

Friends of the Venerable Policy

Issue Version	Date	Author	Description
1.0	13-Apr-2025	Ben Rowden	New Policy

A copy of this policy is placed on the Charity's website.

Signed (and Dated) on behalf of the Executive Committee:

Name: Ben Rowden

Date: 13-Apr-2025

Signature:

REDACTED

Chairman

Table of Contents

1. Conflict of Interest Policy	2
2. Expenses Policy.....	2
3. Financial Reserves Policy	3
4. Financial Controls Policy	3
5. Safeguarding Policy.....	3
6. Serious Incident Reporting Policy	4
7. Complaints Policy	5
8. Risk Management Policy	5
9. Engaging External Speaker Policy.....	6
10. Data Privacy Policy	6
11. General Policy	6

Purpose

The purpose of this document is to set out the charity policies for Trustees/Executive Committee, its members (Friends), related individuals and others who interact with the charity.

Scope

The scope of this document is the Friends of the Venerabile charity.

1. Conflict of Interest Policy

Purpose

A conflict of interest is any situation in which a trustee's personal interests or loyalties could, or could be seen to, prevent them from making a decision only in the best interests of the charity. This policy defines how the charity will ensure that conflicts are identified, recorded and managed.

Policy

- Trustees have an individual personal responsibility and must declare conflicts of interest in order for trustees to fulfil their legal duty to act only in the best interests of the charity.
- Outline what the charity's governing document says about conflict of interests.
- Trustees must declare any relevant conflicts that are known, including business and personal interests and those of spouse, family and close relatives.
- Trustees must make decisions only in the best interests of the charity.
- Trustees with any conflict of interests must withdraw from relevant meetings, discussions, decision making and votes.
- Trustees must consult with the Charity Commission where the conflict of interest is so acute or extensive that Trustees may not otherwise be able to demonstrate that they have acted in the best interests of the charity.
- The charity must record any conflicts of interest and how they were handled.

2. Expenses Policy

Purpose

To ensure that charity funds are managed appropriately and aligned to the charity's objects.

Policy

- Trustee expenses will be in support of charity objects and reasonable, in order to be considered valid.
- Trustee expense claims will be supported by receipts or appropriate proof.
- Trustee expense claims will be approved before repayment by two of the following: Treasurer, Chairman and Honourable Secretary.

3. Financial Reserves Policy

Purpose

To ensure that funds donated to the charity support the objects of the charity in a timely manner

Policy

- The charity will maintain sufficient reserves to cover at least one year's governance costs plus the costs of the annual "The Venerable" college magazine and Venerable View.
- Treasurer will represent and express the ratio in absolute monetary terms and as a ratio of reserves to annual expenditure.
- Trustees will ensure that the reserves level is documented in meeting minutes, along with the reasoning for the level agreed, and the steps the charity will take to establish or maintain reserves at the agreed level.
- Treasurer will highlight reserve level risks to the broader executive committee as appropriate.

4. Financial Controls Policy

Purpose

To ensure that the charity and its funds are managed in line with legal and regulatory requirements.

Policy

- Trustees will prepare accounts for each financial year which give a true and fair view of the charity's finances.
- Trustees will ensure that prepared accounts comply with the Charities Act 2011.
- Trustees will select suitable accounting practices and apply them consistently.
- Trustees will make reasonable and prudent financial decisions.
- Trustees will prepare the accounts on a going concern basis unless charity circumstance require other actions.
- Trustees must safeguard charity assets and ensure reasonable steps are taken to prevent and detect fraud and other irregularities.

5. Safeguarding Policy

Purpose

The well-being of individuals, members (Friends) and related individuals is important. Friends of the Venerable are committed to the principles of safeguarding which includes empowerment, protection, prevention, partnership and accountability in line with UK national legislation and local guidelines.

The charity is committed to ensuring our activities are delivered in a way which promotes the well-being and safety of all adults. The charity does not primarily work

with children or adults at risk and therefore members do not require an enhanced DBS check.

The Charity will ensure all members are aware of this policy and the need to follow it at all times. All members will be made aware and understand their duty to report any safeguarding concerns that are disclosed, witnessed or suspected.

