

Towards Right Ordering

A Handbook for the management
of Local Meetings within
Oxford and Swindon Area Quaker Meeting

Revised edition December 2020

The Trustees of Oxford and Swindon Area Quaker Meeting

First adopted November 2014

Oxford and Swindon Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain is a Company Limited by Guarantee registered in England (Company Number 06947462) and with the Charity Commission for England and Wales (Charity Number 1137897) whose registered office is at
43 St Giles, Oxford OX1 3LW

Foreword

This Handbook is a revised version of the one first published in 2011 as a response by Oxford and Swindon Area Quaker Meeting (the “**Charity**”) Trustees to changes in the management of Quaker Meetings within BYM brought about by external pressures. All Meetings are now charity activity and therefore fall under the regulation of the Charity Commission for England and Wales (the regulator of English and Welsh charities). The Charity is structured as a Company Limited by Guarantee (a type of company that is eligible for charitable status), and that means it is also regulated by Companies House (the registrar and regulator of UK companies).

Trustees carry the legal responsibility for the proper conduct of the life and work of our Local Meetings. They are required to report annually, as part of the accounting and reporting process, to the Charity Commission and to Companies House. The annual report includes an explanation of how the Area Meeting is furthering its charitable objectives. The Handbook is intended as a guide for Trustees and Clerks of Local Meetings and all members of the Charity in the conduct of church affairs within the overall framework of Quaker faith and practice.

We continue to face changes in national legislation and regulation, and that is why this new edition of Towards Right Ordering is necessary. Its main new feature is a chapter on Employment, written with legal advice to comply with and reflect current legislation. The Finance chapter has been revised and expanded to deal with reserves and the ways in which they may be held. The chapters on Property, on Safety, on the Safeguarding of Children, Young People and Adults at risk, and Data Protection have all been revised.

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Definitions and abbreviations

AM	Area Meeting, as further defined in the Articles of the Charity
LM	Local Meeting, as further defined in the Articles of the Charity
Elder	An Elder as more particularly described in Chapter 12, paragraph 12 of Quaker faith & practice
Overseer	An Overseer as more particularly described in Chapter 12, paragraph 13 of Quaker faith & practice
OSAM	Oxford and Swindon Area Quaker Meeting
Charity	Oxford and Swindon Area Quaker Meeting, registered charity number 1137897
Members of the Charity	Those individuals who have been accepted as members of the Area Meeting and admitted as company law members of the Charity
Member or Members	A member of a Local Meeting
Property Trustee	The individual Trustee who takes the lead for property matters within the Charity
Property Member or Members	The member(s) of a Local Meeting who take the lead for property matters within the Local Meeting

1. Oxford and Swindon Area Quaker Meeting Constitution and Trustees

1.1 Constitution and regulatory oversight

In 2010 Oxford and Swindon Area Quaker Meeting (the "Charity"), like all British Quaker Meetings, was required to become a registered Charity. It is constituted as a Company Limited by Guarantee, which means that it is regulated both by the Charity Commission and by Companies House. The Memorandum and Articles of Association are the governing document of the Charity.

The objects of the Charity are *"for the public benefit to advance the religious purposes of the Religious Society of Friends (Quakers) in Britain in the area of the Oxford and Swindon Area Quaker Meeting and beyond."*

The Trustees serve as company directors and charity trustees, and all Members of the Area Meeting are admitted as company law members of the Charity by the Trustees.

The Trustees shall ensure that they are familiar with all relevant Charity Commission (CC) guidance, and in particular:-

- [The essential trustee: what you need to know, what you need to do](#) (CC3)
- [It's your decision: charity trustees and decision making](#) (CC27)
- [Charity finances: trustee essentials](#) (CC25)
- [Safeguarding and protecting people for charities and trustees](#)

1.2 Trustees

The Trustee body is made up of between five and fifteen individuals, who are appointed by the Members of the Charity following nomination by the Area Meeting Nominations Committee according to the current edition of Quaker faith & practice. Trustees may be appointed for a term of up to three years and ordinarily may only serve a maximum of three consecutive terms before being required to take a break from office.

