

COMMITTEE ACCESSIBILITY POLICY

The Committee of Great Glen Oadby & Wigston u3a strives to be open and accountable in undertaking its responsibilities. To this end minutes are produced for all meetings. Once approved, the minutes are published on the website. On the rare occasions when an item of business is deemed confidential, for example when the personal circumstances or conduct of a member have been considered and need to be recorded, a confidential minute is retained by the Chairman only for up to three years.

The Committee holds an Annual General Meeting for which the Annual Report and Accounts are produced and distributed in advance, so that members are provided with a summary of key developments during the preceding year and have a basis for questioning the Committee about its decisions and performance. The Annual Accounts are subject to independent scrutiny.

The Committee welcomes Great Glen Oadby & Wigston u3a members as observers at its meetings in order to foster understanding of its role, processes and actions, and makes a practice of inviting prospective members of the Committee to attend as observers. The attendance of observers is at the invitation of the Chairman of the meeting. Members interested in attending as observers should therefore in the first instance contact the Chairman in advance. The Chairman will normally extend invitations to those who wish to be observers, subject to their number being easily accommodated (in practice, probably no more than four) and being satisfied that their presence is not likely to put in jeopardy the completion of business within a reasonable time. The Chairman may invite observers to speak to any or all items, may ask questions of observers, and may require observers to absent themselves from some or all of the meeting in the interests of maintaining confidentiality or completing business in a timely way.

This policy was adopted on: 7 March 2023

P R Russell

Committee Role: CHAIRMAN

Policy Review Date: March 2025