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# **The Policies of Sleaford U3A**

## **Preamble**

The Constitution is the governing document of Sleaford U3A. These Policies are supplementary to that Constitution. At any time, they may, by resolution of the Executive Committee, be added to, amended, or deleted. Any Member of the U3A may suggest to the Executive Committee for its consideration any such changes.

**[Use of the term 'The U3A' throughout this document refers specifically to Sleaford U3A]**

## **1. Code of Conduct**

Sleaford U3A (hereafter 'the U3A') starts with the premise that all members will treat each other with respect and dignity and refrain from any form of harassment, bullying or abuse.

From time to time members may have disagreements and it is expected that in the first instance members will resolve those issues between themselves. However if this proves to be unsuccessful and a member wishes to progress the matter then they should proceed as follows.

### **1.1 Who should a complaint be made to?**

1.1.1 Any matter of complaint regarding a member of a group should in the first instance be reported to the group leader who will attempt to resolve the matter between the parties concerned. The group leader may with the consent of the parties invite the Group Co-ordinator to attempt to resolve the issue.

1.1.2 If the complaint concerns the group leader, then the complaint should be made to the Group Co-ordinator who will take all necessary steps to resolve the complaint to the satisfaction of all parties.

1.1.3 Any complaint made about a member of the executive committee should be investigated by the Vice Chair unless the complaint is levelled at that person.

1.1.4 Complaints made about the Chair should wherever possible be investigated by the chair of a neighbouring U3A in order to demonstrate independence.

### **1.2 What records should be kept?**

In line with Data Protection law information concerning such complaints should only be kept for the time necessary to resolve the issue and should not be shared with any person not involved in the complaint or investigation.

### **1.3 Resolution of serious issues**

From time to time a matter may be regarded as so serious that a member may be asked to leave the Sleaford U3A and their membership terminated. In such cases the advice of the Regional Trustee should be sought

**1.4 The role of the Chair** The chair will not be party to the investigation of any complaint as they may have to act as arbiter if there is an appeal against a sanction to resign.

**Matters involving the allegation of crime in any form should be reported to the police for investigation.**

## **2. Privacy Policy**

Sleaford U3A treats your privacy rights seriously. This privacy policy sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual.

### **2.1 What personal information do we collect?**

When you express an interest in becoming a member of the U3A you will be asked to provide certain information. This includes:

- Name.
- Home address.
- Email address.
- Telephone number.
- Subscription preferences.
- Emergency Contact
- Gift Aid Entitlement

### **2.2 How do we collect this personal information?**

All the information collected is obtained directly from you. This is usually at the point of your initial registration. The information will be collected via membership forms or online contact forms. The lawful basis for collecting and storing your information is due to the contractual relationship that you, as a member, have with the U3A. At the point that you provide your personal information for membership purposes, we will also request that you provide consent for us to store and use your data. We will also ask for your consent for the recording and use of photographic or video images. Your consent is required in order to ensure our compliance with data protection legislation.

### **2.3 How do we use your personal information?**

We use your personal information:

- To provide our U3A activities and services to you.
- For administration, planning and management of our U3A.

- To communicate with you about your group activities and events.
- To monitor, develop and improve the provision of our U3A activities.

We also send you messages by email, other digital methods, telephone and post to advise you of U3A activities.

## **2.4 Who do we share your personal information with?**

We may disclose information about you, including your personal information:

- Internally - to committee members and group leaders as required to facilitate your participation in our U3A activities.
- Externally – where we use an external membership management system and with your consent for products or services such as direct mailing for the Trust magazines (*Third Age Matters* and *Sources*). Where such systems are used, the committee has scrutinised the Terms and Conditions of each supplier and judged that their digital and physical systems and procedures are secure.
- If we have a statutory duty to disclose it for other legal and regulatory reasons.
- Where we need to share your information outside of the U3A we will seek your permission and inform you as to who the information will be shared with and for what purpose.

