

the GCVS



Community and Voluntary Sector
Information Resource and Database

Version 7.6

DATA COLLECTION / INPUT DETAILS

Organisation ID:		
Organisation Name:		
Data Collector:	Interview Date:	Input Date:
Returned/Received GCVS:	Interview Location:	
Received By:	Data Inputter:	

SECTION 1

ORGANISATION'S MAIN DETAILS

1.1	Organisation name:
1.2	Organisation legal name: As above <input type="checkbox"/>
1.3	Organisation acronym: None <input type="checkbox"/>
1.4	Address 1:
1.5	Address 2:
1.6	Address 3:
1.7	Postcode: Essential – must complete
1.8	Is this a home address? Yes <input type="checkbox"/> No <input type="checkbox"/>
1.9	Telephone number:
1.10	Fax number: None <input type="checkbox"/>
1.11	Textphone number: As telephone <input type="checkbox"/> Don't have one <input type="checkbox"/>
1.12	Website address: None <input type="checkbox"/>
1.13	Is the website currently up and running? Yes <input type="checkbox"/> No <input type="checkbox"/>
1.14	E-mail address (for organisation not respondent): None <input type="checkbox"/>
1.15	What purpose does this particular premises serve? Office <input type="checkbox"/> Service Provision <input type="checkbox"/> Meeting Place <input type="checkbox"/> Other <input type="checkbox"/> (please specify)

SECTION 2

ORGANISATION'S LEGAL STATUS

2.1	Are you an organisation in your own right or a branch/project of a larger organisation? Organisation in own right <input type="checkbox"/> (go to 2.3) Branch of a larger organisation <input type="checkbox"/> Project of a larger organisation <input type="checkbox"/>
2.2	If branch/project, what larger organisation?

2.3	When was your organisation (or branch/project) established? Approx <input type="checkbox"/>
2.4	Previous name: When changed: None <input type="checkbox"/>
2.5	What type of governing document do you have? Constitution <input type="checkbox"/> Memorandum and Articles <input type="checkbox"/> Trust deed <input type="checkbox"/> Common bond <input type="checkbox"/> Governing document of larger org/parent body <input type="checkbox"/> Other (please specify):
2.6	Is your organisation any of the following: Recognised/Registered Charity <input type="checkbox"/> If yes, charity number: Company Limited by Guarantee <input type="checkbox"/> If yes, number: Charitable Trust <input type="checkbox"/> Credit Union <input type="checkbox"/> Co-operative <input type="checkbox"/> Social Firm / Community Enterprise <input type="checkbox"/>
2.7	Has your organisation established any trading companies with separate legal status? Yes <input type="checkbox"/> No <input type="checkbox"/> Please list:

SECTION 3 ORGANISATION'S GOVERNANCE

3.1	Do you have a local governing body? (e.g. voluntary management committee) Yes <input type="checkbox"/> No <input type="checkbox"/> (go to 3.9)
3.2	How many people make up your governing body as at today's date?
3.3	How many people are allowed on your governing body as per your governing document? No limit <input type="checkbox"/>

3.4	<p>Which of the following make up your governing body?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"></td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: right;">Non-voting</td> </tr> <tr> <td>Service users/clients</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Members</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Community</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Representatives of other orgs</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Statutory agency representatives</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Others (please specify):</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> <p>Do any of these not have voting status on your governing body? Please indicate above.</p>			Non-voting	Service users/clients	<input type="checkbox"/>	<input type="checkbox"/>	Members	<input type="checkbox"/>	<input type="checkbox"/>	Community	<input type="checkbox"/>	<input type="checkbox"/>	Representatives of other orgs	<input type="checkbox"/>	<input type="checkbox"/>	Statutory agency representatives	<input type="checkbox"/>	<input type="checkbox"/>	Others (please specify):	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
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Others (please specify):	<input type="checkbox"/>	<input type="checkbox"/>																							
	<input type="checkbox"/>	<input type="checkbox"/>																							
3.5	<p>How often does your governing body usually meet?</p> <p style="text-align: right;">Approx <input type="checkbox"/></p>																								
3.6	<p>Does your governing body have any sub-committees or groups?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, how many? And on average how often do they meet?</p>																								
3.7	<p>How many hours per week (on average) do the members of your governing body contribute?</p> <p style="text-align: right;">Approx <input type="checkbox"/></p>																								

