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Change Record

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Draft 1	28/4/2020	Section 6	Taken from Group Leaders Guidelines May 2019 on groups webpage
Draft 2	29/4/2020	Section 1 Appendix 3 Most sections	Removed list of contacts and referred to webpage, Addition of contract form for paid tutors Minor edits to bring it in line with current practice.
Draft 3	30/4/2020	Document control sheet	Typos in document control sheet
Draft 4	05/05/2020	Sections 6,7,16, 18,19 Appendix 4	Corrections following review comments On group trips & holidays, add reference to Financial Matters U3A-KMS-DOC-033 List of current performance licences. Add risk assessment form
02	11/05/2020	7a, 7g,13	Fix typos, add examples of risk assessments Note access to Third Age Trust advice site
03	27/05/2020	7a and 16	Updated document references to be consistent with links on the Groups' Webpage.
04 Draft1	11jun2020	6 line 1	Delete "You may run your group however you and your members please."
Draft 2	23jun2020	12	Add requirement not to share passwords.
Draft 3	30jun2020	16	Add requirement not to benefit from discounts
05	4 Aug 2020	14	Add advice relating to Covid-19
06	31 Jul 2021	1,6,10,19, Appendix 1	Update insurance reference plus minor edits
06	07 Jan	14	Reference to Covid-19 removed

2022		
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YATE AND SODBURY DISTRICT U3A



Guidelines for Group Leaders

Contents

1.	Introduction.....	4
2.	Useful Contacts	4
3.	The Groups Coordinators	4
4.	Recruiting Members	4
5.	Finding somewhere to hold your Meetings	4
6.	Running your Group	5
7.	Financial Matters	6
8.	Equipment	8
9.	Eligibility for Yate and Sodbury U3A Membership	8
10.	Communicating with the Membership.....	8
11.	Events for Group Leaders	9
12.	Using the Beacon Membership System.....	9
13.	Health and Safety	9
14.	Insurance.....	10
15.	Events and Activities.	10
16.	Accidents.....	11
17.	The Third Age Trust.....	11
18.	Copyright and Public Performance Licences	11
	Appendix 1: Group Financial Return	13
	Appendix 2 Accident Report Form	14
	Appendix 3 Contract for a Paid Tutor	15
	Appendix 4 Example Risk Assessment Form.....	16

Doc: Yate & Sodbury U3A Guidelines for Group Leaders	Date: 07 Jan 2022
Ref: Y&S U3A 008	Issue: 07

Doc: Yate & Sodbury U3A Guidelines for Group Leaders	Date: 07 Jan 2022
Ref: Y&S U3A 008	Issue: 07

YATE AND SODBURY U3A GUIDELINES FOR GROUP LEADERS

1. Introduction.

Group leaders are key to a successful u3a organisation which is mainly a collection of interest groups and without group leaders it couldn't really exist. Being a leader requires an understanding of the group they are leading. It also involves a modest amount of organisational and administrative work, but can also give a lot of satisfaction and enjoyment. The guidelines below are intended to help you as an existing group leader or help if you are either taking over the leadership of an existing group or start a new one.

2. Useful Contacts

If you find these guidelines do not cover what you are looking for, then don't hesitate to contact your Group Coordinator. You can find them at this webpage:

<https://u3asites.org.uk/yate-sodbury/contact>.

3. The Groups Coordinators

If a group leader has any questions about group matters or needs help to get a new group started, then in the first instance they should consult one of the Groups Coordinators (see section 2 for contact details). The Coordinators will provide advice and help on group matters, in turn, the leader must keep the coordinators informed of any changes made in the running of the group – changes of venue or meeting dates, for example. This is particularly important if the leader plans to step down or if the group is being wound up.

4. Recruiting Members

Members can be recruited for your group by advertising in either our newsletter or on our website (for contact details of Website and Newsletter Editors see section 2) or of course by word of mouth through existing members and friends.

