

Agenda for Committee Meeting at 4.00 p.m. on Wednesday 10th January 2024

Room 2, St Pauls

No	Description	Lead	Pages
Standing Items			
1.	Apologies for absence	Chair	
2.	(i) Approval of Minutes of the 13 th December meeting (attached to e-mail with this agenda and papers) (ii) Review of Action Log as of 7th January	Chair	Separate doc on e-mail 2 - 6
3.	Monthly Updates from TAT and Committee Members	Chair	7 – 11
4.	Update on Trustee and other volunteer recruitment, and signing of outstanding forms	All	n/a
5.	Purchases, Procurements & Contracts for information and, if required, approval	Secretary/Treasurer	n/a
6.	Other Committee Approval Required for matters not the subject of Non-Standing Items: Formal endorsement of “Financial Policy and Financial Policy – Delegated Decisions” (s.t. 8(ii) below)		Separate docs on e-mail
7.	Trustees Calendar Update	Secretary	12 – 13
Non-Standing Items for Discussion			
8.	Group Matters for Discussion/Approval: (i) TBCC back-rent (ii) Use of £100 grant for new groups starting up	Treasurer Group Coordinator	Separate doc on e-mail 14
9.	Proposed Agenda for Group Leaders Meeting 5 th February	Groups Coordinator	15
10.	Update of EDI & Accessibility Policy	Chair	16 - 23
11.	Committee Aims for 2024 (2)	Chair	n/a
	AOB	Chair	

Agenda Item 2(ii): Action Log as at 7th January 2023

Includes all actions arising from:

- The previous meeting and
- Those from the minutes of previous meetings which are still outstanding (unless they have been superseded by an action from a subsequent meeting).

Those actions completed or superseded since the previous meeting to be indicated with yellow shading

Comments *in italics* in the right-hand column indicate that the action is not yet fully completed and will be carried forward to the subsequent Action Log.

Meeting	Agenda Reference	Action	Progress/Comments
26th April	11. Contents of crates handed over by Janet Boniface	Sort and log the historic items and old u3a papers held by Janet Boniface	<i>Work in progress. Yielding some useful info.</i>
14th June	3. Comms Coordinator	Comms Coordinator to produce an Events Checklist - a list of actions which need to be carried out prior to monthly meetings, coffee mornings, and other events.	<i>In progress, with assistance from Secretary and Groups Coordinator (GC) and Assistant GC.</i>
	6. Outstanding Beacon Access Privileges and GDPR actions	General Management Items 4 & 6: Secretary to establish processes to ensure and demonstrate compliance	<i>In progress</i>
		Amend Beacon Roles as approved and communicate to all Beacon users once done so	All Committee and the Seasonal Outing & Speaker Organiser ones done. <i>Others still o/s</i>
12th July	2(ii) 2. O&A Phase 2.	To produce a checklist and guidance for organising O&A outdoor trips.	Phase 2 Leader sent draft version to members of the WG for approval on 25 th Sept (<i>a few sections still outstanding and Priority Seating on Coaches to be added</i>).
	1. Priority Seating on Coaches and at Friary Meetings	Access Coordinator to amend the proposal to take on board the Committee members' suggestions before sending to the leaders of the RUGS and/or the O&A Leaders to seek their views on the practical and best approach to implement this idea.	<i>To be trialled at the 12th January monthly meeting with view to being incorporated into the planned Events Guidance.</i>
11th Oct	9. Actions from 2 nd Oct Group Leader meeting	New Groups Coordinator (GC) to ask GLs their views on a new centralised phone number being used for phone Group enquiries (would need to purchase a new phone).	<i>GC to ask each GL in her forthcoming meetings whether they are happy to let their telephone numbers available on</i>

			<i>the web and in the Groups Information (currently all included) and to then decide whether a centralised Groups enquiry number is required.</i>
		Secretary to place the Draft GL Handbook on the web GLs page, with the newly approved Finance section and other existing sections, replacing the current Procedures & Reference Guide.	Secretary now sent version pre 13 th Dec to Groups Coordinator who will add sections detailed in 13 th Dec Actions 6(i) and 9 below.
8th Nov	3(v) Group Coordinator's Report	Treasurer to provide an article for the December newsletter on the O&A Group 8 programme.	<i>Deferred to the February newsletter</i>
		Short Mat Bowls: Groups Coordinator to arrange meeting with Group Leader and Treasurer to discuss how to resolve the financial position.	<i>Groups Coordinator sent e-mail on Dec 14th. No response. Further e-mail sent by Treasurer 3rd Jan.</i>
13th Dec	5. Purchases, Procurement and Contracts	1. Treasurer to amend both Financial Policy and Financial Policy – Delegated Decisions	Treasurer sent round amended versions on 30 th Dec. The Financial Policy to be formally endorsed under Agenda Item 6(i). <i>Delegated decisions may require amendment as a result of Agenda Item 8(ii).</i>
		2. Secretary to arrange first meeting in January of the new @Crawleyu3a e-mail domain Task Force (to include Secretary, Treasurer & Webmaster) and to ask Beacon Administrator if he wishes to participate.	Beacon Administrator keen to be a member and webmaster has commenced research. <i>Secretary to fix meeting shortly.</i>
	6(i) Updated version of the Finance section of the GLs' Handbook	Treasurer to update, and Groups Controller to replace, the current Finance section of the GLs' Handbook	
	8. Post AGM Actions	1. Secretary to ensure meeting rooms booked at St Pauls for all 2024 Committee meetings	Assistant Groups Coordinator confirmed on 19/12/23 that Room 2 booked every month to August 2024 inclusive. (St Pauls does not take bookings for Sept onwards until the start of August).

