

Charity Name	Finglas Addiction Support Team Ltd
Registration Charity Number (RCN)	20066017
Annual Reporting Period	01/01/2021 – 31/12/2021
Date approved by the Board of Charity Trustees	DUE FOR APPROVAL IN 2022: AIM FOR JUNE

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 work plans 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.

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 purpose of Finglas Addiction support team is defined in our constitution and is reviewed. Last Updated August 2016.	Constitution filed with CRO.ie Published on www.fastltd.ie
	Object of charity is Published on www.charitiesregulator.ie
Our Vision , Mission and values are reviewed each year and published	Annual Report printed & published on website www.fastltd.ie
	Mission /Values published on website www.fastltd.ie

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:
<p>The Board members receive no private benefit</p> <p>Conflict of Interest declared by Board members at each Board Meeting.</p> <p>Board Meeting Agenda & Minutes</p> <p>Board Governance Policies & Board Handbook</p>	<p>QuAD 044 Governance Handbook - Directors Fees</p> <p>QuAD 044 Governance Handbook - Conflict of Interest policy</p> <p>Minutes of Board Meeting</p> <p>QuAD 044 Governance Handbook</p>
<p>All employees of the charity receives private benefit. This is acceptable if their employment is necessary to provide public benefit and their pay and conditions are reasonable</p> <p>Some volunteers may receive payment for expenses they incur. This is acceptable if their service is necessary and provide a public benefit and their expenses are reasonable</p>	<p>Staff payroll: All staff pay scales are bench-marked against HSE Pay Grades and reviewed as part of Annual Budget Conducted by Administrator per SOP 019 Payroll Processing Reviewed and authorised by Head of Finance & CEO in accordance with SOP 020 Payroll Bank Authorisation Procedure AND SOP 016 Financial Recording Procedures Expenses claimed are recorded on F021-002 / F022-001 Mileage & Expense Claim. Rates are pre-populated in accordance with Civil Service Rates.</p> <p>Volunteer Expenses: Volunteers are guided by our QuAD009 Volunteer Policy. All expenses are pre-approved in accordance with this policy and recorded on Form F039-001/ F040-001 Volunteer Mileage & Expense Claim. Rates are pre-populated in accordance with Civil Service Rates.</p> <p>Financial Report presented to Audit Finance & Governance meeting (8 times per year) Monthly Management accounts prepared for CEO Audited Financial Statements by external Auditor. Approved @ AGM, published on organisations' website www.fastltd.ie and sent to CRO.ie and CRA.ie</p>

1.3 Agree an achievable plan for at least the next year that sets out what you will do to advance your purpose.

Actions our charity takes to meet standards:	Evidence of our actions:
Strategic Plan 2017 -2020 approved by Board	Approved by Board and is a live working document. Strategic Plan 2017- 2020 This is reviewed at minimum twice yearly Published on the www.fastltd.ie
Annual Budgets prepared & reviewed	Annual Budget is approved by Board for year ahead. Minutes of Board Meeting Reviewed regularly at each AFG meeting (8 times per year): FAST Management Board\Board 2020\Audit Finance & Governance

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:
Strategic Plan 2017-2020 is based on sustainability, innovation & growth, collaboration & communication	Published Strategic plan Reviews of Strategic Plan: Strategic Plan 2017- 2020 Minutes of Board Meeting
FASTs' organisation structure	Maintained on Organisation Structure
FAST has an established Human Resource Management (HRM) Committee with established Terms of Reference	QuAD 044 Governance Handbook Appendix vii
HR Services and supports	Use of external HR Provider consultants Peninsula HR
Board membership	Varied skillset including local community representative FAST Management Board\Board 2021\Board of Management Minutes of Board Meeting
Funding Applications Grant Applications Ongoing Networking and Lobbying Use of building to raise rental revenue	Service Level Agreement for funders prepared: November/ December of current year for following year and submitted by February following year or sooner if required. Bi-annual reporting on Service activities and budget expenditure to FCLDTF Budget preparation for year ahead prepared November/ December of current year for following year and AFG approved December; Board approved January following year. Additional Program costs sourced annually via LDATF & Govt. and other public body grants Ongoing communication and interaction with all local stakeholders including local drug and alcohol task force Room letting to local agencies
Internal Controls	All policies and SOP's documented and maintained on P:\QUADS Reviewed as per QuAD 001 Quality Policy & Document Control

