



NE u3a EASTWOOD U3A POLICY DOCUMENT

This document contains policies agreed by the New Eastwood u3a (hereinafter referred to as NE u3a) Executive Committee, for health and safety and the smooth running of NE u3a.

Policies may be added or amended from time to time as circumstances dictate. This document can also be viewed on the NE u3a website.

1 MEMBERSHIP

- (a) u3a members are expected to conduct themselves in line with the movement's Guiding Principles.
- Members are expected to know, follow and promote the principles of the u3a movement at every opportunity.
 - Members must always act in the best interests of NE u3a and the u3a movement, strive to uphold its reputation and never do anything which could bring their own, another u3a or the u3a movement into disrepute or expose it to undue risk.
 - Members are expected to use NE u3a's resources responsibly and only to further its stated charitable objects/purposes.
 - Members are expected to reflect the current organisational policy of NE u3a, regardless of whether it conflicts with their personal views.
 - Members are expected to abide by NE u3a's procedures and practices.
 - Members are expected to treat each other with dignity and respect at all times.
- (b) NE u3a Eastwood u3a membership year is from 1st March in each year until the 28th/29th February in the following year.
- (c) If a member fails to renew their membership at the beginning of the NE u3a membership year, their membership shall lapse without further notice.
- (d) If a member requests a refund of their membership fee, their request should be put before the committee in writing stating the reason(s) and a refund shall only be granted in the case of a genuine complaint/grievance or valid reason such as long-term sickness. The committee's decision on the matter will be final.
- (e) The NE u3a have decided not to accept applications for Associate Membership as at the date of this policy document. Any applications on the matter should be addressed to the committee of NE u3a for further consideration.
- NB: Def: Members who are not permitted to vote or to attend main meetings due to hall capacity but can attend interest groups and social functions.

(f) NE u3a undertakes, as much as within their power, to operate the Equal Opportunities Policy as declared by the national body of the u3a.

(g) NE u3a will, as much as within their power, take all reasonable steps to comply with the u3a guidelines on facilitating the attendance of disabled members at Interest Groups/social events and General Meetings (but see caveat in 6(e) below).

(h) NE u3a will endeavour to assign a “meet and greeter” to a new u3a member when first attending the monthly meeting. This ensures a welcoming feeling in the new member as they start to feel “at home” from meeting other members.

(I) Upon joining u3a each member to be issued with an ICE card. Thereafter it is the member’s responsibility to complete their ICE card and have this card on them when they attend monthly meetings, social events, excursions and interest group meetings. This caveat should be published in the monthly NE u3a Newsletter every other month.

2. HEALTH AND SAFETY

(a) As at the date of this document NE u3a has a limit to the maximum membership of 120. Full membership is determined by the seated capacity of the hall for the monthly meeting, less a nominal allowance of seating lost due to the tables set up for serving tea & coffee. For potential NE u3a new members, only two visits (capacity space permitting) allowed. (e.g. 1 monthly meeting and 1 group or 2 monthly meetings and no groups or 2 groups). A note of the visitors attending must be given to the membership secretary as a record.

(b) No persons under the age of 18 allowed into meetings, save by arrangement with the committee.

(c) No animals allowed into meetings, save assistance/service dogs.

(d) As for interest group leaders, health and safety must be adhered to at all times, discretion of the facilitator to refer to committee any concerns. All persons attending an interest group must carry their ICE cards with them.

(e) If any member or visitor of/to NE u3a has an accident, injury, or a non-injurious incident (e.g. fainting) of any kind during a meeting, whether at the monthly/committee meeting, social event or interest group, they should complete an “accident report form” (hereinafter called the AC). It may be the member/visitor will feel they are not injured nor have any wish to complete the AC. However, any committee member present or group leader should note on the AC the member’s/guest’s name and an account of the incident and the date and time. All completed ACs are to be handed to the Business Secretary of NE u3a and stored secured for the required period of time, which is 7 years.

Therefore, all facilitators of interest groups must have available, copies of blank Accident Forms.

The member’s ICE card should be located and the relevant medical services should be contacted immediately. Insurance advice is to contact the emergency services immediately in

the event of a serious incident, even if there happens to be a member present who has attended a first aid course.

(g) For interest groups where:

- adverse terrain or weather could be encountered (e.g. walking groups), then the facilitator has a “duty of care” for health and safety reasons to determine what constitutes appropriate clothing and footwear.
- the activity requires a certain level of fitness or physical stamina (e.g. ramble groups, badminton, table tennis, etc), then the facilitator has the “duty of care”, for health and safety reasons, to determine what constitutes that certain level of fitness or physical stamina.

For either of these two reasons, if anyone the facilitator feels could compromise themselves or others by continuing, then they have a “duty of care” under the Care Act 2014 to advise the committee of the situation who will take the appropriate action it considers NE u3a necessary as to whether the member should continue with that activity.