## **2.5 How long do we keep your personal information?**

2.5.1 We need to keep your information so that we can provide our services to you. In most instances information about your membership will not be stored for longer than necessary. The exceptions to this are instances where there may be legal and /or financial or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. Where this is the case then the member/s will be informed as to how long the information will be held for and when it is deleted.

2.5.2 You are entitled to withdraw consent for your information, including photographic or video images, to be used or retained at any time and a process for submitting such a request is set out in Appendix A.

## **2.6 How your information can be updated or corrected**

2.6.1 To ensure the information we hold is accurate and up to date, members need to inform the U3A as to any changes to their personal information. A member can do this for themselves through Beacon at any time. Or by contacting the Beacon Administrator or Membership Coordinator in written format to request that they update the information on the members' behalf.

2.6.2 On an annual basis you will have the opportunity to update your information, as required, via the membership renewal form. Should you wish to view the information that the U3A holds on you, then please check via Beacon at any time as detailed above.

## **2.7 How do we store your personal information?**

2.7.1 We have in place a range of security safeguards to protect members' personal information against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification.

2.7.2 Your information is held securely on the Beacon database and is accessed by committee members and group leaders as appropriate.

## **Availability and changes to this policy**

This policy is available on the Sleaford U3A website. This policy may change from time to time, but if Sleaford U3A have to make any material changes members will be made aware of this via the newsletter and the bi-monthly members' meetings.

## **Contact**

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact the chairman.

Email: [chair@sleafordu3a.org](mailto:chair@sleafordu3a.org)

# **3. Data Protection Policy**

## **3.1 Scope of the Policy**

This policy applies to the work of Sleaford U3A. The policy sets out the requirements that the U3A has to gather personal information for membership purposes. The policy details how personal information will be gathered, stored and managed in line with data protection principles and the General Data Protection Regulation. The policy is reviewed on an ongoing basis by the U3A committee members to ensure that the U3A is compliant. This policy should be read in tandem with the U3A's Privacy Policy.

## **3.2 Why this Policy Exists**

This data protection policy ensures that the U3A:

- Complies with data protection law and follows good practice.
- Protects the rights of members.
- Is transparent about how it stores and processes members' data.
- Takes all possible steps to protect itself from the risks of a data breach.

## **3.3 General Guidelines for Committee Members and Group Leaders**

- 3.3.1 The only people able to access data covered by this policy should be those who need to communicate with or provide a service to the members of the U3A.
- 3.3.2 Data should not be shared informally among members or outside of the U3A.
- 3.3.3 The U3A will provide induction training to committee members and group leaders to help them understand their responsibilities when handling personal data.
- 3.3.4 Committee Members and group leaders should keep all data secure, by taking sensible precautions and following the guidelines below.

- 3.3.5 The nominated Data Processors are the Membership Coordinator and the Beacon Administrator.
- 3.3.6 The U3A committee will be the Data Controller - all committee members and group leaders are data custodians. However, the committee will nominate a member (the Chair) to act on its behalf. See secure procedures.
- 3.3.7 The U3A will provide regular updates to the committee and group leaders on their responsibilities when handling personal data.
- 3.3.8 Strong passwords must be used and they should never be shared.
- 3.3.9 Personal data should not be shared outside of the U3A unless with prior consent and/or for specific and agreed reasons.
- 3.3.10 Member information should be reviewed and consent refreshed periodically via the membership renewal process or when policy is changed.
- 3.3.11 The U3A should request help from The Third Age Trust if they are unsure about any aspect of data protection.

### **3.4 Data Protection Principles**

The General Data Protection Regulation identifies 8 data protection principles.

- Principle 1 - Personal data shall be processed lawfully, fairly and in a transparent manner
- Principle 2 - Personal data can only be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose.
- Principle 3 - The collection of personal data must be adequate, relevant and limited to what is necessary compared to the purpose(s) data is collected for.
- Principle 4 – Personal data held should be accurate and, where necessary, kept up to date. Every reasonable step must be taken to ensure that personal data that are inaccurate are erased or rectified without delay.
- Principle 5 – Personal data must be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for the archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals.
- Principle 6 - Personal data must be processed in accordance with the individuals' rights.
- Principle 7 - Personal data must be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.