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:
Annual Report published to provide details of our activities	Annual Report printed and circulated to relevant stakeholders and published on website https://fastltd.ie/publications/
Staff Meetings & Staff Days	Minutes of Staff meetings held Bi-monthly
Communications with stakeholders via website & social media	www.Fastltd.ie Facebook - https://www.facebook.com/fast.finglas/ Twitter - https://twitter.com/FastFinglas Instagram - https://www.instagram.com/fastfinglas/ LinkedIn - https://www.linkedin.com/company/finglas-addiction-support-team/ YouTube - https://www.youtube.com/channel/
Strategic Plan review days	Strategic Plan 2017- 2020
Service Plan Progress reports	Ongoing review of annual service plans s via progress reports

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:
Strategic Plan development meetings : FAST conducts a strategic planning process involving the Board, Management and staff and produces a 3 year strategic plan	Strategic Plan 2017- 2020 - Preparation Documents
Strategic Plan Publication	https://fastltd.ie/publications/
Strategic Plan review	Strategic Plan 2017- 2020
Board Meetings	Minutes of Board Meeting
Staff Meetings	Minutes of Staff meetings
Annual Service Plans	Service Plans 2021
Progress reports	Ongoing review of annual service plans s via progress reports

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:
Monthly Service Progress reports	Updated by service staff and reviewed monthly by Team Leader(s)
Monthly Management Accounts	Extrapolated from SAGE and reported Management Report presented to Board
Finance Report (Actual vs Budget) prepared monthly & presented to the Audit Finance & Risk Committee & Board - Eight times per year	Extrapolated from SAGE and reported : Variance Report AFG Finance Report Board Finance Report
Annual Report	www.FastLtd.ie
Board Quarterly Database Reports to evidence Service Provision	Service Reports & Database outputs
Annual Staff Satisfaction Survey	Annual Satisfaction Survey
Service Care Plan audits	Service Care Plan audits – (Secured Drive – Team Leader(s) User Drive)

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:
Board Meetings	CEO reports on ongoing partnerships with third parties Minutes of Board Meeting
Networking with similar charities in the greater Dublin Area	CEO /Team Leader(s) Electronical Calendar meetings
Attending third party events to promote and engage with other agencies Hosting invite events - other agencies and similar organisations	FAST Events - By Year
Weekly Management Meetings : Events / Communications	Bi-Weekly Management Meetings
Maintain a list of Relevant Resources	https://www.charitiesregulator.ie/media/1670/guidance-on-winding-up-a-charity.pdf

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:
Our Vision Mission are clearly stated on our website	https://fastltd.ie/about/
Discussed at AGM	AGM minutes
Stated in Employee handbook and forms	QuAD 005 Employee Handbook QuAD 049 Induction Policy and Checklist
FAST has a Code of conduct for: Board Members Staff Volunteers All are written with reference to The Charities Regulator’s guidance on : Code of Conduct for Charity Trustees Code of Conduct for Employees Code of Conduct for Volunteers	QuAD 044 Governance Handbook QuAD 003 Code of Practice Policy QuAD 009 Volunteer Policy

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:
<p>FAST has a Conflict of Interest Policy as part of the Governance Handbook</p> <p>Conflicts of Interest are identified and managed as they arise in accordance with our Governance Handbook , Conflict of Interest policy</p> <p>The policy is written with reference to The Charities Regulator Guide Managing Conflicts of Interest</p>	<p>QuAD 044 Governance Handbook</p>
<p>FAST has a Code of conduct for:</p> <p>Board Members</p> <p>Staff</p> <p>Volunteers</p>	<p>QuAD 044 Governance Handbook</p> <p>QuAD 003 Code of Practice Policy</p> <p>QuAD 009 Volunteer Policy</p>
<p>Conflict of Interest is a standing Item on the Board Meeting Agenda</p>	<p>Board Of management Agenda</p> <p>Minutes of Board Meeting</p>

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>FAST has a Code of Conduct Policy as part of the Governance Handbook</p>	<p>QuAD 044 Governance Handbook</p>
<p>Each Board member is required to formally sign up to and adhere to this policy</p>	<p>QuAD 044 Governance Handbook</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:
All Board Roles are defined in the Governance Handbook. All roles have a defined description - Chairperson, Secretary, Treasurer & Director	QuAD 044 Governance Handbook
<p>All paid roles have a pre-defined Job Description. Each employee has a detailed job description Paid employees are given a copy of the employee handbook</p> <p>Job descriptions are reviewed annually during the appraisal process Weekly Management meetings : Permanent item agenda: Staffing and HR Line Manager Supervision is conducted regularly Staff meetings are held bi-monthly with service to ensure ongoing clarity of roles</p> <p>An Induction policy exists for all new starters; Staff read all relevant policies & procedures and are required to sign as an indication of understanding and adherence.</p>	<p>Staff\Recruitment Staff\Employees Current Staff\Employees Current QuAD 005 Employee Handbook</p> <p>QuAD 006 Staff Appraisal Policy Weekly Management Meetings QuAD 007 Staff Supervision Policy Staff meetings- By Year 2021</p> <p>QuAD 049 Induction Policy and Checklist</p>