		2. Secretary to ensure the Members C also signs a Charity Commission Eligibility Form and that all Trustees give her a signed copy of the TAT Trustee Code of Conduct.	To be covered under Agenda Item 4
	9. Group Restricted Reserve Balances	Treasurer to both amend the Financial Policy and provide the Groups Coordinator with a shortened version of the report to go into the GL's Handbook.	
	10. Membership Renewal: Actions to improve process for 2024	1.1 Members C to complete documentation of renewal process	
		1.2 Secretary to ensure Renewal Clinic programmed into Trustees Calendar for end October	Now included in list of events requiring confirmation of dates
		1.3 Members Coordinator to initiate a working group to consider automation of the renewal procedure	
		1.4 Members Coordinators to discuss Membership card distribution with Group Leaders at their summer meeting (Groups C to ensure on Agenda)	
		1.5 Members Coordinator to amend Membership form.	
		1.6 Treasurer to combined and re-issue joint Membership and Gift Aid form for use with the website.	
		3. Members' Coordinator to define the agreed new support role for older members.	
	11. Christmas Party	The Communications C and Secretary to liaise with the Members' C to include her comments in the Events Guidance document.	
	12. Trustee Tasks List	1. Secretary to obtain confirmation from the Members' C, the Beacon Administrator, and the Web Administrator on their assigned tasks	Confirmation from Beacon Administrator received 15 th Dec and webmaster 31 st Dec
		2. The Chair to agree the Vice-Chair's tasks with him once the Committee Aims for 2024 are confirmed	
		3. The tasks assigned to the Events C to be checked against the draft	

		Events Guidance to ensure consistency	
		4. Secretary to disseminate the amended version to Trustees before Jan 10 th meeting.	
		5. Treasurer, Groups C and Secretary to meet to finalise Section 7 Contractual Relationships with 3 rd Parties	
	13. Committee Aims for 2024	1. Individual Trustees to submit comments and additional proposals to the Chair.	
		2. Chair (possibly with Vice-Chair) to arrange to talk individually to Trustees to confirm their goals and strategies for 2024	
	14. AOB: 1. Friary Cleaning Bill	1. Chair to check with the RUGS member in charge of refreshments that the kitchen had been left as it was found	<i>Done and outcome to be communicated later (JMcG 21/12/23)</i>
		4. Chair to meet with the Friary administrator (preferably before Friday 15 th Dec) to find out more then let the Treasurer know whether to pay the additional charge, as our normally termly payment to the Friary for all hires is due.	<i>Chair met briefly with Administrator w/c 18th Dec but will discuss matter properly at a later meeting probably on 12th Jan</i>
		5. The Communications Coordinator and Secretary to add something into Events Guidance on the need for an assigned person to check all Event venues are properly cleaned before locking up	
	14. AOB 3. TBCC Charges	Treasurer, supported by the Groups Coordinator, to undertake a group fee review with the Group Leaders for Bridge for Fun.	Bridge for Fun GLs to consult with their Group members on proposal to increase fee from £2 to £3 per session (see Treasurer's monthly update).
	14. AOB 4. Exploring Local History Group	Groups Coordinator (GC) to contact proposed new GL to advise 8 interested (have 9 as on 17 th Dec) members and ask if he is prepared to go ahead with less than his suggested minimum (12) as Committee given their agreement. Also to direct him to contact the Treasurer if he wants to use outside speakers.	GC confirmed with GL that he was happy with less than 12. He has booked the Museum and has given me permission to share his phone number with

			Treasurer (which has been done). We now have 14 interested in the Group. Assistant GC has advised all interested that the group is to start on 12 January.
	14. AOB 6 Social Event	Chair to canvass Trustees and Support Role Holders to determine a suitable date, time & location	

Agenda Item 3: Monthly Updates from the Third Age Trust and Committee Members

Action for the Committee: To note

Third Age Trust (TAT): National Level

Nothing to report apart from the communication sent to the Chair and Third Age Matters (TAM) contact copied under the [Members Coordinators](#) monthly update below.

West Sussex Network (WSN)

Next WSN Meeting on Zoom 10:00 12th January, to be attended by the Chair.

Chair (Jim McGough)

Inevitably, at this time of year, formal activity grinds almost to a halt and I have little to say, apart, of course, from conveying my thanks for your continuing good work and wishing everyone the prospect of a rewarding New Year. While random thoughts about u3a activity occasionally penetrate my lighter mood, often through u3a buzz on social media, my only practical effort has been to continue to ensure the maintenance of a stable and cordial relationship with the management of the Friary Hall. Their Secretary and I agreed to pursue this question after the holiday period, and I will report further when we meet.

Secretary (Margaret Lloyd)

Items not covered elsewhere include:

1. Meeting with the new Groups Coordinator to discuss aspects of her role;
2. Working with the Communications Coordinator on developing the Events Guidance (decided on this rather than checklist although it will still include checklists). I obtained some useful material from the RUGS administrator;
3. Continuing to update the Trustee Tasks list.