- Principle 8 - Personal data cannot be transferred to a country or territory outside the European Union unless that country or territory ensures an adequate level of protection for the rights and freedoms of individuals in relation to the processing of personal data.

### **3.5 Lawful, fair and transparent data processing**

The U3A requests personal information from potential members and members for the purpose of sending communications about their involvement with the U3A. The forms used to request personal information will contain a privacy statement informing potential members and members as to why the information is being requested and what the information will be used for. The lawful basis for obtaining member information is due to the contractual relationship the U3A has with individual members. Members will be asked to provide consent for their data to be held and a record of this consent along with member information will be securely held. U3A members will be informed that they can, at any time, remove their consent and will be informed as to who to contact should they wish to do so. Once a U3A member requests not to receive certain communications this will be acted upon promptly and the member will be informed as to when the action has been taken.

### **3.6 Processed for Specified, Explicit and Legitimate Purposes**

Members will be informed as to how their information will be used and the Committee of the U3A will seek to ensure that member information is not used inappropriately.

The U3A will ensure that group leaders are made aware of what would be considered appropriate and inappropriate communication. Inappropriate communication would include sending U3A members marketing and/or promotional materials from external service providers.

The U3A will ensure that members' information is managed in such a way as to not infringe an individual members rights.

### **3.7 Adequate, Relevant and Limited Data Processing**

Members of the U3A will only be asked to provide information that is relevant for membership purposes. See Privacy Policy.

Where additional information may be required, such as health-related information, this will be obtained with the specific consent of the member who will be informed as to why this information is required, the purpose that it will be used for and will only be kept for as long as is necessary.

There may be occasional instances where a members' data needs to be shared with a third party due to an accident or incident involving statutory authorities. Where it is in the best interests of the member or the U3A.

### **3.8 Accuracy of Data and Keeping Data up to Date**

The U3A has a responsibility to ensure members' information is kept up to date. See Privacy Policy.

### **3.9 Accountability and Governance**

The U3A Committee are responsible for ensuring that the U3A remains compliant with data protection requirements and can evidence that it has. For this purpose, those from whom data is required will be asked to provide written consent. The evidence of this consent will then be securely held as evidence of compliance. The U3A Committee shall ensure that new members joining the Committee receive an induction into how data protection is

managed within the U3A and the reasons for this. Committee Members shall also stay up to date with guidance and practice within the U3A movement and shall seek additional input from the Third Age Trust should any uncertainties arise. The Committee will review data protection and who has access to information on a regular basis as well as reviewing what data is held.

### **3.10 Secure Processing**

The committee members of the U3A have a responsibility to ensure that data is both securely held and processed, using password protection or secure cloud systems when sharing data between committee members and/or group leaders. The U3A committee will be the Data Controller - all committee members and group leaders are data custodians. However, the committee will nominate a member (the Chair) to act on its behalf. A list of which members have access to what data is available from the Beacon Administrator. The U3A has contracted for services from with the following 3rd party data processors:

- U3A Beacon Administration System (Third Age Trust)
- U3A Sitebuilder, website provider (Third Age Trust)
- Go Daddy – website domain provider
- Email provider

If a third party supplier is used the committee would scrutinise the Terms and Conditions of each supplier and judge that they are GDPR compliant.

### **3.11 Subject Access Request**

U3A members are entitled to request access and / or deletion of their personal information which is held by the U3A. The request needs to be received in a written format sent to the Chairperson of the U3A. On receipt of the request, it will be formally acknowledged and dealt with within 14 days unless there are exceptional circumstances as to why the request cannot be granted. The U3A will provide a response in written format detailing all information held on the member. A record shall be kept of the date of the request and the date of the response. See Appendix A.