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:
<p>There is a volunteer policy in place. This ensures: Volunteers must complete an application form and successfully complete the interview process Volunteers sign an Agreement that requires them to adhere to policies & procedures with specific reference to : To follow FAST's policies and procedures, including health and safety, code of conduct and confidentiality To abide by the organisation's code of conduct</p>	QuAD009 Volunteer 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:
<p>FAST has a recruitment & selection policy in place that is aligned with our equal opportunities policy (employee handbook)</p> <p>There is an employee handbook that is given to each new employee on recruitment - All employees are required to policy sign handbook in accordance with policy</p> <p>The Employee hand book is reviewed under the guidance of external HR Support Agency</p>	<p>QuAD 054 Recruitment & Selection Policy</p> <p>QuAD 005 Employee Handbook</p>
<p>There is a training policy in place that provides details on how staff can access funding for further training and education</p> <p>Staff Annual appraisal and supervision process discusses on-going training and development needs of the employee</p>	<p>QuAD 013 Training</p> <p>QuAD 006 Staff Appraisal Policy QuAD 007 Staff Supervision Policy</p>
<p>All staff receive a contract of employment, that outlines remuneration, dismissal, annual leave entitlements etc.</p>	<p>X:\Staff\Employees – Current \ Individual Files X:\Staff\Employees – Former (Retained in accordance with QuAD004 General Data Protection Policy)</p>
<p>FAST has made available an Employee Assistance Program via an external provider</p>	<p>Peninsula HR Consultants</p>
<p>FAST is a registered employer with the Revenue Commissioners</p>	<p>Company Number: 378645 Revenue Charity Number: CHY17626</p>

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:
<p>All organisational policies are drafted and sent for review in accordance with our document control policy where relevant : Board and/or Senior Management Team</p> <p>All approved polices are available on the corporate network. These are available to view to all employees/volunteers given access to the relevant drive</p> <p>All new policies are disseminated in accordance with our document control policy</p> <p>Review of strategic Plan at Board Level</p> <p>FAST has an Organisation Chart which is available to the public and staff and all relevant people</p>	<p>QuAD 001 Quality Policy & Document Control</p> <p>Admin Drive : X\ Public Drive : P\ QuAD 001 Quality Policy & Document Control</p> <p>Minutes of Board Meeting Organisation Chart 2021 FAST – Our Team</p>

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:
All Charity Board members receive an induction pack upon commencement of their role that contains: <ul style="list-style-type: none"> • A copy of the board handbook, • The last annual report, • Strategic plan • Minutes of the previous three Board minutes. 	QuAD 044 Governance Handbook
Staff Roles shall be defined in their contract of employment	Staff\Employees – Current \ Individual Files
Lines of authority, communication and reporting are defined	Organisation Structure & Copy of : Organisation Structure
Roles and responsibilities are defined in all relevant policies and procedures	QuAD 001 Quality Policy & Document Control
Committees that report to the Board: Terms of Reference for each committee are defined	QuAD 044 Governance Handbook

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:
A volunteer policy and application process is in place to control this	QuAD009 Volunteer Policy

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:

All organisational policies are drafted and sent for review in accordance with our document control policy where relevant : Board and/or Senior Management Team

[QuAD 001 Quality Policy & Document Control](#)

No.	Policy Name
001	QuAD 001 Quality Policy & Document Control
002	Participant Confidentiality Policy
003	Code of Practice Policy
004	General Data Protection Policy
005	Employee Handbook
006	Staff Appraisal Policy
007	Supervision Policy
008	Complaints Policy
009	Volunteer Policy
010	Incident Reporting Policy
011	Violence in the Workplace Policy
012	Lone Working Policy
013	Training Policy
014	Service Level Agreement Template
015	Peer Work Policy
016	Student Placement Policy
017	Interagency Case Meeting Policy
018	Assessment and Care Plan Policy
019	Key Working and Case Management Policy
020	Case Notes, Written Records and Correspondence Policy
021	Fundraising Policy
022	Procurement and Capital Expenditure Policy
023	Financial Policy and Procedure
024	Management of Sharps Percutaneous Injury and Other Exposure Incidents Policy
026	Debriefing Policy
027	Suicide, Self-Harm and Self Injury Intervention Policy
028	Family Support Policy
029	Outreach Policy

