

	Charity Name	Draiocht Clg
	Registration Charity Number (RCN)	20037765
	Annual Reporting Period	2024
	Date approved by the Board of Charity Trustees	June 2025

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:
All Directors read the Charities Regulator's guidance on 'What is a Charity'.	All directors completed Charities Governance Code Online Training video .
Each Director has been provided with the most recent copy of the charity's governing document, understands it and refers to it as necessary.	Governing documents included in the Directors induction pack when they joined the board. Governing documents on our website www.draiocht.ie
Charity's main object (as per the governing document) is included at the top of every board agenda and our governing document is available for reference at board meetings.	Secretary's copy of the Board papers for each meeting held in 2024
Our charitable purpose and objectives are clearly stated in our annual report and website.	Annual report 2023 and www.draiocht.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:
When a staff role becomes vacant the Executive Director discusses the role, pay, terms conditions with the Board to ensure that they are reasonable. Any new roles have to be sanctioned by the Board.	Services of Peninsula HR has been engaged to ensure that we comply with Employment legislation at all times. Board Minutes document discussions on staff matters.
Terms and conditions are benchmarked against conditions of similar venues.	Terms and conditions are documented in the relevant minutes of meeting and Directors Report. Theatre Forum Industry benchmarking reports are on file.
Any changes to overall staff terms and conditions are included on the Board Meetings Agenda in AOB when relevant e.g. pensions.	Salaries costs in the budget agreed in minutes of meeting 19/2/2024
Staff and Directors understand that expenses can be claimed and are in line with public service rate.	Mileage is paid at 39c per km. https://www.revenue.ie/en/employing-people/employee-expenses/travel-and-subsistence/civil-service-rates.aspx

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:
Our planned activities and budget for the next year have been agreed and documented.	Annual plan and budget documents for the year 2024 presented to the Board on 24/2/2020 and approved at that meeting. Minutes of meeting 24/2/2020

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:
Planned activities and budgets for 2024 agreed and documents	Annual plan emailed to the Board on 13/2/2024 and presented at board meeting on 19/2/2024 Annual budget emailed to the Board on 12/2/2024 and presented at board meeting on 19/2/2024

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:
Our activities and governing document are regularly reviewed to ensure we continue to act in line with our charitable purpose and provide public benefit.	Constitution updated 24/10/2016. Due for review 2025, to be revised in 2026 Annual plan which adheres to our objectives agreed by the Board on 19/2/2024. Minutes of our meeting 19/2/2024

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:
Our strategic plan incorporating clear targets and outcomes has been developed and approved by the Directors every five years.	Space for Everyone – Draíocht's Strategy 2024-2029

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:
Regular updates and reports presented to the Board	Executive Directors Report Staff reports Annual/monthly budgets

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:
Executive Director and Board consider the extent to which our organisation works in partnership with other organisations.	Draíocht is a member of three venue Networks (Strollers, ShortWorks and The Network for Extraordinary Audiences). Membership of each comprises of different arts centres around the country. We are a member of Theatre Forum, the umbrella organisation for the Arts Sector in Ireland. We work in partnership with Fingal Arts Office, Access Cinema, Dublin Fringe Festival, Dublin Theatre Festival as well as many individual artists and arts organisations on an annual basis.

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:
Codes of conduct for Directors and employees are agreed and documented.	Code of Conduct Directors Code of Conduct Employees Staff hand book

- 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:
Register of Interests is maintained and regularly updated.	Up-to-date Register of interests
Conflict of Interest Policy	Documented in Draiocht CLG Constitution.
Conflict of interest is a standing item on the agenda, with any declared conflicts of interest included in the minutes.	Chair reminds Directors to declare any conflict of interest in each board meeting (see first agenda item).

- 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:
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Directors understand that expenses can be claimed and are in line with public service rate.	Mileage is paid at 39c per km. https://www.revenue.ie/en/employing-people/employee-expenses/travel-and-subsistence/civil-service-rates.aspx
A Code of Conduct for Charity Trustees agreed and documented in line with the Charities Regulator's guidance on 'Code of Conduct for Charity Trustees'.	Revised in 2021. To be updated in 2025
Each Director formally signs up and adheres to the Code of Conduct.	Signed Codes of Conduct for all Directors included in Induction pack.

