

CHARITIES GOVERNANCE CODE COMPLIANCE RECORD FORM

Charity Name	Irish Theatre Institute CLG
Registration Charity Number (RCN)	20847
Annual Reporting Period	1 st January – 31 st December
Date approved by the Board of Charity Trustees	09 December 2021

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.

You are NOT required to file the Compliance Record Form with the Charities Regulator. However, you must keep your Compliance Record form as the Charities Regulator could ask you for it at any time.

What do we expect?

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.

You can add or delete columns as required.

Please use the glossary within the [Charities Governance Code](#) when filling in the form and include dates where appropriate.

Please click [here](#) for more information, guidance and templates.

Principle 1: Advancing Charitable Purpose **CORE STANDARDS**

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:	Evidence of our actions:
The main object of Irish Theatre Institute (ITI) as defined in its Constitution is “To further develop and promote all aspects of the Arts (as defined in the Arts Acts 1951 and 1973 and 2003) in a national and international context”.	ITI’s Constitution is available to download from the company’s website . Information on ITI’s charitable purpose is published on the Charities Regulatory Authorities Public Register . This information is reviewed and updated annually.
ITI’s mission is “to create opportunities abroad and strengthen resources at home”. This is outlined in ITI’s Strategic Statement 2020 – 2022.	ITI’s mission statement is published on our website . ITI’s mission is included as a tagline in all company notation. The company’s Strategic Statement is reviewed every three years.

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 standards:	Evidence of our actions:
ITI engages a number of employees under full-time, part time and freelance contracts. From time to time and for specific purposes ITI engages managers/consultants under contracts for services. These are necessary for the company to achieve its charitable purpose for the advancement of the arts, culture, heritage or sciences and other purpose that is of benefit to the community.	Advertised positions include a job description, required skills/competencies, application and interview processes. Where appropriate ITI engages an external panellist in interview processes.
Rates of pay and conditions are in line with industry norms.	Salary details are included in all advertised positions which are published on the news page of irishtheatreinstitute.ie with links to ITI’s social media channels. Senior staff remuneration details are published on the Governance page of the company’s website .
Board members cannot be remunerated by the company but may be remunerated for other services rendered to the company, provided the conditions of Section 89 of the Charities Act 2009 are fulfilled.	Details laid out in the company’s Constitution Section 45 - available on the company’s website .

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 standards:	Evidence of our actions:
ITI operates under a board-approved Strategic Statement 2020 – 2022 which sets out goals to advance the charitable objects of the company.	Irish Theatre Institute Strategic Statement 2020 – 2022 is published on the company's website . A new Strategic Statement will be developed in 2022 for the period of 2023 – 2025.
The Executive prepares an annual programme of activity in line with this Strategic Statement with associate projected budget for approval at the autumn meeting of the board (#3) each year.	Included in the papers forwarded to board prior to the board meeting, copies of which are on file in the company's office at 17 Eustace Street, Temple Bar, Dublin 2.
Revised plans and budget are presented to the board following the outcome of the Arts Council's funding decision (currently Strategic Funding award) communicated to the company and board by the Arts Council in December and discussed by the board in meeting # 1 (spring) each year.	Included in the papers forwarded to board prior to the board meeting, copies of which are on file in the company's office. Board papers are issued to each board member in a timely fashion in advance of each board meeting.
A 3-year Implementation Plan is designed alongside the company's Strategic Statement 2020 – 2022. Team Workplans are prepared annually and discussed by team at weekly staff meetings.	Included in the draft agenda forwarded to the team prior to team meetings, records of which are kept on file in the company's office.
ITI is committed to constant evaluation of all plans with reviews taking place as required.	ITI engaged M.CO to perform an internal organisational review in 2021 to improve all areas of working within the company.