I am still waiting for confirmation from the TAT on approval for the change in clause 10 of the Constitution.

No significant **correspondence received**

Treasurer (Graham Friday)

1. Bridge Groups Fee review.

I met with John Wynter, Joe Lansdell and Colin Tennant on the 3rd January.

The first part of the meeting was focussed on a discussion about the back-dated room hire issue with Three Bridges Cricket Club (TBCC), this was concluded with an acknowledgement that there were several contributing factors to this issue and that this was now being dealt with by the Committee and was not something that the Groups need to focus on.

We then talked about 'Venues'. I pointed out that with the increase in the hour rate being charged by TBCC, meant that they were now comparable, or more expensive than other venues such as Community Centres and St Pauls, but after a positive discussion it was concluded that TBCC provide the accommodation that best suits the needs of the Group, in both facilities and location.

We then moved onto 'Attendance'. Though both Groups have group sizes of 28 & 22 on Beacon, the average attendances for the first term was 14 & 15, but had ranged between 10 and 21 at specific sessions. The average age of the Group was also at a level where the level of natural loss in membership was a potential sufficient issue. It was acknowledged by the Leaders that this level of attendance is probably just sufficient to cover the Groups costs, but not sustainable going forward. An increase in attendance would provide a buffer against potential further cost increases from TBCC. The Leaders offered to work with the Communication Coordinator to implement a publicity campaign to try and increase Group numbers, this

would include a specific offering focussed on attracting new beginners to learn Bridge. With an overall aim of trying to get average attendance numbers up to 20 per group.

We then moved onto 'Fee' levels. We started off by acknowledging that the only costs that the Groups claim for is the room hire, other costs are absorbed within the Group. It was acknowledged that the Fee needed to go up to cover the increase in the hire charge from TBCC (£10 to £15 per hours, on session cost of £30 to £45), it was concluded that the attendance fee would need to go up from £2 to £3.

Agreed Actions

- Group Leaders would consult with their group membership and seek to implement an increase from £2 to £3 from the week commencing 15/1/24.
- Communication Coordinators to contact the Group Leaders and work up a publicity campaign, starting with an article in the February newsletter, with the objective of getting the average attendance figure up towards 20 per session.

Note to Committee: This will mean we will have to fund any shortfall up to 15th January from our unallocated retained reserve balance, this include any back dated charges to TBCC, being discussed under the separate item on the agenda ([Agenda Item 8](#)).

2. Investments

The outcome of my recent request to other u3a Treasurers, via the National Treasurer, to find out where they invested their surplus cash, was not very forthcoming with only 4 responses being received.

These consisted of:

Whitby Whales – who invest with Epworth

Guildford & Shrewsbury both who invest with United Trust Bank.

Stanmore – who invest with CCLA.

I will now be investing these institutions further and reporting back at a later date. For now, my views is to continue to invest our surplus cash in fixed term deposits with our bankers Lloyds.

Communications Coordinator (Sue Parker)

- 1) The **January newsletter** was emailed to members on Tuesday 4th January. The postal copies were dispatched on the same day. Work has begun on the February newsletter.
- 2) **Newsletter distribution list.** in January, of the 616 members on Beacon on 1st Jan, 576 received an electronic copy of the newsletter, 17 copies were posted and 23 were hand delivered by volunteers. It should be noted that these figures will vary slightly from month to month as I print and hand over copies to some of those who hand distribute (others print them at home) and if they are away then I will need to post the newsletter.
- 3) **Website.** I have set up new web pages for the Afternoon Exercise Group, Exploring Local History Group, the Live Music Group and the Bus/Strollers Group.

Groups Coordinator (Janet Newson)

During December and January there has been quite a few things happening:

1. Assistant Groups Coordinator

Regular correspondence and meetings occur between the AGC and me. The AGC will be on holiday between the 6th & 13th January. We have informed St Paul's of this and the Administrator at that site will contact myself in Peter's absence should there be any issues arise. All GLs have my contact details should they be needed.

2. **Groups Directory**

Updated and finalised January edition. This has been sent out to the relevant parties.

There are 4 new groups added: Live Music; Exploring Local History; Afternoon Exercise; Strollers

All new groups have been built on Beacon and at the same time, I have been in contact with the Communications Coordinator to advise where new group web pages were needed and also where advertising has been required.

Added to the Groups Directory is a new tab for **O&A Groups Trips**. I have added trips that occurred pre-2023 (circulated to O&A leaders last July). In December, O&A Group Leaders were asked for their trips for 2023 - waiting for one group leader to submit their list. When all submissions have been received, an updated list will be sent to the O&A Group Leaders.

A further tab is to be added: **Administrators involved in running a Group**

There have been a few new groups set up where the person running the group does not want to hold the title 'Group Leader'. That person considers themselves more a 'point of contact' for the group as they don't meet on a given date – more of an ad-hoc arrangement. This prompted me to consider whether Beacon could accommodate a broader name-based leader. Unfortunately, it can't. We are therefore left with the title Group Leader on Beacon. A new tab will be created in the Groups Directory workbook that lists all members in a group who are involved in its' running and what their role is (e.g. deputy, joint GL, treasurer, contact point, etc). This can be used when sending out any correspondence. When It is completed, if anyone needs to see this, please let me know.

