



Self-Certification Form

MINAB is a national independent voluntary organisation.

It aims to facilitate good practice in the governance of Mosques and in Training Institutions for Imams and Islamic Teachers.

It is a member based non-sectarian body committed to a process of self-regulation to achieve its objectives.

SELF CERTIFICATION IS THE FIRST STEP TO CAPACITY BUILDING & SELF REGULATION

The information you provide will be treated in strict confidence and will not be shared with any other organisation or person without your explicit authority.

Details of organisations

Name of organisation:

Address:

Email address:

Phone number:

This form needs to be filled in and duly signed by the Chair/Secretary of the Board of Trustees or Head of the Management Committee of the Mosque/Training Institution.

I declare that the information in this form is correct to the best of my knowledge.

DECLARATION

Name of the person filling out the form:

Position within the organisation:

Contact number and email address:

1. There are five Standards of the MINAB. The Standards and Lines of enquiry for each are attached as an appendix to this document. The assessment as to whether the organisation meets the standard or not must be carried out by the Trustees/Executive/Management Committee. In making the decision of which box to circle, they may want to take into account the lines of enquiry of each standard, some of which are placed as YES or NO questions for ease of self assessment.

2. The form needs to be returned to the MINAB office by _____ (date).

It is recommended that this document be sent to the office by RECORDED DELIVERY.

A copy of it should be kept by the organisation for personal reference.

STANDARD I:

Members apply principles of good corporate governance.

Please tick either **YES** or **NO** to the following statements

There is a governing document that commits the organisation to openly appoint/elect an accountable Management Committee/Group/Board of Trustees.

YES **NO**

The organisation is a registered charity or a company registered with the Charity Commission/Companies House.

YES **NO**

The organisation has a publicly displayed policy on the raising and spending of funds.

YES **NO**

The organisation has written and easily accessible policies on equal opportunities, racial and religious harassment, health and safety, hygiene and child protection.

YES **NO**

Each policy has a system set out for monitoring its implementation.

YES **NO**

The organisation undertakes regular monitoring to ensure compliance with health and safety, hygiene, fire prevention and disability requirements.

YES **NO**

The organisation has childcare policies and practices that accord with legal requirements.

YES **NO**

The organisation undertakes Criminal Records Bureau checks (CRB) for all volunteers and staff with access to members of the community in the normal course of their duties.

YES **NO**

Based on the above self assessment please tick **ONE** of the following A or B

(A) The Trustees/Executive/Management Committee are satisfied that the organisation **FULLY** meets this standard.

A

Or

(B) The Trustees/Executive/Management Committee are satisfied that the above organisation **PARTIALLY** meets this standard.

B

What help would you like from the MINAB to fully meet Standard I - partially or fully?

In the context of Standard I what is it that your organisation is most proud of? and would like others to follow? (Use separate sheet if necessary)

STANDARD 2:

Members ensure that services are provided by suitably qualified and experienced personnel.

Please tick either **YES** or **NO** to the following statements

All volunteers and staff involved in delivering spiritual care and treatment receive appropriate supervision.

YES **NO**

Volunteers and staff have access to personal development and training, including religious/scholarly training.

YES **NO**

Volunteers and employees from all disciplines have access to, and participate in, activities to update their skills relevant to their work, including the use of the English language.

YES **NO**

Based on the above self assessment please tick **ONE** of the following A or B

(A) The Trustees/Executive/Management Committee are satisfied that the organisation **FULLY** meets this standard.
Or

A

(B) The Trustees/Executive/Management Committee are satisfied that the above organisation **PARTIALLY** meets this standard.

B

What help would you like from the MINAB to fully meet Standard 2 - partially or fully?

In the context of Standard 2 what is it that your organisation is most proud of and would like others to follow? (Use separate sheet if necessary)

STANDARD 3:

There are systems and processes in place to ensure that there are no impediments to participation in activities, including governance, for young people.

Please tick either **YES** or **NO** to the following statements

The organisation has young persons (ages 30 and below) on the Board of Trustees/Management Committee.

YES **NO**

There are youth committees set up to involve youth.

YES **NO**

There are programmes that cater to the needs of youth.

YES **NO**

There are opportunities for youth to access leadership development programmes.

YES **NO**

Based on the above self assessment please tick **ONE** of the following A or B

(A) The Trustees/Executive/Management Committee are satisfied that the organisation **FULLY** meets this standard.

A

Or

(B) The Trustees/Executive/Management Committee are satisfied that the above organisation **PARTIALLY** meets this standard.

B

What help would you like from the MINAB to fully meet Standard 3 - partially or fully?

In the context of Standard 3 what is it that your organisation is most proud of and would like others to follow? (Use separate sheet if necessary)

STANDARD 4:

There are systems and processes in place to ensure that there are no impediments to participation in activities, including governance, for women.

Please tick either **YES** or **NO** to the following statements

There are committees or processes in place which enable women to raise and highlight their concerns.

YES **NO**

There are worship facilities in place that cater to the needs of women.

YES **NO**

There are programmes in place that cater to the needs of women.

YES **NO**

There are opportunities for women to access leadership development programmes.

YES **NO**

Based on the above self assessment please tick ONE of the following A or B

(A) The Trustees/Executive/Management Committee are satisfied that the organisation **FULLY** meets this standard.

A

Or

(B) The Trustees/Executive/Management Committee are satisfied that the above organisation **PARTIALLY** meets this standard.