To

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 standards:	Evidence of our actions:
ITI's workplans plans and budgets are presented to the board for review and approval is conditional on the ability of the company to realise the programme of activity. Revised budgets are presented quarterly.	Included in board papers submitted to board prior to the board meeting, soft and hard copies of which are on file in the company's office.
A contingency is included in all programme activity budgets.	A budget line for contingency is included in all programme activity budgets discussed at team level, soft copies of which are on file in the company's shared online IT system.
Quarterly Management Accounts are prepared supervised by the company's auditor and are presented with end of year projected budgets to the board for review.	Quarterly Management Accounts and projections to year end are forwarded to the board prior to each board meeting. These are presented and minuted at each board meeting.
The company has a Reserves Policy in place, which is reviewed by board annually.	The Reserves Policy is published on the company's website .
The company is developing a Fundraising Plan which will be approved by the board in Q1 2022.	Fundraising is included as an agenda item at quarterly board meetings.

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 standards:	Evidence of our actions:
ITI's Strategic Statement takes into consideration the company's charitable objects and mission statement.	ITI's Strategic Statement was revised 2020 – 2022 and will be reviewed in 2022 to inform the design and delivery of the next Strategic Statement 2023 – 2025.
ITI engages in both internal and independent reviews of artists' programmes to measure impact and evaluate and monitor effectiveness.	Included in ITI's revised Strategic Statement 2020 – 2022 and corresponding Implementation Plan. Evaluation, monitoring and outcome reports are filed in the company's office. An internal company evaluation was performed in 2021 and recommendations from this review are being undertaken in 2022.
The company's proposal for public funding takes into consideration the company's charitable objects and charitable purpose and each project is developed and evaluated within this sphere.	Proposals to publicly funded bodies and government departments (e.g. Arts Council, Dublin City Council, Culture Ireland, Foras na Gaeilge, Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media) all reflect the company's charitable objects and purpose.

Principle 1: Advancing Charitable Purpose **ADDITIONAL STANDARDS**

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

Actions our charity takes to meet standards:	Evidence of our actions:
The company's revised Strategic Statement 2020 – 2022 was approved by board in August 2019. The company also drafted an Implementation Plan for the same period.	Revised Strategic Statement 2020 – 2022 was approved by board (August 2019). A new Strategic Statement and corresponding Implementation Plan will be developed in 2022.
The company regularly meets with funders and partners to discuss programmes and engages in conversations around policy at national and governmental level.	Meeting notes on file at the company's office.

- 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 standards:	Evidence of our actions:
Programmes of activity are monitored on an ongoing basis and are reported weekly at team meetings. Updates are presented quarterly to board for discussion and review.	The Co-Directors' report is presented to board at quarterly meetings. Soft copies of reports are filed at the company's office and minuted at each meeting.
ITI is committed to auditing programmes against strategic objectives to highlight areas for improvement and inform future programmes.	Indicated in the revised Strategic Statement 2020 – 2022 , Implementation Plan and team workplans.
Effectiveness and performance is measured against set objectives and targets, and through feedback and evaluation solicited from participants.	Objectives and targets are set through team workplans and analysed using the generic learning outcomes template. Data is included in quarterly Co-Directors Reports and presented to board. Evaluation and feedback documentation is filed at the company's office.

- 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 standards:	Evidence of our actions:
ITI conducts ongoing internal reviews of programmes and regular meetings with partners to analyse shared objectives and ensure that all objectives are in line with ITI strategic objectives	Meeting notes on file at the company's office.
ITI is committed to regular meetings with programme partners and end-of-cycle review with partners and stakeholders.	Results inform future iterations of artist supports and artform development programmes. Details of ITI's programmes are published on its website .

