff?**	
Do you have volunteers? **If so, how do you support them? Do they meet with your managing group or staff for example?**	

How do you recruit volunteers?	
Do hiring groups self-manage anything? **For example, cleaning after use.**	

What issues are there for you around ownership and management of the building?
What support would you like?

Finance

Your answers	
What are your sources of income? **Roughly how are they split?** **For example, they might be 20% rent, 50% office hire and 30% fundraising.**	
How does your income compare to expenditure? **What is your estimated annual or monthly income and expenditure?** **Do you have a copy of last year's accounts? Have they been independently examined or audited?** **Do you do cash flows and budgets?** **Do you have reserves and are these the optimum amount?**	
Is there likely to be big expenditure in future? **For example, are you responsible for the boiler?** **Do you have a budget set aside?**	
Do you have any concerns about your financial sustainability?	
How do you manage your invoicing? **Do you use an external service, staff or volunteers?** **Are there any issues?**	
Do you have a business plan?	
Do you have a fundraising plan?	

What issues are there for you around the finances of the building?
What support would you like?

Section Two: Maintaining the Building

	Your answers
Do you have a maintenance plan?	
Do you do regular maintenance inspections of the building?	
Do you carry out routine maintenance? **Do you have budget?**	
Do you do reactive maintenance and repairs? **Do you have a budget?**	
Do you have a programme of planned work to maintain and improve the building? **Do you build up a budget for this?**	
Is maintenance or are improvements needed for the building? • **general structure** • **external areas** • **roofs and coverings** • **rainwater disposal systems** • **external doors and windows** • **external paintwork** • **ceilings, walls and doors** • **floors and stairs** • **heating system** • **electrical installations and appliances** • **toilets and kitchen facilities** • **facilities for disabled people** • **security** • **asbestos** • **Wi-FI**	
How urgent is the work?	

What issues are there for you around maintaining the building?
What support would you like?

Section Three: Using the Building

Users

	Your answers
In terms of income or time, roughly what percentage of use is: • **Activities you run directly without rental income** • **Small community groups** • **Voluntary sector such as charities** • **Statutory providers e.g. the council** • **Private hire such as for parties** • **Commercial such as businesses** • **Other**	
How are your users engaged in running your building? **Is there a user's group? Do they attend management meetings or are they surveyed for their views?**	
What do you expect users to do for themselves? **Do they clean up? Do they hold keys?** **Do you have caretakers and cleaners?** **Do you have a key holder policy?** **How do your arrangements vary for different hirers?**	
Do you have rental or office space? **If so, who rents this and how long is the contract for?**	

What issues are there for you around the users of the building?
What support would you like?

Policies and Insurance

	Your answers
Do you have public liability or other insurance cover? **Do you have buildings or contents insurance?** **If you have staff, do you have employer's liability?** **Do you have licences for the activities in the building?**	
What policies do you have? • **Child and Vulnerable Adult** • **Computer policy** • **Hire Conditions e.g. booking, fees** • **Confidentiality** • **Data Protection** • **DBS (Disclosure & Barring Service)** • **Environmental/energy management** • **Equalities** • **First Aid** • **Health and Safety** • **Reserves policy** • **Risk Assessment** • **Security** • **Volunteer** **How often do you review them?** **Which other policies do you have?**	
Do you have a risk assessment and register? How do you manage risk? **Do you carry out regular fire risk assessments?**	

What issues are there for you around policies and insurance for the building? What support would you like?

Promotion

	Your answers
How do people find out about your building?	
Do you have a promotional plan?	
How do you publicise your building? **Are you listed on any of these citywide directories?** • **Community Base** • **Council** • **Community Works** • **Its-Local**	
Do you advertise directly? • **Website** • **Social Media** • **Newsletters** • **Other centres** • **Schools**	
Do you display your rates publicly?	

What issues are there for you around promoting the building?
What support would you like?

Funding and Fundraising

	Your answers
Is your organisation looking for more funding for its activities? **What would you like funding for?** **How much do you need?**	
Where have you previously applied for funding? **Were you successful?**	
Do you organise own fundraising? **How do you do this? E.g. fairs, teas, sponsorship**	
Do you have a funding plan for future activities? **Where are you planning to apply for funding?**	

What issues are there for you around funding and fundraising for the building? What support would you like?

Monitoring and Evaluation

	Your answers
Do you evaluate your services and activities and gather information?	
Do you send in evaluation reports to funders?	
Do you measure the impact that your organisation is having on the community?	
What impact do you think your building has? **How many groups and organisations use your building?** **How many people use your building?** **What services run from your building?**	

What issues are there for you around monitoring and evaluation the impact of the building? What support would you like?

Working in Partnership and Networking

	Your answers
Are other organisations aware of your services and activities?	
Who are your key stakeholders and external partners? **Do you meet with them to discuss issues related to your activities?**	
Do you share good practice with other voluntary organisations by attending forums and meetings?	
Are you active in the Community Buildings Network? Why is this? **What would make you more active?** **What would you like the Community Buildings Network to do?**	

What issues are there for you around working in partnership and networking? What support would you like?

Under the Data Protection Act

We have to ask for your permission to hold information about your group. This information will be kept for no longer than necessary and will only be used for supporting the Community Buildings Network and for TDC to provide services to your organisation.

Do you agree with us keeping this information?

Signed…………………………………………… (Organisation)

Date …………………………………………………

Thank you for completing this health check