

AGENDA FOR COMMITTEE MEETING 27TH SEPTEMBER 19-21.30

Approval of draft minutes 2nd August All

Meetings

- Feedback from meet and greet meeting Janet/Janice
- New member meetings frequency Rod
- Monthly meetings Rod
 - December format
 - Organisation situation
 - Venue issues/opportunities
- Group leaders meeting Janet

Group updates

- Communication with group leaders Janet
- Current affairs Rod
- Book club Janet/Elaine
- Other new or closed groups Janet

Handbook

- Update on current handbook Rod/Janet

Break

Membership

- Update on current numbers Janice
- Grace period for renewals Rod

Financial update

Tony

- Numbers
- Authorised users of bank account

Marketing update

- Feedback on Madeline's mail All

Administration

- Filing of u3a information Elaine
- Archiving of u3a material Janet
- Suggestion for format of policy updates Elaine

Outstanding actions from minutes

Elaine

Next meeting 25th October 7pm – venue?

If time allows:

Review of data protection and privacy policy

Richard

Safeguarding

Elaine

Documents to Note:

Beacon update on website

Enrolment 2022-23 (data up to and including 24th September 2022)

New members 79 (from 1st August 2022)

Postcode areas of new members

RG21	12	RG24	21	RG27	5
RG22	25	RG25	1	RG28	1
RG23	7	RG26	6	RG4	1

Non-renewals 179

Members 829 (this will reduce once resignations come forward)

New member and renewal fees taken at Meet & Greet via SOLO total £2,855.

Actual into membership bank account £2,806.78 (SOLO fees amounting to £48.22)

- Reminder letter to non-renewing members to be sent this week, asking individuals to pay before their groups commence (agenda item -grace period). Personally I am not in favour of an extensive grace period to pay membership fees.

J. Vaughan 25/09/22

Marketing email

Please see **comments in red**.

Rod

- I've collected the roller banner and given it to Rod for the Meet & Greet Day, which I now can't come to unfortunately. (Though we had a bit of fun last Wednesday...) Hopefully Tony has now paid for both the posters and banner – I've sent him the invoices. **If it was £132, yes**
- I have a stall in Church Cottage with other BVA organisations on the morning of the 27th. (An Older Person Awareness morning). I will collect the banner and need some leaflets to give out. I've searched but realise I have no idea what the latest version of the leaflet is. I'd be grateful if someone could send it to me so I can print some out. I know Janice has offered, thank you, but trying to save us some time. **See attached. I've updated the back page. I should be able to join you that morning.**
- Similarly Rod has agreed to run another stall on the 29th at BVA (10.30 – 2pm) where they are bringing in various organisations to celebrate an anniversary (if I remember rightly). Both stalls provide opportunities to network and raise our profile, and I will pass the banner on after the 27th. Both Rod and I would be grateful for help if possible please – can we ask members who aren't on committees do you think? **Did this not get cancelled by BVA due to lack of staff there? Maybe I'm getting muddled.**
- I will be missing the quiz I'm afraid, but would like to buy the prizes this week. Will we need six? **Please get six: the teams may be smaller, but will not be bigger than that.**
- Before I go I'm hoping to get an article done in time for November magazines, as the deadline falls while I'm away. We missed September I'm afraid, sorry. Ideas for topics welcome – maybe just be a general article on the new groups that members are starting up eg current affairs, relaxation bridge. I can also talk about the Meet & Greet day and use photos from there. Possibly of the new groups in particular if possible. **Let's see how M&G day goes.**
- Finally, I don't have a date for a main committee meeting in my diary but I don't think we need a marketing meeting any time soon – too busy actually recruiting! I hope that's right, though I'm aware we probably ought to be organising the next coffee morning as soon as I get back? **You should have a committee meeting in your diary! 7pm on the 27th of this month.**

u3a National Policies, Procedures and Guidance

Policies

- **Safeguarding**
- **Privacy**
- **Equality, Diversity and Inclusion**
- **Data protection**
- **Accessibility**
- **Financial**