Principle 2: Behaving with Integrity CORE STANDARDS

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 standards:	Evidence of our actions:
<p>ITI's values are:</p> <ul style="list-style-type: none"> • CREATIVITY ITI commits to imagination, vision and creativity, bringing into being the new, both in our own work and in the artistic work we support. • LEADERSHIP ITI commits to being a leading arts and resource organisation of ambition and vision. • RESPECT ITI commits to respectful collaboration with individual artists and all who engage with the organisation. • EXCELLENCE ITI commits to achieving artistic and professional excellence in everything we do. • INCLUSION ITI commits to geographical and demographic inclusion in all its activities and to ensuring diversity and gender equality. 	<p>ITI's values are published in the revised Strategic Statement 2020 – 2022.</p>
<p>ITI's policy documents are reviewed annually by the board and include:</p> <ul style="list-style-type: none"> • Animal Welfare Policy • Code of Behaviour for Irish Theatre • Child Protection Policy • Data Protection and Privacy Policy • Disciplinary and Grievance Procedures • Health & Safety Statement • Procurement Policy • Reserves Policy • Social Media Policy 	<p>Policy documents are published as PDF documents on the Governance page of ITI's website.</p>

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 standards:	Evidence of our actions:
Conflicts of interest at board level are tabled for discussion at each quarterly board meeting and documented in the minutes if/as they arise.	Included in agenda sent to board prior to quarterly board meetings. Included in minutes drafted by the secretary and presented to board for approval at next board meeting. Copies filed at the company’s office.
ITI engages external assessors and panellists when assessing applications for paid positions and participation in ITI artist supports programmes. Conflict(s) of interest are declared prior to interview.	The involvement of external panellists/assessors are published as the opportunities become available on ITI’s website and social media channels.

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 standards:	Evidence of our actions:
<p>The company has adopted a <i>Dignity in the Workplace</i> code of behaviour which must be abided by at board level and by all employees engaged with the company. This has been formally approved by the Board.</p> <p>The <i>Code of Conduct for Board Members</i> policy has been approved by the Board.</p>	<p>The <i>Dignity in the Workplace</i> code of behaviour is available on the Irish Theatre Institute website.</p> <p>The new <i>Code of Conduct for Board Members</i> will be signed by each member of the board. Approved at Board Meeting – 09 December 2021.</p>

Principle 3: Leading People **CORE STANDARDS**

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 standards:	Evidence of our actions:
Job descriptions for each position within the company are on file.	ITI's Staff File includes job descriptions for each role within the organisation and is filed (hard copy) at the company's office.

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 standards:	Evidence of our actions:
ITI does not directly engage volunteers on any of its activities. It is the company's policy to remunerate all staff engaged to work short term on projects/events.	All artists and arts professionals engaged by ITI are paid for their work, as outlined in ITI's Artist Pay Policy.

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 standards:	Evidence of our actions:
ITI's is an equal opportunities employer. Details of the company's Equality Policy are addressed in the Equality, Diversity and Inclusion Policy.	ITI's Equality, Diversity and Inclusion Policy is published on the Governance page of ITI's website.
The company's approach to recruitment and selection is addressed in the ITI Staff Handbook.	The ITI Staff Handbook is on file at the company's office. A copy is presented to new employees at induction.
ITI engages external assessors and panellists, where appropriate, when assessing applications for paid positions with the company.	The involvement of external panellists/assessors is published as part of the recruitment process and are available on ITI's website and social media channels.
A budget line for staff training is included in the company's annual budget. Individual staff members are encouraged to participate in ongoing professional development opportunities facilitated by expert third party facilitators.	An allocation for staff training expenditure is included in ITI projected annual accounts, submitted to board at quarterly meetings. Staff participation in training is included in Co-Directors Reports submitted quarterly to board. Projected budgets, Management accounts and Co-Directors Reports are on file at the company's office.
Line managers and reporting avenues are defined within individual contracts.	Contracts are filed at the company's office.
Weekly team meetings are scheduled to review team workplans. Interim and annual meetings are scheduled to review individual workplans.	Staff meeting agendas are on file (soft copy) at the company' office.
Salaries are confirmed within individual contracts.	Contracts are filed at the company's office.
The company's Disciplinary and Grievance Procedures are included as appendices to all contracts. Termination of Employment is addressed in individual contracts and in the company's Staff Handbook.	Contracts are filed at 17 Eustace Street. ITI's Disciplinary and Grievance Procedures Policy is published on the Governance page of ITI's website. The ITI Staff Handbook is on file at the company's office. A copy is presented to new employees at induction.