3.8	<p>Do you experience any difficulty in recruiting people on to your governing body?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
3.9	<p>Do you hold an Annual General Meeting?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (go to 3.10)</p> <p>Is this open to the public?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
3.10	<p>Is your organisation subject to any regulatory bodies?</p> <p>Care Commission <input type="checkbox"/></p> <p>Health & Safety <input type="checkbox"/></p> <p>Equal Opportunities <input type="checkbox"/></p> <p>Other (please specify):</p>

SECTION 4 CONTACTING / ENGAGING WITH THE ORGANISATION

MAIN CONTACT	
4.1	Title:
4.2	Forename(s):
4.3	Surname:
4.4	Job title/position within organisation:
4.5	Is the address for this contact the same as the organisation? <input type="checkbox"/> (If yes, go to 4.12)
4.6	Is this a home address? <div style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></div>
4.7	Address 1:
4.8	Address 2:
4.9	Address 3:
4.10	Postcode:
4.11	What purpose does this particular premises serve? <div style="text-align: center;">Office <input type="checkbox"/> Service Provision <input type="checkbox"/> Meeting Place <input type="checkbox"/> Other <input type="checkbox"/> (please specify)</div>
4.12	Telephone number: <div style="text-align: right;">Same as org <input type="checkbox"/></div>
4.13	Fax number: <div style="text-align: right;">Same as org <input type="checkbox"/></div>
4.14	Textphone number: <div style="text-align: right;">Same as org <input type="checkbox"/></div>
4.15	E-mail address (for main contact): <div style="text-align: right;">Same as org <input type="checkbox"/></div>
4.16	Can this person's details be made available to other voluntary or statutory organisations? <div style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></div>
4.17	Can this person's details be made available to the public? <div style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></div>

4.18 What are your opening/office/available hours?

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Office							
Service Provision							
Other							

4.19 Do you have a 24-hour contact method? e.g. answering machine:

4.20 Do you have disabled access at these premises?

Yes No Partial Plan in place

4.21 Do you have accessible parking spaces at these premises?

Yes No Partial Plan in place

4.22 Do you have accessible toilets at your premises?

Yes No Partial Plan in place

4.23 How do you provide your services? (e.g. face to face, by telephone, workshops, training sessions, etc)

4.24 Do you offer your services through any of the following formats or facilities?

- Signers Yes No N/A If specified
- Translation services Yes No N/A If specified
- Community languages Yes No N/A If specified
- Braille Yes No N/A If specified
- Language line Yes No N/A If specified
- Textphone Yes No N/A If specified
- Type Talk Yes No N/A If specified
- Text Messaging Yes No N/A If specified
- Interactive web services Yes No N/A If specified

Are there any other formats that you use to improve accessibility? (please specify)

HELPLINE

4.25 Do you receive calls from the public seeking information, support or advice?

Yes No

4.26	<p>Do you offer dedicated helpline services?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (go to 4.30)</p>														
4.27	<p>Do you provide a helpline by:</p> <p>Telephone <input type="checkbox"/> No.: Email <input type="checkbox"/> Address:</p> <p>Text phone <input type="checkbox"/> No.: Website <input type="checkbox"/> Address:</p> <p>Text message <input type="checkbox"/> No.: Other (please specify):</p>														
4.28	<p>What hours is the helpline operated?</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th style="width: 14.28%;">Monday</th> <th style="width: 14.28%;">Tuesday</th> <th style="width: 14.28%;">Wednesday</th> <th style="width: 14.28%;">Thursday</th> <th style="width: 14.28%;">Friday</th> <th style="width: 14.28%;">Saturday</th> <th style="width: 14.28%;">Sunday</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday							
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday									
4.29	<p>Please provide a short description of suitable/appropriate use of helpline:</p>														

OTHER PREMISES CONTACTS	
4.30	<p>Other than the address already given, do you operate from or have bases in other premises?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please complete a separate contact sheet for each office/base/premises.</p> <p>Impractical to record due to amount, to be followed up. <input type="checkbox"/> Details:</p>

SECTION 5 WHAT YOUR ORGANISATION DOES (ACTIVITIES)

5.1	<p>What is your primary area of work/service delivery? (e.g. youth services)</p>
5.2	<p>State as many other keywords and/or phrases as possible which relate to the areas in which your organisation operates (e.g. community safety, disability, financial inclusion, social care)</p>

5.3

Which of the following directly benefit from your activities?

Individuals please specify:

Organisations please specify:

5.4

Do you have a main target group of users?

Yes No (go to 5.5)

Please specify:

5.5

Do you have a particular focus on providing services to any traditionally hard to reach groups?