3. **Topical Discussion 1**

There is an amendment to the Groups Directory & web page regarding Topical Discussion 1 as the Group Leader has stepped away due to ill health. Her group members are in the process of discussing amongst themselves how they will take the group forward. The good news is that it will be continuing. I am meeting with the group at their first meeting in the new year to help them plan the division of tasks. For the moment, Peter Beckley's email and contact telephone number has been substituted on the Group Information for Members page and on the website. Once new arrangements are in place, further amendments will be made.

4. **Group Leaders Handbook**

This is in the early stages of preparation. Suggested items for inclusion are welcomed. It is growing by the day, and when a little more work has been done, I hope that I may have an early draft of the document (or at least the Content list) to put to you and to the Group Leaders. Any update on progress will be given at the Group Leaders meeting.

5. **Visits to Groups**

Now the holidays are over, as was my plan when I first took on Groups Coordinator, I will be meeting with each Group Leader. The first of these will be week of 8 January 2024.

6. **Venue & Accessibility Guide**

An updated version has been created to include the new group meeting venue of Crawley Museum. A copy has been sent to the Comms Coordinator for publication on u3a website.

7. **EDI & Accessibility Policy**

I have been working with Margaret to complete the accessibility elements that affect the Groups Coordinator and the Groups. A final version was submitted to the Chair on 1 Jan 2024.

8. **Group Leaders Meeting – 5 February 2024**

Items for the Agenda are required (it is on the agenda for the Committee Meeting 10 January). I have sent you all an email requesting your contributions. Please submit as soon as possible.

9. **Taster Sessions**

There have been a couple of enquiries (one from the Group Leader and one from an interested

member) to whether there were to be a taster session for the new Exploring Local History group. This, together with me looking at the topic for inclusion to the Group Leaders Handbook, prompted a whole raft of questions. I have submitted to you a proposal that requires your responses by 19 January. The aim is to get a new Taster Session Policy ratified, with clear guidelines for all.

Beacon Training on Zoom

I attended (via Zoom), a further session for Groups Coordinators on the 12 December. This was a Q&A session in break out rooms and, in my opinion, was very useful. The person leading the talk was informative and had a more experienced person as a 'second'. There was lots of input from the attendees, and answers were forthcoming – even researched on the spot as was the case when I enquired how we could copy data from Beacon if it couldn't be extracted. A simple solution, which benefitted both Margaret and me immediately.

10. Short Mat Bowls

As was discussed at the last Committee meeting, I wrote to the Group Leader requesting that he suggested dates for myself and the Treasurer to meet with him. Unfortunately, there has been no reply from the GL. The Treasurer and I have discussed this, informing the Chair & Secretary, and the Treasurer is now to attempt to contact the Group Leader for Short Mat Bowls.

As an addendum to this topic, the Group Leader wrote to the Asst Groups Coordinator on 2nd January 2024, submitting the session dates for the forthcoming term. No changes seem apparent – Mondays and Wednesday are still proposed. Group fees are proposed at £3.00 per session.

Janet Newson - Groups Coordinator - 5 January 2024

Members Coordinator (Jacqui Mercer) [composed by Secretary]

1. Data Transfer for TAM

This was received on 5th December:

Important Message on TAM data submissions To Chairs and TAM Contacts

Dear xxx,

We have been advised today that the company who handle the data transfer portal for the Third Age Matters Magazine has gone into liquidation.

In accordance with our data transfer TAM portal privacy policy which allows us to hold data for 90 days - we will use submitted data for November to dispatch your TAM magazines as the January submission window for the magazine.

We will therefore close the current TAM submission window. We have let your u3a's named TAM contact know by separate email this information.

In the meantime we will source a solution for collecting data for future editions of the magazine. If you have any questions about refunds or extra payments owing please contact tam.support@u3a.org.uk.

Please note that for any u3a who may miss out on receiving extra copies you would have ordered in this submission, we are happy to send a courtesy number of magazines to the main contact for your u3a directly. Please let us know if you would have received extra copies for February and would like a courtesy supply.

Thank you for your understanding and patience with this slight change in our normal procedure. We will keep you and your TAM contact informed of any changes moving forward.

Best wishes, Sam Mauger
CEO of the Third Age Trust

2. Update on Membership Numbers

Number of members as at 2/12/23 (as reported in the 2023/24 Membership Renewal Report presented to the Committee on 13th Dec Committee meeting) 600

Current membership 05/01/24 605

Not sure how the change of +5 is broken down between new members, members treated as lapsed in the 23/24 Renewal Report but now renewed, and members deceased or resigned.

Agenda Item 7: Trustee Calendar Update

Action for Committee: As in green below

See spreadsheet sent out 7th Jan

1. Fixing Dates of Events for 2024

(a) Annual Fees Meeting & Group Leaders meetings for Summer & Autumn terms.

The Treasurer needs to plan out his financial timetable before these dates can be confirmed. He hopes to be able to do that within the next two weeks or so, and then I will seek agreement to the proposed dates by e-mail.

(b) Coffee Mornings

Spring: Fixed for **Tuesday 20th Feb** Friary Event time 11:00 – 12:30 Booking time 10:30 – 13:00

Summer: Need to wait until we have the Annual Fees meeting fixed to avoid it being too near that (s.

