

# Friends of the Venerable Procedure

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

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

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

Name: Ben Rowden

Role: Chairman

Date: 13-Apr-2025

Signature: REDACTED

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## Purpose

The purpose of this document is to set out the charity standard operating procedures.

## Scope

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

### 1. Conflict of Interest Procedure

When a trustee is subject to a conflict of interest, ensure that:

- trustee interests are recorded in the charity's register of interests;
- declaring interests at the beginning of each meeting;
- remove the trustee concerned from the decision making process; and
- record details of the discussions and decisions made.

Charity risks are documented and maintained in a spreadsheet (FOV Risk, Conflicts of Interest and Complaints Register).

### 2. Financial Reserves Procedure

The reserves maintained by the charity will be calculated by the Treasurer as:

One year's governance costs + The Venerable College annual magazine

### 3. Safeguarding Procedure

See FOV-SOP02 Friends of the Venerable – Charity Procedure – Safeguarding v1.0.

### 4. Serious Incident Reporting Procedure

If something does go wrong, you should take immediate action to:

- prevent or minimise any further harm, loss or damage
- report it to the Commission as a serious incident
- report it to the police (and/or other relevant agencies) if you suspect a crime has been committed, and to any other regulators the charity is accountable to
- plan what to say to your staff, volunteers, members, the public, the media and other stakeholders, such as funders
- review what happened and prevent it from happening again – this may include reviewing internal controls and procedures, internal or external investigation and/or seeking appropriate help from professional advisers

Use the ['Report a serious incident' online form](#) to report serious incidents to the Commission.

You should report what happened and explain how you're dealing with it, even if you have already reported it to the police or another regulator.

If you're reporting the incident as a trustee, you need to confirm that you have authority to report on behalf of the trustee body. If you're not a trustee, you should explain who you are, your relationship with the charity and confirm that you have the authority of the trustees to report the incident.

When making a serious incident report, you'll need to provide the following information:

Contact details, including:

- your own contact details
- the charity name and, if it's registered, its registration number
- reference numbers and contact details if you've reported it to other organisations, like the police
- names and registration numbers of other charities involved in the incident, if relevant

You'll also need details of the incident, including:

- date of the incident
- what happened
- date the charity found out about the incident
- how the charity found out about the incident
- what impact the incident has had on the charity's beneficiaries, finances, staff, operations or reputation
- whether trustees are aware of the incident

You'll also need details of how your charity is handling the incident, including:

- which of the charity's policies or procedures relate to the incident and whether they were followed
- what steps the charity has taken to deal with the incident
- what steps the charity has taken to prevent similar incidents
- where applicable, the charity's media handling or press lines, including a link to a press release if available

Further information is available on [How to report a serious incident in your charity - GOV.UK](#)

### Whistleblowing

In reporting your concerns to the Commission, you may be protected under the Public Interest Disclosure Act 1998. To find out more, read the Commission's [whistleblowing guidance](#).

## 5. Complaints Procedure

All complaints will be managed following the advice available at [Complain about a charity - GOV.UK](#)

Charity complaints are documented and maintained in a spreadsheet (FOV Risk, Conflicts of Interest and Complaints Register).

## 6. Risk Management Procedure

Charity risks are documented and maintained in a spreadsheet (FOV Risk, Conflicts of Interest and Complaints Register).

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Initials: BJR