

BATTALION

Health Check



This Health Check will only be truly useful if you are able to be honest with yourself. Rating yourself as red in an area does not mean you are running the Battalion poorly; it may be quite the opposite, but it might mark an area where you would want to make changes.

Once you have completed the Health Check, it will be important to actually do something about your findings.

Remember to congratulate yourselves on the strengths, and then try to set short, medium and long term goals for your Battalion to address the weaknesses. Ensure that these are realistic and plan how you will work towards them. Involve the Companies in your Battalion - let them know what you are trying to achieve and ask them to support the Battalion by attending meetings, events, entering competitions and always in prayer.



How to use this Battalion Health Check

This Health Check is designed to help Battalions review how they are performing - what is going well and what could do with some focussed attention to assist with the effective and smooth running of the Battalion.

This is not some sort of test or audit of your Battalion. The Health Check is not meant to be another piece of arduous paperwork; it is designed to be a quick and easy tool to help your Battalion Executive think about your strengths and identify areas to improve. It is a useful exercise that can be reviewed on annual or bi - annual basis and can be rewarding as you see what you are achieving and improvements made.

Traffic Light System: Very simply, you can rate your current status in each of the categories listed on the health check, using the green, amber and red as follows:

-  Good progress is being made in this area.
-  Some aspects require attention/additional support but generally good.
-  This is an area of weakness. Addressing these areas will strengthen the Battalion.



AREA <i>Tick the relevant coloured box below</i>	GREEN	AMBER	RED
CONSTITUTION 	The Battalion is properly constituted and has reviewed the document within the last 3 years.	The Battalion is properly constituted but has not reviewed the document within the last 3 years	The Battalion does not have a Constitution document.
CHARITABLE STATUS 	The Battalion has Charitable status.	The Battalion is working on Charitable status	The Battalion has not started work on Charitable status.
EXECUTIVE ROLES 	The Battalion has clear role descriptions for Executive members/ Trustees/ Office Bearers and reviews these on a regular basis.	The Battalion has brief role descriptions for Executive members/ Trustees/ Office-Bearers; they are due review.	The Battalion does not have any specific written, role descriptions for Executive members and Office-Bearers.
EXECUTIVE APPOINTMENTS 	Appointments to the Executive are always based on recognised skill sets required for the effective operation of the Battalion. (eg. Training/ Finance/PR /Funding / Programming)	Appointments to the Executive are sometimes based on recognised skill sets. (eg. Training/ Finance/ PR/ Funding/ Programming)	Appointments to the Executive are rarely based on recognised skill sets. (e.g..Training, Finance, PR, Funding, Program/Event planning) and more on willingness to serve).
SUCCESSION PLANNING 	The Battalion has a succession plan in place to ensure key roles can be filled by new people on a considered time frame.	The Battalion has considered succession planning but there is nothing definite in place.	The Battalion has not considered succession planning yet.
FINANCE 	The Battalion has adequate finances to carry out its plans and introduce new initiatives.	The Battalion has mostly adequate finances to carry out its plans but sometimes new initiatives are not possible.	The Battalion struggles for finances and this restricts new initiatives.

AREA <i>Tick the relevant coloured box below</i>	GREEN	AMBER	RED
UNDER 26 REPS 	The Battalion always has under 26 representation on the Executive who actively take part in and engage in Battalion life.	The Battalion intermittently has under 26 representation on the Executive or the Battalion appoints under 26 reps but they do not engage with the Executive regularly.	We have never had under 26 representation on our Executive.
UNDER 26 EVENTS 	The Battalion runs one or more under 26 event/initiative each year in our Battalion organised by our under 26 reps, supported by Executive.	The Battalion has tried to run an under 26 event but without much success or has done in the past but not recently.	The Battalion has never run an under 26 event.
REPRESENTATION AT NID 	The Battalion fills all its applicable roles at NID level.	The Battalion fills some of its applicable roles at NID level.	The Battalion fills none of its applicable roles at NID level.
REPORTING BACK FROM NID 	Battalion reps regularly attend NID meetings and report back at regular intervals to the Executive, keeping the Battalion fully informed.	Battalion representatives sometimes attend NID meetings and report back.	Battalion representatives rarely or never attend NID meetings or report back.
BATTALION AGM 	The Battalion has an AGM every year, it is well attended and Battalion Roles are filled with ease.	The Battalion has an AGM every year; it is not well attended and getting volunteers for the roles is difficult.	The Battalion does not run an AGM every year. There is little rotation of Office Bearers and few willing to serve in Battalion roles.
NID ACTIVITIES 	The Battalion actively takes part in most of the NID events and competitions offered for all sections each year.	The Battalion takes part in some NID events and competitions offered for all sections each year.	The Battalion rarely takes part in NID events and competitions offered for all sections each year.

