

Felton Village Hall Policies Policy

Purpose of the Policy

This policy enables the Trustees to work in a consistent and transparent way in accordance with the law and seeking ongoing improvements for users by establishing and maintaining a set of policies that are fit for purpose, guiding the decisions and work of the Committee and its Officers

It ensures that policies:

- cover all matters they should, reflect practice and are easy to use
- are kept up to date as legislation, circumstances and needs change
- enable Trustees to implement, monitor and review all aspects of their work individually and collectively
- are available for all users and members of the community to see

Responsibility for Implementing the Policy

Trustee with responsibility for Policies and Procedures

Meetings Secretary

All Trustees with responsibility for a policy

People affected by the Policy

Policies and Procedures Officer

Meetings Secretary

All Trustees with responsibility for a policy

All Trustees

Monitoring and Review

The Officer with responsibility for Policies and Procedures is responsible for monitoring and reviewing the policy

To monitor the policy, The Policy and Procedures Officer will report to each Management Committee:

- whether all changes to policies have been dealt with in accordance with this policy
- whether any new policies have been created in accordance with this policy
- adherence by the Trustees to the Policies Monitoring and Review Calendar

The review will be presented to the Trustees as a report containing:

- how well this policy has achieved its purpose
- data on adherence to the Monitoring and Review Calendar

This policy will be reviewed annually. The next review is due in March 2023.

This policy was formally adopted on June 26 2021

Signed

Eileen Cameron

Chair

Criteria

1. Each policy must:

- meet up to date legal requirements
- be specific to Felton Village Hall
- reflect what we do, changing that only if, under examination, we decide we would rather do something better
- be written in straightforward language, and as positively as possible
- provide the Officer(s) responsible with a clear brief
- contain the date it was last amended

Which Policies

2. The Management Committee will maintain a set of policies as follows:

- those required at the first two levels of the Hallmark awards
- any additional policies the Management Committee decides would be helpful because there is a need for clarity, consistency and openness in how a matter is addressed

3. Any Trustee can bring to the Committee a proposal that an additional policy is needed

Process of Policy Writing

4. The same process is followed for each policy:

- set down current practice
- gather points from our own and others' established and model policies
- start writing on a clean sheet of paper
- use a common format
- create a draft and share this with Trustee(s) with lead responsibility for the policy area
- circulate the resultant draft to the Trustees and discuss in detail at a Management Committee meeting, bringing it back to a further meeting as necessary
- no policy is ready for adoption until agreement is reached that it sets out, straightforwardly, what we should and can do
- adopt the policy formally at a meeting

Storage and Communication of Policies

5. The Policies and Procedures Officer will each keep a paper copy of all signed adopted policies. These will be annotated by hand as changes are made through the year. As each policy is reviewed and any necessary changes made, the revised policy will be adopted and will replace its predecessor.

6. All policies are held as pdfs on the Felton Village Hall page of the North Northumberland Village Halls Consortium website. These policies are the most up to date versions. The Policies and Procedures Officer is responsible for ensuring this suite is up to date.

7. The Policies and Procedures Officer will maintain on the website a spreadsheet showing all changes made in the course of the year with both the text and the date they were made.

8. Paper copies of up to date policies must be provided to all who request them. Requests should go to the Trustee responsible for Policies. Information in the Hall Handbook and notices in the Hall will give people the option of ringing or noting their request on a Feedback form.

Changes to Policies and Re-adoption

9. The process for making changes is dependent on the nature of the change. There are three types of change:

10.1. As we formulate our revised suite of policies, it is inevitable that minor changes come up. Such changes are ones which either have no practical effect on the policy or only on the officer(s) responsible for implementation. Such changes are:

- typing errors
- omission of a non-controversial standard procedure
- a statement that has been agreed in one policy needs to be reflected in another that has already been agreed

Any trustee who identifies the need for such a change should inform the Policies and Procedures Officer who will amend the policy, date it and ensure it replaces the previous version on the website.

The agreement of the Management Committee is not sought before making such alterations. The Policies and Procedures Officer emails all Trustees with the change(s) and reports formally at the next Committee meeting for minuting. The changes will be formally adopted at the next annual review.

11.2. Trustees with responsibility for specific policies will bring to the next Committee Meeting any urgent and significant changes:

- new legislation that relates to the policy is in force
- advice from ACRE or the Charities Commission
- implementation of the policy has revealed something inadequate or unworkable

After changes have been agreed and the revised policy has been adopted, the Policies and Procedures Officer will post it on the website, replacing its predecessor. Changes will be minuted.

The Committee will decide whether changes are such that those affected and users of the website must be notified and how.

12.3. When each Policy is reviewed in accordance with the annual programme there may be changes to discuss following the review. Whatever is agreed, together with any changes made during the year will be integrated into the revised policy which will be adopted at that meeting or the following one.

The Committee will decide whether changes are such that those affected and users of the website must be notified and how.

Policy Monitoring and Review

13. Each policy has a section setting out what is required for monitoring and review.

14. Officers with responsibility for particular policies lead the processes of monitoring and review, with the support of the Policies and Procedures Officer. The nature of that support is discussed between the officers concerned.

15. The Policies and Procedures Officer provides a calendar showing when policy monitoring and reviews should be on the agenda.

16. The Meetings Secretary is responsible for placing monitoring reports and reviews on the agenda and minuting any policy changes

17. **Policy monitoring** ensures that everyone is working in accordance with the policies and that any unworkable actions are improved. It identifies any immediate issues arising from policies not being adhered to or not being effective.

18. Monitoring is generally verbal at a Committee meeting. It will be minuted.

- Health and Safety, the Data Audit, Hiring, Feedback and Policies are on the agenda for every meeting
- the Finance Policy is monitored through completion of the accounts and report and hence is on the agenda of every meeting
- liaison between Trustees and their linked Regular User(s) is reported back on at every other Committee Meeting (odd numbered months)
- Safeguarding, Fair Treatment and Data Protection monitoring matters are placed on the agenda by the relevant Officer or tabled as AOB if too late for the agenda
- Officers responsible for monitoring policies should bring urgent matters to the attention of the Committee as soon as possible

19. **Policy review** allows the Management Committee to consider the effectiveness of the policy over the year and to discuss any changes necessary.

- reviews are brief written reports presented annually
- reviews are distributed round the year with none in December, July or August
- copies of reviews will be distributed to Regular Users with Management Committee Meeting Minutes
- the AGM papers will include a brief report on policy reviews, including when each policy was reviewed and a summary of any significant changes

Procedures

20. Procedures which should be made public, such as for financial management and booking, go through the same process as policy production and are available on the website

21. Procedures which affect Trustees working in more than one policy area should be discussed, written and taken to a Management Committee meeting for agreement. Significant changes should go through the same process

22. Procedures which affect 2 or more Trustees sharing responsibility for a single policy area should be agreed between them

23. Trustees with sole responsibility for a policy area work out their own procedures beyond those set out in the policy

24. The Policies and Procedures Officer will provide support if required