

Outline of the Hallmark checklist for peer visits to community halls.

Hallmark is a quality standards scheme that operates using external validation by trained peer visitors. The visitors use a system of checklists to identify performance. Checklists exist for three different aspects or levels:

1. **Charity administration and management**
2. **Health, safety, security and licences**
3. **Social awareness, community, forward planning and development**

The checklist at each level consists of elements that contribute to a hall that is well-managed and serves its community well. Sample items on each of the checklists are given below.

Level 1 Hallmark - Charity administration and management

All items in **bold** must be achieved and 70% of the remainder. Evidence may be requested by peer visitors

	<i>Check (sample items)</i>	<i>Where to find evidence</i>
<input type="checkbox"/>	Well kept minutes	Minute book/file (if file check if minutes /pages numbered consecutively and each page initialled by Chair)
<input type="checkbox"/>	50% of committee attend meetings	Look at minimum of 12 months or 6 meetings
<input type="checkbox"/>	At least two meetings held annually	Trust Deed
<input type="checkbox"/>	AGM held annually in or near month shown in trust deed	Trust Deed & minute book. If significant change of month is there a note with working copy of TD.
<input type="checkbox"/>	Evidence AGM conducted correctly i.e. Co-opted places not done at AGM	Minute book. Letters asking for reps. from organisations. Chair not to be elected at the AGM (unless CA constitution). Correct number of persons elected (can be less but not more than stated in Trust Deed)
<input type="checkbox"/>	Evidence organisations appoint representatives	Minute book & signing of minute book at first meeting after AGM
<input type="checkbox"/>	Well presented annual accounts	Accounts

Level 2 Hallmark - Health, safety, security, licences

Items in **bold** must be achieved. It is not the role of the visitors to assess the adequacy of policies or risk assessments.

Is/should the hall be registered as a food premises?

If yes, is there evidence it has been done?

No Smoking sign in kitchen.

Food handlers notice on display.

Is there a **First Aid Kit**? Is it well stocked easy to find and accessible?

Has someone been given the job of keeping it well stocked?

Is an Accident Record kept? Is there someone that keeps Accident record sheets?

Level 3 Hallmark - Social awareness, community, forward planning and development.

Minimum of three elements must be achieved in each of the sections.

Committee has established communication with users (e.g. newsletter) (sample section on the checklist 3)

Is there a regular agenda item for users reports?

Is there an established policy for encouraging new groups to use the hall?

Are organisations not represented on the committee actively encouraged to appoint a representative?
Evidence in the minutes and/or copies of letters sent

Has a new club/organisation been established and using the hall, in the last 3 years?

Minutes of meetings posted at the hall

Forward planning and development (sample section on checklist 3)

Has an Energy Efficient audit been undertaken?

Has any energy efficiency measures been implemented if so what are they?

Evidence of a maintenance programme

Evidence of contingency fund for maintenance / improvements/equipment replacement

Evidence of policies in place for

- a) finances (budget, expenses)
- b) recruiting new committee members and staff
- c) equal opportunities
- d) fund raising
- e) hiring
- f) health and safety/hygiene
- g) environment and energy efficiency
- h) others

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