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:
Board roles and responsibilities are documented.	Noted in Draiocht CLG Constitution
Charity trustees understand their legal duties and responsibilities.	Induction pack Training programme for charity trustees
Key officers such as the Chairperson and Secretary have specific functions assigned to them, which are clearly documented and understood.	Approved board role and responsibilities Secretary's duties noted in Draiocht CLG Constitution
Key staff/ volunteer roles and responsibilities are discussed, agreed and documented.	Staff job descriptions form part of Employment contracts

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:
n/a	n/a

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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:
Inductions procedures	Employee induction process/Staff Handbook form part of Employment Contract
Employment policies, contracts and procedures are drawn up by external HR consultants and reviewed on a yearly basis so as to meet current legislation	<p>All employment and health & safety policies in Staff Handbook and Safety Handbook. All staff given a copy at induction and is also available on our staff IT network.</p> <p>Current policies and procedures</p> <ul style="list-style-type: none"> • Digital & Media Policy • Green Office Policy • Disciplinary Rules and Procedures • Standards Policy • Disciplinary Appeal Procedure • Grievance Procedure • Redundancy Policy • Equal Opportunities Policy • Dignity in the Workplace Policy • Personal Harassment Policy and Procedure • Bullying Prevention Policy • Making a Protected Disclosure- Whistleblowing • Severe Weather & Travel Disruption Policy • Retirement Policy • Termination of Employment • Safety, Welfare and Hygiene

Staff reports presented to the board at each board meeting where their contribution is recognised and where any issue can be raised.	Minutes dated 19/2/2024, 20/5/2024, 8/10/2024, 3/12/2024
The Charity is registered as an employer with Revenue Commissioners	Tax Registration
Staff evaluations are carried out on a regular basis	Monthly staff meeting with the Executive Director. Any issues are reported to the Chair.

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:
Executive Director, General Manager and Line Managers review operational policies on a regular basis.	Draiocht CLG Constitution Health & Safety Statement Staff Handbook (including Dignity in the Workplace Policy) Training for Staff on specific areas on a yearly basis

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:
We ensure that key staff understands their responsibilities and lines of authority, communication and reporting with the board of Directors. Their roles and responsibilities discussed, agreed and documented.	Approved Organisation Chart A full suite of role profiles for directors and staff.
Directors understand their legal duties and responsibilities.	Noted in Draiocht CLG constitution Directors induction programme Training programme for Directors

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:
n/a	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:
<p>We ensure that new employees are trained and familiar with our policies and procedures, and that existing staff receive appropriate training.</p> <p>Policies and procedures are discussed regularly at team meetings to ensure that employees remain aware of the importance of the policies and procedures.</p> <p>All our policies and procedures are in a single document, and copies readily available to all employees.</p> <p>All managers and directors must 'lead by example' in implementing policies and procedures. It is crucial that our expectations are demonstrated through modelling and leadership at all levels of management.</p> <p>Policies and procedures are reviewed periodically</p>	<p>Staff handbook</p> <p>Health & Safety Handbook</p> <p>Records of training and induction</p> <p>Scheduled weekly/monthly staff meetings</p>

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:
Reformation of Governance Sub Committee to review key documents and processes.	Minutes of meeting 8/10/2024

- 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:
Keeps up to date with any changes pertinent to the Arts Sector/Charities Sector	Compliant with all Charities Regulatory, Employment Law, legal requirements pertaining to running an arts centre. Submission of annual information on charities website, contracts on file

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

<p>Draíocht keeps detailed books and records of accounts and maintains strict financial controls. The organisation is transparent in its audited financial statements which records donations received. It is compliant with the guidelines given in the Statement of Recommended Practice (SORP) for Charities.</p> <p>We adhere to the Charities Regulator's Guidelines for Charitable Organisations on Fundraising from the Public</p>	<p>Annual Reports www.draiocht.ie Monthly management accounts</p>

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:
<p>We implement internal financial controls for income, expenditure, banking and assets in line with the Charities Regulator's 'Internal Financial Controls Guidelines'</p> <p>Financial controls are regularly reviewed and monitored</p>	<p>Documented financial policies and procedures</p> <p>Annual reports</p>
<p>Management accounts presented for review at all board meetings</p>	<p>Directors report Minutes of board meetings</p>
<p>Any issues of financial concerned presented at board meetings</p>	<p>Directors report Minutes of board meetings</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:
<p>Fluctuation in funding from core funders</p>	<p>Annual budgets presented to the Board for approval and changes made and approved throughout the year. Board Minutes 19/2/2024, 20/5/2024, 8/10/2024/2/12/2024</p>
<p>Increase in general operating costs</p>	<p>Annual budgets presented to the Board for approval and changes made and approved throughout the year. Board Minutes 19/2/2024, 20/5/2024, 8/10/2024, 3/12/2024</p>
<p>Board Succession/Make up</p>	<p>Governance sub- committee reformed</p>

