

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 by on-line booking.

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 for 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 Groups Co-ordinator or 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 advises Group Leaders of what financial information is required and when it is required to meet our reporting obligations under Charity Law.

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 Coordinator as this may indicate that an additional group needs to be formed.

Guidance on setting up interest groups is provided by the Groups Coordinator.

Information on local meeting venues is also available from the Groups Co-ordinator.

Paid Tutors

Paid tutors may be used for groups where the committee deems the physical safety of members may be compromised if an unqualified and uninsured leader were to be used. In addition, qualified tutors may be used in areas (e.g. languages) where specialist knowledge is required

The Group leader(s) will agree the terms of the contract with the tutor and forward it to the Treasurer who will be responsible for paying the tutor the agreed fee. This contract must confirm that:

- the tutor is self-employed and responsible for his/her own tax and national insurance
- the tutor is not entitled to payment if they are unable to attend
- the tutor is responsible for his/her own public liability insurance and must provide both their NI number and a current insurance cover note annually.

Provided the above policy is clearly adhered to then the tutor may also be a member of our u3a & participate in other groups but to avoid any possible conflict of interest they may not act as the leader of a group they are paid to tutor.

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** (April 2022-23). 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 District u3a 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 programme of talks open to all members is produced and will be available on the Odiham District u3a website at the beginning of July, containing the programme for the next 12 months. Updates will be made as necessary.

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

At other times of the year potential members should contact group leaders directly or via the website for information.

An 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. 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

In line with our undertaking, in the Privacy Policy, to protect members we will never send them anything submitted from individuals or groups outside the u3a, though we recognise that group convenors may occasionally do so if it is of particular relevance to that group. In addition, in those instances where members are actively involved (e.g. choirs), the activity may be publicised in the monthly newsletter and on the website.

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.

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, in exceptional cases, 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, details of which will be communicated to members both via the newsletter and on the website.
- They welcome suggestions from members but the final decision is at the discretion of the leaders.
- 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 shortfall then the leaders and the Treasurer will decide whether to subsidise 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 required to sign the Code of Conduct on appointment.

10. Members safety & well being

Odiham District u3a takes the safety of all its members very seriously. To this end all the major venues that our groups use supply the Business Secretary with a copy of their current risk assessments and all activity groups prepare risk assessments before undertaking their activity. This process is important as it provides the basis for claims under the national u3a third party insurance policy.

In the event of an accident during a u3a activity it is important that an immediate record of the incident is made. Copies of the incident report form are available on the website.

Wherever possible, we seek to use locations which provide ease of access and facilities for those for whom movement is difficult.

In addition, we have established a clear policy and procedure to safeguard members should there ever be instances and allegations of inappropriate behaviour. This policy is reviewed by the Committee every 3 years.

Approved by Odiham District u3a Trustees September 11th 2024