

Governance Documents – Control Sheet 10 July 2023

These documents are all on the Governance or Trustee pages of the Roding Valley u3a website. [Roding Valley u3a: Governance \(u3asites.org.uk\)](https://u3asites.org.uk/Roding-Valley-u3a/Governance) or [Roding Valley u3a: Trustees \(u3asites.org.uk\)](https://u3asites.org.uk/Roding-Valley-u3a/Trustees)

RED FOR REVIEW AT JULY 2023 COMMITTEE MEETING – TO BE REVIEWED IN AUGUST 2023 OR LATER

Governance Documents	Status	Approval	Comment
RODING VALLEY U3A CONSTITUTION & CODE OF CONDUCT			
2019 Constitution	New version In progress	Needs AGM approval	Awaiting response from Charity commission
Members Code of Conduct	Complete	Approved - 19 June 2023	Based on u3a Trust template plus reviews of other u3as codes
Group Convenors Handbook			
Group Convenors Role Profile	Complete	Approved - 19 June 2023	Reviewed by J Woods 3 6 2023
Group Convenors Handbook	Complete	Approved - 19 June 2023	Reviewed by J Woods 3 6 2023
COMPLAINTS & DISCIPLINARY PROCEDURES			
Complaints Procedure	Drafted	Outstanding	Based on wording proposed by u3a Trust
Disciplinary Procedure	Drafted	Outstanding	Based on wording proposed by u3a Trust
DATA PROTECTION			
Data Protection Policy	Complete	Approved – April 2023	

Governance Documents	Status	Approval	Comment
Data Retention Periods	Drafted	Outstanding	Prepared to help manage paperwork and electronic files
Privacy Policy	Complete	Approved – April 2023	
Privacy Statement	Complete	Approved - 19 June 2023	Already on Application Form which the Committee have seen
Legitimate Interest Assessment	Complete	Approved - 19 June 2023	Based on wording proposed by u3a Trust
Legitimate Interest Assessment - Emergency Contact Details	Complete	Approved - 19 June 2023	Based on wording proposed by u3a Trust
HEALTH & SAFETY			
Risk Assessments	Complete	No approval required	Documents copied from u3a trust website
Theydon Bois Village Hall - Safety Info	Complete	No approval required	Provided by TBVH
Incident Report	Complete	Approved	No action required
Food Safety	Complete	No approval required	Taken from Government Website
u3a COVID-19 Guidance	Complete	No approval required	Document copied from u3a trust website
Safeguarding Guidance and Policy	Drafted	Outstanding	Based on wording proposed by u3a Trust
DIVERSITY & INCLUSION			
Accessibility Policy	Drafted	Outstanding	Based on wording proposed by u3a Trust
Equality, Diversity & Inclusion Policy	Drafted	Outstanding	Based on wording proposed by u3a Trust
CLIMATE CHANGE			

Governance Documents	Status	Approval	Comment
Environmental Guidelines	Drafted	Outstanding	Based on wording proposed by u3a Trust
ADDITIONAL INFORMATION			
Copyright and Licences	Complete	No approval required	Document copied from u3a trust website

Trustee Documents	Status	Approval	Comment
THE ROLE OF THE TRUSTEE			
Trustees Code of Conduct	Drafted	Outstanding	Based on wording proposed by u3a Trust
Trustee Responsibilities	Complete	No approval required	Documents copied from u3a trust website
Charity Commission – Guidance for Trustees CC3	Complete	No Approval required	Provided by Charity Commission
Trustee Induction	Complete	No approval required	Documents copied from u3a trust website
Committee Procedures and Guidance	Complete	No approval required	Documents copied from u3a trust website