B

What help would you like from the MINAB to fully meet Standard 4 - partially or fully?

In the context of Standard 4 what is it that your organisation is most proud of? and would like others to follow? (Use separate sheet if necessary)

STANDARD 5:

Members ensure that there are programmes to promote civic responsibility of Muslims in the wider society.

Please tick either **YES** or **NO** to the following statements

There are programmes that actively promote the spirit and message of Islam as a religion of peace for the well-being of all.

YES **NO**

There are events to discuss, explore and promote the importance of living in peace with others in a culturally diverse society.

YES **NO**

There are events to discuss, explore and promote Citizenship in Britain.

YES **NO**

There are events to promote Inter and Intra-faith dialogue and communication with Own/Other Faith / No Faith communities.

YES **NO**

Based on the above self assessment please tick **ONE** of the following A or B

(A) The Trustees/Executive/Management Committee are satisfied that the organisation **FULLY** meets this standard.

A

Or

(B) The Trustees/Executive/Management Committee are satisfied that the above organisation **PARTIALLY** meets this standard.

B

What help would you like from the MINAB to fully meet Standard 5 - partially or fully?

In the context of Standard 5 what is it that your organisation is most proud of? and would like others to follow? (Use separate sheet if necessary)

MINAB Standards

Standard 1:

CORPORATE GOVERNANCE

Lines of enquiry:

- Where relevant, members have a governing document which commits itself to open, democratic and accountable management.
- Where appropriate, members are registered as a charity, waqf or company.
- Organisations have a publicly displayed policy on raising and spending of funds.
- There are written and easily accessible policies on equality of opportunity, racial and religious harassment, health and safety, hygiene, child protection and each policy has a clear system set out for monitoring implementation.
- There are systematic risk assessment processes in place.
- Organisations undertake regular monitoring to ensure compliance with Health and Safety, Hygiene, Fire Prevention, Childcare and protection and disability requirements.
- Organisations maintain and up-to-date risk register.
- Criminal records bureau (CRB) checks are conducted for all volunteers and staff with access to members of the community in the normal course of their duties.

Course of Action for self-assessment:

Members apply principles of good corporate governance and the evaluation of whether this is undertaken is through self assessment using documents such as governing documents, policies on raising and spending of funds, policies on equality of opportunity, racial and religious harassment, health and safety, hygiene, child protection. Evidence of a risk register, a process for undertaking systematic risk assessment also needs to be in place. Monitoring compliance with Health and Safety, Hygiene, Fire Prevention, Childcare and Protection and Disability requirements need to also be in place. There are child protection policies in place which comply with "Working Together to Safeguard Children" (HM Government, 2006). There are effective processes in place for identifying, reporting and taking action on child protection issues, in accordance with the Protection of Children Act 1999, the Children Act 2004 and "Working Together To Safeguard Children" (HM Government, 2006).

Standard 2:

SERVICE PROVISION BY QUALIFIED/EXPERIENCED PERSONNEL

Lines of enquiry:

- All volunteers and staff involved in delivering spiritual care and treatment receive appropriate supervision.
- Spiritual leadership is supported and developed within all disciplines.
- Volunteers and staff have access to personal development and training, including religious/scholarly training.
- Volunteers and employees continuously update skills and techniques relevant to their work.
- Volunteers and employees from all disciplines have access to, and participate in, activities to update the skills and techniques relevant to their work.
- There are written policies that set out systems of implementation and monitoring on support, supervision and appraisal of volunteers and staff.

Course of Action for self-assessment:

Members ensure that services are provided by suitably qualified and or experienced personnel. The evaluation of whether this

is undertaken is through self assessment using documents such as up-to-date job descriptions for staff and volunteers, personal development and training programmes provided by the organisations, attendance records of staff and volunteers attending any training programmes, percentage of staff who have been appraised in a year, percentage of volunteers who have been appraised in a year. Policies on supervision of staff and volunteers are also examples that can be used by organisations to self assess whether they are compliant to this standard.

Standard 3:

PARTICIPATION OF YOUTH

Lines of enquiry:

- There are youth committees set up to involve youth.
- There are programmes that cater to the needs of the youth.
- There are opportunities for the youth to access leadership development programmes.

Course of Action for self-assessment:

Members ensure that young people are involved in structures within the organisation. Examples of this involvement include having youth as part of the decision making processes within the organisation, youth have opportunities to lead on projects for the community.

Standard 4:

PARTICIPATION OF WOMEN

Lines of enquiry:

- There are no impediments to access for women to attend or participate.
- There are women committees set up to involve women.
- There are programmes that cater to the needs of women.
- There are opportunities for women to access leadership development programmes.

Course of Action for self-assessment:

Members take all reasonable steps to ensure that women feel welcome to attend and participate in activities including prayers and/or training. Members ensure that women are involved in structures within the organisations. Examples of this involvement are having women as part of the decision making processes within the organisations, women have opportunities to lead on projects for the community.

Standard 5:

PROMOTION OF CIVIC RESPONSIBILITY

Lines of enquiry:

- There are events to discuss, explore and to promote the importance of living in peace with others in a culturally diverse society.
- There are interfaith and intrafaith activities taking place with local communities.
- There are Islamic awareness training programmes available locally.

Course of Action for self-assessment:

Members ensure there are programmes that promote civic responsibility of Muslims in the wider community. Examples of this are inter and intra faith programmes, events where communities come together to discuss the commonalities of their values, programmes whereby there are Islamic awareness training programmes for local communities.