### **3.12 Data Breach Notification**

Were a data breach to occur action shall be taken to minimise the harm by ensuring all committee members are aware that a breach had taken place and how the breach had occurred. The committee shall then seek to rectify the cause of the breach as soon as possible to prevent any further breaches. The Chair of the U3A shall contact Third Age Trust within 24 hours of the breach occurring to notify of the breach. A discussion would take place between the Chair and Third Age Trust as to the seriousness of the breach, action to be taken and, where necessary, the Information Commissioner's Office would be notified. The committee shall also contact the relevant U3A members to inform them of the data breach and actions taken to resolve the breach.

If a U3A member contacts the U3A to say that they feel that there has been a breach by the U3A, a committee member will ask the member to provide an outline of their concerns. If the initial contact is by telephone, the committee member will ask the U3A member to follow this up with an email or a letter detailing their concern. The concern will then be investigated by members of the committee who are not in any way implicated in the breach. Where the committee needs support or if the breach is serious they should notify Third Age Trust. The U3A member should also be informed that they can report their concerns to Third Age Trust if they don't feel satisfied with the response from the U3A. Breach matters

will be subject to a full investigation, records will be kept and all those involved notified of the outcome.

## **4. Equality and Diversity Policy**

**(This policy should be read in conjunction with the Code of Conduct)**

### **4.1 Statement**

U3A membership is open to everybody in their third age, no longer in full time employment, run entirely by the members for the members. It is therefore important that all members feel they are able to participate in U3A activities/events.

Sleaford U3A values all people regardless of their age, class, disabilities, race, ethnic origin, religious beliefs, political beliefs, marital status, sexual orientation or gender. We aim to offer a range of activities/events and support participation by all members, starting with the premise that all members will treat each other with respect and dignity, and foster equality, diversity and inclusion.

### **4.2 Aims of Policy**

Sleaford U3A in accordance with the Equality Act (2010) considers that no member should suffer disadvantage directly or indirectly, or receive less favourable treatment on the basis of:

- Age
- Class or socio-economic status
- Disability
- Ethnic origin, nationality or race
- Gender reassignment
- Marital or civil partnership status
- Political belief
- Religion or belief
- Sexual orientation

### **4.3 Sleaford U3A undertakes to:**

- 4.3.1 Ensure that all members are made aware of the Equality and Diversity Policy.
- 4.3.2 Operate a zero tolerance policy to discrimination, bullying and harassment, challenging unacceptable behaviour and invoking the Code of Conduct.
- 4.3.3 Give consideration to ensuring all reasonable measures and practical approaches are taken to enable a wide range of members to take part in our activities/events.
- 4.3.4 Give consideration to the accessibility of venues to those members with disabilities.

- 4.3.5 Ensure all information is accessible to all members in a range of formats and in accordance with General Data Protection Regulations.
- 4.3.6 Ensure all publicity material reflects the diversity of the local community and is accessible in a range of formats.
- 4.3.7 Encourage a range of people to participate fully in the U3A and get their voices heard.

## 5. The Annual General Meeting

[Supplementary to those laid down in the Constitution]

- 5.1. **Job descriptions:** Job descriptions for each Role within the Committee will be drawn up and will be available to members considering nomination to the Committee.
- 5.2. **Nominee Profiles:** All nominees for the Committee will be required to provide a brief profile to be sent out with the list of candidates contained in the Papers for the AGM.

## 6. Committee Management

- 6.1. **Frequency of Meetings:** The Committee will meet monthly and at least eight times a year.
- 6.2. **Back up support for Committee Members with special responsibility:**
  - 6.2.1. The Committee will endeavour to see that each Specialist Committee Member is shadowed by a co-opted U3A Member as identified on the Mentor sheet, who may be invited to serve on the Committee until the next AGM
  - 6.2.2. Each Committee Member will be encouraged to recruit a support team to assist them in their Specialist Function,
- 6.3. **Committee Minutes availability:** The Agreed Minutes of the Committee will be available for inspection by the Membership at all Members Meetings and on the Website.
- 6.4. **Out of Pocket expenses:** Committee members engaged on U3A business, representing Sleaford U3A can claim reasonable out of pocket expenses. The mileage allowance will be determined annually and the cost of home printing and photocopying can also be reimbursed at an amount to be decided annually.