5. Finding somewhere to hold your Meetings

Small groups often hold their meetings in the leader's home. If this is not convenient, or the group is too big, rooms or halls can be hired quite cheaply in and around Yate, Chipping Sodbury and the neighbouring villages. A list of local venues that may be suitable can be found on the U3A groups' webpage. Otherwise contact your group's co-ordinator. (See at: <http://u3asites.org.uk/yate-sodbury/groups>)

Doc: Yate & Sodbury U3A Guidelines for Group Leaders	Date: 07 Jan 2022
Ref: Y&S U3A 008	Issue: 07

6. Running your Group

You may find the following advice useful – it has been distilled from quite a lot of experience:

- Don't feel you have to do everything yourself; the group members should be willing to pitch in and take on some of the tasks – e.g. organising refreshments or arranging the room.
- Appoint a deputy leader. The only responsibility the deputy leader needs to have is to run the meeting if you cannot attend. This ensures you don't have to cancel a meeting at short notice. The deputy leader can of course run a meeting occasionally under your guidance, thus training a possible successor. It is also helpful for the Groups Coordinators to have a second contact available.
- It is helpful to engage the group members as much as possible. Most people like to play an active rather than a passive part in what is going on. This can be as simple as holding a vigorous question and answer session at the end of a talk.
- If you are the leader of a large group and deal with quite of a lot of financial transactions, you may want to think about having a committee and maybe someone to help out as a Treasurer. This will ease the load for you as a Group Leader. More guidance can be found under Section 7 - Financial Matters.
- Think about taking a break or two during the year. Most groups meet once a month. Many groups skip the December meeting to enjoy the Christmas festivities and quite a lot of groups take time off during the summer.
- Ensure that all members of your group are members of Yate and Sodbury U3A. This is an insurance requirement. One way is to pass around an informal register of attendance and later check membership on Beacon. Non-members who are eligible to join the U3A can ask permission to attend two group meetings before they join up. Further attendance would invalidate insurance cover.
- Don't feel that being a leader is an open-ended commitment – that you are there forever. If you enjoy it so much, you may want to go on indefinitely but once you cease getting enjoyment out of it, stop. But please let your group members and the Groups Coordinators know of this in good time so we can try to find a replacement, and please be prepared to help us do this. Often a current group member would be pleased to take on or share the job.

Doc: Yate & Sodbury U3A Guidelines for Group Leaders	Date: 07 Jan 2022
Ref: Y&S U3A 008	Issue: 07

7. Financial Matters

a) Financial rules for Groups

Guidance for all U3A organisations, including the Yate & Sodbury U3A, is given in this document: "Third Age Trust Financial Matters U3A-KMS-DOC-033". Guidance applicable to Yate & Sodbury U3A groups is given in section 2 of "Y&S U3A Finance Policy". We advise reading both documents. They are available as links on the groups' webpage at <https://u3asites.org.uk/yate-sodbury/groups>

If you propose to make any arrangements which potentially commit the U3A group legally or financially, such as engaging a paid tutor, engaging a paid speaker, purchasing equipment, committing to a venue contract, committing to a group outing or holiday, then you should describe your proposal (very briefly, stating who, what, when and how much) in an email to the Groups Coordinators who may raise it if appropriate at the next meeting of the Executive Committee. This is quick to do, protects you and enables the Exec Committee to support you in the case of unexpected consequences.

b) Group Meetings

The golden rule here is that the leader must not end up out of pocket. If the group meetings are held in a hired room then at each meeting the leader should put out an attendance and contribution sheet so that each member can sign in and pay some fixed amount of money – between one and three pounds is usual – to cover the hire of the room, the provision of any refreshments and the cost of any incidental expenses, such as postage, incurred by the leader.

c) Group Start-up Costs

To cover any start-up costs, the contributions can be increased for the first meeting or two and this explained to the members. If a surplus is slowly accumulated by the leader then this should be given back to the group members in some way for example by having occasional meetings free of charge. Surplus funds should not be donated to a charity.