	<p>030 Health, Safety and Welfare Policy and Statement</p> <p>031 Risk Management Policy</p> <p>032 Participant Involvement Policy</p> <p>033 Escorting Participants Policy</p> <p>034 Vehicle Usage Policy</p> <p>035 Participant Charter Tool</p> <p>036 Counselling Service Provision Policy</p> <p>037 Death of a Participant Policy</p> <p>038 Overdose Policy</p> <p>039 Substance Use Education and Training Policy</p> <p>040 Policy on Service Provision in Relation to Alcohol</p> <p>041 Annual Report Planning Tool</p> <p>042 Child Protection Policy</p> <p>043 Research Policy and Contract Example</p> <p>044 Governance Handbook</p> <p>045 Vulnerable Adults Policy</p> <p>046 CCTV Policy</p> <p>047 Communications and Media Policy</p> <p>048 Garda Vetting Policy</p> <p>049 Induction Policy and Checklist</p> <p>050 Business Continuity Plan</p> <p>051 Clean Desk Policy</p> <p>052 Recruitment & Selection Policy</p> <p>053 End of Employment Policy</p> <p>054 Probationary Review Policy</p> <p>055 Internal Audit Policy</p>
<p>All organisational policies are identified by : Number & Policy Name, Version, Reviewed Date, Next Revision Date</p>	<p>QuAD 001 Quality Policy & Document Control</p>

All approved policies are available on the corporate network. These are available to view to all employees/volunteers given access to the relevant drive	Admin Drive : X\ Public Drive : P\
All new policies are disseminated in accordance with our document control policy	QuAD 001 Quality Policy & Document Control
All policies are read by new employees/volunteers as part of their induction program	QuAD 049 Induction Policy and Checklist
All Employees & Volunteers sign the signature sheet attached to the relevant policy	New Starter Information

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:
<p>FAST was set up a company limited by guarantee updated its Governing Document and the Memorandum of Association (Constitution & Articles) and were adopted on August 31st 2016 , and are compliant with prevailing charities legislation.</p> <p>The Constitution was approved by the Charities Section of the Revenue Commissioners in August 2016</p> <p>A copy is held on file and with CRO.ie and the Charities regulator</p> <p>A copy of the constitution is held on the company website</p>	<p>FAST June 2016 EGM minutes.</p> <p>Corporate Information\Companies Registration Office – Legal</p> <p>www.fastltd.ie/governance</p>
<p>FASTs’ Board of Directors are satisfied that our current legal form and governing document are best suited taking into account our charitable purpose, planned activities and how we propose to fund those activities.</p>	<p>FAST June 2016 EGM minutes.</p>

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:
<p>FASTs' Board of Directors understand the legal and regulatory framework for our charity and are satisfied that FAST meets its legal, regulatory and contractual obligations and any constitutional requirements .</p> <p>FAST has an appointed company of Financial Auditors: Donal Ryan & Associates</p> <p>FAST has an appointed legal firm: A & L Goodbody</p>	<p>Minutes of Board Meeting</p> <ul style="list-style-type: none"> - New trustees are given a copy of the Governing Documents and sign XXX and understand their responsibility in terms of compliance with the laws and regulatory requirements relevant to FAST. - Trustees are encouraged to attend The Charities Regulator webinars and conferences and other CPD events.
<p>FAST is required to be registered with Charities Regulator Revenue Commissioners as an Employer and a Charity Companies Registration Office Central Register Of Beneficial Ownership Of Companies And Industrial & Provident Societies FASTs internal listing of Beneficial owners</p>	<p>Charity Number: 20066017 Revenue Charity Number: CHY17626 Company Number: 378645 FAST has registered the beneficial owners of FAST with https://rbo.gov.ie/</p> <p>Register of Beneficial Owners</p>