As a matter of practice, the Area Meeting Nominations Committee usually nominates one Trustee from each Local Meeting, with two from Oxford Local Meeting, as well as The Clerk of Area Meeting and the AM Treasurer. The Area Meeting Nominations Committee may also consider recommendations of each Local Meeting.

The Trustees may appoint up to three Members as additional co-opted Trustees. At the date of issue there are two co-opted Trustees: the Clerk to Area Meeting and the Safeguarding Co-ordinator. The list of Trustees is published each year in the OSAM Year Card.

The officers are appointed by the Trustees from among themselves. The work of the Clerk as OSAM Charity Secretary and in dealing with the Charity Property and Management is shared by other Trustees.

1.3 Normal frequency of meetings

The Annual General Meeting of the Charity will ordinarily be held in conjunction with an Area Meeting each July.

Area Meeting meets every two months.

The Trustees ordinarily meet at least three times a year.

Local Meetings meet at least every two months, prior to Area Meeting. If there is a Finance and Property Committee in a Local Meeting it should meet at least three times a year. If not, please inform the Clerk to Trustees of your arrangements.

1.4 Official designation

Please note the full formal designation of OSAM which appears on the title page of this Handbook. By law the statement has been placed outside the registered office at 43 St Giles. It should also appear on printed communications:-

Oxford and Swindon Area Quaker Meeting of the Religious Society of Friends (Quakers) in Britain is a Company Limited by Guarantee registered in England (Company Number 06947462) and with the Charity Commission for England and Wales (Charity Number 1137897) whose registered office is at 43 St Giles, Oxford OX1 3LW.

1.5 Communications: Minutes, Oral Reports

The Trustees are concerned to see that the outcomes of Meetings for Worship for Business within the Charity are regularly communicated to those who need to know them. Accordingly, set out below is a pattern for the circulation of Minutes and also for the frequency of meetings.

The Trustees also wish to underline the value of oral reports, not just in the case of appointed Friends reporting back from AMs but at all levels.

Where the Charity is subject to external regulation, namely Property, Safety, Safeguarding and Employment. A Trustee may be nominated to take the lead for each discipline and will be in contact with those responsible for it within each Local Meeting. The Trustees for each discipline will also ask for an Annual Report from each LM.

1.6 Circulation of Minutes

AM Minutes should be sent to Trustees as well as to LM Clerks.

AM Trustees' Minutes are sent to LM Clerks as well as to AM Clerk.

Meeting for Worship for Business minutes within each LM should be sent to the Trustee(s) of that Meeting and to those responsible for each discipline, whether present at Meeting for Worship for Business or not.

Local Meetings will be asked to supply the name of a responsible individual for each discipline which applies to that LM. Treasurers are asked to provide annual budgets and accounts. Trustees taking the lead for Property, Safety and Safeguarding will request annual reports.

2. Finance

2.1 General Objective

The accounts of each constituent Local Meeting will be consolidated within the overall accounts for the Area Meeting which is the accounting unit of the Charity. The consolidation will be completed by a qualified external accountant being a person of recognised competence, and prepared in accordance with all relevant Charity Commission, The Charities Statement of Recommended Practice (SORP), Companies House and other applicable legal and regulatory requirements. (Also see 2.3)

2.2 Local meetings

Each LM will appoint a sub-committee which will exercise financial oversight, but the same sub-committee may cover property matters as well in the smaller LMs with their own Meeting Houses. It will meet at least twice a year and record its decisions in minutes which will be copied to the LM Clerk.

Where an LM has a Finance (& Property) Sub-Committee, the membership of that committee shall consist of at least three individuals and shall include the LM Treasurer and the Trustee for the LM, ex-officio. Additional appointments may be made by the LM as Collectors, Assistant Treasurers, etc according to need but oversight will be exercised by the Finance sub-committee, who should report when appropriate to the LM Meeting for Business.