## 7. Representation on Outside Bodies

- 7.1. The U3A South Lincolnshire Neighbourhood Group (SLNG):** The Committee will appoint up to two representatives to attend these meetings.

## 8. Financial Matters

- 8.1. Bank Accounts:** All monies received by the U3A will accord with its charitable status and the requirements of the charity Commission. To that end bank accounts will be maintained by the treasurer and monitored by the Committee.

[The Trust Fund accounts are solely in respect of charitable activities for monies collected or disbursed on behalf of Sleaford U3A and its members. The Social Fund Account is for non-charitable activities, primarily for transactions to do with social functions and the Sleaford U3A holiday.]

- 8.2. The Financial Year:** The Financial Year will run from 1<sup>st</sup> August until the 31<sup>st</sup> July.

- 8.3. Account Levels:** The Bank Account will hold a minimum level of 6 months operating costs.

- 8.4. Interim Accounts:** In addition to the Annual Accounts provided for in the Constitution, the Treasurer will present interim accounts for the Committee for the informed Management of the finances of the U3A.

- 8.5. Cheque/paying in books:** Committee Members holding any such books will make these available at Committee and Members Meetings. The Treasurer will maintain a list of such books.

**8.6. Group Finance:**

- 8.6.1. Groups' money:** Group money belongs to the U3A and not individual groups.

- 8.6.2. Group running costs:** Normally every group will be self-financing. Notwithstanding this, groups may seek help for financial support by applying in writing to the Committee and each application will be considered on its merits. This could take the form of covering the cost of, making a contribution to or the provision of a loan towards:

- i) purchasing equipment
- ii) an exhibition, display or project promoting their group and the ethos of the U3A
- iii) a special speaker or event open to all members
- iv) temporary hardship due to changing circumstances e.g. fluctuating membership numbers or change of venue
- v) support for new groups

- 8.6.3. Group Accounts:** Group Leaders will be responsible for maintaining the ledger for their group(s) on Beacon. Submission of Annual Group Accounts to the Treasurer will be made by the first week of August.

- 8.7. **Petty Cash:** For everyone's protection no individual U3A Group/Member may hold more than £100 cash in somewhere other than the U3A Bank Account.
- 8.8. **Charity Donations:** The U3A may not make a donation to other charities other than those that have a similar or the same Object Clause under Charity Law.

## 9. Matters relating to Subscriptions

- 9.1. **The Annual Subscription** for the forthcoming year is due at the AGM.
- 9.2. **Non-payment of subscription:** The Constitution rules that a Member who does not renew by 31<sup>st</sup> October loses all membership rights.
- 9.3. **Subscriptions for those joining later in the year:** New members joining in July, August or September pay full subscription which covers until 1<sup>st</sup> October the following year.
- 9.4. **Membership List:** In Line with the General Data Protection Regulation requirements only Committee Members and Group Leaders will have access to other Members' personal details in accordance with the provisions specified in both the Privacy Policy and Data Protection Policy.
- 9.5. **Gift Aid** U3A subscriptions may be subject to the HMRC Gift Aid and the application form will include an option to participate in the scheme. Each claim is for one individual taxpayer.

## 10. Members Meetings

- 10.1. **Frequency:** Members Meetings will be held bi-monthly as a minimum.
- 10.2. **Health and Safety:** Meetings will be prefaced by the required information about hazards, exits and assembly points in case of fire or any other emergency.
- 10.3. **Register:** A Register of attendance of all those attending the meeting will be taken on entry. The attendance fee is payable by all those attending the meeting.
- 10.4. **Name badges:** Identifying Name badges will be worn by all Committee Members/ Group Leaders.
- 10.5. **Speaker:** Provision of a Speaker will be funded as required from an identified budget. See 12.3 below.
- 10.6. **Refreshments:** Refreshments will be provided for which there will be a charge, incorporated in the admission charge.
- 10.7. **Raffles:**

The Gaming Act (2005) covers raffles of the sort held at Members Meetings, and any such raffle must comply with this Act and any future legislation.