If required, Y&S U3A will provide up to £50 from central funds for group start-up costs – for example small items of equipment, stationery, hall hire for a start-up meeting etc. This can be obtained by contacting the Groups Coordinator and explaining what the funds are needed for, and this will be put up for approval at the next monthly committee meeting. A record should be kept of the amount received and what it was spent on. No start-up grant will be awarded to a re-starting group within 2 years if a previous start-up grant has not been repaid.

d) Disbanding

If a group disbands with funds in hand then the group leader, with the agreement of all of the group members, may either divide it equally between all of the members of the group (providing any start-up grant received by the group is first repaid to the U3A), or else send the residue funds to the U3A for the use of the membership as a whole. Assets paid for by the U3A should be returned to the U3A via the Treasurer or Group Coordinator.

Doc: Yate & Sodbury U3A Guidelines for Group Leaders	Date: 07 Jan 2022
Ref: Y&S U3A 008	Issue: 07

e) Recording your receipts and payments.

Those groups who handle cash should remember that Y&S U3A is a regulated charity and a little record-keeping is needed to stay within the law as required by the Charity Commission (see their document CC8 section 8). A member of the group should record money received and money paid out on the online U3A ledger app “Beacon”; you might want to appoint a group treasurer to do this.

Transactions should be recorded as soon as is convenient. The ledger page on Beacon is forgiving of mistakes and allows simple corrections or addition of transactions in any order. It is not necessary to record subs paid in individually by group members, weekly or monthly totals suffice, but payments to third parties such as for room hire or materials purchased should all be recorded and for this the name of the payee is needed.

At year end (31st March), the Y&S U3A Treasurer will check the ledger of each group on-line and prepare aggregated accounts. The treasurer may ask the leader to confirm their ledger or a null return on a form like the one in Appendix 1.

f) Group Bank Accounts

The U3A advises groups not to hold their own bank account, but we acknowledge that in some cases it is necessary. If a group does have a bank account, it must be in the name of the U3A group and have 2 signatories. Any group that operates its own bank account will need to have its accounts independently examined annually.

g) Paid Tutors.

The Third Age Trust discourages groups from using paid tutors as it runs against the U3A peer-to-peer model of ‘self-help learning’. Paying a tutor involves administrative effort for the group leader as well as legal, financial and safeguarding risks for the trustees of the U3A. This is explained in section 8 of the Third Age Trust document “Financial-matters-u3a-kms-doc-033”.

However, if nevertheless, your group members recommend engaging a paid tutor, the group leader will need to explain very briefly the proposed arrangements to the Y&S U3A Executive Committee in writing and the tutor will need to agree and sign the Y&S U3A contract letter (see Appendix 3) and provide evidence of insurance and appropriate skills. The U3A will keep a copy of the signed contract on file for potential HMRC inspection, and may use the contract details to check (anonymously) the tutor’s employment status for tax using the HMRC tool: www.gov.uk/guidance/check-employment-status-for-tax

The process of engaging a paid tutor is to be overseen by a group co-ordinator; the tutor's status will be reviewed by the group co-ordinator at the start of each financial year.

h) Other regulations

The U3A is subject to UK charity regulations, so group leaders should read and take note of regulatory policies including “Safeguarding Policy & Procedure”, “Equality, Diversity and Inclusion Policy”, “Accessibility Policy” and “Data Protection Policy” which can all be found on the groups’ webpage. Please look at these policies as you are deemed to be aware of them.

Doc: Yate & Sodbury U3A Guidelines for Group Leaders	Date: 07 Jan 2022
Ref: Y&S U3A 008	Issue: 07

8. Equipment

We have some items of equipment such as projectors, screens and microphones, which can be borrowed by leaders to help them with their group activities. Please contact one of the Groups Coordinators if you would like to borrow an item of this type or contact the keeper of the item you wish to use. The equipment list can be found via a link on the groups' webpage: <http://u3asites.org.uk/yate-sodbury/groups>

9. Eligibility for Yate and Sodbury U3A Membership

Once you have established your group, and your fame has spread a little, you may get enquiries from non-U3A members who wish to become a member and join you. There are no formal restrictions to membership of our U3A, either by geographical area or age. However, since most of the activities take place during the daytime, most members have retired from full-time employment. We aim to keep our membership fee very low, so we are not able to offer discounts for members of neighbouring U3As.