Yes No (go to 5.6)

Which traditionally hard to reach groups is this focus on?

Black & minority ethnic communities People excluded / not attending from school

Faith and religious communities People with a literacies need

Refugees and asylum seekers Low-income households

Travellers and gypsies Unemployed

People with learning difficulties Residents of disadvantaged neighbourhoods

Disabled people Volunteers

People with mental health problems Women

People with ill health LGBT

Carers Older people

Leaving/in care Children (0-11)

Homeless people Young people (12-25)

Drug and alcohol misusers Parents

Offenders / ex offenders Lone parents

Victims of crime Others (please specify):

Victims of domestic abuse

5.6

In which geographical area do you operate (e.g. ward, LA area, national, etc.)?

Specific local areas please specify:

Glasgow-wide

Scotland-wide

UK-wide Other please specify:

5.7	<p>Is there a charge for any of the services you provide?</p> <p>For individuals: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>For organisations: Yes <input type="checkbox"/> No <input type="checkbox"/></p>
5.8	<p>Are individuals referred to your organisation?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, who makes the referrals?</p>
5.9	<p>Do you provide any of the following services or facilities?</p> <p>Training <input type="checkbox"/> Minibus or transport facilities <input type="checkbox"/></p> <p>Capacity building support <input type="checkbox"/> Meeting/conference facilities <input type="checkbox"/></p>

SECTION 6	ORGANISATION'S AIM
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6.1	<p>Please provide a brief statement about your organisation's main aims and objectives, as you would like others to read about you. This should be no longer than 150 words. <i>(Organisations will be asked to have this ready in advance and it will be explained that this will appear on the website).</i></p>
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SECTION 7	MEMBERSHIP
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7.1	<p>Are you a membership organisation?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (go to 7.8)</p>
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7.2	<p>Is membership open to individuals?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (go to 7.4)</p> <p>What individuals is membership open to?</p>
7.3	<p>How many individual members do you have?</p> <p style="text-align: right;">Approx <input type="checkbox"/></p>
7.4	<p>Is membership open to groups/organisations?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (go to 7.6)</p> <p>What groups/organisations is membership open to?</p>
7.5	<p>How many group/organisation members do you have?</p>
7.6	<p>How much do you charge for membership?</p> <p style="text-align: right;">No charge <input type="checkbox"/></p>
7.7	<p>Are your services provided to individuals or groups other than members?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
7.8	<p>How many individuals (including non-members) utilised your services in the past year?</p> <p>Notes on this figure:</p> <p style="text-align: right;">Approx <input type="checkbox"/></p>
7.9	<p>How many groups/organisations utilised your services in the past year?</p> <p>Notes on this figure:</p> <p style="text-align: right;">Approx <input type="checkbox"/></p>

SECTION 8	FINANCE	(GCVS only)
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8.1	<p>When does your financial year end?</p>
8.2	<p>What was your income last financial year?</p> <p style="text-align: right;">Approx <input type="checkbox"/> Refused to disclose <input type="checkbox"/></p>
8.3	<p>What is your projected income for the current financial year?</p> <p style="text-align: right;">Approx <input type="checkbox"/> Refused to disclose <input type="checkbox"/></p>

8.4	How much of your income is from the following sources?				
		Amount or %	Approx	Refused	Don't Know
	Glasgow City Council				
	Greater Glasgow NHS				
	Scottish Enterprise Glasgow				
	Trading – sales				
	Trading – contracts/service level agreements				
	Rents				
	Investment income				
	Subscription/membership fees				
	Donations				
	Other local authorities				
	Private sector				
	Grant-making trusts				
	Legacies				
GAYE (Give As You Earn)					
Others, please specify:					

8.5	<p>Do you receive any in-kind support?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (go to 8.6)</p> <p>If yes, please specify:</p>
8.6	From where does your core funding come from?
8.7	<p>Of your core funders, does this come in the form of:</p> <p>Grant <input type="checkbox"/> Service Level Agreement <input type="checkbox"/> Contract <input type="checkbox"/></p>
8.8	What is your core funding as a percentage of your total funding?
8.9	What, if any, are your core trading activities? (e.g. social care, catering)

