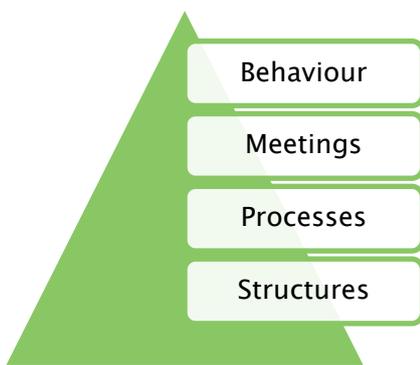


# Governance support

## Help for boards of charities and non-profits

Do you find board meetings a little frustrating? Could the board do with some help to look at how they work together and tackle the really important issues? Boards often struggle on their own to manage succession, interaction with the executive team and staying strategic in a time of significant change.

An independent facilitator can review the way your board operates, identify where changes will make the most difference and develop a plan for making the changes. You'll get input from an experienced advisor who knows charities well and will help you to implement changes that last.



Research by Compass Partnership and Cass CCE showed that boards could improve governance by working on these four different areas. It is easier to make changes to structures and processes, and is progressively harder to work on meetings and behaviours. However, boards benefit more from improvements in behaviour and meetings. Too many boards spend time discussing structures and processes when they hit problems – we can help to make a tangible difference by working with the board on meetings and behaviour.

## Options for how we can work with you

You may just want help with a particular area or you may want to build a relationship with a facilitator who can work regularly with your board. We are happy to work flexibly with you. Boards commonly ask us to help them with the following:

- Facilitating a board awayday to look at strategy
- Conducting a skills audit to inform trustee recruitment
- Assisting with the induction of new trustees
- Facilitating a board appraisal
- Reviewing the charity's governance against the Charity Governance Code
- Formulating a fresh financial strategy
- Facilitating a workshop on risk management
- Developing a succession plan

*“Your input here and throughout has directly led to the fresh impetus and momentum which will be carried forward from yesterday and help the Board to develop good practices that will guide and inform the effective management.”*

**Chartered Institute of Building Benevolent Fund**

## Getting started

- Following our initial contact with you, we will discuss your particular challenges, what you would like to achieve and how you would like us to work with you.
- We draw up an outline plan for activities, with an estimate of the costs for approval, a timetable and agreed outcomes.
- We will draw up tailored materials such as questionnaires and agree the format of these before we send them out.
- We can act as the independent co-ordinator for skills audits and board appraisals, setting up a way for trustees to submit completed forms to us, which we then summarise without identifying the source.
- For many assignments, we will interview trustees individually in person or on the telephone to ensure that all voices are heard.
- We facilitate meetings, workshops and awaydays to ensure that all trustees can participate and you get 'buy in' to changes that are agreed.

## Who are Sayer Vincent?

We are a specialised consultancy working only with charities and non-profit organisations. Our roots are in financial audit, but a number of our experienced senior consultants have been offering training, consultancy, facilitation and coaching for many years. They have attained relevant qualifications to support their own development and have an established track record in facilitation with charity boards.

We bring together financial and commercial acumen, a business-like approach and an empathy with the charitable purposes of your organisation.

*"The workshop on governance resulted in more effective and harmonious working relationships between Trustees and the Executive. Communication has been significantly improved and the board is now more focused on strategic issues along with the quality of the service it provides."*

**Sandy Hutchison Chair, Audit and Risk Committee,  
Fremantle Trust**

## Fees

We'll flex the fees to fit the scope of the work, but to give you an idea of cost:

Scope	Likely fee
Facilitate trustee awayday to include one day of preparatory meetings/calls and development of an agenda	£3,500 plus VAT
Lead a board appraisal for a mid-sized organisation, including self-assessment questionnaires, summarised feedback and attendance at a meeting to share learning	£6,000 plus VAT

We'll agree fees in advance. Fees are subject to VAT at standard rate and are payable at the commencement of each phase.

Contact Sayer Vincent at [svinfo@sayervincent.co.uk](mailto:svinfo@sayervincent.co.uk) or 020 7841 6360 to find out more and discuss your needs.

### Sayer Vincent LLP

#### Chartered accountants and statutory auditors

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