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

Actions our charity takes to meet standards:	Evidence of our actions:
The company's Staff Handbook provides guidance to staff in areas including Code of Behaviour, Dignity and Respect, Performance Management, Health & Safety.	The ITI Staff Handbook is on file at the company's office. A copy is presented to new employees at induction.
ITI's Code of Behaviour, Disciplinary and Grievance Procedures and Safety Statement are included as appendices to all contracts.	Contracts are filed at the company's office.

Principle 3: Leading People **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 standards:	Evidence of our actions:
Division of Responsibilities between the Board and Co-Directors is outlined in a document which has been drafted and signed off by the Board.	Approved at Board Meeting – 09 December 2021.

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 standards:	Evidence of our actions:
ITI does not directly engage volunteers on any of its activities. It is the company's policy to remunerate all staff engaged to work short term on projects/events.	N/A

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 standards:	Evidence of our actions:
The company's operational policy is developed in line with regulatory requirements and recommendations.	ITI is committed to the implementation of good governance (Charities Regulatory Authority and the principles of the Charities Governance Code).
Overall Company Strategy is developed by the Co-Directors and Board and approved by the Board.	Minutes of board meetings are on file at the company's office.
A 3-year Strategic Plan has been developed by the Co-Directors and presented to the Board for approval.	Approval of Strategic Plans and workplans are documented in the minutes of each quarterly Board meeting, copies of which are on file at the company's office.
Projected annual budgets are developed by the Co-Directors and presented to the Board for approval. On confirmation of annual funding decisions from the Arts Council, revised plans and budgets are presented to the Board for approval.	Approval of projected budgets, revised plans and budgets are documented in the Minutes of quarterly Board meetings, copies of which are on file at the company's office.

Principle 4: Exercising Control **CORE STANDARDS**

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 standards:	Evidence of our actions:
ITI engaged the services of its legal advisor on necessary amendments to its Constitution which was implemented in 2021.	ITI's Constitution is published on its website .

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 standards:	Evidence of our actions:
ITI is a Registered Charity, governed by a Board of Directors.	A list of Board members, their biographical information and headshots are published on the Board and Patrons page of ITI's website.
It is the company's policy to comply with all relevant statutory and regulatory requirements and at all times to adhere to best business practice in all its operations. The company is committed to the implementation of good governance and to meeting the regulatory requirements of the Code of Governance.	ITI has completed the Compliance Record Form which will be approved by board at the next board meeting in Q4 2021. ITI's Compliance Record Form will be published on the Governance page of its website.
ITI is committed to compliance with the Principles of Good Fundraising and maintaining good fundraising practice, providing transparency to all donors and the public on accountability and expenditure. ITI is fully committed to achieving and maintaining the standards contained within the Statement of Guiding Principles for Fundraising developed by the Irish Charities Tax Reform Group (ICTR).	This commitment is published on the Governance page of ITI's website.
ITI keeps detailed and up to date financial records and is transparent in its audited financial statements. In order to follow best practice in relation to accounting and reporting, Irish Theatre Institute has adopted Charities SORP (Statement of Recommended Practice).	The most recent statement of the audited accounts for Irish Theatre Institute is available to view on the Governance page of ITI's website. ITI's audited accounts and financial statements are prepared based on a calendar year, to Charities SORP standards and presented to the Board no more than 6 months following year end.
As an organisation core-funded by the Arts Council the company must comply with certain Conditions of Financial Assistance including conditions around reporting, use of award(s), accounting, procurement.	To draw down funding the organisation must sign up to the Arts Council's Conditions of Financial Assistance, a copy of which is on file at the company's office.

4.3 If your charity raises funds from the public, read the Charities Regulator’s guidelines¹ on this topic and make sure that your charity adheres to them as they apply to your charity.

Actions our charity takes to meet standards:	Evidence of our actions:
Irish Theatre Institute has publicly stated that it is “committed to compliance with the Principles of Good Fundraising”.	This commitment is published on the Governance page of ITI’s website.
The company is developing a Fundraising Plan which will be approved by the board in 2021.	Fundraising is included as an agenda item at quarterly board meetings, copies of which are on file at the company’s office.

