List of Crawley u3a Policies & Documents 7th October 2023

Key	Crawley version not yet in existence	Requires an update
	In progress	Up to date

No	Policy & Webpage	When approved by the Committee	Trustee Responsible	Notes and Outstanding Actions
(A)	**Legally Required for Charities**			
1	Constitution (2022 version) Documents	Approved at Crawley u3a at AGM on 11/11/22. Obtained TAT approval for the change on 23/02/23.	Secretary	Clause 10 to be amended at the 2023 AGM to exclude the approval of group fees from the annual fees meeting
2	Data Protection Policy Protecting our Members		Secretary	Actions to ensure compliance still outstanding on latest Action Log
3	Privacy Policy Protecting our Members	April 2nd 2023		
4	Legitimate Interest Assessments for: • Membership • Emergency Contacts			
5	Copyright and Licenses FAQs Group Leaders	May 10th 2023	Secretary	None
6	Safeguarding Policy Protecting our Members	July 12th, following TAT revised model issued May 2023. Policy requires annual review	Chair	None.
(B)	**Other Policies to protect our members and strongly recommended by the Third Age Trust**			
1	Equality, Diversity & Inclusion (EDI) Protecting our Members	January 11th 2023	Chair	Need to incorporate into New Members material (see D(3)). Also to amend Access Coordinator.
2	Accessibility Policy Protecting our Members	March 8th 2023	Access Coordinator	To be reviewed at Nov 23 meeting to reflect no longer have Access Coordinator role wef Nov 2023 and work done over summer (including priority seating guide)
3	Disciplinary Policy Protecting our Members	Dec 15th 2022	Secretary	

4	Complaints Procedure Protecting our Members	Dec 15th 2022	Secretary	Not strictly a policy, but referred to by other policies
5	Health & Safety Policy	n/a – none previously Sample issued by TAT 16th June 2023	Secretary	To be adapted for Crawley, once it is decided which Trustee to be responsible post AGM 2023.

No	Policy & Webpage	When approved by the Committee	Trustee	Notes and Outstanding Actions
(C)	Policies, Procedures & Guidelines required to operate Crawley u3a (GLs & Trustees)			
1	Group Leaders Handbook (extended Procedures & Reference Guide for GLs) Group Leaders	P&R Guide last approved September 2022. Updated Finance section covered at GLs 2nd Oct 2023.	Groups Coord with others	See papers and minutes from GLs meeting 2nd October.
2	Financial Policy Group Leaders	May 10th 2023	Treasurer	Text on amended group fee setting regime currently being approved.
3	Financial Policy: Delegated Decisions Group Leaders	August 9th 2023	Treasurer	
4	Communications Strategy Documents	November 2022	Comms Coordinator	**Note 1** To be reviewed early 2024
5	Trustees Handbook and Induction Checklist For Trustees	December 2022	Secretary	See **Note 2**. Update in progress
6	Role Profiles For Trustees		All Officers	To be completed after AGM 2023
7	Trustees Tasks		Secretary	
8	Insurance Guidance (and latest Insurance Liability Certificate) Documents / Group Leaders	November 2022 Checked Jan 2023 to ensure no changes for 2023	Secretary	
9	Committee Procedures	n/a – none previously	Secretary	**Note 3.** 1st draft to be considered Oct 23 meeting.
10	Risk Management (sample released by TAT March 2023)	n/a – none previously	Chair?	To be reviewed in a future meeting tbc using the TAT Contingency Planning template
12	Pre-Event Checklist (subsequent to May 30th coffee morning)	n/a – none previously	Events Coordinator)	Started

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(D)	**Documents for Members**			
1	2023/24 New Members Application and Renewal forms Members	Amendments to be considered on 14th June	Secretary/Members Coordinator	None
2	2023/24 Membership Fee Payment Options Members	Early September 2023	Treasurer	None
3	Members Handbook Members		Members Coord	**Note 6** Members and Comms Coordinator to liaise on how this information might be provided to new members more efficiently
4	Groups Directory		Secretary	New spreadsheet format in progress. Personal contact details can be covered up for dissemination to members and prospective members.
5	Venue Location & Accessibility Groups sub-page	5th Oct 2023 (to include Ifield Scouts Hut)	Access Coordinator	Need to add the 2nd Ifield Scout Group premises The Acorn, Friston Walk, Ifield, Crawley RH10 0AH
6	Covid-19 Guidance (exactly as TAT template) Documents	No approval. No changes made to TAT guidance.	Secretary	

Note 1 Communications Strategy

Need to incorporate:

- Charity Commission policy on social media (includes useful checklist): https://www.gov.uk/government/publications/charities-and-social-media
- Copyright
- Facebook administrator role and tasks
- GDPR implications
- Administration and update of website
- Reporting website hits

Note 2 Trustees Handbook & Induction Checklist

New items to be included:

- GDPR responsibilities around handling data, including Beacon
- Beacon

Note 3 Committee Procedures

To include:

- Committee meetings – how often, agenda, papers, minutes, action follow up etc
- Annual calendar of events, delegation to Events sub-committee
- Decisions & commitments requiring Committee approval – financial, events, new Groups
- Procedures around use of Beacon and Committee Approval of Roles and Access Privileges
- Processes to follow post AGM around new Trustees and Induction (Committee change checklist)
- Keeping language simple and easily understood (see 14/08/23 e-mail "Response on Janet's comments" for more)
- E-mail etiquette

Note 6 Members Handbook

To include:

- Safeguarding
- EDI
- GDPR
- Members Code of Conduct
- Advice on meeting members' access needs

Annex 1: Third Age Trust Policies & Code of Conducts

	Documents & Policies Fixed by the u3a Third Age Trust (the Trust) with no scope to amend Updates and dissemination only required when TAT makes changes. Webpage		
	Title (& where located on Crawley u3a web)	**Crawley u3a update**	**Notes**
	For all U3a Members (made available to all new members) In New Members Welcome document on New Members		
1	Motto, Vision, Mission & Principles	Nov 2022 (to reflect branding changes)	
2	Member Code of Conduct		
	For all u3a Trustees (Committee Members) Combined as Essential Documents for Trustees on For Trustees		
(A)	Trustee Responsibilities	Nov 2022 (to reflect branding changes)	
(B)	Trustee Code of Conduct		
(C)	Terms of Membership of the u3a Trust		