

# Scottish Bridge Union (SCIO Reg No SC051361)

## Governance

### Introduction

SBU is a charity with an approved constitution which its Governing Document and is a written statement that sets out its purpose, structure and describes how it will operate. Of necessity the constitution is a fairly high-level document and has to be supplemented with more as to how the Board will operate.

It is common practice for Boards to be guided by, and adopt, a Code of Governance. For Third Sector organisations in Scotland e.g., charities, there is a Scottish Governance Code which sets out the core principles and key elements of good governance for the boards of charities.

Good governance underpins successful organisations, and it is therefore essential that in its work the Board of SBU adopts good governance in order to serve the membership well.

### Scottish Governance Code

The code is available at <http://www.goodgovernance.scot> and sets out 5 principles of good governance as follows:

Organisational Purpose

Leadership

Board Behaviour

Control

Effectiveness

The Board has defined the way in which the SBU will adopt each of the principles of the code and therefore will demonstrate good governance.

### Organisational Purpose

The Board must be clear about the purpose and values of the organisation and how it will achieve these aims.

The SBU has clearly defined the Vision, Mission, Goals and Values of the organisation and these can be accessed at ..... For each goal a number of key objectives have been identified as well as performance indicators which will measure the achievement of the objectives.

### Leadership

Leadership of the SBU is the overall responsibility of the Board and as the SBU is a charity the members of the Board are Trustees of the charity.

The Board have defined role descriptors for the for the following:

Board of Trustees;

Chair of the Board;

Individual Trustees;

General Manager;

In addition, a Scheme of Delegation has been created to determine the authority which can be delegated by the Board to:

- Chair of the Board;
- General Manager;
- Operational Management Group;
- Operational Committees.

## **Board Behaviour**

The Board collectively and individually must embrace and demonstrate mutual respect, integrity, openness, and accountability.

The behaviour of the Board and each of its trustees must be consistent with the organisation's vision and values and is fundamental to the organisation's reputation and success.

To ensure the above the Board have approved the following:

**Code of Conduct for Trustees;**

**Conflict of Interest Policy;**

These can be accessed at .....

To complement the Conflict of Interest Policy the Trustees have all completed an entry in a **Register of Interests**

## **Controls**

The Board has put in place appropriate structures, controls, and processes to make sure the organisation is run in line with its purposes and values, governing document, and relevant legal and regulatory requirements.

These include the following which can be accessed at .....

**Safeguarding Policy**

**Equality, Diversity, and Inclusion Policy**

**Data Privacy Policy**

**Volunteer Policy**

## **Effectiveness**

The Board must work collectively and proactively to achieve the organisational purpose and to ensure it fulfils its role. It is also important the Board keeps under review its effectiveness. To do this the Board will regularly reviews its work against the 5 principles of the Scottish Governance code in order to promote continuous improvement and strengthen the effectiveness of its governance.

Steps that can be taken to achieve this include

- Reviewing the strategy and organisational purpose of the organisation
- Ensuring an appropriate mix of skills, experience, and geographical home location of trustees.
- Ensuring an induction process for new trustees.
- Having a pro-active succession plan for trustees.
- Ensuring that the Board carries out a self-evaluation process annually, the outcome of which is reported to AGM of members.