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 standards:	Evidence of our actions:
Management accounts administered by General Manager (GM), prepared by auditor, reviewed by Co-Directors and approved by Board at quarterly meetings.	Management accounts are presented to Board for review at quarterly Board meetings. Records are filed at the company’s office.
Quarterly budgets showing variances with comparison to the previous financial year are presented to Board for review and sign off.	Quarterly and projected (to year end) budgets are presented to Board for review at quarterly Board meetings. Records are filed at the company’s office.
Daily finances administered and managed by GM and reported to Executive. Accounts, incl petty cash, reconciled by GM and submitted along with cashflow reports to Executive monthly.	Account balances and reconciliations forward to Executive for review each month. Records are filed at the company’s office.
Cheque payments greater than €250 and EFT greater than €5000 must be co-signed by a minimum of two approved co-signatories (Co-Directors/GM). Financial transactions are authorised only upon receipt of invoice.	Approval systems are set in place via the company’s banking institution (in person and online). The company’s Financial Procedures Manual is on file at the company’s office.
Audited accounts are prepared based on a calendar year, to Charities SORP standards and presented to the Board no more than 6 months following year end. Audited accounts filed with CRO and submitted to Charities Regulatory Authority. ITI’s audited accounts published on its website.	Audited accounts and financial statements are published on the company’s website.

¹ See Guidelines for Charitable Organisations on Fundraising from the Public - available from: <https://www.charitiesregulator.ie/media/1265/guidance-for-fundraising-english.pdf>

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

Actions our charity takes to meet standards:	Evidence of our actions:
<p>The Executive reviews the Risk Register (RR) monthly. The Board reviews Risk Policy annually & discusses RR biannually.</p>	<p>Risk Register is included in agenda for monthly staff meetings and biannually for Board meetings. Agendas and minutes are on file at the company's office.</p>
<p>The company has a Financial Procedures Manual documenting responsibilities, procedures and financial management procedures for the organisation.</p>	<p>A copy is filed at the company's office.</p>

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

Actions our charity takes to meet standards:	Evidence of our actions:
<p>Insurance cover (incl Public Liability Insurance; Employers Liability Insurance; Directors & Officers Liability Insurance; Professional Indemnity Insurance) is discussed at senior management level and reviewed annually to include the sourcing of a minimum of 3 quotes.</p>	<p>Records kept at the company's office. The budget for insurance cover is submitted to Board for review in the annual budget. Agenda and minutes for board meetings are on file at the company's office.</p>

Principle 4: Exercising Control **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 standards:	Evidence of our actions:
The company implements and updates company policy documentation to ensure compliance with legislations. To achieve this the company seeks advise from the secretary, the board and where necessary legal experts.	Please see section 2.1 for a list of the company's policies. The company publishes its policy documents on the Governance page of its website.

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

Actions our charity takes to meet standards:	Evidence of our actions:
The Board reviews Risk at team level monthly. The Risk Register is discussed in detail at board annually.	Agendas and minutes for Board meetings are on file at the company's office.

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 standards:	Evidence of our actions:
It is a strategic objective of the company to work with national organisations and regional agencies to identify new areas for development and to progress initiatives of mutual interest and of sectoral benefit.	ITI has led the Speak Up initiative to embed a Code of Behaviour for Irish Theatre in the sector. The revised Strategic Statement 2020 – 2022 is published on the company's website.
ITI attends seminars and training on good practice led by organisations such as the Arts Council and Theatre Forum. Individual staff members are encouraged to undertake additional training in areas such as governance.	Staff training is included in team plans. A budget line for staff training is included in projected and actual budgets presented to board for review and quarterly meetings. Copies are on file at the company's office.