8.10	<p>Do you outsource any of your financial requirements e.g. payroll, book-keeping, etc:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (go to 8.11)</p> <p>Is this to a:</p> <p>Private sector firm <input type="checkbox"/></p> <p>Voluntary sector organisation <input type="checkbox"/></p> <p>Public sector <input type="checkbox"/></p>
8.11	<p>Do you use a computer accounts package to do your book-keeping/accounting?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (go to 8.13)</p>
8.12	<p>Which package do you use (e.g. Sage, Quicken, TAS, etc)?</p>
8.13	<p>Do you have an ICT budget?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
8.14	<p>Do you publish an Annual Report/Directors Report?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
8.15	<p>Do you publish accounts that the public could access?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
8.16	<p>How are your organisation's accounts audited or examined?</p> <p>Full audit <input type="checkbox"/></p> <p>Not at all <input type="checkbox"/></p> <p>Independently Examined <input type="checkbox"/></p> <p>Compilation Report <input type="checkbox"/></p> <p>Other <input type="checkbox"/> (please specify)</p>
8.17	<p>Are your accounts compliant with SORP? (Statement of Recommended Practice)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
8.18	<p>Do you use a firm of accountants for services other than auditing (e.g. end of year accounts preparation)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (go to 8.19)</p> <p>Please give details of what services:</p>

8.19	<p>Which major funders have you applied to in the past three years, what was the outcome (awarded, declined, pending), and what is the length of funding period? (e.g. 1 yr, 3 yrs)</p> <table border="1" data-bbox="521 149 1305 1348"> <thead> <tr> <th data-bbox="521 149 1024 300"></th> <th data-bbox="1024 149 1073 300">Awarded</th> <th data-bbox="1073 149 1122 300">Declined</th> <th data-bbox="1122 149 1170 300">Pending</th> <th data-bbox="1170 149 1305 300">Length</th> </tr> </thead> <tbody> <tr><td data-bbox="521 300 1024 394">Community Fund (main/medium grant)</td><td></td><td></td><td></td><td></td></tr> <tr><td data-bbox="521 394 1024 432">Community Fund (awards for all)</td><td></td><td></td><td></td><td></td></tr> <tr><td data-bbox="521 432 1024 470">New Opportunities Fund (award for all)</td><td></td><td></td><td></td><td></td></tr> <tr><td data-bbox="521 470 1024 508">Direct Grants SCVO</td><td></td><td></td><td></td><td></td></tr> <tr><td data-bbox="521 508 1024 546">Key Fund</td><td></td><td></td><td></td><td></td></tr> <tr><td data-bbox="521 546 1024 583">SIP Funding</td><td></td><td></td><td></td><td></td></tr> <tr><td data-bbox="521 583 1024 663">Local Authority grants (inc section 10)</td><td></td><td></td><td></td><td></td></tr> <tr><td data-bbox="521 663 1024 701">Glasgow NHS funding</td><td></td><td></td><td></td><td></td></tr> <tr><td data-bbox="521 701 1024 781">Scottish Executive grants</td><td></td><td></td><td></td><td></td></tr> <tr><td data-bbox="521 781 1024 819">Lloyds TSB Foundation</td><td></td><td></td><td></td><td></td></tr> <tr><td data-bbox="521 819 1024 856">Comic Relief</td><td></td><td></td><td></td><td></td></tr> <tr><td data-bbox="521 856 1024 894">BBC Children in Need</td><td></td><td></td><td></td><td></td></tr> <tr><td data-bbox="521 894 1024 932">Robertson Trust</td><td></td><td></td><td></td><td></td></tr> <tr><td data-bbox="521 932 1024 970">(Unemployed) Voluntary Action Fund</td><td></td><td></td><td></td><td></td></tr> <tr><td data-bbox="521 970 1024 1008">Trust Funds</td><td></td><td></td><td></td><td></td></tr> <tr><td data-bbox="521 1008 1024 1045">Job Centre Plus</td><td></td><td></td><td></td><td></td></tr> <tr><td data-bbox="521 1045 1024 1083">Scottish Arts Council</td><td></td><td></td><td></td><td></td></tr> <tr><td data-bbox="521 1083 1024 1121">Sports Council</td><td></td><td></td><td></td><td></td></tr> <tr><td data-bbox="521 1121 1024 1159">Heritage lottery fund</td><td></td><td></td><td></td><td></td></tr> <tr><td data-bbox="521 1159 1024 1348">Others (please specify):</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>		Awarded	Declined	Pending	Length	Community Fund (main/medium grant)					Community Fund (awards for all)					New Opportunities Fund (award for all)					Direct Grants SCVO					Key Fund					SIP Funding					Local Authority grants (inc section 10)					Glasgow NHS funding					Scottish Executive grants					Lloyds TSB Foundation					Comic Relief					BBC Children in Need					Robertson Trust					(Unemployed) Voluntary Action Fund					Trust Funds					Job Centre Plus					Scottish Arts Council					Sports Council					Heritage lottery fund					Others (please specify):				
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Others (please specify):																																																																																																										