Potential members are entitled to attend two group meetings as a visitor, but then need to join. Please ask them to contact the Membership Secretary (see section 2 for contact details).

We welcome all members into our groups if the group activities are suitable. Check the "Accessibility Policy" on the groups' webpage for how the U3A can help here.

10. Communicating with the Membership

We have four mechanisms for communicating with our membership: email through the group membership list on Beacon, the group webpage, the quarterly newsletter and the monthly noticeboard. The last two of these reach the whole Y&S U3A membership.

Email to the whole group, or a subset of members, is easily managed through your group records on the Beacon system. All group leaders should get training on using Beacon. Go through to the Membership list and here you can select all, or a subset, of your group members to send an email. This ensures:

- You send the email to the members preferred and latest email address; members can change their email address without going through you.
- Emails that are sent out comply with GDPR and our privacy policy so that members don't see the email addresses of other group members.
- You can customise each email so that it addresses an individual member (such as using their first name in a greeting) which does make a difference.

You should prepare a brief description of your group and its activities for the group webpage and send it to the Website Editor (see section 2 for contact details). It should include meeting times and venue and perhaps a photo or two. It will reach most members so that updates to group information can be viewed immediately. The

Doc: Yate & Sodbury U3A Guidelines for Group Leaders	Date: 07 Jan 2022
Ref: Y&S U3A 008	Issue: 07

website allows enquirers to contact you in your role as group leader. Please note that the information on the group webpage is different from the information about the group in the Beacon system. You are welcome to use the same text for both, but you must ensure you set up both entries.

Group leaders are expected to provide the appropriate written inputs to the Newsletter Editor in time to meet the deadline given in the previous issue. This can be for example the same text as on your webpage (see section 2 to contact the Newsletter Editor).

If a group leader wishes to have information passed to the general membership in between newsletter publications, they can ask the Business Secretary to include an item on the next monthly noticeboard (see section 2 to contact the Business Secretary).

11. Events for Group Leaders

There is at present one combined event a year, the Open Day, which is usually held in October, when the public is invited to attend. The Group Leader or representative is expected to attend and every group attending is allocated a table which is to be manned for the event - this is an important forum for presenting the group's purpose and activities and to recruit new members. Be sure to follow up new enquiries promptly!

12. Using the Beacon Membership System

The U3A Beacon system is used to hold membership and group data in a manner conformant to GDPR. If a group leader has regular access to the internet, they will be shown how to access and maintain their group information and how to send emails to group members. We find that Beacon is straightforward to use and helpful for group management. Under GDPR, group leaders are not allowed to keep personal information on members on a computer; so we use Beacon to provide group leaders a GDPR-compliant way of managing group membership and to contact their group members.

Group leaders and group administrators who use Beacon must not share their Beacon password and must change their password if they think it has been compromised. They should also be aware of the Y&S U3A Data Protection Policy which can be found on the groups' webpage.

13. Health and Safety

A leader should be aware of the Health and Safety policies of the venue where the group meets. You should make sure that group members know where the fire exits are and any potential hazards; you should also prepare a simple risk assessment – your group coordinator can help with this. Appendix 4 provides an example risk-assessment form for general use by groups.

There are many other risk-assessment forms on-line, see for example:

Doc: Yate & Sodbury U3A Guidelines for Group Leaders	Date: 07 Jan 2022
Ref: Y&S U3A 008	Issue: 07

www.hse.gov.uk/risk/casestudies/ or www.u3a.org.uk/advice/risk-assessments

If you are not trained in preparing risk assessments, don't worry about it; just fill out the form in Appendix 4, follow the example and write down common-sense answers in the boxes. Keep the completed forms at home and be prepared to show them in the event of an audit or an accident. It is surprising how many simple things the group leader and team can do to improve safety – and you get better at it.

14. Insurance

Every member of every U3A in the country is covered by insurance taken out by the Third Age Trust, which is the national U3A umbrella body. This insures a U3A member against compensation claims arising from injury or damage to property suffered by a third party, or claims arising from the failure of a product, for which failure a U3A member is held to be legally liable. Your case to the insurance company is improved if you have prepared risk assessments (see section 13 above). For event insurance see section 16 below.

