



Dignity4Patients

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Charities Governance Code – 10 Steps to Compliance

Step 1

Read the [Charities Governance Code \(PDF file\)](#) (the 'Code') in full.

Step 2

Decide if your charity is more complex for the purpose of the Code.

Step 3

For each standard, decide what action or actions you will take to meet that standard in your charity.

Step 4

State each action next to the relevant standard in the [Compliance Record Form \(WORD doc\)](#).

Step 5

If any of the standards do not apply to your charity, explain why next to that standard in the [Compliance Record Form \(WORD doc\)](#).

Step 6

Decide what evidence you can provide for the action or actions that you are taking to meet each standard that applies to your charity.

Step 7

State the evidence you can provide next to the relevant action in the [Compliance Record Form \(WORD doc\)](#).

Step 8

Review the [Compliance Record Form \(WORD doc\)](#) and agree it is accurate at a board meeting.

Step 9

Declare your charity's compliance (or provide your charity's reason for not complying) with the Code when submitting your annual report to the Charities Regulator.

Step 10

Having considered the standards, actions and evidence (Steps 3 to 7) again, complete a fresh [Compliance Record Form \(WORD doc\)](#) at a board meeting every year before reporting on compliance to the Charities Regulator.