<p>FAST is required to comply with: Charities Act 2009- Charities Code</p> <p>Companies Act – 2014</p> <p>General Data Protection Regulation (the “GDPR”) and the Irish Data Protection Acts 1988 to 2018 (the “Acts”).</p> <p>Garda Vetting</p> <p>The Children First Act 2015 Children First: National Guidance for the Protection and Welfare of Children 2017</p> <p>HSE Safeguarding Vulnerable Persons at Risk of Abuse National Policy and Procedures. Revenue Commissioners – Employer Obligations , Report payroll information at time of payment (RPN)</p> <p>Employment Law: Sick leave ; Annual Leave, Other statutory Leave, Access to a PRSA</p> <p>Health and Safety Legislation - FAST has an established health & Safety Committee</p> <p>Equality Law : FAST is an equal opportunities employer</p> <p>Protected Disclosures Act 2014</p>	<p>Charities Governance Code Compliance Record Form - FAST 2020</p> <p>Annual Financial Statements are prepared in accordance with the Companies Act 2014, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). These are published on FAST website These are submitted to CRO.ie on or before the Annual Return Date 31/05/2020</p> <p>QuAD 004 General Data Protection Policy</p> <p>QuAD 048 Garda Vetting</p> <p>QuAD 042 Child Protection & Welfare Policy</p> <p>QuAD 045 Vulnerable Adults Policy</p> <p>Payroll Software Thesaurus 2021</p> <p>QuAD 005 Employee Handbook</p> <p>QuAD 030 Health, Safety and Welfare Policy & Safety Statement</p> <p>QuAD 005 Employee Handbook : Equal Opportunities Policy</p> <p>QuAD 005 Employee Handbook : Making a Protected Disclosure - Whistleblowing</p>
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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:
FAST has a Fundraising Policy in place and is reviewed in conjunction with Guidelines for Charitable Organisations on Fundraising from the Public	Reviewed as per QuAD 001 Quality Policy & Document Control QuAD 020 Fundraising Policy
The Board has established a Fundraising Sub-Committee & Terms of Reference	QuAD 044 Governance Handbook Appendix VIII
FAST currently does not engage in ongoing fundraising activities. However in the event of any Fundraising activity, the Policy is referred to in the first instance and referred onwards through the organisation up to Board level depending on the significance of the event.	QuAD 020 Fundraising Policy

4.4 Make sure you have appropriate financial controls in place to manage and account for your charity’s money and other assets.

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

Actions our charity takes to meet standards:	Evidence of our actions:
<p>FAST has established an Audit Finance and Governance sub-committee & Terms of Reference which is chaired by a member of the board</p> <p>This committee meets eight times per year</p> <p>The organisation produces audited accounts on an annual basis which are filed with the Companies Registration Office, Charities Regulator, and provided to the HSE and other funders.</p> <p>Additionally, a full copy of the audited accounts is available on our website.</p>	<p>QuAD 044 Governance Handbook Appendix vi</p> <p>Meeting Dates and Attendance</p> <p>AFG Minutes & Agendas</p>
<p>FAST has documented its Internal financial controls for</p> <p>Income</p> <p>Expenditure</p> <p>Banking</p> <p>Assets and investments</p> <p>All in line with the Charities Regulator's 'Internal Financial Controls Guidelines'. AND HSE National Financial Regulations</p> <p>At the core of these is the Separation of Duties as an Internal Control</p> <p>These policies are approved by the AFG and are reviewed periodically in accordance with FAST Quality Policy & Document Control</p>	<p>QuAD 023 Financial Policy & Procedures</p> <p>SOP 016 Financial Recording Procedures</p> <p>SOP 019 Payroll Processing</p> <p>SOP 020 Payroll Bank Authorisation Procedure</p> <p>QuAD 022 Procurement and Capital Expenditure Policy</p> <p>QuAD 023-002 Financial Policy Appendix 1: HSE National Financial Regulations Listings</p> <p>QuAD 001 Quality Policy & Document Control</p>
<p>FASTs' Report is standing Item on the Board Meeting Agenda</p>	<p>Board of Management Agenda</p> <p>Minutes of Board Meeting</p>

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:
Specific risks are identified and analysed in terms of likely occurrence and severity of impact in line with the Charities Regulator’s ‘Guidelines on Risk Management for charities’	QuAD 031Risk Management Policy
FAST has established a Risk Management Policy in compliance with ISO 31000 Risk Management – Principles and Guidelines.	QuAD 031Risk Management Policy
FAST has an established Risk Register	QuAD 031-Appendix i Risk Register
FAST uses a Risk Assessment Tool to document specific risks that are identified and analysed in terms of likely occurrence and severity of impact in line with the Charities Regulator’s Guidelines on Risk Management for charities	QuAD 031-Appendix ii Risk Assessment Tool
FAST has a business continuity plan in place which is written in accordance with our Risk Policy. This is reviewed on an Annual Basis by the CEO	QuAD 050 - Business Continuity Plan QuAD 050 - Business Continuity Plan (Management Copy)

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

Actions our charity takes to meet standards:	Evidence of our actions:
<p>In accordance with our SLA with the HSE, main funders, FAST has in place adequate insurance</p> <p>Each policy is reviewed annually before renewal to ensure organisation is complying with the terms of the insurance contract.</p>	<p>\Insurance\FAST Insurance 2020-2021</p> <ul style="list-style-type: none"> - Directors & Officers Liability - Prof Indemnity - Engineering - Combined Policy - Statement of Suitability

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:

All organisational policies are drafted and sent for review in accordance with our document control policy where relevant : Board and/or Senior Management Team

All are considered in relation to [The Charities Regulator Note on Legal requirements](#)

[QuAD 001 Quality Policy & Document Control](#)

