



Policy Document Spring 2019

The purpose of the Policy Document is to bring together the basic policies that have been discussed and put into practice by the committee since we started.

Over the course of time these will be amended, added to or updated as circumstances demand.

1. Membership

Membership is open to all in their third age, which is defined not by a particular age but which is normally when full time employment has ceased.

2. Currently there is no upper limit on membership numbers

The advantages are that it:

- encourages new members with time, energy and enthusiasm, as well as new ideas to contribute to the U3A as a whole
- includes a broad range of ages within the 'Third Age'
- keeps to the fundamental ethos of U3A which is to be accessible to all older people

Members will be admitted to the monthly meeting at the Cross Barn on a first-come-first-served basis.

3. Activity Groups

Groups are run by U3A members for the benefit of U3A members. Members may join as many activity groups as they wish, subject to availability.

Each group should have a leader (or leaders) whose role is to co-ordinate the activities of the group, communicate with group members and liaise with the Groups Co-ordinator, Treasurer and Membership Secretary.

Leaders should ensure that all members of their group are current members of Odiham & District U3A.

Leaders and their group members should jointly encourage the development of the group.

Each group should be self-funding and group fees should cover the cost of the venue, refreshments and any materials required.

Odiham District U3A funds may be made available for setting up new groups, supporting existing groups or special requests e.g. for equipment or a specific activity. All such cases will be considered for their merit in terms of promoting the success and longevity of the group and/or the U3A overall. The Treasurer should be contacted in the first instance and he/she will either have the delegated authority to approve such financial requests or will put forward the circumstances to the next Committee Meeting.

The Treasurer produces Guidance Notes for Group Leaders giving details of Registration Forms, Petty Cash Forms and other appropriate financial information.

Waiting Lists for Groups

The size of a group may need to be limited due to the size of the venue or the activity involved.

When the group reaches capacity, a waiting list should be started which should include the date the member requested to join. As soon as someone stands down, the place should be offered to the next on the waiting list. This ensures that groups are seen to be open to all members and that there continues to be new ideas, energy and enthusiasm within the group.

If there is a waiting list the Group Leader(s) should discuss this with the Groups Co-ordinator as this may indicate that an additional group needs to be formed.

An information sheet on “starting a new activity group – guidance for new group organisers” and information on local meeting venues has been compiled and is available from the Group Co-ordinator.

Paid Tutors

Paid tutors may be used for groups where the committee deem the physical safety of members may be compromised if an unqualified and uninsured leader were to be used.

A letter, consisting of a contract for services, is issued annually by the Treasurer to each paid tutor, incorporating:

- the tutor is self-employed and responsible for his/her own tax and national insurance
- the tutor is not entitled to payment if a session does not take place
- the content of the session is the responsibility of the tutor
- all equipment must be provided by the tutor
- the tutor is responsible for his/her own public liability insurance and must provide a current cover note annually

Car Sharing Policy

The Committee of the Odiham District U3A recognises that it can sometimes be embarrassing for car owners and drivers to ask for expenses when car sharing for U3A purposes. It can also be difficult for passengers to know what the correct amount to offer should be.

The Committee has a suggested common policy that passengers should contribute to expenses for car sharing. A car driver's insurance policy will normally cover all occupants as long as passengers pay no more than their share of expenses and no further insurance is necessary. The amount is based on the maximum car mileage charge allowed for tax claim purposes by **HMRC**(February 2018). Since this money is car costs shared between friends and not a payment for travel by an employer there is no tax liability.

For Odiham U3A District purposes all mileage for cars is costed at 45 pence per mile, and the total cost for the journey is shared equally between all occupants, including the driver.

As an example, a journey of 10 miles would result in a total cost of £4.50. If the car contains 3 occupants, the driver and 2 passengers, the total cost is split 3 ways, making a contribution of £1.50 per person.

4. Communication

Odiham District U3A has its own website to act as a showcase, reflecting current information on membership, monthly meetings, group activities, trips and visits, events and information from The Third Age Trust.

An annual booklet is produced and one copy sent by post to each household address at the beginning of August, containing the programme for the next 12 months.