(h) For any main meeting or social gathering (e.g. Christmas lunch), then a risk assessment should be carried out by a committee member to assess safety risks, and an appropriate procedure agreed to mitigate these.

3 FINANCES

(a) Mileage shall be paid to a committee member when he or she is going about committee business (save to and from meetings). The rate applied to be in accordance with current inland revenue rates.

For all other bona fide expense, receipts must be obtain and where possible and handed to the treasurer with the request for reimbursement.

(b) On the assumption that finances in the main account of the NE u3a permit it at the time of the application, a member is entitled to a contribution to an authorised u3a educational lecture/course/seminar and such assistance should be applied to the committee on the form provided. The committee’s decision on the amount and frequency of all such financial assistance is final.

(c) Where situations to advance members’ learning exceed that required by our Constitution’s charitable aim (object clause), then at the committee’s discretion financial help can be given for the following specific criteria:

1. Assets and equipment bought for an activity group but belonging to NE u3a (e.g. small projector screen for the Art Appreciation group).
2. Setting up a workshop/seminar which is open to all our members.
3. Speakers/experts coming to an activity group for a specific use, no more than once every 12 months with help limited to £50.
4. NE u3a offer help with the start-up costs for specific projects that help the local community

(d) NE u3a will give a discount of £4.00 (capitation fee) to any NE u3a member who can also provide proof they are a member of another u3a. They will be known as dual members.

4 COMMITTEE

- (a) There should be a quorum of committee members present at any NE u3a committee meeting to ensure valid voting, (as set out in NE u3a constitution), and these members present should elect a chair for that meeting in the absence of the current chair/vice chair
- (b) From a governance perspective, a committee member cannot force any decision made by the committee to be looked at again. Only the addition of NE u3a data/information can do this. Not all committee members may like the decision, but they must own the decision jointly with the rest of the committee.
- (c) Any decision made by the committee regards a change to the process for doing something, must be converted into an amendment to the Policy Document or the relevant NE u3a guidelines.
- (d) The final decision upon whether doing something is fair for our members rests with the committee. National Office can be referred to for guidelines.

5 DATA PROTECTION

This data protection policy ensures that NE u3a works within the principles of the 2018 General Data Protection Regulations (GDPR):

- the lawful basis for storing and collecting personal information are Contract (i.e. paid membership organisation) and **Legitimate Interest** (i.e. for emergency contacts)
- members are informed about the processing and storage of their personal data.
- members information is kept secure.
- members data is removed on request, or when no longer required.

GENERAL GUIDELINE U3AS FOR COMMITTEE MEMBERS AND GROUP FACILITATORS

1. The only people able to access members' personal data will be those who used to communicate with or provide a service to the members of the u3a.
2. Data will not be shared informally or outside of the u3a.
3. Committee Members and group facilitators will keep all data secure, by taking sensible precautions.
3. Personal data will not be shared outside of the u3a unless with prior consent and/or for specific and agreed reasons.
4. Member information will be reviewed periodically via the membership renewal process, or when policy is changed.

6 BAD WEATHER

In the event of bad weather conditions, which necessitates cancellation of the monthly meeting, the following procedure will apply:
The decision to cancel will be made by the three officers: Chair, Vice Chair and Business Secretary.

- (a) The Speaker Secretary will cancel the speaker.
- (b) A Committee Member (or members) will be delegated contact all members with an email address.

(c) It shall be the member's duty to check their emails, or telephone a committee member or friend who has an email.

It is regretted that, due to the huge increase in membership, we are unable to contact individual members by telephone. It is the member's responsibility in the case of bad weather to telephone the NE u3a on 030021024409 and make the appropriate enquiries.

7 TRIPS AND VISITS

(a) ICE cards must be carried at all times.

(b) At present no social secretary is appointed on committee as no social trips are required by the members, when such a social outing is arranged, the appropriate organiser will attend to supervise such event.

8 WELFARE

A Welfare Officer will be nominated who is responsible for ensuring when any member is going through a welfare issue (e.g. bereavement, severe illness, etc) that is brought to the committee's attention, then appropriate sympathy/empathy is given towards that member or their family (e.g. flowers, card, etc).

9 INTEREST GROUPS

(a) Other than in exceptional circumstances, when a member fails to attend an interest group on three consecutive occasions without informing the group leader, then that person's place shall be offered to a member on the waiting list.

(b) It is duty of the members of the interest group to organise events for the benefit of the group.

It is not feasible, nor fair for the facilitator to organise every event although it is down to the individual facilitator whether to do so, or not.

(c) At the start of each membership year, the facilitator for each group will be asked to verify that each member has a valid ICE card and valid membership for the coming year.