Autumn: Two options:

- **Fri 25th Oct** (the 4th & last Friday in the month so clashes only with Storytelling 2)
or
- **Wed 20th Nov** (a 3rd Wed, clashes only with Art Appreciation 3)

The former is the last weekday before half-term starts.

The latter is fairly late on in the term but might be preferred if we are offering to host Christmas type stalls such as the one Monique ran last time.

1st choice timing: Event time 10:30 – 12:00 Booking time 10:00 – 12:30 – but sometimes – as for 20th Feb the Friary has an earlier booking)

Which of the two options does the Committee prefer (assuming both available)?

(c) RUGS Party

The RUGS Administrator has agreed to **Fri 22nd Nov** (a 4th Friday in a month with 5 Fridays so no Groups), assuming availability. We will try to book the smaller room at Holy Trinity this time. Event time 14:30 – 16:00. Booking time 14:00 – 16:30.

Does the Committee agree to this date (assuming RUGS are happy with it)?

2. Future Committee Meeting Topics

No change from last month

February 14th

End Autumn Term 2023/24 YTD Financials	Treasurer
Data/Statistics for Annual Report	Secretary
Complaints Policy update (to incorporate spoken complaints)	Chair
GLs 5th Feb meeting: Minutes & Actions	Groups C
O&A Phase II Working Group report	Groups C

13th March

Risk Management/Contingency Planning	Chair
Communications Strategy update	Communications C

3. Events and Meetings taking place before next Committee Meeting 14th February

Friday 12th January Friary Monthly Talk Sarah Slater on Royal Jubilees

Priority seating is to be trialled

Is the Chair able to attend?

Monday 5th February Group Leaders' Meeting See Agenda Item 9 for proposed agenda

Friday 9th February Friary Monthly Talk Tony Harris as Henry VIII

Is the Chair able to attend?

4. Trustees' Holidays

Agenda Item 8: Group Matters for Discussion/Approval

Action for Committee: As in green below

(i) Three Bridges Cricket Club (TBCC) Back Rent

See copy of e-mail correspondence attached to e-mail with agenda and papers

Action: Committee to decide how much, if any, of the contested back rent should be paid

(ii) Use of £100 setting up grant

From e-mail from Groups' Coordinator to Trustees 6th Jan (also see e-mails attached to this e-mail to see whole context)

"Following your reply to me Jim (for those not copied in originally please see the context in emails below), I now have concerns that the agreement we reached (Committee Meeting of 13 December 2023) regarding Restricted Reserves did not specify any caveats as to the use of the £100.00 Grant for new groups starting up. If the Restricted Reserves information is to be advised to Group Leaders at their next meeting on 5 February (which I believe is the plan) then I envisage that there will be questions asked as to its' use. I would not want Graham to suddenly face a whole range of challenges regarding the use of the Grant. It is with that in mind that I think that the Grant usage should be included for discussion at our Committee Meeting next week (10 January 2024) if there are to be caveats imposed so that we can thrash this out and get a full definition of what the Grant can be used for."

Start-up Grants [from Finance Policy Delegated Decision Schedule Delegated sent to Trustees by Treasurer 30th Dec 2023]

A new group will be allocated a grant of £100 to cover initial start-up costs. This could include:

- room hire for initial meetings,
- purchases of small equipment to get the group operational, or
- cover income shortfalls due to low attendance numbers until the group have got themselves established.

The Treasurer will provisionally allocate the grant to the group once it has received the go ahead from the Committee. After the Group's first year of operation the Treasurer and Group Leader will review and agree the actual amount to be allocated. If the costs exceed £100, then the Group Leader will have to take the excess into account when setting their Group's ongoing fee level. If the costs are less than £100 then the unused amount will be returned to the Restricted Fund.

Action: Committee to decide what, if any, caveats should be imposed on the usage of this £100

Agenda Item 9: Proposed Agenda for Group Leaders' Meeting 5th February

Action for Committee: To approve

Draft Agenda for Group Leaders Meeting at 2.00 p.m. on Monday 5th Feb 2024 at The Friary

Item	Description	Who	Page
1.	Welcome Introduction of new Committee Members Apologies received	Chair (Jim McGough)	
2.	Update from the Treasurer: a) Term 1 Budget Monitoring Report b) Retained Reserve Allocation Policy c) 2024/2025 Fee Setting Arrangement	Treasurer (Graham Friday)	
3.	Update from the Groups Coordinator: a) Group Leaders Handbook/Reference Guide b) Visting Groups	Groups Coordinator (Janet Newson)	
4.	Secretary Update: Quick coverage of any topical matters	Secretary (Margaret Lloyd)	
4.	<i>Other topics requested by Group Leaders</i>	Group Leaders	
5.	Equipment store: what's available for GLs to use	Treasurer	
	Tea Break - Refreshments will be served		
6.	AOB		
7.	When to hold next GL's meeting & timing of next meeting	Groups Coordinator	
8.	Close of Meeting	Groups Coordinator	

Agenda Item 10: New Equality, Diversity, Inclusion (EDI) and Accessibility Policy

Action for Committee: To agree decisions below

Context

The Equality, Diversity & Inclusion (EDI) policy was first adopted by Crawley u3a at the 22nd November 2022 Committee Meeting. This was identical to the template then provided by the Third Age Trust (TAT) though the Committee was not clear how diversity could be monitored, given the limits to collecting and analysing membership data arising from GDPR legislation and the Beacon system. Despite requests, the TAT has not provided any clarity on this matter.