## 11. Property

**11.1. Ownership of all property is vested in the U3A:** [see the Constitution Para 11]

**11.2. Property Book:** An up to date register of all Property will be held by a designated Member of the Committee or the person appointed Equipment Coordinator.

**11.3. Requirements for all property:** All property will be

- i) Security marked where possible.
- ii) Regularly PAT [Portable Appliance Testing] tested where relevant even where this is not strictly a legal necessity
- iii) Insured
- iv) Stored safely
- v) Serviceable. Where equipment is thought to be unserviceable, the equipment should be examined by the Equipment Coordinator and one other committee member. Should the equipment be found to be beyond repair, it should be certified as such on the relevant certification page in the Property Book and then scrapped. Where equipment has become obsolete or is thought to be unwanted due to lack of use, then it should be referred to the Committee to discuss its disposal.

**11.4. Internet Access:** Computers provided by the U3A are to be used for U3A purposes only and may be connected to the Internet provided that current internet security software is installed.

**11.5. Loan of Property:** Any Group or Member wishing to use property must sign the Equipment Sheet, and is responsible for returning the property as soon as possible after use. Equipment may not be loaned out for any purpose not connected to U3A activity.

## 12. Group Matters

**12.1. Forming a New Group:** Any U3A member can inaugurate an interest group. The first action to be taken is to contact the Group Coordinator who must be informed of the nature of the subject/theme/activity and who will help with sorting out the details of date, time and venue. The Editor of the Newsletter can then be consulted about inaugural publicity in the Newsletter. This should be agreed before publication in the Newsletter. Group Leaders hold the responsibility for the accuracy of details of events organised by their Group.

**12.2. Help and support for Groups:** see 8.6.2 above.

**12.3. Speakers:** Paid speakers are required to sign a declaration that they are not a member of any U3A. The speaker finder should check, before hiring a speaker, if they are a U3A member. Speakers who are U3A members may claim reasonable

expenses. Paid tutors should not be used except in exceptional circumstances. Such a person must produce evidence of self-employment before being taking part in any activity”.

- 12.4. Group Donations:** Donations to other charities may not be drawn from group U3A funds. See 8.6.1 and 8.8 above.
- 12.5. Hall Hire:** All hall hire involves a verbal or written contract between Sleaford U3A and the provider. Only Trustees (the U3A’s legal representatives) may sign written contracts. Payments in advance are best done by U3A cheque. A signed receipt should be obtained for all payments.
- 12.6. Trips and Outings:** Group Trips and Outings can be organised by any Group but it is essential that the policies outlined in 13 and 14 below are adhered to. In order to avoid clashes wherever possible, Group Leaders should liaise with the Events Manager before advertising a trip or outing.

### **13. Non-Members Attendance at U3A Activities**

- 13.1. Non-members who are considering joining the U3A:** These non-members may attend a maximum of two activities (ie an interest group, general meeting or trip/outing). When a non-member attends an activity, the Group Leader/Convener/Organiser will pass the name and contact details to the Membership Coordinator. On a second attendance at an activity the Membership Coordinator will contact the person to ask if they wish to join.
- 13.2. Non-members who have expressed no interest in joining the U3A:** These non-members may attend a maximum of two activities in any one year and will be asked to sign a declaration that they are aware that they are not covered by U3A insurance.

### **14. Trips, Outings and Special Events**

- 14.1. Budgeting:** All events shall be planned to achieve financial viability. To this end, the organisers are responsible for budgeting to at least cover costs, so that there will be no deficit. The number of members needed to break-even should be calculated and the trip cancelled if there is insufficient take-up. If for reasons beyond their control they should make a loss, a written request to the Executive Committee for a refund may be made.
- 14.2. Non-members on Trips:** While U3A members are always given priority, if non-members wish to join a trip and there are places available after an announced cut-off date they may do so. This is subject to 13 above.