The Charity commits to co-operating fully with appropriate statutory and non-statutory services.

Policy

- The charity must plan all activities so as to minimise situations where the abuse of adults at risk might occur.
- All interactions with adults at risk should be where a member of the charity can be observed by others.
- The charity will appoint a named Safeguarding Officer.
- The charity will promote a culture of transparency ensuring members (Friends), and others associated, feel able and empowered to report any suspicious or concerning behaviour.
- The Safeguarding Officer will ensure the appropriate statutory agency is informed of any safeguarding allegations, incidents or concern. This includes to the Local Authority and the Police.
- All concerns, incidents or allegations will be dealt with expediently and seriously.
- The Safeguarding Officer will keep a confidential record of concerns or disclosure they or another member (or associated other) has and seek advice from the relevant social service department or police as appropriate.
- The Safeguarding Officer will ensure that records are factual, accurate, concise, legible and dated. They must be stored securely and ensure the individual's privacy and security is not breached.
- The Safeguarding Officer will ensure confidentiality and not discuss disclosures with others with the exception of the Police or Social Services.

Safeguarding procedure is separately documented to ensure easy and timely access to key information needed to support any disclosure event.

6. Serious Incident Reporting Policy

Purpose

To ensure that the charity can manage any serious incidents are managed fully, completely, and as allowed for under the law.

Policy

- The charity will respect and never penalise those who stand up for anyone suspected of being abused.

- The charity will ensure that the Charity Commission is informed of any suspicions, allegations and incidents of abuse or mis-treatment by following the Commission's Serious Incident guidelines.
- Trustees must ensure that the charity makes a report in a timely manner.

7. Complaints Policy

Purpose

To ensure that the grievance, perceived or otherwise, is appropriately and satisfactorily managed.

Policy

- Complaints will be made directly to the charity trustees unless suspected illegal activity has taken place.
- Trustees receiving complaints will ensure that appropriate notes are taken and the issue is raised with the Chairman.

8. Risk Management Policy

Purpose

This policy is an acknowledgement that the executive committee is committed to maintaining an appropriate risk management framework. The aim is to ensure that the charity makes reasonable effort to manage risk appropriately by maximising potential opportunities whilst minimising the adverse effects of risks.

Risk management will enable the executive committee to respond to operational, strategic and financial risks, sourced internally or externally.

Objectives

- To confirm and communicate the charity's commitment to risk management.
- To establish a consistent framework and protocol for determining appetite for and tolerance of risk and for managing risk.
- To provide a structured process for risk to be considered, reported and acted upon.

Policy

- The charity trustees believe that sound risk management is integral to both good management and good governance practice.
- Risk management will form an integral part of the charity's decision-making and be incorporated within strategic and operational planning.
- Risk assessment will be conducted on all new activities and projects to ensure they are in line with the charity's objectives and mission.
- Any risks or opportunities arising will be identified, analysed and reported at an appropriate level.

- A risk register covering key strategic risks will be maintained and updated by the trustees at least twice a year and more frequently where risks are known to be changeable.
- The charity trustees will periodically review and monitor the effectiveness of its risk management framework and update it as considered appropriate.

9. Engaging External Speaker Policy

Purpose

To ensure that trustees discharge their legal duties, manage the risks and ultimately protect the charity from being used or abused for extremism, terrorism or illegal activity.

Policy

- Trustees must ensure that the charity's name and funds are not used to promote extremist or other activities that are inappropriate.
- Trustees must ensure that charity related events or material published does not denigrate, incite hatred or glorify terrorism.

10. Data Privacy Policy

Purpose

To ensure that data is managed in line with legal and regulatory requirements.

Policy

- Data processed by the charity and other processors will be managed in accordance with UK GDPR.
- Information about how the charity processes data will be documented in a Privacy Notice, published on its website and updated annually.

11. General Policy

Policy

- Trustees will ensure that the annual return to the Charity Commission is made in a timely manner.
- Trustees will ensure that all serious incidents have been reported to the Charity Commission before completing the annual return.
- Trustees will comply with the charity's governing document and the law, act in the charity's best interest, manage the charity's resources responsibly, act with reasonable care and skill, and ensure the charity is accountable.

Initials: BJR