(d) All groups are self-funded and the share of room hire, refreshment etc. is to be split between the members including the facilitator. However, to be fair, if the facilitator is also a trained and qualified teacher/instructor in that group's subject, and is teaching the group in that same subject (e.g. yoga) and not just working along with the group, then they should not be asked to contribute towards the room hire. To decide if a facilitator is eligible, then first it must be run past the Group Co-ordinator who will then propose it to committee for a decision.

(e) Requests for funding for an interest group are to be submitted to the committee for authorisation. The committee decision is final after all circumstances are taken into account.

(f) Only fully paid-up members of NE u3a may attend interest groups either in a public venue or private residence, save a member of another u3a may attend a NE u3a interest group in accordance with any reciprocal arrangement that NE u3a may have with the member of any other u3a or by committee approval.

(g) The Facilitator of the interest group shall seek proof of membership to NE u3a from the attendee at any given time.

(h) If an interest group is taking place in a private residence, then the host's partner/husband/wife who is not a member may be present.

(h) If a venue needs to be hired for an interest group the group leader should refer the matter to the committee. No member, group leader or otherwise should pay for any venue or purchase any equipment from their own financial resources. A request for the appropriate sum should be made to the treasurer and receipts obtained for all transactions.

10 COMMUNICATIONS TO MEMBERS

Upon payment of membership monies and as to e mail communication, and to reduce mailing and printing costs then NE u3a's preferred method to distribute information is via e mail.

11 PRIVACY STATEMENT

Members NE Uu3a will only be asked to provide information that is relevant for membership and emergency purposes, via the annual membership process.

This personal information is also needed so that they can be kept informed about events and activities that are offered as part of their membership.

This will include:

- Name (*Contract*)
- Postal address (*Contract*)
- Email address (*Contract*)
- Telephone u3a number (*Contract*)
- Name of Emergency Contact and that person's contact number (*Legitimate Interest*)
- Consent to use any photographic images taken for NE u3a purposes

In collecting this information NE u3a will:

- Store it securely only on Beacon except for short periods used for a purpose outside of Beacon.
- Use it to communicate with each member.
- When necessary, share contact information with specific committee members and group leaders/conveners for purposes of communication.
- Send out general information about the Third Age Trust*

Where additional information may be required, it will be obtained with the consent of the member who will be informed as to why this information is required and the purpose that it will be used for.

**The Third Age Trust is the national office to which all u3as are affiliated.*

To receive a copy of the Third Age Matters and Sources this data is shared with the company who oversee the distribution of the Trust Magazine. Any member can request to be removed from this mailing list. NE u3a will not include dual membership in this process.

12 SIGNATURES ON DOCUMENTS

If a document from either a third party or another u3a requires a signature that is “on behalf of” or “for” the NE u3a, then it first must be referred to committee for their decision.

If the referral is positive, then a committee member must always sign the document.

On no account will any document be accepted by NE u3a unless a committee member’s signature, with date, is on the document.

Any document without this signature will be deemed void.

13. SPEAKER DONATIONS

Donations to speakers from a charity are to be agreed by committee prior to their appearance. Speakers should not be paid as a direct donation. u3a’s are charities and charity to charity payments are not permissible. (There are exceptions and the committee should be referred to in that regard at the appropriate time). If payments are made to speakers and they wish to donate to a charity that is a matter for them. Donation buckets or tins are excluded from this policy.

14. COMPLAINTS AND GRIEVANCE PROCEDURE

It is in everyone’s interest that:

- Problems, grievances and complaints are dealt with quickly and fairly.
- Every effort is made to settle the issue without having to resort to formal action.
- Confidentiality is maintained by all concerned

If a member of NE u3a feels they have been discriminated against or harassed by another member, they should raise the issue with a member of the Committee for resolution.

The Committee will:

- establish the facts quickly, consulting with the relevant people
- have an informal discussion with all concerned to summarise the problem by hearing everybody’s views relevant to the issue.

If it is felt that there is a case to answer, but it is a minor issue, it should be made clear that no repetition of the action / behaviour will be tolerated.

If it is felt that the case requires a more formal approach, u3a National Office guidance will be sought and followed.

If the complaint is against a member of the Committee, that member will not be part of the procedure.

15 SAFEGUARDING

All the Committee members (i.e. NE u3a trustees) have a duty to ensure members' health, welfare, and human rights contain u3a within the principles of the 2014 Care Act are upheld. For our organisation, these principles are embodied within the various applicable sections of this policy document:

1. Health and Safety
2. Membership
8. Trips and Visits
9. Welfare
14. Complaints and Grievance procedure.

16. REVIEWS

This policy document will be reviewed annually on or about the 1st March in every year.

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ADOPTED by the Executive Committee on

1 March 2024 and supersedes any previous versions.