



# COMPANY HEALTH CHECK



The Boys' Brigade Northern Ireland District

Company Name: \_\_\_\_\_

Date Completed: \_\_\_\_\_

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## How to Use this Company Health Check

Within our work in The Boys' Brigade, we should always be asking ourselves what it is that we are good at and where we can improve. This Health Check is designed to be an aid to that process, marking out areas that are important to the general smooth running of the whole Company.

This is not some sort of test or audit of your Company. 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 you and other Leaders think about your strengths and areas to improve.

It might be helpful to invite someone from outside your Company along to help you complete the Health Check and to involve your Company Chaplain. You could use this Health Check for individual sections or your Company as a whole.

### The Traffic Light System:

Very simply, you can rate your status in the various aspects of what your company is currently doing, using green amber and red categories 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 your Company.

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 a bad Company; 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 yourself and fellow Leaders on the strengths, and then try to set short, medium and long term goals for your Company. Ensure that these are realistic and plan how you will work towards them. Involve your Church leadership - let them know what you are trying to achieve and ask them to support you in prayer.

Place a tick in the relevant circle for each area below, based on the descriptors for green, amber or red status.




AREA	GREEN	AMBER	RED
Membership   	All sections have more than sufficient numbers to run a varied and progressive programme.	One or more sections struggling for numbers to run a varied and progressive programme.	All sections have less than sufficient numbers to run a varied and progressive programme.
Leadership   	There is always a good ratio of Leaders to members.	Leadership levels are adequate; occasionally a shortage causes problems.	The Company is often short of Leaders which puts severe limitations on what the Company can offer to members.
Training of Leaders   	All Leaders have completed Youth Leader Training (or KGV1). Relevant members of staff have additional training (i.e. First Aid, Holiday Leadership, and Expedition) and offer a range of talents and abilities to the Company.	Some Leaders have completed Youth Leader Training.  Programme could be enhanced with additional training.	Leaders have less than adequate or no training to perform their roles within the Company.
Safety   	All Leaders are registered with Brigade Headquarters UK and Access NI checked. A safe environment exists for members and Leaders. Risk assessments are always completed and reviewed for activities.	Most Leaders are registered and Access NI checked.  There are occasional lapses in best practice on safety and completion of risk assessments.	Few Leaders are registered and Access NI checked. Situations of poor practice can arise (ie. Leaders being left alone with groups; meeting spaces being hazardous, RA's not done).
Programme  <b>AB</b>    <b>JS</b>    <b>CS</b>    <b>Sen</b>   	Programme in each section is well planned and offers members a fun, varied and relevant experience.  Programme is progressive and participation is recognised through badges or similar awards.	Programme generally offers members a fun and relevant experience.  Better planning or more imaginative activities would help.	Programme is repetitive, offers little progression and suffers from a lack of planning.

AREA	GREEN	AMBER	RED
<b>Group Activities</b>   	Company does at least one activity involving all sections and members per session.	Activities occasionally involve more than one section.	Activities never take place with all sections.
<b>Residential Experience</b>   	Members have regular access to a residential experience. (Junior, Company and Senior Sections)	Access to residential experience is limited, but most members will have access to at least one residential experience.	Members have no access to a residential experience.
<b>Linking Sections</b>   	There are good links between all sections and members move up age groups with relative ease.	There is limited communication between sections and transition is sometimes hard work.	There is no or very little discussion between sections and transfer rate is poor.
<b>Fundraising</b>   	Fundraising is regular and planned. The Company operates effectively within its financial means.	Fundraising is done sporadically and only when needed. The Company sometimes struggles financially.	The Company does no fundraising and/or regularly finds itself in financial difficulty.
<b>Finance</b>   	Company maintains full accounts and spending is within the Company's means. The Company may be a registered charity.	Company accounts are kept and largely suitable for the running of the Company, but book keeping could be improved.	Accounts are not properly maintained. Few people have any idea of the Company's financial situation.
<b>Staff Meetings</b>   	Staff meetings are planned in advance, are held regularly to plan activities and deal with relevant Company business and include all Leaders and the Company Chaplain.	Staff meetings are held occasionally and mostly manage to deal with relevant Company business.	Staff meetings are rare or non-existent, meaning that there is little planning or communication among Leaders.
<b>Recruitment</b>   	The Company recruits new members regularly. There is a good relationship with local school(s) and the community.	The Company struggles to recruit new members. Recruitment would be made easier by improved links to school(s) and the community.	Recruitment of new members is infrequent. Links to local school(s) and the community is poor or non-existent.
<b>Equipment</b>   	All sections have access to a variety of useful equipment which is regularly used to enhance the programme and meets the needs of members.	Some/all sections have access to enough equipment but this is not often used to its full potential. More/better equipment would greatly increase what the Company could offer to members.	All sections lack sufficient equipment to offer an interesting or relevant programme to members.