At Enrolment Day members can find out about activity groups and apply to join them if interested. Enrolment Day also provides an opportunity to propose the formation of new activity groups.

At other times of the year potential members may contact group leaders for information.

A short email newsletter is sent out each month to alert the membership to relevant information for the month ahead and provides the appropriate links to the website.

Key announcements about activity groups, events and trips/visits are also made at the monthly meetings

The activity groups leaders communicate group specific details to their own group members as appropriate.

5. Data Protection and Privacy Policy

U3As must comply with the requirements of the General Data Protection Regulation effective 25th May 2018 and are subject to penalties if offences occur. Please see the detailed Data Protection and Privacy Policies published on our website.

6. Providing non-U3A information to members

Non U3A information from individuals or groups is not transmitted to U3A members.

7. Visitors to U3A Activities

Carers: A member may attend with a carer. The carer does not need to be a member of U3A but will be covered by the insurance as long as they do not participate in any of the activities.

Trips, Visits, Events and Study Days: People participating **must** be U3A members of Odiham District U3A, (or at the discretion of the organisers, another branch) and members may bring a carer if required.

Monthly Meetings: A Risk Assessment Document for the Cross Barn is available from the Business Secretary.

The committee may decide to invite non-members to a specific monthly meeting if they are adjunct to the speaker or topic if their attendance might benefit the U3A. Otherwise they will be asked to pay the annual subscription.

Members are NOT able to bring guests.

All members will be counted into the Cross Barn using a clicker. When the seating limit has been counted in a board announcing that the meeting is full will be put outside the entrance.

Groups: Everyone participating in a group should be a member of Odiham District U3A. This ensures that the group is covered by the national U3A Public Liability Insurance. However, an individual may try a group meeting for **one** session as a 'taster' provided that the Group Leader explains that they do so at their own risk.

8. Trips and Visits

Leaders of the Trips and Visits

- The leaders suggest a rolling plan of dates and visits for circulation to members at Enrolment Day and throughout the year, updating the website accordingly.
- They welcome suggestions from members but the final decision is at the discretion of the leaders.
- Information about the launch of new trips is notified to members via the monthly newsletter, the website and at the monthly meetings. Ticket sales for all trips are launched at the monthly meetings.
- The Trips and Visits leaders have a liaison officer from the main Committee.

Finances

All trips must aim to be financially viable; advance prices are based on an estimate of trip costs and occasionally a small additional charge or refund may be made if numbers fall below or above initial estimates.

If places continue to be available then other local U3As may be contacted to see if any of their members wish to join us.

If, however, there is a significant financial short fall then the leaders and the Treasurer will decide whether to subsidize the trip or to cancel.

Trip Advice

Prior to booking a trip all members are advised to check the Trip Advice (available on the website and at the monthly meetings) and to ask the leaders for any further advice they may require to suit their own personal requirements. Hard copies of the Trip Advice will also be available on request. (The Trip Advice can be read on the website).

Passenger Manifest:

A 'Passenger Manifest' listing all those attending an event or visit is left with the Chairman (or nominated committee member) prior to the trip departure.

Health and Safety

- Each trip has two leaders.
- Trip leaders carry a mobile telephone that is switched on at all times during the trip.

Prior to the trip each member is given information confirming:

- Departure and return times
- Details of the day
- The names and mobile numbers of the trip leaders
- Any additional advice to consider

During the trip

- Whilst travelling to the destination, the above information is reissued plus any additional information via a clip board passed around the coach to every member.
- Members are asked to leave their mobile phone details with the leaders. (optional)
- It is the personal responsibility of all members to ensure that they are at the named pick up places on time, or to contact the leaders. If members are not at the agreed pick up points then leaders will make 'reasonable' attempts to contact the member but otherwise the transport will depart.

9. Code of Conduct for Trustees

Committee members are all trustees.

Trustees are collectively responsible for controlling the management and administration of Odiham District U3A.

The trustee code of conduct is an agreement between the organisation and the individual committee member which clarifies the standard of behaviour expected in the performance of their role.

All committee members are expected to sign the Code of Conduct on appointment.