



Northumbria Region U3A Policies 2019

Data Protection, Privacy: Safeguarding:

See current policies for Data Protection, Privacy and Safeguarding

Extras are in separate documents:

- Trustee Code of Conduct
- Members Code of Conduct
- Venue Risk Assessment
- On the Day Risk Assessment
- Incident form

General Review:

This policy document should be reviewed on an annual basis.

Approved by NRU3A Committee on 5th April 2019



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Policy Decisions Taken

Northumbria Region U3A

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Events			
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These general policies should be read in conjunction with the appendices mentioned within the text.

Committee:

HM Revenue & Customs 'Fit & Proper Persons Test' certificates are to be filled in by all Committee members (except for the section 'National Insurance number'). These will be kept on file by the Business Secretary. If any member leaves the Committee, the form will be returned to him/her or destroyed.

The brief for any Working Group (previously sub-committee) will be clearly set out, by committee and notes kept of any meetings held. The WG Co-ordinator - a Trustee, should report the WG's findings back to the Committee before any actions are taken.

If any Committee Member needs to get information speedily to the NRU3A member U3As, this should be done through the distribution system in place using BCC in emails.

Finance:

Contributions of Member U3As

Newly formed member U3As will receive free membership of the Network up to the following March.

Payment of membership subscriptions by bank transfer is acceptable.

Entry to NRU3A meetings will remain at £2 (venue costs)

Meals and Coffee break refreshments at £7.

Expenses

Members attending regional, networking or training meetings will be expected to meet their own expenses unless specifically required to attend by the Committee.

Reasonable **expenses** may be paid from **NRU3A** funds on submission of a claim form with receipts.

Fuel expenses will be refunded at a rate of 25p per mile.

Any queries regarding eligibility for reimbursement must be referred to the Committee.



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Where expenditure cannot wait for the next committee meeting, Chair may initiate authorisation up to £150, after email agreement by a committee majority.

Budgets

No Committee posts are to have specific budgets attached. Post holders should use the procedure above for reclaiming expenses incurred.

A budget is held for reimbursing speakers at an appropriate rate which is to be reviewed annually. Currently £50.

As a general rule, no external sponsorship should be entered into by NRU3A.

Events / Meetings

Agreements (contracts etc.) made about Events must be signed by a Trustee. see Role Descriptions.

Attendance payment : Cheques with name of event on the back, to be made out to "Northumbria Region U3A". Successful and reserve applicants will be notified. People on reserve list will be contacted if space becomes available. Photo of cancelled cheques will be emailed to unsuccessful applicants after event.

The **Business Secretary** should hold a copy of the U3A 'Incident Report Form'. Any accident or incident arising, however small, should be noted on the form, forwarded to the Committee and archived by the Business Secretary.

Any person organising a meeting should ensure that an appropriate **risk assessment** has taken place before conducting the group activity (see Risk Assessment pro forma)

Equipment:

All new equipment should be added to the Asset Register.

All network's electrical equipment should be PATested on a regular basis and anyone using the equipment is responsible for ensuring it is in good working order, by performing a visual safety check.