If there is no finance sub-committee oversight should be undertaken directly by LM for Business.

2.3 Local Meeting Treasurer

The accounts of the Local Meetings will be prepared by the LM Treasurer who is responsible both to their LM and to the AM Treasurer. The latter is vital to ensure the consolidated accounts are accurate and comply with current laws and regulation affecting charity finances and reporting. All LM Treasurers should be available to attend the annual Treasurers' workshop in November and to attend the independent examination in February or to send a suitable nominee. All finances and budgets must follow the layout provided by the AM Treasurer. Any material changes in financial position should also be notified without delay. Any queries regarding any aspect of LM or AM finances should be directed to the Area Treasurer. LM queries should be directed to the LM Treasurer in the first instance. The LM Treasurer will complete the accounts for the previous year for presentation to an LM Business Meeting for receipt prior to the independent examination in late February. Oxford Meeting sends its accounts direct to the accountants for examination prior to consolidation.

2.4 Independent Examiner and External Accountant

The examiner, who is appointed by the AM Treasurer, will be a person of recognised competence and will be the same examiner for all of the LMs with the exception only of Oxford. Due to its size, Oxford will be examined by the external accountant preparing the consolidation.

The AM Treasurer will take responsibility for ensuring all accounts are presented to the external accountant. All communications with the external accountant will be through the AM Treasurer and anyone wishing to discuss financial matters with the external accountant must go through the AM Treasurer, with the exception of Oxford Meeting which will deal with the external accountant direct.

2.5 Local Meeting Budgets

The LM Treasurer, in consultation with the LM, should prepare a detailed budget to include all aspects of expected income and expenditure, allowances to be kept in reserve and any grants that may be required from OSAM Central Funds for the following year for approval, if possible, as indicated in the timetable below. Budgets should be presented in the format laid down by the AM Treasurer. Budgets should be approved by LM Business Meetings and sent to the AM Treasurer by December 1 in time for a Trustees' meeting to be held in January of the following year.

2.6 Area Meeting General Fund requests

The OSAM General Fund provides grants for activities which fall within the remit of Elders and Overseers, for example conference fees or training days. Those within the AM who wish to apply for a grant from the OSAM General Fund during the next calendar year should apply to the AM Treasurer by December 1 if possible.

2.7 Financial timetable for the year

LM accounts should be presented to the LM Business Meeting for acceptance prior to examination.

LM accounts should be presented to the AM Treasurer and independent examiner for examination in late February.

AM Treasurer shall arrange consolidation of LM accounts with OSAM Central Funds accounts to form the Charity's accounts.

The Charity's accounts are first presented to Trustees for approval, and shall then be presented to the AGM, which will ordinarily be held to coincide with Area Meeting in July of each year.

The Charity's accounts shall be filed with the Charity Commission and Companies House by the end of September each year (i.e. within nine months of the end of the financial year).

2.8 Shared Responsibilities

2.8.1 Trustees

Ultimately financial management of the Charity is the responsibility of the Trustees. To coordinate the work of Treasurers, the AM Treasurer will arrange for meetings of Treasurers as required but any recommendations they make which change financial arrangements will be reported to and considered by the Trustees.

2.8.2 Local Meetings

Schedule - To conduct the annual appeal for funds to support the work of the Area Meeting and the Society of Friends as a whole.

Bank Account – To open and operate bank or building society accounts, with two signatures being required for any expenditure over £200, including VAT where applicable, and including online transactions. The names and addresses of the banks or building societies are to be recorded in the notes to the LM annual accounts.

Two signatures are essential for expenditure over £200 and advisable for expenditure under £200 where possible. If this is not feasible for expenditure under £200 then each LM should make arrangements whereby all single signature transactions are scrutinised on a regular basis during the financial year. Confirmation that the transactions are satisfactory should then be reported to a Finance Committee or LM business meeting and retrospective approval minuted.