8.20	<p>What difficulties, if any, have you encountered when applying for funding?</p> <p> Job descriptions <input type="checkbox"/> Business plan <input type="checkbox"/> Not having charitable status <input type="checkbox"/> Constitutions <input type="checkbox"/> Budgeting <input type="checkbox"/> Filling out application forms <input type="checkbox"/> Knowing what funding is available <input type="checkbox"/> No difficulties <input type="checkbox"/> Generating evidence of need <input type="checkbox"/> Other (please specify): </p>
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8.21	What amount or proportion of your organisation's expenditure was spent on the following in the last financial year?				
		Amount or %	Approx	Refused	Don't know
	Staffing costs				
	Property costs				
	Administration costs (incl. Tel / Postage)				
	Professional fees (e.g. legal, surveying)				
	Consultancy				
	ICT				
	Insurance and indemnity				
	Fundraising				
	Grant giving				
	Other costs (please specify)				

8.22	<p>Have you applied for loan finance in the past year?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (go to 8.23)</p> <p>If yes, did you receive loan finance?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
8.23	<p>Do you have cash reserves in the bank that can be deployed if necessary?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

SECTION 9	STAFFING: PAID EMPLOYEES	(GCVS only)
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9.1	How many paid members of staff do you currently employ?	Approx <input type="checkbox"/>
9.2	How many paid members of staff did you employ 1 year ago?	Approx <input type="checkbox"/>
9.3	How many members of paid staff have left over the past 12 months?	Approx <input type="checkbox"/>
9.4	Over the coming 12 months, do you expect the total number of paid staff in your organisation to increase, decrease or stay the same?	Increase <input type="checkbox"/> Decrease <input type="checkbox"/> Remain the same <input type="checkbox"/>

9.5 Please list all the job titles within your organisation and indicate how many staff are employed within each job title, also indicating job function, pay scale.

(Refer to 9.5 Helpcard)

Job Functions
Senior Management, Project Manager, Development, Project Worker, Project Assistant, Specialist Support, Administration, Other (please specify)

Grades (list A to F)
A – Less than £10,000 B - £10,000 – £15,000 C - £15,000 – £20,000
D - £20,000 - £30,000 E - £30,000 - £40,000 F – Over £40,000

Job Title/occupation	No. of staff	Job function	Grade

To be followed up

9.6 Have you experienced any difficulties in filling vacancies within your organisation?
Yes No (go to 9.8)

9.7 With which jobs did you experience difficulties? Why do you think they were hard to fill?

Job	Reasons for difficulty

9.8	<p>Have you experienced any problems in retaining staff?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (go to 9.9)</p> <p>Why do you think this is?</p>
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DISCLOSURE SCOTLAND	
9.9	<p>Are you aware of Disclosure Scotland/CRBS (Central Registered Body in Scotland)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
9.10	<p>Have you checked to find out whether any of your organisations activities require disclosures to be conducted?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
9.11	<p>Do any of your organisation's activities necessitate paid staff or volunteers to have Disclosures conducted?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (go to 9.15)</p>
9.12	<p>Are you registered with CRBS or Disclosure Scotland?</p> <p>CRBS <input type="checkbox"/> Disclosure Scotland <input type="checkbox"/> Neither <input type="checkbox"/></p>
9.13	<p>If not registered, through which body do you carry out checks?</p>
9.14	<p>Is this an area you would be interested in receiving more information on?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

TERMS AND CONDITIONS	
9.15	<p>What pay scale, if any, do you follow? (e.g. Scottish Joint Council, Employers in Voluntary Housing)</p>
9.16	<p>Do you link your pay scales to any recognised negotiating body? (e.g. SJC, EVH)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
9.17	<p>Do you give a cost of living pay increase every year?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
9.18	<p>What allowances do you give, on top of basic salary/wages (e.g. antisocial hours/weekend working)?</p> <p style="text-align: right;">None <input type="checkbox"/></p>
9.19	<p>Do you pay for overtime?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
9.20	<p>Do staff get Time Off in Lieu for working extra hours?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