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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:
FAST has established a Risk Management Policy in compliance with ISO 31000 Risk Management – Principles and Guidelines.	QuAD 031 Risk Management Policy
FAST has an established Risk Register	QuAD 031-Appendix i Risk Register
FAST uses a Risk Register Tool Policy to document specific risks that are identified and analysed in terms of likely occurrence and severity of impact in line with the Charities Regulator’s Guidelines on Risk Management for charities	QuAD 031-Appendix ii Risk Assessment Tool
FAST has an established Audit Finance and Governance Sub Committee with responsibility for Risk & Risk Compliance.	QuAD 044 Governance Handbook Appendix vi
Risk & Compliance it remains as a standing item on the Agenda.	Fast Management Board Templates

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:
FAST is fully compliant with the Charities SORP.	Financial Statements
FAST publishes an Annual Report	Annual Reports
FAST has a Code of Practice	QuAD 003 Code of Practice Policy
FAST is compliant with Charities Governance Code	This Document

- review of finances; and
- conflicts of interests and loyalties.

Actions our charity takes to meet standards:	Evidence of our actions:
<p>There is a standing agenda for the Board</p> <ul style="list-style-type: none"> - Register of Directors Interests - Reports from Committees - Audit, Finance & Governance (Finance report) - Activities summary report - CEO Report - AOB <p>A Board pack is sent in advance of each meeting: Agenda, Minutes, Service Reports and Financial Report</p>	<p>Board of Management Agenda Minutes of Board Meeting</p> <p>QuAD 044 Governance Handbook Board of Management Agenda Minutes of Board Meeting Reports Presented</p>

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:
<p>All meetings are attended by the CEO providing information in person and via the CEO report, Service & Financial Reports.</p> <p>These reports circulated ahead of Board Meetings to ensure that Board members have the necessary facts and have time to request any clarifications / additional information to be able to make informed decisions</p>	<p>QuAD 044 Governance Handbook</p>
<p>Minutes are taken in a standard format and are approved at subsequent board meetings as an accurate reflection of proceedings. Once they have been approved there are signed and dated by the Chairperson and a signed copy kept in the register of minutes.</p>	<p>QuAD 044 Governance Handbook</p>

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:
<p>Charity trustees are appointed, resign, or retire according to our governing document - Article 50</p> <p>A List of board members with appointment dates and due retirement dates is maintained</p>	<p>QuAD 044 Governance Handbook - Terms limits Directors serve for an initial term of three years Can be recommended to do a second term of three years At the end of a second term of three years directors must step down from the board. After a year ex-directors may put themselves forward for nomination to the board</p> <p>FAST Management Board\Board 2021\Board of Management Minutes of Board Meeting</p>

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:
<p>Existing range of skills and experience is considered regularly with any significant gaps identified and filled as necessary with regard to:</p> <p>The Charities Regulator's 'Guidance on succession planning'</p> <p>The Chairperson maintains Oversight responsibility for succession planning for Board members</p>	<p>Minutes of Board Meeting</p> <p>All Charity Board members receive an induction pack upon commencement of their role that contains:</p> <ul style="list-style-type: none"> • A copy of the board handbook, • The last annual report, • Strategic plan • Minutes of the previous three Board minutes. <p>QuAD 044 Governance Handbook – Chairperson Responsibilities</p>

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:
All roles are defined in the Governance handbook and a Schedule of Matters Reserved for the Board is designed to identify areas / operations of the organisation which are the responsibility of the Board only.	QuAD 044 Governance Handbook - Board Roles and Responsibilities - Schedule of Matters Reserved for FAST Board of Directors
All New Charity Board members receive an induction pack – see section 5.6	QuAD 044 Governance Handbook : Induction Procedure & Induction Pack
All Charity Board members are given a copy of This Code and Legal Duties Infographic	QuAD 044 Governance Handbook

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:
FAST has a number of policy documents that aim to outline procedures to resolve potential conflicts in the best interests of all involved – these include: At Board Level At Service User Level At Staff Level	QuAD 044 Governance Handbook - Conflicts of interests & loyalty QuAD 008 Complaints Policy QuAD 010 Incident Reporting Policy QuAD 005 Employee Handbook : Sections : Making a Protected Disclosure - Whistleblowing Digital & Media Policy Disciplinary Rules & Procedures Disciplinary Appeal Procedure Grievance Procedure Personal Harassment Policy & Procedures Bullying Prevention Policy

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:
The board conducts an annual review of its performance	The Annual review and any improvements required are noted at a board meeting An External review is conducted periodically