15. Events and Activities.

It is well within the spirit of U3A to arrange Day Trips, Study Groups and Holidays for the group. You may be involved making the bookings, arranging transport and accommodation or, in the case of a holiday, arranging the package with the travel agent / tour company. However, take care as the insurance rules for trips are complex:

1	Day Trips	open to all members of the U3A	covered by U3A insurance
2	Study Group overnight trips	travel and accommodation, open to study group members only	covered by U3A insurance
3	Holidays	open to all members of the U3A	no U3A insurance

You are advised to make sure that the group is covered by U3A, travel or event insurance. The method of payment may affect insurance cover. The rules are covered in section 7 of "Third Age Trust Financial Matters U3A-KMS-DOC-033" listed at:

<http://u3asites.org.uk/yate-sodbury/groups>

You should also inform group coordinators of your proposal (see section 7a) who can then make the Executive Committee aware of any binding commitments on the U3A.

Should any U3A member be offered a free place or discount for any event they are organising they must share the benefit between all members participating in the activity not accept the benefit for themselves. See Third Age Trust Financial Matters 7.1.3

Doc: Yate & Sodbury U3A Guidelines for Group Leaders	Date: 07 Jan 2022
Ref: Y&S U3A 008	Issue: 07

16. Accidents

The insurance cover described in section 15 above requires that in the event of a member of your group suffering an accident, he or she must complete an accident report form supplied by you (see Appendix 2 for a copy of the accident form). Completed forms should be returned to the chair of the Executive Committee.

17. The Third Age Trust

The Third Age Trust is an excellent source of all kinds of information, advice and material that you may find encouraging in your group activities. The Third Age Trust Advice site is helpful, but you must register and log in to access it. You can find it at www.u3a.org.uk/, and select the tab “Advice”.

18. Copyright and Public Performance Licences

Some of our groups have asked about copyright and public performance rights. It is a fairly complex legal area, with several national bodies having a role. Having done some Internet research, looked at Third Age Trust guidelines and had conversations with the relevant national bodies, what follows is a summary of the situation as we understand it. These are the current licences held by Y&S U3A which are to be renewed annually:

Licenses held	Licence detail	Renewal date	Status
CLA Licence	CLA Education Licence as administered by the Third Age Trust to member U3A's	1 August	Yate & Sodbury U3A Y&S to renew and pay
Music Licence	Music Licence	1 January	Cust. Nr. CUS-013578952 Trust renews
MPLC Licence	Motion Picture Licensing Agency umbrella licence Certificate	3 February	Cust. Nr. 78226 Trust renews

Copyright

The Third Age Trust holds a licence under the Act and Yate and Sodbury U3A will be paying a fee to the Trust so that we can be covered by this licence. The Third Age Trust’s copyright licence does not cover copying maps, newspapers or sheet music.

Exemptions under the Act mean that you will NOT be infringing copyright if:

- Copying material (including music, maps, newspapers, magazines) for private and research study
- Recording broadcasts for the purpose of listening or viewing at a more convenient time
- Playing sound recording for a non-profit making organization, club or society – which is what we are.

Doc: Yate & Sodbury U3A Guidelines for Group Leaders	Date: 07 Jan 2022
Ref: Y&S U3A 008	Issue: 07

Public Performance

There are two bodies involved here: The Performing Rights Society, protecting the rights of songwriters and composers, and the Public Performance Licence, which protects recording companies and performers. As an organization we cannot get a licence under either as these are only issued to the premises in which the performance is to take place. Most public buildings and pubs will have a licence, but any groups performing should check that this is the case.

The Internet

Copyright also applies to anything published on the Internet. There is a common misconception that anything on the net is in the public domain and therefore free to use. It may be publicly accessible, but it is not necessarily freely available.

Entertainment

Copying anything, listening to anything, or viewing of films and videos solely for entertainment is not permitted under the exemptions to the Act.

