**Consultation Response Form**

Please help us to analyse the responses to our consultation by completing this form.

|  |  |
| --- | --- |
| Name |  |
|  |  |
| Email address |  |
|  |  |
| Charity number (if responding on  |  |
| behalf of a charity) |  |
|  |  |

Choose **one** of the categories which best describes you or the organisation you represent.

**Are you responding as a:**

 [ ]  Charity trustee

 [ ]  Charity volunteer

 [ ]  Charity employee

 [ ]  Professional Adviser

 [ ]  Member of the public

 [ ]  Other, please specify:

Do you agree to your response being made available to the public?

 [ ]  Yes - please answer A below

 [ ]  No, not at all - your response will be treated as **confidential**

1. Where confidentiality is not requested, we will make your response available to the public on the following basis (please tick only one of the boxes):

 [ ]  Yes, make my response, name and address all available

 [ ]  Yes, make my response available, but not my name or address

 [ ]  Yes, make my response and name available, but not my address

**Consultation responses**

You can comment on any aspect of the draft Charity Trustee Guidance. We have some specific questions that we would like you to answer; but you don’t have to answer them all.

You can also comment on any matters we have not asked a specific question about, but that are relevant to our proposals and also on the [draft Equality Impact Assessment](http://www.oscr.org.uk/about/our-work/equalities-and-diversity/equality-impact-assessments).

How to send us your response

Print out the document and post it to:

OSCR

2nd Floor

Quadrant House

Riverside Drive

DUNDEE

DD1 4NY

**Or**

Save the completed document and email it to info@oscr.org.uk. We prefer emailed documents for ease of handling responses.

What we will do with your response

Please give us your views by **18 December 2015**. We will acknowledge written and electronic responses, but will not be able to provide individual feedback. A summary and analysis of the responses and matters discussed at the events, as well as the individual responses, is intended to be available on the OSCR website unless confidentiality is requested.

We will publish the final version of the Guidance and an evaluation report of the consultation in Spring 2016.

The Charity Trustee Guidance: content questions and response form

**Section A: Usability questionnaire**

Please complete this section on the usability of the web-based draft guidance. If you do not wish to complete the usability questionnaire, please go to [section B](#SectionB) on the content of the draft guidance.

You can view the web-based draft guidance here: [Charity Trustee Guidance](http://www.oscr.org.uk/charities/guidance/draft-charity-trustee-guidance).

**1. Is the draft guidance easy to navigate?**

[ ]  Extremely easy

[ ]  Very easy

[ ]  OK

[ ]  Difficult

[ ]  Very difficult

**2. Is the layout of the web-based draft guidance helpful?**

[ ]  Very helpful

[ ]  Fairly helpful

[ ]  OK

[ ]  Not really helpful

[ ]  Not at all helpful

**3. Are the different sections (summary and more detail) of the draft guidance useful?**

Yes [ ]  No [ ]

|  |
| --- |
| **Comments:** |

**4. Are the purple links to the explanation of terms helpful?**

Yes [ ]  No [ ]

|  |
| --- |
| **Comments:** |

**5. Can you think of any terms that need explanation?**

Yes [ ]  No [ ]

|  |
| --- |
| **Comments:** |

**6. Overall, how easy or difficult did you find the draft guidance to understand?**

[ ]  Very easy

[ ]  Quite easy

[ ]  Quite difficult

[ ]  Very difficult

[ ]  Don’t know

**7. Any other comments you wish to make about the overall look and feel of the guidance?**

Yes [ ]  No [ ]

|  |
| --- |
| **Comments:** |

**Section B: content questionnaire**

**1. Is the language used in the guidance easy to understand?**

Yes [ ]  No [ ]

|  |
| --- |
| **Comments:** |

**2. Do the different sections of the draft guidance cover all of the areas that you would expect? Please explain if you think there are other areas the guidance should cover.**

Yes [ ]  No [ ]

|  |
| --- |
| **Comments:** |

**3. Are there any sections of the draft guidance that you think could be clearer?**

Yes [ ]  No [ ]

|  |
| --- |
| **Comments:** |

**4. Are there any sections of the draft guidance that you think should have more detail?**

Yes [ ]  No [ ]

|  |
| --- |
| **Comments:** |

**5. We will include case studies and examples in the final guidance. What areas of the trustee duties do you think it would be helpful to have examples on?**

Yes [ ]  No [ ]

|  |
| --- |
| **Comments:** |

**Equality Impact Assessment Equality Impact Assessment (Separate document available on the OSCR** [**website**](http://www.oscr.org.uk/about/our-work/equalities-and-diversity/equality-impact-assessments)**)**

**6. Do you think the draft Guidance will have an impact (positive or negative) on any of the protected characteristic groups listed?  If so, how?**

* Age
* Disability
* Gender reassignment
* Marriage and civil partnership
* Pregnancy and maternity
* Race
* Religion or belief
* Sex
* Sexual orientation

|  |
| --- |
| **Comments:** |

**Thank you very much for taking the time to respond.**

**Please** **email** **or post your response to us.**