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

Actions our charity takes to meet standards:	Evidence of our actions:
Draiocht has adequate contents cover, public liability, employers liability and directors liability insurance	Insurance policy 2024 General Managers report
Directors Liability Insurance is reviewed annually before renewal to ensure organisation is complying with the terms of the insurance contract. Contents, cover, public liability and Employers liability is reviewed by Fingal County Council annually before renewal to ensure organisation is complying with terms of the insurance contract	Insurance policy 2024

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:
We create and regularly review our policies and procedures which may include: <ul style="list-style-type: none">• Data protection• Finance• Health and Safety• HR and Employment• Insurance	Staff Handbook.
We ensure that all agreements and contracts are regularly reviewed and kept securely, and facilitators, productions companies and contractors are properly supervised and managed, to protect our organisation's interests.	Contracts and agreements on file

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:
Risk Register developed and reviewed on an annual basis	Risk register to be brought to board of discussion 3/12/2024

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:
We are fully compliant with the Charities SORP.	Financial Statements 2023

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:
Existing range of skills and experience of directors is considered regularly with any significant gaps identified and filled	Succession plan Governance sub-committee
Directors roles and responsibilities discussed, agreed and documented	Draiocht CLG Constitution Governance sub-committee
Job descriptions for new posts are developed and advertised widely and openly	Existing job descriptions/ advertised posts

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:
Board meetings are held 4 times a year	Minutes of meetings 19/2/2024, 20/5/2024, 8/10/2024, 3/12/2024
Meeting notices, agendas and other relevant papers are provided to the board members at least 21 days in advance of meetings	Secretary's copy of the Board papers for each meeting held in 2024
Meetings are called and run in accordance with the governing document and, if relevant, company law.	Secretary's copy of the Board papers for each meeting held in 2024

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 following items are always on our board agendas: <ul style="list-style-type: none">• reporting on activities• review of finances• conflicts of interests and loyalties	Minutes of meetings and records of decisions
Minutes are taken of board meetings and all other formal decisions of the board are properly recorded.	Minutes of meetings and records of decisions
Consistent minutes of meetings are kept that record attendance, decisions and actions	Minutes of meetings and records of decisions

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:
Regular and clear reports are received on the charity's activities and finances	Minutes of meetings 19/2/2024, 20/5/2024, 8/10/2024, 3/12/2024 Directors Report Management accounts Staff reports
Board papers provide the level of detail that is necessary for the board to understand the impact of the charity's current position, and to make sound decisions	Secretary's copy of the Board papers for each meeting held in 2024

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:
Three year term turnover with possibly a 2 year rollover at the very maximum. The 6 th year of directorship would be filling the role with a replacement.	Minutes of meeting 1/2/2019 Governance Sub-Committee meeting minutes 16/6/2018
Length of service of board members and any requirements for meeting attendance is in line with the governing document. Terms of office for board members are staggered.	List of board members with appointment dates and due retirement dates is maintained
Directors are appointed, resign, or retire according to our governing document and we keep appropriate records regarding trustees with details of when their term is up and if they are eligible for re-appointment.	List of board members with appointment dates and due retirement dates is maintained

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</p> <p>Recruitment and induction process agreed and documented</p> <p>Potential charity trustees are aware of the time commitment of the role from the outset</p> <p>Board induction and training takes place for all board members.</p> <p>Recruitment and selection process discussed and documented.</p>	<p>Minutes of meeting 1/2/2019, 24/9/2019, 10/12/2020,29/5/2023,</p> <p>Governance Sub-Committee meeting minutes 16/6/2018</p> <p>Induction pack</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:
Our governing document is regularly revisited to ensure that the board of directors is aware of the specific powers laid down in our constitution	Minutes of Extraordinary General Board Meeting 18/10/16
Key role descriptions for directors are understood and documented	Governing Document
All charity trustees read and discussed the Charities Governance Code at a meeting of the charity's Board	Minutes of meeting 3/12/2024