Area	GREEN	AMBER	RED
<b>Communication</b> 	There is effective communication amongst all Leaders at all times. Communication with members' parents/guardians is good and well maintained. The Captain circulates information to other Leaders and members.	Communication is at a level which allows the Company to run fairly well, but there are regularly situations where there should have been better communication amongst Leaders or with members' parents.	Leaders do not communicate effectively, which often leads to confusion or disagreement. There is little communication with parents or guardians.
<b>Church Relations</b> 	The Company is in regular communication with the Church and other organisations.	The Company and the Church would be benefit from a more active two-way relationship. Communication with other organisations is similar.	Communication with the Church and other organisations is poor.
<b>Church and Young People</b> 	Members of the company and their families are aware of and participate in the wider activities of the Church.	Members and their families are sometimes involved in other aspects of Church outside BB.	Members and their families do not participate in and have little awareness of activities in the Church outside of BB.
<b>Church and Leaders</b> 	All the BB Leaders attend Church regularly and take an active role in Church life.	Some of the BB Leaders attend Church regularly and take an active role in Church life.	Few of the BB Leaders attend Church regularly and take an active role in Church life.
<b>Prayer Life</b> 	The Leaders meet regularly to pray together for the company and make prayer requests to the Church prayer groups.	Leaders meet infrequently to do this.	Leaders have never met together to do this.
<b>Wider BB participation</b> 	Leaders regularly attend Battalion and NI District meetings and the Company takes part in Battalion/NID activities. Opportunities are sought to work with other Companies.	Leaders sometimes attend Battalion meetings and the Company occasionally takes part in Battalion activities.	Leaders do not attend Battalion meetings and the Company does not take part in Battalion activities.
<b>Premises</b> 	The meeting space on an average Company night is effectively managed to ensure the programme for all sections can run to its full potential.	Careful programme planning and sharing of space has to happen to ensure all sections have the space they require to run their programme.	Premises do not provide adequate space to run the programme for all sections to its full potential.

## SUMMARY OF STATUS IN EACH AREA

Area	Green 	Amber 	Red 
	No action required	Areas for medium to long term attention.	Areas for immediate attention. Transfer to Action Plan to address these.
Membership			
Leadership			
Training of Leaders			
Safety			
Programme			
Group Activities			
Residential Experience			
Linking Sections			
Fundraising			
Finance			
Staff Meetings			
Recruitment			
Equipment			
Communication			
Church Relations			
Church and Young People			
Church and Leaders			
Prayer Life			
Wider BB participation			
Premises			
<b>Total no of areas in each status</b>			

**TIP:** It is important to have regular planning and review meetings with all the Leaders in your company. We would suggest at least 2 Leaders' meetings per year to pray together, plan the programme, ensure adequate staffing, identify training needs, look at recruitment, gaps in resources, set goals for each section etc.

To help you with this you can download the Company Planning Meeting Template from the Downloads section at [www.bbni.org.uk](http://www.bbni.org.uk) under the Resources heading.

Company 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 action plan.



## Sources of information and inspiration:

**Share:** Get in contact with your Battalion and other Companies nearby - share ideas and find out what has worked for them.

**Follow:** BBNI and other Companies/Battalions on Social Media - see what is going on and what others are doing. Tip: Pinterest is superb for craft and games ideas!

**Participate:** Leaders should attend the various training courses organised by NID each year including the annual Junior Section and Anchor Boy Conferences and other Resource days.

**BBNI e news** - transmitted weekly during session. Make sure all your Leaders are subscribed. You will be able to pick up ideas for programme/trips, hear about competitions and events that your company could take part in and other free resources.

**www.bbni.org.uk:** The BBNI website contains a wealth of information and guides plus competition and event forms, for Leaders to view and download in the Downloads section.

**Recruitment Resources:** There are a variety of recruitment leaflets on the main Brigade website at [www.bbni.org.uk/recruitmentresources.htm](http://www.bbni.org.uk/recruitmentresources.htm) For special events you may borrow banners and materials from NIHQ - please contact the Support Officer who can also advise you on leaflets personalised for your company. Personalised leaflets and posters are also available to buy at: [onlineprint.boys-brigade.org.uk](http://onlineprint.boys-brigade.org.uk)

**Brigade Handbooks:** Safety Handbook and Brigade Regulations. You should have copies of this for your company for reference to ensure you are following procedures and best practice. They are available to download from the Brigade UK Website at <http://boys-brigade.org.uk/>

## For further help, support and advice please contact:

The Support Officer  
The Boys' Brigade Northern Ireland District Headquarters  
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Co Down, BT26 6HH

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