



credit union health check

wilkin chapman llp
solicitors

our service

Safeguarding your credit union is vital for the growth and sustainability of the organisation. Ensuring your credit union is in good legal shape is one component of the framework required to achieve prosperity. A quick health check can help to identify gaps in your current provision and avoid problems in the future.

To help with this, we have designed a survey for you to self-appraise the current position of your credit union.

Areas you may wish to review include:

For the credit union

- Credit union mergers and acquisitions
- Commercial property advice on leasing or buying office space for the credit union
- Commercial and financial contracts including terms and conditions, contracts with suppliers and loan documentation
- Regulatory compliance and governance
- UK General Data Protection Regulation (UK GDPR) - policies and privacy notices
- Employment contracts, policies and procedures

For your members

Partnering with Wilkin Chapman to provide discounted legal services for your members:

- Moving home - conveyancing for sale and purchase of property
- Personal injury and accident claims (no win no fee)
- Medical negligence claims (no win no fee)

questionnaire

Survey completion

If any of your answers have been included within the red tick boxes, we are offering a FREE health check where you can speak to one of our specialist solicitors who will be happy to discuss potential solutions for your credit union. We can also agree how a member referral agreement with Wilkin Chapman would work to ensure your members receive a benefit whilst enhancing the credit union's reputation for looking after members and their interests.

To book a FREE health check contact:



Mark Taylor

Partner

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Firstly:

1 Is your credit union an ABCUL member?

YES

NO

Your Credit Union

Part One: Credit Union Business

2 Does your credit union have the right business structures, policies and documents in place for governance of the organisation?

YES

NO

3 Is your credit union considering any merger or acquisitions?

YES

NO

4 Is your credit union considering moving premises or renewing a lease on existing premises?

YES

NO

Part Two: Finance

- 5 Do you have any issues recovering overdue debts from members? YES NO
- If yes to (5)**
- a) Does your credit union have a credit control recovery process in place? YES NO
- b) Does your credit union have appropriate clauses in your terms and conditions to ensure you can recover any reasonable costs of recovering your debts? YES NO
- c) Is your credit union able to obtain information on your customers' ability to repay their debts? YES NO
- d) Is your credit union compliant with the Pre-Action Protocols for recovery of debts in the UK? YES NO
- 6 Are your credit union's contractual agreements with suppliers up to date? YES NO
- 7 Have your credit union's loan documentation been reviewed for compliance/improvement recently? YES NO
- 8 Is your credit union considering secured lending such as secured loans or mortgages? YES NO

Part Three: Regulatory, Compliance and UK GDPR

- 9 Does your credit union have adequate support for company secretarial management such as lodgement of updated Companies House documentation? YES NO
- 10 Has your credit union considered the changes within the UK GDPR relating to how you liaise with your members, suppliers, and employees? YES NO
- 11 Does your credit union have a privacy policy? YES NO
- 12 Does your credit union have UK GDPR agreements in place with members and suppliers? YES NO

Part Four: Your People

- 13 Do your credit union staff, whether full or part time have contracts of employment? YES NO
- 14 Does your credit union have relevant policies and procedures in place in relation to your staff (employee handbook) of which they are aware and have available to them (e.g. disciplinary and grievance, equal opportunities, anti-bullying and harassment, etc.)? YES NO
- 15 Has your credit union ever had a review and policy gap analysis undertaken in relation to employee policies? YES NO
- 16 Does your credit union receive regular support for HR and employment advice (e.g. pay a monthly subscription HR and employment support)? YES NO

Your Credit Union Members

Part Five: Partnership with Wilkin Chapman

- 1 Would your credit union be interested in partnering with Wilkin Chapman to offer legal services for members? YES NO
- 2 If a partnering agreement was developed for referrals of members to Wilkin Chapman, which service do you think would be of most benefit/interest to members? (tick all or any applicable)
- Moving home Medical negligence claims
- Personal injury and accident claims All
- 3 If a service could be offered to members via the credit union, which of the following do you think would be most appealing to members?
- A discount on legal fees e.g. 10% discount on normal fees for being a member of the credit union A charitable donation to the credit union from Wilkin Chapman in respect of the work introduced
- 4 If a service could be offered to members via the credit union, which of the following do you think would be most appealing to your credit union?
- A discount on legal fees e.g. 10% discount on normal fees for being a member of the credit union A charitable donation to the credit union from Wilkin Chapman in respect of the work introduced

GRIMSBY

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