Transforming Governance Resources

The following document provides a series of resources for participants of the Transforming Governance Programme.

# **Overview of Governance for Non-Charities**

This module provides an overview of good governance, as well as the roles, responsibilities and needs of those governing Community Interest Companies, Local Authorities and Universities.

## **Community Interest Companies**

The Office of the Regulator of Community Interest Companies created a step-by-step guide that is specifically designed for Community Interest Companies, how to set one up and how they should be managed. The guide covers a range of topics including:

1. Preliminary considerations
2. Creating a CIC
3. Constitutional documents
4. The ‘Asset Lock’
5. Finance
6. Statutory obligations
7. Corporate governance
8. Regulations
9. Worked examples

[Full guide here](https://www.gov.uk/government/publications/community-interest-companies-how-to-form-a-cic)

## **Setting up a Community Interest Company**

This resource, provided by the Office of the Regulator of Community Interest Companies, shares a webinar on whether the CIC model is the right choice for your organisation. It covers:

* the Community Interest Company model
* what the benefits of the CIC model are
* what the difference is between a CIC and a Charity
* what the difference is between a CIC and an ordinary limited company
* a brief overview of the application process
* your main governing document, the Articles of Association

[Full webinar here](https://www.gov.uk/government/news/thinking-about-starting-a-community-interest-company-find-out-if-its-the-right-model-for-you)

## **Statutory Requirements of a Community Interest Company**

The Department for Business, Energy and Industrial Strategy provides an overview of the statutory requirements of a Community Interest Company. The guidance covers:

* Statutory obligations
* Annual reporting requirements
* Annual accounts
* CIC Reports
* Public benefit entities
* Confirmation statement
* Changing a registered office, directors or other obligations

[Full resource here](https://assets.publishing.service.gov.uk/media/5a821daa40f0b6230269aecb/13-711-community-interest-companies-guidance-chapters-8-statutory-obligationstions.pdf)

## **Understanding Social Enterprise**

The NCVO guidance on social enterprises, looks at:

* The definition of a social enterprise
* Legal structures
* Examples of best practice
* Guidance and advice

According to the resource, it states that a social enterprise is not a legal structure but a way of doing business. The exact definition can vary:

* Social enterprises are focused on their mission and exist to tackle social or environmental issues set out in their governing document
* Social enterprises re-invest the majority of their profits in pursuit of their mission
* Social enterprises aim to get the majority of their income needed to operate from trade.

[Full resource here](https://www.ncvo.org.uk/help-and-guidance/setting-up/understanding-social-enterprise/)

## **Managing a Social Enterprise**

See Ahead provides detailed guidance on how to manage a social enterprise, including:

* The role of the Board of Directors
* The role of individuals
* Officer Roles
* Liabilities and Accountability
* Developing the Board
* Managing a meeting

[Full resource here](https://seeahead.co.uk/wp-content/uploads/2015/01/Managing-a-social-enterprise.pdf)

## **Quality Assurance Agency**

The Quality Assurance Agency for Higher Education plays a key role in ensuring the quality and standards of higher education in the UK.

The organisation has a [Quality Code](https://www.qaa.ac.uk/the-quality-code) that represents a standard quality of practice across the UK higher education sector, working to protect the public and student interests. The Code covers expectations, practices, advice and guidance, focusing on best practice in governance across the sector.

[Full resource here](https://www.qaa.ac.uk/)

## **Universities UK**

Universities UK is one of main representative bodies for higher education institutions (HEIs) and undertakes and publishes its own research and briefings on developments in the sector.

The organisation provides regular guidance and support for those governing academic institutions, covering a range of topics including finance and funding; research and innovation; EDI; climate sustainability and an overview of governance.

[Full resource here](https://www.universitiesuk.ac.uk/)

## **Institute for Government**

The Institute for Government is the UK’s leading independent think tank working to make government more effective. The organisation conducts evidence-based research and data analysis, to share insight and expertise, for effective governance.

A key resource provides an overview of governance within local authorities, including the governance structure, election of local officials, funding and strategic planning. It also provides guidance and best practice in governing at a local authority level and looks at how government uses regulation to achieve core objectives.

[Full resource here](https://www.instituteforgovernment.org.uk/explainer/local-government)

## **The Seven Deadly Sins of Boards**

*John Williams, Civil Society, 2016*

John Williams, the Vice Chair of Association of Chairs, looks at the most common failings of charity boards:

* No formal evaluation
* Lack of finite terms of office
* Not enough attention to sustainability and risk
* Skimping on recruitment
* Lack of engagement between meetings
* Lack of respect for SMT
* No investment in induction and training

[Full Article Here](https://www.civilsociety.co.uk/voices/after-kids-company--could-we-be-next--the-seven-deadly-sins-of-trustee-boards.html)

## **The Seven Principles of Public Life (Nolan Principles)**

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public office-holder.

This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies (NDPBs), and in the health, education, social and care services.

The principles include:

* Selflessness
* Integrity
* Objectivity
* Accountability
* Openness
* Honesty
* Leadership

[Full Guide Here](https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2)