

Self Assessment Tool

Recruitment

Organisations' responsibilities

Standard	Indicator	Yes	No	Working towards	Details
2.1	Disclosure and references are required for all staff and volunteers recruited.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.4	Equal opportunities policies are followed throughout the recruitment process.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Example: The organisation has a recruitment policy which details equal opportunities procedures to be followed during recruitment and selection of staff.

Evidence

What works well

Obstacles

Developments/Plans

Training

Joint responsibilities (Advocate's and organisations')

Standard	Indicator	Yes	No	Working towards	Details
1.3, 1.4, 2.2	Advocates/collective advocacy development workers are aware of and work within the policies of the organisation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.3	Advocates/collective advocacy development workers receive training on the Principles and Standards for Independent Advocacy and on the Code of Practice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.2	Advocates/collective advocacy development workers receive training in how to review the relationship with their advocacy partner or group, and how to record information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.1	Advocates/collective advocacy development workers receive training in communication skills.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.3, 2.2	Advocates/collective advocacy development workers receive training on the organisations policies and procedures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.3, 2.2	Advocates/collective advocacy development workers receive ongoing training including on relevant legislation and policy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Organisations' responsibilities

Standard	Indicator	Yes	No	Working towards	Details
1.3, 2.3	The organisation ensures that all its members receive training and information about the Service Level Agreement or Funding Contract and the community of interest.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.1, 3.2	The organisation provides information and/or training on independent advocacy to service providers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.3, 1.4, 2.1, 2.2, 3.2,	The organisation ensures that everyone involved with it is trained and supported to promote the organisation and independent advocacy when attending events at a local and a national level.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.1, 1.2, 1.3, 2.1, 3.2	Introductory training is provided for all advocates on independent advocacy and the role of the independent advocate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Example: All volunteer advocates receive training on the Principles & Standards and the Code of Practice for Independent Advocacy and on the organisation's policies and procedures. All newly recruited advocacy workers shadow an experienced advocacy worker as part of their induction.

Evidence

What works well

Obstacles

Developments/Plans

Support for staff, volunteers and advocates

Joint responsibilities

Standard	Indicator	Yes	No	Working towards	Details
1.1, 1.2, 2.1	All advocates/collective advocacy development workers have regular support and supervision or guidance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.2, 1.3	Advocates/collective advocacy development workers are supported to access up to date, relevant information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Organisations' responsibilities

Standard	Indicator	Yes	No	Working towards	Details
1.1, 1.3, 2.2, 3.2	The organisation ensures that policies and procedures are easily accessed by all staff and volunteers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Example: Copies of the staff handbook containing all the organisation's policies and procedures are kept in the main office and are accessible for all staff.

Evidence	
What works well	
Obstacles	
Developments/Plans	

Advocacy relationship

Joint responsibilities

Standard	Indicator	Yes	No	Working towards	Details
1.1, 1.2	Advocacy agreements are produced in a format suitable for the individual advocacy partner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.1	Advocacy agreements are regularly reviewed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.1	Information is given, in an appropriate format, to all advocacy partners about the organisation and independent advocacy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.4, 2.1	Advocacy partners are encouraged to say what they think about the support they get.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.1	If working with people with severe communication difficulties or who lack capacity there is a Non-instructed Advocacy Policy and advocates follow NiA guidelines.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Organisations' responsibilities

Standard	Indicator	Yes	No	Working towards	Details
2.3	Consideration is given to the needs and preferences of the advocacy partner before assigning an appropriate advocate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2.3	The organisation has a clear way of prioritising requests for independent advocacy and where possible, offers a choice of advocate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Example: The organisation gathers feedback from advocacy partners about the advocacy support they received. The organisation has a clear complaints procedure which advocacy partners are told about as part of the advocacy agreement.

Evidence

What works well

Obstacles

Developments/Plans

Management

Organisations' responsibilities

Standard	Indicator	Yes	No	Working towards	Details
2.3	The organisation has its own Constitution and independent management structure.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.2	The organisation has a mission statement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.2	The organisation ensures that all its staff and volunteers have clear job or role descriptions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2.3	The organisation has clear guidelines on what happens if a member of the organisation breaches policies and procedures, or endangers the health and safety of another.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2.3	The organisation ensures all employees are paid a living wage, recognises trade union membership and ensures all employees have information on union membership.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2.3	The organisation has ways to ensure that staff can contribute to the development and evaluation of the organisation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Example: The organisation has regular team meetings at which staff can put forward ideas and suggestions and can also be consulted on development plans.

Evidence

What works well

Obstacles

Developments/Plans

Funding

Organisations' responsibilities

Standard	Indicator	Yes	No	Working towards	Details
3.1, 3.3	The funding contract or service level agreement does not contradict the Principles of Independent Advocacy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2.3	The organisation seeks more than one source of funding.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2.3	The organisation tries to make sure it has enough resources to do its work properly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Example: The Management Committee ensures that all money, property and resources are properly used, managed and accounted for. The organisation has suitable recording systems in place which are kept up to date.