Expenditure: To commit expenditure within approved income and expenditure budgets, and transfer expenditure within main budget heads. If proposed expenditure will exceed budget by more than 15%, this will require the prior approval of the AM Treasurer who may consult the Property Trustee (if appropriate) and/or the Clerk to Trustees, and take such action as is deemed necessary in the circumstances. The matter should be reported in writing to Trustees at the earliest opportunity.

Ethical Banking: This is being kept under review by Trustees, and LMs are also encouraged to explore options.

2.8.3 Reserves

General operating costs and reserves are to be managed by the LMs but any matters of concern should be brought at the earliest opportunity to the attention of the AM Treasurer. Reserves should include provision for 6 months' operating outlay. LMs may establish designated funds, for example from legacies received. (For legacies, please see below). Such funds should be accounted for and reported separately from general reserves.

The Charity Commission requires that each Local Meeting should hold a Building Reserve which will normally be a percentage of the insurance value of the property based on the Quinquennial Report and on an assessment of potential significant items of outlay in the foreseeable future to be agreed with the AM Treasurer and the Property Trustee. Each percentage will be agreed following the Quinquennial Report with individual LMs. It would be prudent to assume that there will be no support from OSAM central funds.

The AM Treasurer is always willing to discuss questions about reserves with LM Treasurers.

2.8.4 Legacies

If an LM proposes to invest a Legacy in anything other than a savings account, the LM Treasurer should consult the AM Treasurer for guidance on the advantages and disadvantages of various forms of investment so that Area funds as a whole are protected.

2.8.5 Deposit/Accounts

A study by the Treasurer has shown that Triodos is a suitable place for Charity deposits.

2.8.6 Investments

Charity investment policy

LMs are recommended to recognize three kinds of investment:

- **Investment for Growth:** This should be confined to securities that are approved for charitable funds and are of a broadly ethical nature: investment plans should be shown to the AM Treasurer for comment, covering the proportion of LM funds to be invested, and the choice of securities. The M&G Charibond is currently in use by the Charity and by the Oxford LM.
- **Investment for income:** Similar conditions apply as for investment for growth above. Investment for income produces income for the Meeting.
- **Social Investment:** In this case funds are intended to support a suitable cause, such as a housing charity, rather than to produce a return. These should be subject to the consent of the AM Treasurer and Trustees.

Friends House may also be able to provide advice if needed.

The Trustees should refer to Charity Commission guidance: Charities and investment matters: a guide for trustees (CC14) when considering investments.

Information to AM Treasurer

LMS intending to make any substantial change in their investments should first inform the AM Treasurer. All new investments made are to be reported to the AM Treasurer immediately with copies of certificates, bonds etc along with details of the money's origin and for what purpose it may be used, or the interest used.

2.8.7 Insurance

Insurance for all Charity properties is arranged by the AM Treasurer, through whom all claims and inquiries should be made. A copy of the policy should be lodged in each LM. The annual cost of Insurance is divided pro rata among LMs with Meeting Houses. Those responsible in an LM for property should ensure that the property meets all the requirements of the insurance policy, including provision of fire alarms and extinguishers, checks of electrical equipment and no-smoking notices. As the section on Hiring indicates, all those outside bodies who hire a Meeting House are responsible for arranging their own insurance cover for their own activities. LMs must advise the AM Treasurer before initiating any claim against insurance.

For LMs without Meeting Houses: It is the responsibility of the LM Clerk to ensure that premises they hire are covered by insurance (both for damage to the building arising from the Meeting's activities and for third party liability) and that any insurance requirements such as fire alarms or extinguishers are provided by the owner of the property.