### **14.3. Insurance:**

14.3.1. **Trips/outings/special events:** U3A Members are covered by the Third Age Trust insurance. Non-members are not covered by U3A insurance, except where a Member needs to have a non-professional carer/attendant to accompany them.

14.3.2. **U3A Holiday:** Sleaford U3A cannot be held responsible for financial loss due to changing personal circumstances. All participants are to be strongly advised to purchase Holiday Insurance Cover before final payment.

**14.4. Communication during trips:** Every participant should be given details of departure times and places and also a mobile phone number to contact the leader in case they are delayed or lost during the outing.

**14.5. Routine Safety:** Group leaders should ensure that they can contact emergency services quickly if necessary. They should have a mobile phone available within the group. Individual members are urged to carry details of emergency contacts in the event of such a contingency. Responsibility for informing next of kin in case of accident or illness is best handled by the emergency service involved.

**14.6. Discounts in Cash or Kind:** Savings achieved by 'benefits in kind' e.g. offers of free places shall only be used to cover expenses of the trip, to reduce the cost to members attending or to be retained as a surplus against future expenses.

**14.7. Cancelled Bookings Refunds:** No refund is allowed on cancelled bookings for outings unless the place can be re-sold from a waiting list.

**14.8. Necessary Accompanying Carer for Member:** see attached appendix 1.

## **15. Accidents**

**15.1. Reporting:** All accidents have to be reported. An Accident Report form is to be found in the Group Leaders' Handbook, may be obtained from the Secretary or downloaded from [www.sleafordu3a.org](http://www.sleafordu3a.org). The Accident Report Form should be completed and sent to the Secretary within seven days of the accident. The Secretary will make and forward a copy to the injured party and the original copy will be held on file for seven years.

## 16. Newsletter

- 16.1. Distribution:** Normally by email. Members who have elected to receive a copy other than by e-mail, will be provided with one hardcopy Newsletter per household by post for the cost of postage. The cost of this provision will be reassessed on an annual basis.
- 16.2. Newsletter Updates:** An interim e-News bulletin containing important diary reminders and any information received between newsletters will be distributed to members on email mid-way between full Newsletter distributions.
- 16.3. Publishing of Committee Detail:** The Newsletter will list committee members by function, name and telephone number. Home addresses and personal e-mail addresses will be included only by permission of the individual. The Newsletter will not include any form of advertising or recommendations other than for the Third Age Trust, Sleaford U3A and its interest groups.
- 16.4. Group submissions:** Group submissions to the Newsletter a maximum of 200 words is allowed.
- 16.5. Letters to the Editor:** In certain circumstances a letter to the Editor may be referred to the Chairman, so that any response can be made in the same issue, if this is considered to be desirable.
- 16.6. Editor Discretion:** Inclusion of all material in the Newsletter is at the discretion of the Editor.

## 17. Publicity

- 17.1. Local Media:** The local media will be provided with up-to-date information about Sleaford U3A and advance notice of Members meetings.
- 17.2. Publicity Material:** Publicity material about the U3A is to be accurate, current and readily available.
- 17.3. Consistency:** The Beacon Groups List and Committee Roles Document should be taken as the authoritative naming reference.
- 17.4. Logo:** All digital and hardcopy documents should display the Sleaford U3A logo as below:



The Colour version is the preferred version. It should be used on professionally printed materials, one-off posters and for digital display. The Black & White version

should be used on internal documents where the recipient might be expected to print the document.

**17.5. Website:** The Website will be used to publicise the U3A and encourage new membership. The site will be managed, proofread and updated by the Webmaster.

**17.6. Website Display:** Photographs of individual members should be displayed with their consent for no longer than twelve months.

**17.7. Beacon:** Information on the website should match that displayed in the Beacon Group List and Calendar.

**17.8. Other organisations:** Publicity for other organisations at U3A events is not allowed.

## **18. Planning Documents**

**18.1. Responsibility:** Planning documents will set out the responsibilities for post holders concerned in the implementation of the plan. Noted post holders will report progress in their monthly updates.