Evidence

What works well

Obstacles

Developments/Plans

Independence

Organisations' responsibilities

Standard	Indicator	Yes	No	Working towards	Details
3.1	The organisation is eligible for full membership of the SIAA.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.1	The organisation ensures that staff and volunteers of service providers and funders are not full members of the Board or Management Committee of the organisation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.1	The organisation does not enter into any agreements which unduly direct, influence or restrict its work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Example: When asked by its funders to give details of postcodes and other potential identifiers along with the annual monitoring data the organisation refuses.

Evidence

What works well

Obstacles

Developments/Plans

Policies

Organisations' responsibilities

Standard	Indicator	Yes	No	Working towards	Details
2.1	The organisation makes relevant policies, procedures, annual reports and audited accounts available to the public.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.1	The organisation has and regularly reviews their policies and they have the date of last review on them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.1	All staff, volunteers and members of the Management Committee/Board of Directors receive training on policies where necessary.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Example: The organisation has policies and procedures relating to all aspects of the work they do, they review all policies annually and ensure all staff and volunteers are kept informed and up to date on all relevant policies.

Evidence

What works well

Obstacles

Developments/Plans

Conflicts of interest

Organisations' responsibilities

Standard	Indicator	Yes	No	Working towards	Details
3.1, 3.3	The organisation has procedures for identifying and managing any conflict of interest.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Example: When recruiting staff and volunteers all candidates are asked at interview if they have any connections which might lead to a conflict of interest.

Evidence

What works well

Obstacles

Developments/Plans

Accessibility

Organisations' responsibilities

Standard	Indicator	Yes	No	Working towards	Details
1.4, 4.1	The organisation presents the "community of interest" in a positive and respectful way.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1.1, 4.1	The organisation produces accessible information about itself and about independent advocacy which is made available to all parts of the community.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.1	The organisation ensures that independent advocacy is free to the people who use it.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.1	The organisation tries to reach people who may find it difficult to access independent advocacy themselves.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4.1	The organisation has accessible offices or meeting places or uses accessible meeting rooms where people can be involved, including the person's own home if this is required.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Example: Advocacy staff visit wards in the local hospital each week to give information on advocacy and their organisation to patients.

Evidence

What works well

Obstacles

Developments/Plans

Monitoring, evaluation and development

Organisations' responsibilities

Standard	Indicator	Yes	No	Working towards	Details
2.1	The organisation is aware of who uses independent advocacy, and uses this information to identify gaps and inform development.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2.1	The organisation is open about the way it makes decisions and work it is going to do.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2.3	The organisation provides reasonable information to the funders on its work while ensuring that the confidentiality policy is not breached.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.2	The organisation is eligible to join the Scottish Independent Advocacy Alliance for support, guidance and training, subject to membership criteria.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2.1	The organisation has an independent evaluation carried out at least once in every three years.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Joint responsibilities

Standard	Indicator	Yes	No	Working towards	Details
1.2	The views of advocacy partners are gathered, where possible, before the partnership ends, on what the impact of the advocacy has been.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2.1	There are monitoring systems in place to record information on the work of the organisation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Example: The organisation records numbers of referrals received, numbers of advocacy partners/clients and numbers and types of issues presented.

Evidence

What works well

Obstacles

Developments/Plans

Roles and responsibilities of the management committee/board members

Organisations' responsibilities

Standard	Indicator	Yes	No	Working towards	Details
3.2	Management Committee/Board members have clear role descriptions and understand their roles.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.2	Management Committee/Board members safeguard and promote the values and mission of the organisation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2.3	Management Committee/Board members ensure the organisation operates in an effective, responsible and accountable manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3.3	Management Committee/Board members ensure that they inform other members if a potential conflict of interest arises.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Example: The Board ensures that it recruits members with the necessary skills and experience, eg financial management or HR expertise

Evidence

What works well

Obstacles

Developments/Plans

Service user involvement

Organisations' responsibilities

Standard	Indicator	Yes	No	Working towards	Details
2.1	The organisation ensures that service users are actively involved in planning and managing the service.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2.1	The organisation ensures that service users are actively involved in delivering and evaluating the service.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Example: The organisation has service user representation on its Management Committee.

Evidence

What works well

Obstacles

Developments/Plans

Organisational checklist

	Yes	No	Working towards	Details
The organisation has a current Servicer Level Agreement agreed with the funders/commissioners.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
The organisation has level of funding agreed in line with period covered by Service Level Agreement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Funders have assigned a senior staff member as advocacy link officer.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Funders ensure their staff are trained on advocacy and the work of the organisation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
<i>Example: There is a three year service level agreement detailing funding and expected level of advocacy provision.</i>				
Evidence				
What works well				
Obstacles				
Developments/Plans				
Total number of staff		Number of paid advocates		Number of volunteer advocates

Statistics

	Referrals received	Number on waiting list	Ongoing partnerships	Referrals turned down
April				
May				
June				
July				
August				
September				
October				
November				
December				
January				
February				
March				