Principle 5: Working Effectively **CORE STANDARDS**

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 standards:	Evidence of our actions:
The “Board” is defined within the Constitution.	Set out in Article 1 of the Articles of Association in the company’s Constitution – available on the company’s website .
The minimum number of Board members required is defined within the Constitution.	Set out in Article 33 of the Articles of Association in the company’s Constitution – available on the company’s website .

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

Actions our charity takes to meet standards:	Evidence of our actions:
Notice for general meetings, annual general meetings and extraordinary general meetings are defined within the Constitution.	Set out in Article 12 (a), 12 (b) and 12(c) of the Articles of Association in the company’s Constitution – available on the company’s website .

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 standards:	Evidence of our actions:
The company has referred to the Charities Regulatory Authority “Explanatory Sample Board Minutes” template and Arts Council guidance to ensure that at a minimum its programme activities, financial and management account review and conflicts of interest are addressed at each board meeting.	Agendas for Board meetings are on file at the company’s office.

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 standards:	Evidence of our actions:
Quarterly Co-Director’s Report are presented to the Board in advance of board meetings. The Report includes Strategy/Management; Funding; Governance; Financial Updates; Draft Budget; Staff; Building activity; Information Clinics/Meetings; Web Information; Artist Supports; Programme Updates; National/International Events; special Projects; team attendance at events and meetings.	Quarterly Co-Director’s Reports; Management Accounts and Projected Budgets for Board meetings are on file at the company’ office. Annual Directors Report and Financial Statements are published on the website.

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 standards:	Evidence of our actions:
Term limits for Board members is defined within the Constitution.	Set out in Article 42 of the Articles of Association in the company’s Constitution – available on the company’s website .

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

Actions our charity takes to meet standards:	Evidence of our actions:
Members may nominate new members at the invitation of the Chairperson. The board has regard to the requirement for specialist skills needed.	The nomination and approval of board members is published in the Directors' Annual Report. Board member details are published on the Board and Patrons page of ITI's website.
New Board members are presented with up-to-date information regarding the company including minutes of the previous board meeting, co-directors' report, management accounts, and company policies.	

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 standards:	Evidence of our actions:
At induction, each new board director receives a briefing on the content of the Constitution, the board decision making processes, the programme and business plan and recent audited accounts of the company.	As published in the Directors' Annual Report.
The Charities Governance Code Compliance Form is reviewed by the board annually.	Agenda for Board meetings are on file at the company's office.

**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.**

Actions our charity takes to meet standards:	Evidence of our actions:
Board minutes itemise 'Actions to be Taken' following the meeting, with assigned responsibility and a timeframe for completion.	Minutes of Board meetings are on file at the company's office.
Actions and updates are reported at next Board meeting	Agenda and minutes for Board meetings are on file at the company's office.

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

Actions our charity takes to meet standards:	Evidence of our actions:
Annual review and audit of board to be tabled to final board meeting of 2021 and planned to take place in 2022.	Once set in place, add to Agenda for Board meetings (annual).

Principle 5: Working Effectively **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 standards:	Evidence of our actions:
It is the company's policy to send board packs for AGM with the notice. Length of notice is defined within the Constitution.	Length of notice is set out in Article 12 (a), 12 (b) and 12(c) of the Articles of Association in the company's Constitution .
It is the company's policy to send board packs for general meetings one week in advance of meetings	Records of when board packs are forwarded are on file (electronically) at the company's office.

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 standards:	Evidence of our actions:
Board recruitment is ongoing for the ITI board, led by the board Chair. An ITI Board succession plan will be drafted and implemented in 2022.	Rotation of board members is outlined in the company Constitution . Each board member has a term limit of 3 years.

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

Actions our charity takes to meet standards:	Evidence of our actions:
Induction procedures for new board members are addressed in 5.7 above	See 5.7 above

- 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 standards:	Evidence of our actions:
Annual board review procedure will be drafted and discussed at the Q1 Board Meeting of 2022.	Board will be notified of discussion in circulation of agenda and communications for the next board meeting.