9.21	<p>Do you offer a company sick pay scheme?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (go to 9.22)</p> <p>What is the maximum length of time for which full pay/half pay is given?</p> <p>Full Pay Half Pay</p>
9.22	<p>Do you offer a pension scheme?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (go to 9.24)</p>
9.23	<p>Do you make an employers contribution to staff pension schemes?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (go to 9.24)</p> <p>At what percentage rate?</p>
9.24	<p>Do you offer any contractual terms and conditions of employment over and above statutory entitlements?</p> <p>No <input type="checkbox"/> Parental leave <input type="checkbox"/> Others (please specify):</p> <p>Maternity leave <input type="checkbox"/> Paternity leave <input type="checkbox"/></p> <p>Maternity pay <input type="checkbox"/> Paternity pay <input type="checkbox"/></p>

TRADE UNION RECOGNITION	
9.25	<p>Do you formally recognise any trade unions?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (go to 9.26)</p> <p>Which ones?</p>
9.26	<p>Do you have a formal staff representation or a staff consultation mechanism in place?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
STAFF SUPERVISION	
9.27	<p>Is there any formal system of staff supervision in place?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
9.28	<p>Do you have a staff appraisal system in place?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

SECTION 10	STAFFING: VOLUNTEERS	(GCVS only)
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VOLUNTEERS	
10.1	<p>Do you engage volunteers (not including members of your governing body)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> (go to Section 11)</p>

10.2	How many individual volunteers do you engage as at today's date (not including members of your governing body)?	Approx <input type="checkbox"/>				
10.3	Excluding time spent governing your organisation, how many hours per week do all volunteers contribute on average?	Approx <input type="checkbox"/>				
10.4	How many volunteer opportunities do you have in total (including those unfilled as at today's date)?					
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 80%;">Volunteer opportunities within organisation</th> <th style="width: 20%;">No. of positions</th> </tr> </thead> <tbody> <tr> <td style="height: 150px;"></td> <td></td> </tr> </tbody> </table>	Volunteer opportunities within organisation	No. of positions			
Volunteer opportunities within organisation	No. of positions					
10.5	Do you have any difficulty in getting appropriate volunteers? Yes <input type="checkbox"/> No <input type="checkbox"/> (go to 10.6) If yes, why do you think this is?					
10.6	Where do you advertise/register your volunteering opportunities?					

SECTION 11	STAFFING: EQUAL OPPORTUNITIES	(GCVS only)
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EQUAL OPPORTUNITIES	
11.1	Do you monitor and collate equal opportunities data for the following? Paid staff: Yes <input type="checkbox"/> No <input type="checkbox"/> Governing body: Yes <input type="checkbox"/> No <input type="checkbox"/> Volunteers: Yes <input type="checkbox"/> No <input type="checkbox"/>
11.2	Completion of Equal Opportunities grid Completed in full <input type="checkbox"/> Shaded section complete <input type="checkbox"/> Data not provided for confidentiality reasons <input type="checkbox"/> To be followed up <input type="checkbox"/>

	EQUAL OPPORTUNITIES DATA						
STAFF / VOLUNTEER TYPES	Female	Male	Disabled	Black and minority ethnic	Age 16-24 yrs	Age 50+	LGBT
TOTAL NUMBER							
Full time, Permanent (>35hrs)							
Full time, Fixed term / temp (>35hrs)							
Part time, Permanent (<35hrs)							
Part time, Fixed term / temp (<35hrs)							
Sessional							
Seasonal / casual							
Self-employed							
Seconded							
Governing body (e.g. voluntary management committee, board of directors)							
Volunteers (excluding members of governing body)							

SECTION 12	TRAINING	(GCVS only)
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TRAINING	
12.1	Do you have a training budget for the following? Employees <input type="checkbox"/> Volunteers <input type="checkbox"/> Governing Body <input type="checkbox"/>
12.2	Do you have a formal training plan in place? Yes <input type="checkbox"/> No <input type="checkbox"/>
12.3	Are there any broad areas of training you have identified as being required for your organisation? Yes <input type="checkbox"/> No <input type="checkbox"/> (go to 12.4) Please give details:

12.4	<p>Do you take on any form of placements?</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/> (go to Section 13)</p> <p>Do these include:</p> <p style="padding-left: 20px;">Student placements <input type="checkbox"/></p> <p style="padding-left: 20px;">Training placements <input type="checkbox"/></p> <p style="padding-left: 20px;">Employment placements (e.g. Routes to Employment, New Deal) <input type="checkbox"/></p>
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SECTION 13	PARTNERSHIPS AND NETWORKS
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13.1	<p>Are you or other staff in your organisation a member of any networks or forums?</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please list:</p>
13.2	<p>Do you hold membership of any other organisations/bodies?</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please list:</p>
13.3	<p>Is your organisation represented on any working groups? (e.g. Scottish Executive, Local Authority)</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please list:</p>
13.4	<p>Have you been involved in any joint-planning initiatives with other agencies or sectors to help influence policy or practice? (e.g. community planning, community learning, etc.)</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please specify:</p>

