



Key Criteria Statement 2018

Decision-making in the organisation

According to the Social Pedagogy Professional Association (SPPA)'s Articles of Association, decision-making in the organisation is the responsibility of its Trustees.

Any decision of the Trustees must be either:

- By decision of a majority of the Trustees present and voting at a quorate Trustee's meeting (subject to Article 20); or
- A unanimous decision taken in accordance with Article 21, whether in-person or remotely via phone, email, video conferencing or in writing.

All decisions are to be made by the Trustees collectively in the best interests of SPPA membership and the organisation's charitable purposes. All decisions will be published to members in accordance with our Disclosures policy.

Our Annual General Meeting (AGM) will be an opportunity for members to feedback to Trustees on decisions made and to be made. Any input from members at the AGM and throughout the year will be taken into account by SPPA Trustees when making decisions.

Charitable purposes

Each decision made by the Trustees must have SPPA's beneficiaries and its charitable purposes at the forefront. These are as follows:

1. To advance education and training in the theory and practice of social pedagogy.
2. To promote social inclusion and to relieve the needs of marginalised and vulnerable individuals.

Making decisions that meet our charitable purposes will be of benefit to the general public and to a section of the public – i.e. our membership.

Key criteria

In order to make decisions effectively, we have developed a series of key criteria, to help Trustees in deciding which work to carry out internally, support externally, and who will benefit as a result.

The following criteria matrix allows Trustees to consider each decision against the relevant criteria. We will add additional criteria to the decision making process when they appear.

Key criteria descriptions

Alignment

Trustees must consider how a particular decision would align with the commitments, principles and values set out in the SPPA charter. Would our membership support this decision?

Beneficiaries

SPPA has multiple beneficiaries, for whom its work has potential benefit:

- A section of the public i.e. membership
- General public

Trustees must consider the beneficiary, and those that will benefit from our work when making a decision.

Impact

How would this decision and any resulting work benefit our organisational purposes outlined above? It is again important to consider which group of beneficiaries will benefit or not from this.

Resources

This refers to the resources that SPPA would be committing to a project. Both financial costs and time commitment should be considered here.

Risk

This is a combination of impact and resources. Would the resources involved in a piece of work outweigh the impact as a result of the decision? It is also necessary to consider any unintended consequences and assess any risk of reputational damage to the charity.

The listed 'risk level' of a decision is the combined total of the likelihood and severity of a risk. The lower the number, the greater the risk. Although counter-intuitive, this



is because the risk map links to our key criteria statement, which supports the Board of Trustees in decision making.

		Severity			
		Acceptable (Little to no effect on activity)	Tolerable (Effects are felt but not critical)	Undesirable (Serious impact to activity)	Intolerable (Effects are critical)
Likelihood	Improbable (Risk unlikely to occur)	Low 12	Medium 9	Medium 7	High 3
	Possible (Risk likely to occur)	Low 11	Medium 8	High 5	Extreme 2
	Probable (Risk will occur)	Medium 10	High 6	High 4	Extreme 1

Decision making matrix

The following decision making matrix was devised to support our Board of Trustees in making a decision. When faced with a decision i.e. who/ what work to support, and when faced with multiple options, our Trustees can consider the aforementioned key criteria and assess the strength of each option – resulting in a numerical total to highlight the best option.



SPPA
Social Pedagogy
Professional Association

Decision making matrix

What is the decision being made?

	Alignment	Beneficiaries	Impact	Resources	Risk	Total
Criteria rating	1 – 10 <i>1 = minimal alignment 10 = significant alignment</i>	1-10 <i>1 = minimal benefit 10 = significant benefit</i>	1 -10 <i>1 = minimal impact 10 = significant impact</i>	1 – 10 <i>1 = significant resources 10 = minimal resources</i>	1 – 12 <i>1 = significant risk 12 = minimal risk</i>	5 – 52 <i>A higher number, is a better decision for SPPA.</i>
Option A						
Option B						
Option C						