- 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 standards:	Evidence of our actions:
Annual board review procedure will be drafted and discussed at the Q1 Board Meeting of 2022. Further Board development training will take place in 2022. Board recruitment is ongoing.	Board will be notified of discussion in circulation of agenda and communications for the Q1 2022 Board meeting. ITI board recruitment is ongoing and will take place based on filling gaps in relation to diversity, skill-sets and industry knowledge.

Principle 6: Being Accountable CORE STANDARDS

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 standards:	Evidence of our actions:
Registered Charity Number (RCN) has been published on the website	Available to view on the Governance page of the website.
RCN is published on profile sections of the company’s social media platforms	See Facebook here ; Twitter here ; Instagram here
All corporate email signatures incorporate the company’s RCN	Available via email (please email info@irishtheatreinstitute.ie or the team directly.

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

Actions our charity takes to meet standards:	Evidence of our actions:
The company’s stakeholders are the sector, the board, funders and partners. Stakeholders and how ITI engages with them are addressed in the company’s strategic document and in the Communications Plan.	The company’s revised Strategic Statement 2020 – 2022 is published on the website. An implementation plan and team workplans are addressed at weekly staff members. Agendas for staff meeting are on file at the company’s office. The Communication Plan is on file at the company’s office.

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 standards:	Evidence of our actions:
Board are involved in strategic planning and review.	Agendas and minutes for Board meetings are on file at the company's office.
The company engages with its funders and partners regularly to discuss activities, update on revised plans and review outcomes.	Meeting notes are on file at the company's office.
The sector is consulted with on programme activity and feedback is solicited via online surveys, one-to-one meetings, exit interviews.	Feedback is collated for each programme activity and filed at the company's office. Company performance is collated annually and submitted to the Arts Council as documentation in support of Strategic Funding applications.

6.4 Make sure you have a procedure for dealing with:

- **queries;**
- **comments; and**
- **complaints.**

Actions our charity takes to meet standards:	Evidence of our actions:
The company has an 'Enquiries and Meetings Log' to record queries, comments and interactions with the sector and general public and responses given.	The log is on file at the company's office.
The company has a Complaints Procedure	The Complaints Procedure is published on the Governance page of the company's website.

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

Actions our charity takes to meet standards:	Evidence of our actions:
The company undertakes all requirements of funders as a condition of funding and set out in any letters of offer, MOUs or contracts.	These requirements are a condition of funding and must be adhered to in a timely fashion.
It is the company's policy to ensure that such documents are in place before proceeding with any activities.	Copies of letters of offer, MOUs and contracts are on file at the company's office.

Principle 6: Being Accountable **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 standards:	Evidence of our actions:
The company undertakes an annual independent financial audit.	Copies of the audited accounts and financial statements are published on the company's website.

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 standards:	Evidence of our actions:
It is the company's policy to comply with all relevant statutory and regulatory requirements and at all times to adhere to best business practice in all its operations. The organisation is committed to the implementation of good governance and has commenced the journey to meet the regulatory requirements of the Code of Governance.	Published on Governance page of the website.
The company committed to compliance with the Principles of Good Fundraising and maintaining good fundraising practice, providing transparency to all donors and the public on accountability and expenditure. The company is fully committed to achieving and maintaining the standards contained within the Statement of Guiding Principles for Fundraising developed by the Irish Charities Tax Reform Group (ICTR).	Published on Governance page of the website.
The company has adopted Charities SORP. SORP, the Statement of Recommended Practice, Accounting and Reporting by Charities (2005) was developed in accordance with Accounting Standards Board guidelines, by the Charity Commission for England and Wales, and by the Scottish Regulator. Whilst it has no jurisdiction outside the UK, ITI has adopted this system which is seen as prudent and provides best practice in respect of accounting and reporting.	Published in the company's annual audited accounts and Financial Statements .

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

Actions our charity takes to meet standards:	Evidence of our actions:
The company's Complaints Procedure sets out a timeline in which to deal with complaints. It is the company's policy to deal address complaints immediately at weekly staff meetings.	The Complaints Procedure is published on the Governance page of the website.

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