13.5	<p>Do you have Investors in People, Charter Mark, SQMS or a quality standard accreditation, e.g. ISO 9000?</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please specify:</p>
13.6	<p>Are you working towards any such accreditations?</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please specify:</p>

SECTION 14	POLICIES	(GCVS Only)
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14.1	<p>Have you developed or are you working on any of the following policies?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 7.5%;">Currently in place</th> <th style="width: 7.5%;">Working on</th> <th style="width: 7.5%;">No</th> <th style="width: 7.5%;">N/A</th> <th style="width: 7.5%;">Assistance</th> </tr> </thead> <tbody> <tr><td>Equal opportunities</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>ICT</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Data protection</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Staff recruitment</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Governing body recruitment</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Quality assurance</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Health and safety</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Volunteer</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Grievance</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Disciplinary</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Confidentiality</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Staff training and development</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Staff performance (support/supervision)</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Lone working</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Child protection</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Vulnerable people</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Family Friendly / Flexible Working</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Environmental</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Employer Supported Volunteering</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Whistle blowing</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Absence Management</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Other policies (please specify):</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>		Currently in place	Working on	No	N/A	Assistance	Equal opportunities						ICT						Data protection						Staff recruitment						Governing body recruitment						Quality assurance						Health and safety						Volunteer						Grievance						Disciplinary						Confidentiality						Staff training and development						Staff performance (support/supervision)						Lone working						Child protection						Vulnerable people						Family Friendly / Flexible Working						Environmental						Employer Supported Volunteering						Whistle blowing						Absence Management						Other policies (please specify):					
	Currently in place	Working on	No	N/A	Assistance																																																																																																																																						
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Other policies (please specify):																																																																																																																																											
14.2	<p>Would you like assistance with reviewing or developing any of these policies?</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(If yes, please indicate which ones on table above)</p>																																																																																																																																										
14.3	<p>Are you registered/notified under the Data Protection Act (for CCTV, paper records or electronic records)?</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>																																																																																																																																										

14.4	Have you ever heard of or completed a Data Protection Audit? Never heard of <input type="checkbox"/> Heard of <input type="checkbox"/> Completed <input type="checkbox"/>
14.5	Have you carried out a Health & Safety Audit? Yes <input type="checkbox"/> No <input type="checkbox"/>
14.6	Have you carried out an Environmental Audit? Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 15

PREMISES

15.1	Do you share premises with any other voluntary / community organisations? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes , how many groups/organisations?
15.2	Do you own your premises? Yes <input type="checkbox"/> (go to 15.6) No <input type="checkbox"/>
15.3	Do you lease your premises from any of the following? Public Sector <input type="checkbox"/> Private Sector <input type="checkbox"/> Voluntary Sector <input type="checkbox"/>
15.4	How long is the duration of the lease?
15.5	Please select the annual rent band from those listed: Under £50 <input type="checkbox"/> £50-£500 <input type="checkbox"/> £500-£2,000 <input type="checkbox"/> £2,000-£4,000 <input type="checkbox"/> £4,000-£7,000 <input type="checkbox"/> £7,000-£10,000 <input type="checkbox"/> £10,000-£50,000 <input type="checkbox"/> Over £50,000 <input type="checkbox"/> Don't Know <input type="checkbox"/>
15.6	Are you happy to remain at your current address or are you looking to move? Very happy <input type="checkbox"/> (go to Section 16) Happy <input type="checkbox"/> (go to Section 16) May move <input type="checkbox"/> Keen to move <input type="checkbox"/>
15.7	If looking to move, please give some reasons:

