

## Meeting Notes from Tautoko Network Meeting

September 2023

---

### Fingers in the Till – A Checklist for Health & Safety and Fraud

Thank you to those who joined us to hear from Steven Moe (Parry Field Lawyers) about Health & Safety and Fraud. This was an extremely informative session and there was plenty of opportunity for individual organisations attending to raise challenges/issues specific to their own situations. Steven leads a team of seven at Parry Field which focusses on support for community/for purpose organisations.

Steven talked about Health & Safety in terms of '*the rules of the game*' to play safe/keep safe and Fraud as '*intentionally making a decision to do something that is not ok*'.

For both topics, a key message was that organisational documents need to be kept up to date and 'fit for purpose'. *Question to consider: when was the last time your organisation reviewed its Trust Deed and/or Rules?* Mitigate against liability by having good (up to date) policies in place, together with procedures - and that includes good reporting.

Developing that culture is an important step to lessening risk of running foul of health and safety legislation requirements and also of being subject to fraud. Organisations should have a paper trail which shows: training, follow-up; action taken; and of course all team members should understand their own responsibility to, for example, report hazards and conflicts of interest.

The culture of the organisation is often driven by the governance team - and so that team should be aware of their duty - to act in best interest of the organisation, to make decisions through the lens of 'what is our organisation's purpose' and to use that same lens when spending! The governance team should have a good understanding of where \$ come from and where they go, and an up-to-date Conflicts Register.

There was discussion around the difference between governance and management and Steven shared the following analogy. The organisation is like a ship which is ploughing across the ocean. There is a lead person/s steering the ship - giving instructions re day to day management, necessary maintenance to keep the ship working, making running repairs, and mindful of immediate surroundings. The governance team is like a helicopter flying above the ship - with a broader outlook on what is happening, including an ability to see well beyond what the ship's team can see - including far off icebergs which, if the ship was to change its course slightly now, would not impact on its journey. We felt this analogy was definitely worth sharing!

Steven also shared a series of resources, Charities Healthcheck. These are in six parts - including an overview which a great place to start - and Steven describes these as a bit like a guide "*like when you are in another country and someone takes you on a tour of a local place, and you get more insight than if you walked around on your own.*"

You can read more about the Charities Healthcheck guides here:

[Overview](#)

[Governance](#)

[People](#)

[Assets](#)

[Policies](#)

[Faith Groups](#)