Procedures

- **Risk assessments**
- **Incident Report Form**
- **Disciplinary**
- **Complaints**
- **Grievance**

Guidance

- **Data Protection**
- **Gift Aid**
- **Group Leaders' Handbook**

Suggested Action / Decisions

- **Add in our own policies eg reserves, refunds any others?**
- **Decide whether to adopt**
- **Allocate to committee members for further scrutiny**
- **If adopted we need to personalise them, state an adoption date and review date**
- **Decide where we will keep them – website?**
- **What is currently on the website? Is it up to date?**
- **Decide how we disseminate them**
- **Allocate named roles eg, Safeguarding and Accessibility Officer and others?**
- **Other?**

SAFEGUARDING POLICY AND PROCEDURE

Category: u3a Policies and Procedures

1 Introduction

For u3as in England and Wales.

2. Policy Statement

This policy and procedure is written to enable the committee to address issues where there are safeguarding concerns. Safeguarding includes incidents between members, concerns regarding abuse or neglect that a u3a member may be experiencing outside of the u3a, health related issues or previous or pending criminal convictions.

Basingstoke & Old Basing u3a committee has a duty of care to its members but does not hold any statutory authority. Matters of concern will be reported to the relevant safeguarding authorities and charity regulatory authorities, as appropriate.

Basingstoke & Old Basing u3a recognises that some people are potentially at risk of abuse and neglect. Where abuse or neglect is suspected Basingstoke & Old Basing u3a will aim to respond in a prompt and efficient manner to any situation where there is a risk of or perceived risk of harm. Basingstoke & Old Basing u3a recognises that there are various forms of abuse which can be perpetrated by volunteers, members, relatives, friends and neighbours. Basingstoke & Old Basing u3a will neither condone nor tolerate any form of abuse or neglect and believes that all people should be able and, where necessary, enabled to live in an environment which is safe and free from harm.

It is not appropriate for Basingstoke & Old Basing u3a to take the lead role in any Safeguarding Enquiry under Section 42 of the Care Act 2014. Where there are serious concerns regarding abuse or neglect Basingstoke & Old Basing u3a committee will seek advice and support from the Trust, where possible, and will contact the relevant statutory authorities, as needed. Basingstoke & Old Basing u3a will monitor the implementation of this policy and procedure annually through its committee.

In following the safeguarding procedure Basingstoke & Old Basing u3a will strive to uphold the principles that those involved in incidents are entitled to:

- privacy
- be treated with dignity and respect
- lead an independent life and to be enabled to do so
- choose how they live their lives
- the protection of the law

- have their human and civil rights upheld regardless of ethnic origin, gender, sexuality, impairment or disability, age, religious or cultural background.

Basingstoke & Old Basing u3a will also follow the principles enshrined within the Care Act 2014:

- **Principle 1 – Empowerment** – whereby the approach is focused on the individual making their own decision and gaining informed consent, where possible.
- **Principle 2 – Prevention** – seeking to take steps to prevent issues from arising or escalating.
- **Principle 3 – Proportionality** – responding in a proportionate way to the issue/s being presented.
- **Principle 4 – Protection** – seeking to keep the membership safe and protection for those deemed to be at risk.
- **Principle 5 – Partnership** – reporting incidents to the relevant statutory bodies and liaising with the Trust.
- **Principle 6 – Accountability** – accurate recording of incidents. Reporting incidents, as required, to the Trust and relevant regulatory authorities.

3. Procedure

Basingstoke & Old Basing u3a has a responsibility to ensure that its committee members and group leaders understand their safeguarding responsibilities.

Depending on the nature of the allegation and the identified risk, Basingstoke & Old Basing u3a will support the alleged victims and the alleged perpetrators of any abuse as well as any volunteer who becomes aware of an allegation in so far as this does not compromise any safeguarding enquiry or investigation into the allegation or place other adults at risk.