An interim Accessibility policy was also adopted at the 22nd November 2022 meeting. Again, this was identical to the TAT template policy, except that the term Access Co-ordinator was substituted for Accessibility Officer and it was made clear that this was a Trustee role.

The intention was that the new Access Coordinator Trustee, a new Trustee role starting in late 2022, would review the Accessibility Policy as part of her role and propose amendments to it once she had reviewed the potential for change. An amended Accessibility Policy was approved by the Trustees at the 8th March Committee meeting; the only change to the interim November 2022 version being some modification in the language used under "Aims of the Policy" to make it clear that the policy would be reviewed and amended over time.

Cessation of Access Coordinator Role

At its extra Committee Meeting on 4th October 2023 the Committee approved the recommendations of the Accessibility Survey Report, composed by the Access Coordinator, that the Access-Coordinator role should cease to be a full Trustee role after the 10th November 2023 AGM.

This meant an update of the Accessibility Policy was necessary, along with those parts of the EDI policy referring to the Access Coordinator. It was felt that, as the main changes required were around which Trustee role was responsible for which aspect of Accessibility, updating was best left until the work on the Trustee Tasks List was substantially completed. It was also believed that it would be more efficient to combine both policies, as there is significant overlap between them.

Proposed New Equality, Diversity, Inclusion & Accessibility Policy

This is shown in Annex 1. Annexes 2 and 3 [sent out separately, not included here] show the previous versions of the individual Equality, Diversity & Inclusion and Accessibility Policies respectively approved by the Committee. The approach taken in developing the revised policy has been to move text from the former Accessibility Policy into the former EDI policy.

Decisions for the Committee:

1. The **Groups Coordinator** is designated as the contact for all accessibility issues in relation to Groups and the venues in which they meet. But given the workload of the Groups Coordinator should the new **Support Role for Older** (better termed Senior?) **Members** should take responsibility for dealing with queries from members on access to the all-member events, such as the monthly Friary Hall meetings, Coffee mornings, and the Christmas Party?
2. Does the Committee approve this new policy?

Future Actions

1. Chair to raise how we might review the diversity of the membership on an ongoing basis at his forthcoming TAT EDI Workshop on 20th Feb 2024
2. At his forthcoming meeting with the Friary Administrator on the Christmas party cleaning bill, Chair to raise the issue of accessible parking at the Friary (number of accessible parking places available, how to ensure Blue Badge holders get priority and are aware of the barrier code etc)
3. Assuming agreement to Decision 1 above Members Coordinator to incorporate this responsibility into the role description for the new **Support Role for Older Members** and to inform the prospective role holder of this task.
4. Groups Coordinator to update entry for Friary in the [Venue Location & Accessibility Guide](#) as required to reflect the outcomes of Decision 2 and Action 2 above.

Annex 1: Equality, Diversity, Inclusion (EDI) and Accessibility Policy

The EDI policy approved January 2023 and the Accessibility Policy approved March 2023 are shown below with proposed changes highlighted as follows:

~~Deletions~~ & additions in purple: Changes proposed by Groups Coordinator (ex-Access Coordinator) to reflect changes arising from her Accessibility Survey Report.

~~Deletions~~ & additions in green: Changes to previous EDI policy made by Secretary from incorporating former Accessibility policy.

Explanatory comments to be removed for final version in red italics

Trustee Responsible for Policy: Chair *Intention to include this on all Policies from now on: Chair*

Any questions on this policy, and suggestions for amendment, should be addressed to the Chair (contactable via the Contact page of the website).

Statement

Crawley u3a is a learning co-operative and membership charity which enables members in their third age to share educational, creative and leisure activities. Members of each u3a draw upon their knowledge, skills, and experience to teach and learn from each other (peer to peer learning).

Crawley u3a recognises that some people are particularly likely to experience discrimination and harassment and are committed to making sure that the u3a is as inclusive and welcoming as possible. ~~It is also committed to ensuring that the u3a is as inclusive and accessible as possible for those in their third age who meet the criteria for membership~~

Aims of the Policy

This policy has been drawn up to comply with the Equality Act 2010. The Act stipulates that organisations cannot treat someone unfairly based on what it calls 'protected characteristics', which are:

- ethnic origin, nationality (or statelessness) or race
- age

- disability
- religion or belief (including the absence of belief)
- marital or civil partnership status
- sexual orientation
- pregnancy
- gender reassignment
- ~~political belief~~ Removed *by TAT June 2023 as only a protected characteristic in Northern Ireland*
- sex *Input by TAT Nov 2023 – previously omitted in error*

Crawley u3a will strive to ensure that members do not experience discrimination based on their protected characteristics. This will include ensuring equal access to groups and behaviour between members and Crawley u3a Trustees and Group Leaders. The Equality Act highlights that organisations need to consider what ‘**reasonable adjustments**’ can be made to accommodate those who may have particular needs, including those with disabilities and/or health related needs, to avoid discriminating directly or indirectly against such members.

The policy will act as a reference point for Committee Members, Group Leaders and individual members in terms of the steps Crawley u3a will take both in assessing members' needs and in describing the steps the committee is taking to address those needs, to the extent which is reasonable, in light of Crawley u3a's resources and dependence upon meeting venues provided by third parties. It will be reviewed and amended over time as our experience in dealing with these matters develops, and in line with any additional resources gained.