**18.2. Tracking:** The Chairman will ensure ongoing plans are included as agenda items on a regular basis to monitor progress.

**18.3. Induction:** Copies of current planning documents will be kept within the Committee Induction packs of all Committee members.

## **19. Death of a Member**

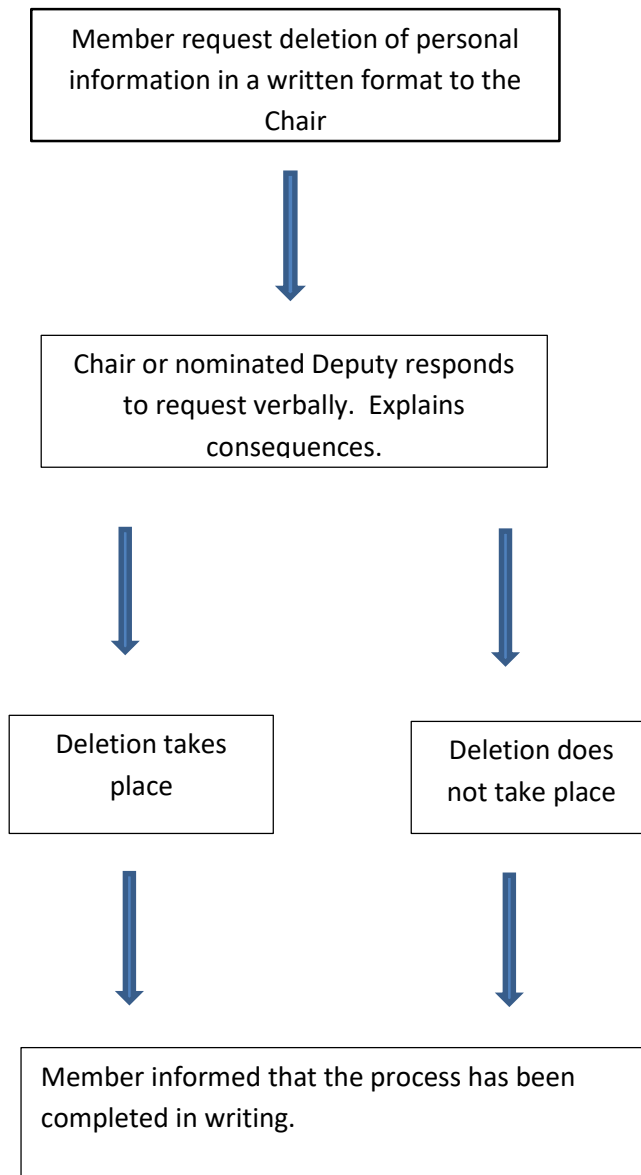
19.1 If informed of the death of a member the chairman will endeavour to send a message of condolence to the next of kin.

**These policies will be reviewed on a three yearly basis: May 2024**

## Appendices

### Appendix A

#### Process for Request of Deletion of Personal Data



## Appendix 1

### Carer Statement

U3A membership is open to everybody in their third age, no longer in full time employment, regardless of race, religion and political persuasion.

U3As are self-help co-operative organisations run entirely by the members for the members and therefore it is important that individuals are able to take full responsibility for their own participation in U3A activities/events.

Should the situation arise where a member wishes to attend an interest group or activity but is worried that he/she would not be able to participate fully without help, The Third Age Trust provides insurance cover to include the attendance of a companion/carers provided that the companion/carers does not attend a U3A activity as an individual and that Committee approval has been given. The insurance cover DOES NOT apply to a professional carer.

It is hoped that by doing this, members in this situation will continue to be able to enjoy the full benefits of U3A membership.

If you find yourselves in this position at any time, please don't stop coming; speak to a member of the Committee in confidence and appropriate arrangements can be agreed.

NB Caveat In all activities where there is a cost involved, a remittance for the carer will be required.

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