16.1	Do you make use of computers? Yes <input type="checkbox"/> (go to 16.3) No <input type="checkbox"/>
16.2	If no , would you like to make use of computers Yes <input type="checkbox"/> No <input type="checkbox"/> (go to Section 17) What would you want to use them for (e.g. internet access, create documents, email, record keeping, storing info, etc.)?
16.3	Do you own any computers? Yes <input type="checkbox"/> (go to 16.4) No <input type="checkbox"/> If no, whose computers do you access/use?
16.4	How many computers do you own (including laptops)? PCs: _____ Laptops: _____
16.5	How many of your computers are more than 2 yrs old?
16.6	Other than computers themselves, do you use any other computer equipment (e.g. digital camera, scanner, etc)? Yes <input type="checkbox"/> No <input type="checkbox"/> Please list:
16.7	Do you have anti-virus software? Yes <input type="checkbox"/> No <input type="checkbox"/> (go to 16.9) Don't Know <input type="checkbox"/> (go to 16.9) Please give details (e.g. McAfee, Norton, AVG, etc.):
16.8	How often is the anti-virus software updated in your organisation?
16.9	Are your computers networked together in any way? Yes <input type="checkbox"/> No <input type="checkbox"/>
16.10	Do you have a server? Yes <input type="checkbox"/> No <input type="checkbox"/>
16.11	What operating system do you use (e.g. Windows 95, 98, NT, 2000, 2003, Linux, Unix)? On your PCs / desktops: On your server:

16.12	<p>How (if at all) do you connect to the internet?</p> <p>Ordinary phone line with modem <input type="checkbox"/> Don't have internet access <input type="checkbox"/></p> <p>Cable modem <input type="checkbox"/> ADSL (high speed / broadband) <input type="checkbox"/></p> <p>ISDN <input type="checkbox"/> Leased line <input type="checkbox"/></p> <p>Don't know <input type="checkbox"/></p>
16.13	<p>Do you have only one e-mail address for the whole organisation?</p> <p>No we don't use e-mail <input type="checkbox"/></p> <p>Yes - just one generic address <input type="checkbox"/></p> <p>No - individual addresses for people <input type="checkbox"/></p>
16.14	<p>How often do you take backups of your computer data?</p> <p>Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Infrequently <input type="checkbox"/> Never <input type="checkbox"/></p>
16.15	<p>Where do you receive IT support from?</p>
16.16	<p>Is there any additional IT support you would benefit from?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please detail:</p>
16.17	<p>Who is responsible for updating your website?</p> <p>In-house information officer <input type="checkbox"/> Volunteer <input type="checkbox"/></p> <p>Other (please specify):</p>
16.18	<p>Does your website meet accessibility standards? (e.g. large font, screen reader)</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/></p>
16.19	<p>Who is responsible for ICT in your organisation?</p> <p>Job title/designation:</p>
16.20	<p>How do you dispose of your PC equipment?</p>

17.1

Do you produce any one-off or regular publications (e.g. newsletters, information booklets, directories, strategies, case studies, best practice, policies, research etc – not annual accounts or reports)?

Yes No

Publication Name	To whom is it available?	In what format is it produced (e.g. paper, Adobe Acrobat, Word, v6 etc.)?	How/where can you get it?	How much do you charge for it?	Is it published/available in other accessible formats (e.g. audiotape, Braille, large print, Easyread, community languages etc.)?

17.2

What (if any) research have you undertaken/been involved in over the past 2-3 years?

Researcher/Research Partners	Title	Focus	Date	Report Available? (Y/N and source)

SECTION 18

GCVS SERVICES AND MEMBERSHIP

18.1	(non-members) Had you heard of GCVS prior to taking part in this? Yes <input type="checkbox"/> No <input type="checkbox"/> (go to Section 19)
18.2	(non-members) Do you know what GCVS does? Yes <input type="checkbox"/> No <input type="checkbox"/> (go to Section 19)
18.3	What does GCVS do that you consider to be valuable? What <u>doesn't</u> GCVS do that you think it should?

QUESTIONNAIRE COMPLETE – THANK PARTICIPANT

SECTION 19

COMPLETION CHECKLIST AND CONSENT

Checklist for Data Collectors		
Information sheet left for respondent	<input type="checkbox"/>	
	Included	Follow up
Further contacts supplied for other premises (number):	No.:	
Equal opportunities sheet		
Workforce data table		
Additional follow-up information required (please detail):		

Data Protection: Review Section 4 and any appended Contact Sheets for Additional Premises Contacts again in relation to personal details.

Participant's Name:
Job Title/Designation:

GCVS would like to thank you for contributing to Infobase; your participation is greatly appreciated.

By signing this section, I agree that I have the requisite authority to provide this information on behalf of the organisation mentioned herein.

I also confirm that I am aware of the Data Protection Act implications, have received the Infobase Information Sheet and have sought answers to any queries or concerns that I may have had prior to signing below.

Signature:.....Date:.....

OTHER GROUP / ORGANISATION CONTACTS