Crawley u3a will seek additional advice and support from the Third Age Trust's Regional Trustee, National Office, the national website, and external specialist organisations as required. [*Previously point 11 under practical approaches to improving access*]

~~Where necessary, the Committee will seek guidance and additional support from the National Office.~~

Practical approaches to inclusion generally

Crawley u3a will make sure all new members are aware of our policies and procedures in relation to equality, diversity and inclusion and accessibility as well as the [Member Code of Conduct](#). Crawley u3a will make reasonable adjustments and take practical steps to ensure a wide range of people can participate in our activities and meetings. This may include:

- **Consideration given to the time of day of meetings and their location.**
- **Consideration of venues for meetings including:**
 - Accessible to wheelchair users
 - Access to PA system and a hearing loop
 - Parking and disabled parking available
 - Disabled toilet facilities available

The Groups Coordinator maintains a [Venue Location & Accessibility Guide](#) accessible on the web to anybody responsible for making decisions on venues.

- **Publicity:**
 - The Communications Coordinator will use a variety of methods and platforms to communicate externally and raise the profile of the u3a.
 - Make communications available to those who don't have access to the internet
 - Use a range of images that reflect the local community

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- **Accessibility to IT**
 - Where members do have access to the Internet they will be expected, for resource reasons, to receive all u3a communications, including the monthly Newsletter, via the Internet.
 - Those who do not have access to the Internet will receive paper copies of the Newsletter, and other essential documents such as the notification of the AGM, by post or hand delivery.
 - Some Group Leaders use WhatsApp to communicate with the Group Members, as this is the best means of transmitting information quickly. However, we cannot make use of WhatsApp, or any other IT application, a condition of membership of a Group since that would discriminate against those who do not use mobile phones or any other form of IT. Group Leaders should try where possible to use other methods, such as land-line phone calls or a third party, to convey information to those members without IT access. But such members will need to appreciate there may be circumstances (e.g. cancellation of a planned walk at the last moment) where lack of access to mobile communication will place them at a disadvantage.
- **Recruiting new members:**
 - Doing outreach sessions and contacting agencies working with community groups who may be harder to reach
 - Encouraging members who are representative of the groups who are underrepresented within the u3a i.e. men or younger members to assist with the recruitment process
 - Managing growth so that we ensure that new members can be accommodated
- **Monitoring:**
 - The Membership team will monitor member numbers i.e., the numbers of members who join, re-join, and leave each year, in order to identify any trends in membership [covered by Trustee Task 11(10) and also to be reflected in new Data/Statistics for Annual Report]
 - Crawley u3a committee will review the diversity of the membership on an ongoing basis and will seek to ensure that the u3a remains attractive and accessible to all *Chair to raise how we might do this at his forthcoming TAT EDI Workshop on 20th Feb*
- **Tasks and Roles:**
 - Ensure a range of people get their voices heard by encouraging more members to take on roles such as leading groups.
 - The Chair has a specific responsibility to make examine ways in which Crawley u3a's membership can be made more reflective of Crawley's population.
 - ~~u3a has appointed an Accessibility Coordinator whose role it is to ensure that both new and existing members can access the members meetings and groups that they would like to join and consider what reasonable adjustments may be needed to ensure this.~~ *Covered in section immediately below*
 - ~~The Access Coordinator will ensure that new Group Leaders are made aware of issues in relation to accessibility and what steps they may need to take in meeting access requirements. Each group will be reviewed on an individual basis as certain groups may require a certain level of fitness or mobility and members need to be made aware of this in advance.~~ *Covered in section immediately below*
 - Crawley u3a will include sections on EDI and Accessibility ~~offer~~ in the Handbooks and Induction and training around equality, diversity and inclusion to for both Trustees and Group Leaders on an ongoing basis.

Practical approaches to inclusion for members with disabilities and health needs [from former Accessibility Policy unless indicated otherwise]

In ensuring equality of access Crawley u3a will take the following steps:

1. The [New Support Role for Older (Senior?) Members] will have responsibility for dealing with queries from members on access to events for all members, including the monthly Friary Hall meetings, and the Christmas Party.
2. The Groups Coordinator will have responsibility for liaising with Group Leaders on an ongoing basis to look at ways in which groups are accessible and ensure that the Group Leaders are made aware of, and have access to, this Policy.
5. General meetings will, as far as possible, be held at a well-lit, fully wheelchair accessible venue, spacious enough to cope with wheelchairs and mobility scooters, and with wheelchair accessible toilet.
6. At the monthly members' meetings, appropriate seating will be reserved for those members with hearing impairment and/or sight loss when this is known to the organisers ahead of the scheduled Meeting.
7. Access to venues used by groups will be reviewed regularly by the ~~Committee~~ Groups Coordinator with a view to considering any additional adjustments that may need to be made. The Groups Coordinator will also ~~and Crawley u3a will maintain a database of venues and the facilities offered by each venue to accommodate diverse needs, to~~ ensure that an up-to-date version of the Venue Location & Accessibility Guide is available on the Crawley u3a website.
8. Where possible, the Group Leaders (in consultation with the Groups Coordinator) will review what steps they may need to take to meet access requirements for their group. Each group will be reviewed on an individual basis as some group activities may require a certain level of fitness or mobility.
9. Group Leaders running groups that require a certain level of fitness and/or mobility will be asked to provide this information to members in advance so that members can decide as to whether the group is suitable for them.
10. Group Leaders will liaise with the ~~Access~~ Groups Coordinator where there are concerns about an individual's ability to participate.
11. Crawley u3a has a duty of care to all members, and this may mean that difficult decisions have to be taken in assessing an individual's ability to participate either in the u3a as a whole or within individual activities. These decisions will always be taken through discussion with the individual member and his or her carer if applicable to ensure that a fair and considered decision is taken. This may include developing a risk assessment with the individual regarding their ability to participate.
12. The Crawley u3a Chair or Vice Chair will try to ensure where possible that there are a range of groups available that will provide access to members so that members do not feel excluded from too many interest/activity groups.
13. Crawley u3a will encourage support members who may require carers to accompany them to U3A activities, as needed, with no additional cost for the carer. The carer will fall under U3A liability insurance unless they are a professional carer, in which case the individual will be covered by their employer's insurance cover.
14. Crawley u3a will seek additional advice and support from the Third Age Trust's Regional Trustee, National Office, the national website, and external specialist organisations as required.