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:
<p>The Board Meeting pack is provided to the Trustees in advance of each meeting to allow comments / queries to be responded to if required. It ordinarily contains</p> <ul style="list-style-type: none"> - CEO Service Update - Service Activity Report - periodically - Audit Finance & Risk report from previous AFG Meeting - Management Update and other relevant information is circulated to the Board ahead of meeting <p>This is circulated by the CEO, who is available to Trustees for consultation in advance of Board Meetings if any clarity is required on a particular issue/item.</p>	<p>FAST Management Board Meetings – by Year</p>

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:
<p>FASTs Governing Handbook details a transparent system for both the recruitment and removal of trustees, with fixed terms of office and an effective and manageable board size.</p> <p>Records are maintained with details of when their term is up and if they are eligible to stand again.</p> <p>FAST has identified the following skill-sets and experience as being desirable to have available to the organisation through the Board</p>	<p>QuAD 044 Governance Handbook – Criteria for Recruitment & Recruitment Process</p> <ul style="list-style-type: none"> - human resource management - medical - legal - financial, policy /advocacy - marketing /PR - fundraising - strategy planning - business - community development /community representation. <p>FAST is committed to its community roots and requires a minimum of three Board members to be community representatives, at all times or as much as practically possible.</p>

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

Actions our charity takes to meet standards:	Evidence of our actions:
<p>All new members will receive an induction pack that includes the</p> <ul style="list-style-type: none"> - governance handbook - code of conduct for Board members. - relevant policies relevant to the experience of the Board Member - most Recent Annual Report - Current Strategic Plan - terms of reference of any sub committees they may be involved with - schedule of members - Organisational Chart outlining corporate and services structures - Form B10 for completion in advance of submission to the CRO - Charity Trustee Declaration to Accompany a Change of Particulars in the Register of Charities - National Vetting Invitation - Schedule of Annual Meetings 	<p>QuAD 044 Governance Handbook</p>

- 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:
FAST intends to conduct a Board Review in 2021 that shall address the effectiveness of your board as a whole, office holders and individual charity trustees	
The Code of Conduct for Trustees is reviewed annually and approved by the Board.	QuAD 044 Governance Handbook
At the beginning of each Board Meeting conflicts of interest/loyalty, if any, are reported and recorded.	Fast Board of Management Minutes
<p>A comprehensive Service Report is provided in FASTs Annual Report which reflects on the previous year. This is supported by :</p> <p>Chairpersons Statement. CEO's Report</p> <p>A copy of this is supplied to :</p> <ul style="list-style-type: none"> • HSE (Main Funders) • The Charities Regulator 	Annual Report
<p>A Service Arrangement is entered in to on an Annual Basis with the HSE that details Service Delivery Specification, that specifies the functional details of the health and personal social services which will be provided by the Provider in consideration for the Funding</p> <p>This is monitored in Schedule 4 of this agreement</p>	HSE Service Arrangement

- 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.**

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:
1. FAST Corporate Info 2. FAST Marketing Info	All Corporate Info is held on file- follow this link All marketing info is held on file – follow this link
3. Fast Website footer page contains ALL Corporate Info	http://www.fastltd.ie/ - This note is on all pages of website
4. Social Media (Facebook/Twitter/Instagram) ; Relevant Corporate info recorded	Where permitted ; FAST Registered Charity Number ; Website Info; & Contact details are listed Facebook - https://www.facebook.com/fast.finglas/ Twitter - https://twitter.com/FastFinglas/ Instagram - https://www.instagram.com/fastfinglas/ LinkedIn - https://www.linkedin.com/company/finglas-addiction-support-team/ YouTube - https://www.youtube.com/channel/
5. Email signatures contains Relevant Corporate info recorded	Standardised Corporate signature
6. Publications - ALL Corporate Info is published on relevant publications	<ul style="list-style-type: none"> • Annual Report • Strategic Plan • Flyers for Distribution • Letter Head

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

Actions our charity takes to meet standards:	Evidence of our actions:
<p>FAST has identified its stakeholders with reference to Its Risk Policy Context which <i>inter alia</i> includes:</p> <ul style="list-style-type: none"> • Service Users & their families • The Local Community • Members of the organisation • Staff • Volunteers • Funders • Donors • Partner Agencies • Government agencies • Regulators • Public Representatives • General Public <p>These were identified using & communicated <i>inter alia</i> via:</p> <ul style="list-style-type: none"> • Annual Service Arrangement Review Process for funders • Strategic Plan published for defined periods (3-5 Years) • Risk Policy – in establishing external context identifies its key stakeholders. • Members register. • Board member meetings • Management Team Meetings • Staff Meetings • Programme meetings • Quality Policies 	<p>Communication with all stakeholders is via</p> <ul style="list-style-type: none"> • Written communications : Email & Letter • Publications /Reports • Website - www.fastltd.ie • Formally Arranged meetings with Funders • Register of Charities - Regulators website • Social Platforms • Local Media – newspapers & radio <p>Annual Service Arrangement Agreement(s) Published Strategic plan & Review of Strategic Plan 2017- 2020 Minutes of Board Meeting QuAD 031Risk Management Policy FAST Management Board\Board 2021\Board of Management Minutes of Board Meeting Management Team Meeting Staff Meetings Programme /Group Meetings QuAD 035 Participant Charter & QuAD 008 Complaints Policy</p>