Basingstoke & Old Basing u3a will make every effort to respect the confidentiality of any information that is disclosed under this policy and procedure, however due to the seriousness of allegations confidentiality is not absolute. Information will be recorded and stored securely in accordance with Data Protection Act 2018 but information may have to be shared, on a 'need-to-know' basis only, to prevent:

- Danger to a person's life
- Danger to a person's health
- Danger to others
- Danger to the community
- or to prevent or to facilitate the investigation of a serious crime

3.1 Courses of action

- Basingstoke & Old Basing u3a's approach to safeguarding will include members who exhibit health concerns that could put themselves or others at risk, convictions (previous or pending) that include offences of a sexual or violent nature, inappropriate behaviour

exhibited by a member including sexual advances, bullying, aggression or violent behaviour, harassment and/or discrimination. This can include behaviour exhibited face to face as well as electronic communications or via social media platforms.

- Where the committee becomes aware of a safeguarding concern steps will be taken, as needed, to ensure the safety of adult/s at risk is secured as a first priority. The steps to take to address this will be discussed and agreed between the Executive Officers of the committee in the first instance. No committee member will act in isolation when dealing with a safeguarding concern.
- Where Basingstoke & Old Basing u3a committee becomes aware of a safeguarding concern, the first step will be to gather as much information as possible to assist with the decision as to the next steps. A risk assessment will be developed and recorded as soon as possible after the concern comes to the attention of the committee. Where it is deemed that the risk is high and immediate action needs to be taken, the committee will contact the relevant local authorities and – where possible – the Trust for advice and support.
- As far as possible, the adult at risk's wishes will be respected as to whether or not to refer any concerns to the local authority as a Safeguarding Enquiry under Section 42 of the Care Act 2014. However, it may be necessary to override their wishes in the best interests of other adults at risk.
- In developing the risk assessment, the committee will consider the level of risk and the action that needs to be taken accordingly. Assessment of risk will include:
 - Risk to the individual member
 - Risk to other members within the u3a
 - Reputational risk for the individual u3a and the u3a movement as a whole
- Where the risk is not deemed to be high but support is needed, Basingstoke & Old Basing u3a will contact the Trust to discuss the concerns and seek additional assistance in developing the risk assessment. Assistance will always be sought before moving to exclude any member from the u3a on the basis of a safeguarding risk assessment.
- Once the risk assessment is completed, the committee will decide as to the most appropriate course of action. This could include excluding members from certain groups i.e. groups held in people's homes, requesting that a member attends the u3a with a carer or excluding a member from a group run by a particular group leader.
- Depending on the nature of the allegation it may be necessary to pursue the incident following Basingstoke & Old Basing u3a's complaints, disciplinary or grievance procedure. Where it is decided that this is the best course of action the matter will not be investigated by any party that was privy to the initial reporting of the incident.
- All actions taken will be recorded. Any records will remain confidential to the committee unless a prior decision has been taken to share the record with the relevant statutory bodies.

This policy was adopted on:

Signed: Elaine Budd

Committee role Business secretary and safeguarding lead

Print name: Elaine Budd

Policy review date: 23/09/22

Beacon Update 22/09/2022

Since taking over Beacon, I have:

- Resolved outstanding issues, where Beacon was rejecting emails to particular addresses
- Set up and trained all committee members in the use of Beacon for their role
- Assigned all committee members the privileges of a Committee Member
- Added privileges to the role of Membership Secretary, to create, update Polls and Standard Messages.
- Removed the Group Leader privileges for those members, who were no longer Group Leaders.
- Made a list of Group Leaders on Beacon, who do not have the Group Leader privileges
- Set up and trained 6 people on this list in the use of Beacon, with 3 more to be scheduled
- For those members, who have resigned for 2022/23, I have removed them from groups in which they were members
- Following a meeting with Linda Wain, I have now resolved all duplicate member records (most of the duplicate records are because a member resigned and rejoined, but the original record was not reused – we have to keep these for audit purposes)
- Resolved a couple of technical issues via contact with the Beacon Support Team