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:
<p>Any problems are brought to the attention of the board and any actions and resolutions are agreed and documented. Unscheduled meetings are held where necessary.</p> <p>We ensure that enough time is allocated for discussion. We ensure that all meetings are quorate i.e. the required minimum number of charity trustees for the meeting to go ahead are present, and our governing document sets out rules for making decisions in an emergency or when meetings are not quorate.</p> <p>Our chair has support, training and access to advice</p>	<p>Minutes of meetings 19/2/2024,20/5/2024, 8/10/2024, 3/12/2024</p> <p>Directors reports 2024 (19/2/2024,20/5/2024, 8/10/2024, 3/12/2024)</p>
Key issues are escalated to the board for decision	<p>Minutes of meetings 19/2/2024,20/5/2024, 8/10/2024, 3/12/2024</p> <p>Directors reports 19/2/2024,20/5/2024, 8/10/2024, 3/12/2024</p>
A regular review of key issues and areas of interest to the board is undertaken.	Minutes of meetings 19/2/2024,20/5/2024, 8/10/2024, 3/12/2024

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:
Introduction of a Board Self- Assessment Evaluation Form	Minutes of 3/12/2024 Board meeting

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:
Decision-making processes are clearly documented, approved and communicated	Secretary's copy of the Board papers for each meeting held in 2024
Regular and clear reports are received on the charity's current financial position and its future sustainability	Minutes of 2024 meetings dated 19/2/2024,20/5/2024, 8/10/2024, 3/12/2024
Directors receive regular information regarding Draiocht activities, resources and progress against targets.	Directors Reports 2024 dated 19/2/2024,20/5/2024, 8/10/2024, 3/12/2024 Secretary's copy of the Board papers for each meeting held in 2024

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:
Our directors are appointed, resign or retire according to our governing document and we keep appropriate records of directors with details of when their term is up and if they are eligible to stand again.	Succession plan
Our recruitment process is formal, rigorous and transparent, and based on merit and objective criteria to ensure a diverse pool of candidates.	List of all directors names and addresses, when they came into office and when they resign.
	Up to date register of members and directors
	Recruitment policy

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

Actions our charity takes to meet standards:	Evidence of our actions:
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New directors receive a full induction, which includes a copy of our governing document and the Charities Governance Code. They understand their roles and responsibilities	Induction pack for directors

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:
Self- Assessment Evaluation Form	Board Minutes 3/12/2024
Chair has particular expertise in Good Governance in the Charities Sector	Appointment of new chair on 8/10/2024
Sub committees formed for specific areas	Governance Sub committee reformed 2024

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:
Our performance and the composition and skills of the board is reviewed on a regular basis.	Annual board review which includes an audit of the skills, knowledge and experience of our board as a whole, the chair, individual board members training and recruitment plans.
Our capacity and capability is developed and improved with ongoing support and training	Continually working to develop our board through access to training opportunities which offer us an opportunity to work together as a team, identify board objectives and consider our strategic plan.
Skills audit is also used to assess the skills and expertise of the board, to identify any skills gaps	Annual board review
Staff appraisals carried out on a regular basis. Staff training provided	Monthly one on one meetings with Executive Director and key staff members to identify issues, improvements or training requirements.

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:
Our charity name and Registered Charity Number as entered on the Register of Charities are clearly displayed on all our written materials including website, social media platforms and email communications	www.draiocht.ie Draiocht headed paper

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

Actions our charity takes to meet standards:	Evidence of our actions:
We are clear about who our beneficiaries and key stakeholders are.	Accurate and up to date register of members, records of service users, details of funders, etc.
We produce an annual report with details of our organisational purpose, accounts and activities every year, which is widely available and easy to access on our website	Annual Report Website

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:
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We hold an annual meeting with our members (if applicable) in line with our governing document to report on our activities.	AGM minutes
Funding applications detail plans and finances on an annual basis	Annual Arts Council and other applications on file

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:
Complaints and feedback policy/ procedures are agreed, documented and communicated.	Documented procedures www.draiocht.ie

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:
We discuss specific compliance and reporting requirements set by funders and donors.	Auditors sign off spends for funders where applicable Monthly report on activities sent to FCC CE for their full council meeting

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:
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We produce comprehensive annual report and full financial statements which are publically available from our website.	www.draiocht.ie Annual Report/Financial Statements
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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:
We state our compliance with Charities SORP and the Charities Governance Code in our annual reports and on our website	www.draiocht.ie Annual Report/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:
We follow the procedure set out in our Complaints Policy. The policy is reviewed and updated on a regular basis.	Complaints Policy