3. Property

Friends Trusts Limited (FTL) are the legal owners of all the Charity's property and their name is on the Land Registry title. The Charity is the equitable owner, and is responsible for general management of the property, and for any outlay incurred on it - or income arising from it. FTL may need to be involved in the following situations:-

- 3.1 **Licences** - (A licence involves non-exclusive occupation) Licences do not need to involve FTL, but it may be useful for originals to be deposited with the other property documents held by FTL.
 - 3.1.1 **Leases** - (A lease confers exclusive possession) ALL residential and commercial property leases must involve FTL (but see below 3.1.4 & 3.1.5).
 - 3.1.2 **Easements and Wayleaves** all need the involvement of FTL.
 - 3.1.3 **Property Sales and Purchases** all need the involvement of FTL.
 - 3.1.4 **Residential Lettings / Assured Shorthold Tenancies** - the tenant or letting agents may prefer FTL to be involved because their name is on the Land Register, but it is probably not strictly necessary. It may be useful for original documents to be deposited with FTL to join the general title deeds.
 - 3.1.5 **Tenancy Agreements with Wardens and Caretakers** will depend on the precise form of legal agreement, but the modern service or volunteer occupancy agreements supported by Friends House do not require FTL to be involved.
 - 3.1.6 **Town and Country Planning Act Applications** can be made in the name of The Charity. The application forms require the freeholder (FTL) to be notified and the appropriate notice should be served on them.
 - 3.1.7 **Party Wall Issues** - Trustees can engage surveyors and solicitors who will advise if any actions need to be performed by FTL..

Christopher Gregory, The Secretary of Friends Trusts Limited can be contacted at chrisg@quaker.org.uk or 02076 631082.

The Trustees are responsible in Quaker custom and now in law for the properties belonging to the AM. The responsibility for all properties, with the exception of 42 St. Giles, Oxford and Witney Burial Ground, is ordinarily delegated to LMs and supervised by the Property Trustee.

3.2 Meeting Houses

Burford with burial ground/garden*

Charlbury with burial ground/garden*

Faringdon with ancillary building and burial ground/garden*

Marlborough with chairlift to first floor*

Oxford with garden: 43 St Giles, Oxford, managed by Oxford Local Meeting.
(Contains one flat, office, five meeting rooms, library and kitchen)*

Swindon with upper floor of 5 rooms and small parking area*

**with wheelchair access*

3.2.1 Other properties

42 St Giles, Oxford, managed by Trustees and currently leased to a dental practice.
(The income from this building provides most of the annual income at the disposal of the Charity).

Witney burial ground, the responsibility of Trustees (maintained by the occupants of the properties built on the site of the former Witney FMH building).

Meetings without property

Abingdon

Headington

Witney

3.3 Local Meetings with Meeting Houses owned by the Area Meeting

Properties, which may include Meeting Houses, burial grounds, houses and land, are administered by the Area Meeting and their management for AM is the responsibility of the Trustees. Any major decisions, which might change the extent of the property assets or involve leasing parts of the AM's property, should be reported to, and approved by, the Charity Trustees.

3.3.1 LM Property Administration

Each constituent Local Meeting with a Meeting House should appoint a Member, or Members to be responsible for Property. Their responsibilities may be combined with oversight of Finance. They should report when appropriate to the LM Meeting for Business.

3.4 Procedures and powers

3.4.1 Trustees will arrange for the following:-

- The insurance of the property and contents, with the annual cost of insurance being divided annually pro rata among LMs with Meeting Houses.
- The regular inspection (usually every 5 years) of the condition of the property and the provision of a detailed report by a suitably qualified person, any costs being met by the Area Meeting.

3.4.2 Trustees will decide the following on a minute from, or after consultation with the LM:-

- Any matter where Local Authority or other official consents may be required.
- Any matter involving legal proceedings or advice or the services of our Surveyors.
- Leases or tenancies giving exclusive use of any part of the property to a third party.
- Alterations to the external or internal structure of the property, major internal change or re-equipment, or work affecting its boundary walls or the supply of services.
- Contracts for repair and maintenance estimated at over £3,000 (normally 2 estimates are to be obtained).