AREA <i>Tick the relevant coloured box below</i>	GREEN	AMBER	RED
PROMOTION OF BB   	The Battalion regularly organises outreach events to promote BB in the local area.	The Battalion sometimes organises outreach events to promote BB in the local area.	The Battalion rarely or never organises outreach events to promote BB in the local area.
LOCAL MEDIA LINKS   	The Battalion regularly sends pictures and stories to the local media to promote BB in the local area.	The Battalion sometimes sends pictures and stories to the local media to promote BB in the local area.	The Battalion never sends pictures and stories to the local media to promote BB in the local area.
SOCIAL MEDIA   	The Battalion has active social media accounts which are regularly updated with timely information on Battalion, NID and wider youth service activities of interest to members.	The Battalion has social media accounts which are sometimes updated with timely information on Battalion, NID and wider youth service activities of interest to members.	The Battalion either does not have social media accounts or they are rarely updated and used.
WEBSITE   	The Battalion has an active website which is regularly updated with timely information on Battalion, NID and wider youth service activities of interest to members.	The Battalion has an active website which is occasionally updated with information on Battalion, NID and wider youth service activities of interest to members.	The Battalion does not have a website presence.

AREA <i>Tick the relevant coloured box below</i>	GREEN	AMBER	RED
BATTALION TRAINING 	The Battalion has an active Training Convenor who manages Building your Skills for President's Badge and runs two or more Battalion courses each year eg New Captains, Holiday Leadership, etc	The Battalion has an active Training Convenor who manages Building your Skills for President's Badge and runs less than 2 Battalion courses each year.	The Battalion Training Convenor just manages Building Your Skills for President's Badge.
SUPPORTING/MENTORING NEW CAPTAINS 	New Captains are always mentored by Battalion representatives and visited regularly to offer help and advice.	New Captains are sometimes mentored by Battalion representatives and visited on occasions to offer help and advice.	New Captains are rarely mentored by Battalion representatives or visited regularly to offer help and advice.
SUPPORTING/MENTORING NEW COMPANIES 	New Companies are visited by Battalion representatives to help and advise at start up.	New Companies are sometimes visited by Battalion representatives to help and advise at start up.	New Companies are rarely visited by Battalion representatives to help and advise at start up.
SPIRITUAL GROWTH FOR LEADERS 	The Battalion runs one or more event/initiative for fellowship and to support Leaders' spiritual development each year.	The Battalion intermittently runs an event/initiative for fellowship and to support Leaders' spiritual development.	The Battalion has never run an event/initiative for fellowship and to support Leaders' spiritual development.
SPIRITUAL GROWTH FOR BOYS 	The Battalion runs one or more event/initiative per section to support Boys' spiritual development each year outside of scripture exam and Battalion Service.	The Battalion intermittently runs an event/initiative per section to Boys' spiritual development each year or runs an event for some but not all of the sections outside of scripture exam and Battalion Service.	The Battalion has never run an event/initiative to support boys' spiritual development outside of scripture exam and Battalion Service.

General Data Protection Regulations (GDPR) require all organisations to be transparent about the way they collect personal information (data), what it will be used for, how it might be shared and how long it will be kept for. The Brigade UK and ROI has produced a Data Protection Policy and Fair Processing Notice which includes a data processing table. Battalions should refer to this and follow accordingly what has been given to individual BB Companies.

AREA <i>Tick the relevant coloured box below</i>	GREEN	AMBER	RED
<p>GENERAL DATA PROTECTION REGULATIONS</p> <p>  </p>	<p>The Battalion has a copy of the Brigade's Data Protection Policy and Fair Processing notice and has reviewed personal data held, and how it is collected, processed, stored. We retain data in accordance with the GDPR regulations. Data is securely stored and securely destroyed once it is no longer required as per our retention policy.</p> <p>We have taken steps to inform all Battalion Officer Bearers of their responsibilities and we regularly review our procedures to ensure adherence with Brigade Policies and GDPR.</p>	<p>We have a copy of the Brigade's Data Protection Policy and Fair Processing notice. The Battalion has reviewed processes and identified some remedial action to be taken to ensure compliance.</p>	<p>We have not yet checked the Brigade Policies or put any action plan in place to ensure compliance with GDPR.</p> 



If you need any help using this Battalion Helath Check please contact Alison Irvine, Support and Communications Manager, NIHQ

T: 028 9268 8444 • alison.irvine@boys-brigade.org.uk

SUMMARY PAGE

AREA	GREEN 	AMBER 	RED 
	No action required	Areas for medium to long term attention	Areas for immediate attention.
CONSTITUTION			
CHARITABLE STATUS			
EXECUTIVE ROLES			
EXEC APPOINTMENTS			
SUCCESSION PLANNING			
FINANCE			
UNDER 26 REPS			
UNDER 26 EVENTS			
REPRESENTATION AT NID			
REPORTING FROM NID			
BATTALION AGM			
NID ACTIVITIES			
PROMOTION OF BB			
LOCAL MEDIA LINKS			
SOCIAL MEDIA			
WEBSITE			
BATTALION TRAINING			
SUPPORTING/MENTORING NEW CAPTAINS			
SPIRITUAL GROWTH FOR LEADERS			
SPIRITUAL GROWTH FOR BOYS			
GDPR			



TIP: Split up into groups at your meeting and allocate areas listed above per group to discuss and allocate the initial green, amber and red status then transcribe onto this table as a summary.

BATTALION HEALTH CHECK ACTION PLAN

Area in Red Status	Suggested Action	Personnel to Action	Timescale	Review notes

 **TIP** - Make photocopies of this page for use as draft versions whilst you formulate your final action plan.