Issues Specific to Yate and Sodbury U3A

- Groups will not be infringing copyright by copying text, music, lyrics, poetry, magazine or newspaper articles for the purposes of learning or studying them. The source should be acknowledged on the copy.
- Groups playing CDs, DVDs or videos privately during group sessions for study or learning will not be infringing copyright. The source and performers should be acknowledged. In addition, we pay to be covered by the Third Age Trust's Public Performance Licence.

Doc: Yate & Sodbury U3A Guidelines for Group Leaders	Date: 07 Jan 2022
Ref: Y&S U3A 008	Issue: 07

Appendix 1: Group Financial Return

Yate and Sodbury U3A Group Financial Return

Yate and Sodbury U3A Group Financial Return

Dear Group Leader, It's that time of year again when I'm asking you to read the notes below and do whatever you need to do to ensure I have access to your financial return to enable me to complete the return for our U3A to the Charity Commission.

Notes

- If your group ledger is up to date on the Beacon system as of 31 March, the Treasurer will print that off for you as your return.
- Groups who do not have cash must still submit a NIL return.
- Please make sure opening balance plus receipts minus payments equals closing balance.
- Groups who run bank accounts must have their accounts checked by an independent examiner.

Financial year - (1st April to 31st March)

Group Name:

Group Leader

Balance held 1st April

Total receipts to 1st April.....

Total payments to 1st April.....

Balance as at 31st March.....

Name of independent examiner:

.....

(This is required for Groups with their own bank account)

Signed:

Date:

To be returned to the Treasurer of Yate and Sodbury U3A via email or post.

Doc: Yate & Sodbury U3A Guidelines for Group Leaders	Date: 07 Jan 2022
Ref: Y&S U3A 008	Issue: 07

Appendix 2 Accident Report Form

ACCIDENT REPORT FORM: YATE & SODBURY U3A

Name of injured party/address/telephone number:	
Name/address/telephone number of others involved:	
Date/Time of Accident:	Location:
Nature of Accident/Circumstances:	
Injury Details/Property Damage:	
Name/address/telephone number of person causing injury/damage:	
Witnessed by: Address: Telephone number:	
Action taken:	
Was any specialised assistance required at the scene? If so, give details:	
Was medical advice sought afterwards? If so, give details:	

Name of Group Leader..... Telephone number.....

Signed.....(injured party) Signed.....(group leader)

Date.....

Please return to the Chair of Yate & Sodbury U3A

Doc: Yate & Sodbury U3A Guidelines for Group Leaders	Date: 07 Jan 2022
Ref: Y&S U3A 008	Issue: 07

Appendix 3 Contract for a Paid Tutor

NAME OF U3A GROUP

Leader

Agreement between Yate and Sodbury U3A (“the U3A”)

and the U3A group tutor (“the Tutor”)

It is agreed between the U3A and the Tutor:

- that this is a contract for services.
- that the Tutor is self-employed and responsible for his/her own tax and national insurance.
- if a session does not take place the Tutor is not entitled to payment.
- the content of the lesson is the responsibility of the Tutor.
- all equipment must be supplied by the Tutor, if required.
- the Tutor is responsible for his/her own insurance and must provide a current cover note.
- the Tutor has the appropriate skill for tutoring and will provide evidence.

Signed: (for and on behalf of U3A)

Signed: (Tutor)

Dated:

Doc: Yate & Sodbury U3A Guidelines for Group Leaders	Date: 07 Jan 2022
Ref: Y&S U3A 008	Issue: 07

Appendix 4 Example Risk Assessment Form

from: www.hse.gov.uk/risk/casestudies/villagehall.htm

Yate and Sodbury U3A, Risk Assessment Form

<i>U3A Group:</i>	
<i>Risk concerning:</i>	
<i>Prepared by:</i>	
<i>Date of risk assessment:</i>	

No.	What are the hazards?	Who might be harmed and how?	What are you doing already?	Do you need to do anything else to control the risk?	Action by who?	Action by when?	Done?
1	Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good house-keeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately.	Better housekeeping in staff kitchen needed, e.g. on spills. Arrange for loose carpet tile on second floor to be repaired/replaced.	All staff, supervisor to monitor. Manager	From now on dd-mmm	Yes dd-mmm No
2							
3							
4							
5							