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:
<p>FAST has a hierarchical organisational structure with the ultimate decision maker being the Company's Trustees.</p> <p>The Trustees delegate the day-to-day management of the organisation to the CEO The CEO in turn delegates responsibility for a number of operational areas: Client Services , Finance Governance & Operations</p> <p>Committees/teams are established for Service programmes</p> <p>All are supported by a suite of policies and procedures to inform planning for services, decision making and review of processes.</p>	<p>Organisation Structure</p> <p>Minutes of Board Meeting & Review of Strategic Plan 2017- 2020 Board\Board 2021\Audit Finance & Governance Management Team Meeting</p> <p>Service Plans 2021 & Progress reports</p> <p>P:\QUADS QuAD 001 Quality Policy & Document Control QuAD 003 Code of Practice Policy</p>

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:
<p>FAST has a Communications policy that guides FASTs Board, Management Staff & Volunteers on how to deal with queries and comments from our stakeholders and general public.</p> <p>FAST has a Complaints policy and procedure which is available to anyone who wishes to make a complaint or provide feedback to the organisation. This policy is published also on our website. This applies to all /any complaints including Fundraising</p> <p>FAST has an in-house online Complaints and Incident Reporting Tool</p> <p>FAST has a contact page on our website. Any content submitted on this page is sent directly to the Admin Team , and using relevant policy send to relevant person</p> <p>FASTs Admin Team responds to Facebook messenger</p> <p>FASTs Employee Handbook contains relevant sections :</p> <ul style="list-style-type: none"> • Personal Harassment Policy & Procedures • Bullying Prevention Policy • Personal Harassment Policy & Procedures 	<p>QuAD 047 Communications & Media Policy</p> <p>QuAD 008 Complaints Policy QuAD 020 Fundraising Policy</p> <p>Complaints Reporting Tool / Drive Incident Reporting Tool / Drive</p> <p>FAST has a contact page on our website</p> <p>QuAD 005 Employee Handbook</p>

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:
<p>FAST complies with the reporting requirements of our funders, donors, and regulatory bodies which inter alia include:</p> <ul style="list-style-type: none"> • Companies Registration Office (CORE.ie) • Charities Regulator • Revenue Commissioners • Health Service Executive (HSE) • Health research Board (HRB) 	<p>Annual Returns (https://core.cro.ie/e-commerce/company/411836) Annual Report Filing (https://portal.charitiesregulator.ie/dashboard) PSR Submissions & payments ; Service Arrangement with HSE Annual Financial Monitoring Return Annual Statistics on attendance – NDTRS (https://link.hrb.ie/)</p>

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 organisation produces audited accounts on an annual basis which are filed with:

- the Companies Registration Office,
- Charities Regulator,
- HSE and other funders.
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A full copy of the audited accounts and annual report is available on our website.

[Annual Report](#)
[Audited Accounts](#)

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:
<p>FAST declares publically on our website the codes and standards to which we subscribe and reports on same in our annual report and at each AGM.</p> <p>FAST has developed a four year Strategic Plan, 2017-2020, which clearly sets out the roadmap for the organisation over the coming five years.</p>	<p>Strategic Plan 2017-2020</p>

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:
<p>FAST has an in-house online Complaints and Incident Recording tool. All complaints and incidents are reported using the following hierarchical reporting route: All incidents and complaints reported since the previous meeting are reported</p> <p>Standing Items on the Management Team Meetings includes :</p> <ul style="list-style-type: none"> • Health & Safety / Risk Management <p>Standing Items on the Audit Finance & Risk</p> <ul style="list-style-type: none"> • Risk Management <p>Standing items on the Board Meetings:</p> <ul style="list-style-type: none"> • CEO Report 	<p>QuAD 008 Complaints Policy Complaints Reporting Tool / Drive Incident Reporting Tool / Drive</p> <p>Management Team Meetings</p> <p>AFG Meetings Minutes</p> <p>Board Meeting Minutes</p>
<p>Quarterly Complaint and Feedback Returns to the HSE</p>	<p>Quarterly Returns (HSE File)</p>

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