- ~~15. An Access Coordinator will be identified from amongst the membership. This will be a committee member role.~~
- ~~16. The Access Coordinator will contact members who indicate that they have a disability or health related issue that may need additional support and/or adjustment and discuss with them what needs they have and how these could be met—as appropriate.~~
- ~~17. If speakers are giving visual presentations, this fact will be made known to members who it might adversely affect ahead of the scheduled meeting in order that the member can decide for themselves whether to attend.~~
- ~~18. The Access Coordinator will develop for Committee members and Group Leaders an induction and/or training designed to support them in having an awareness of, and facilitating access.~~
19. Crawley u3a will seek additional advice and support from the Third Age Trust's Regional Trustee, National Office, the national website, and external specialist organisations as required [*now moved to Aims of the Policy*]

Code of Conduct

Crawley u3a has a [Member Code of Conduct](#), accessible on the Members page of the Crawley u3a website. The code of conduct outlines that members should abide by the u3a's policies and procedures as well as treating each other with dignity and respect. This would include not acting in a way that would be deemed discriminatory or offensive.

Dealing with discrimination and harassment

Where Crawley u3a Committee become aware of any discriminatory practice or harassment, the committee will seek to address this through consultation with all parties concerned and, where necessary, through invoking formal procedures.

If any member of Crawley u3a feels they have experienced or witnessed discriminatory behaviour or harassment, this should be reported with some immediacy to the Committee.

Definitions

Equality is about ensuring that every individual has an equal opportunity to make the most of their lives and talents and believing that no one should have poorer life chances because of where, when or whom they were born, or because of other characteristics. Promoting equality is about behaving in a way that tackles inequalities, aiming to ensure that all members are treated fairly, and do not experience discrimination.

Promoting diversity is about recognising that everyone is different and creating an environment that values members and ensuring that the u3a Movement is as accessible as possible to different groups within the community.

Inclusion is about positively striving to meet the needs of different people and taking practical steps to ensure members feel respected.

Direct Discrimination is when a person is treated less favourably because of their ethnic origin, nationality (or statelessness) or race, age, disability, religion or belief (including the absence of belief), marital or civil partnership status, sexual orientation, pregnancy, gender reassignment, political belief.

Indirect Discrimination occurs when a condition or requirement is applied equally to all groups of people but has a disproportionately adverse effect on one particular group.

Harassment is unwanted conduct related to 'protected characteristics' that has the purpose or effect of violating a member's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment is also unwanted conduct of a sexual nature which has that same purpose or effect.

Victimisation occurs when a member is treated less favourably than others in the same circumstances because he or she has made a complaint or an allegation of discrimination, harassment or bullying or given information regarding such a complaint or allegation.

VERSION CONTROL

EDI Policy version	Description of changes	Date
TAT template Oct 2021	None	22 nd Nov 2022
1.0	Very minor changes made to reflect the fact that Crawley had appointed an Accessibility Coordinator, rather than an Accessibility Officer and to substitute individual Trustee roles for Crawley u3a under “Practical approached to inclusion”.	11 th Jan 2023
Accessibility Policy Version	Description of changes	Date
TAT template Nov 2021	Accessibility Policy or u3as in England, Scotland & Wales	29/11/2022
1.0	Draft Policy for Crawley u3a – Access Coordinator (Janet Newson)	09/02/2023
1.1	Draft Policy following consultation between Secretary (Margaret Lloyd) & Access Coordinator (Janet Newson)	16/02/2023
2.0	Final Version	24/02/2023
2.1	Amended following Graham Friday (Treasurer) recommendations	28/02/2023
2.2	Amended by Margaret Lloyd (Secretary)	02/03/2023
3.0	Amended by Janet Newson (Access Coordinator) following Approval of Policy at Committee Meeting 08/03/2023	18/03/2023
EDI ad Accessibility Policy	Description of changes	Date
1.0	Initial version of new policy reflecting: 1. Changes proposed by Groups Coordinator (ex- Access Coordinator) to reflect changes arising from her Accessibility Survey Report. 2. Changes proposed by Secretary 3. Incorporation of Accessibility policy. Into the EDI policy.	30/12/23