3.4.3 The following powers are delegated to the LM by the Trustees:-

- External repair and maintenance where the expected cost is below £3,000 and no permissions are required.
- Internal decoration and furnishing where no structural change is made; but the AM Treasurer is to be informed of any changes that may affect the insured value of the property or its contents.
- Normally 2 estimates are to be obtained where the expected cost of these works is over £3,000, but quality and value should be taken into account as well as price. A Minute of Record should be made in any case when the lower estimate is not accepted.
- Management of burial grounds and garden areas.
- Hire of rooms following the model agreement provided by Trustees. A register is to be maintained recording room hire and the charges due and paid. Charges are to be reviewed regularly and at least every 3 years.

3.4.4 **Emergency expenditure** may be dealt with by a decision of any two of the following:-

- AM Treasurer
- AM Clerk
- LM Treasurer
- LM Trustee
- Property Trustee

Their action is to be reported to Trustees and the LM Business Meeting at the earliest opportunity.

3.4.5 **Inspections by the LM**

At least once a year the buildings (including the roofs, gutters and drains, as far as they are visible from the ground) and the boundary walls are to be inspected visually, usually by the Property Member or Members. Any signs of cracking or movement in the structure or tiles should be reported to the Trustees. Any concern about the operation of services, gas, electricity, water and drainage, including surface water drainage, should be checked by the Property Member or Members.

3.4.6 **Water, gas and electricity monitoring**

The rate of services usage should be monitored through the bills where this is metered. Apart from avoiding waste, this can, in the case of water, provide an indication of leaks that may lead to structural damage if left undetected.

3.4.7 **Provision for those with disabilities**

All six Meeting Houses have provision for wheelchair access and hearing loops, and are encouraged to provide disabled cloakroom facilities where these are not already present, and where possible.

3.4.8 **Records**

A Property Record book which may be combined with a Safety Record book shall be maintained and kept available at the LM which shall record at the time they occur:-

- all inspections carried out and by whom.
- all work done and by whom, with the cost.
- all reports of faults or suggestions for work required; entries to be made by any member of the LM.

3.4.9 Hiring out the Meeting House

As enjoined by Quaker faith and practice (15:16), the Charity permits and encourages Local Meetings to serve their community and raise income by hiring out their Meeting Houses for suitable purposes that do not contradict the Charity's charitable status or create damage, such as reputational damage, for the Charity. Classes, youth work, lectures, CAB, yoga, art, and literature groups are all examples.

Any political events should be approached with caution and carried out only in accordance with the Charity Commission's guidance: Campaigning and political activity guidance for charities (CC9). It is recommended to draw a line between political hustings, with several parties represented, and single party gatherings which should be avoided. Alcohol, gambling and smoking are not permitted.

Hiring conditions will differ greatly between large and small meeting houses. LMs should write their own versions to take account of local needs and conditions, and to assist this process, Appendix B gives a skeleton hiring agreement, together with a list of matters to consider in drawing this up.

3.5 Procedure for dealing with complaints from room hirers

If there is a complaint about the accommodation which has been hired or about how the booking was dealt with, this should be addressed to the person who dealt with the booking.

If the complaint is not resolved satisfactorily within one week, it should be addressed in writing to a member of the Board of Trustees.

3.6 Local Meetings without Meeting Houses

It is understood that the arrangements for establishing a meeting place for these LMs will vary greatly. The AM Trustees wish to ensure that the arrangements are on record, and that safety standards are met in all such premises.

3.7 Tenancy arrangements

The LM should report the nature of the tenancy arrangements – whether a formal lease, short term hiring or informal arrangement with no fixed rent – and report them to the Property Trustee who will maintain a record of the arrangements.

3.8 Safety

Chapter 0 now covers Safety and asks for a named person to give attention to:-

- Fire safety risk assessment and precautions.
- Electricity and gas supply and equipment checks and inspections.

- First aid box.
- Disabled access (and egress in case of emergency).
- Maintenance of Safety Record.

3.9 **Insurance**

The LM Clerk will ensure that Third Party insurance is arranged either by the provider or Landlord, or by the LM, and that any insurance requirements such as fire alarms and extinguishers are provided.

3.10 **Reports**

The Premises/Property member or sub-committee will be asked to complete an annual Property report in a form provided by the Trustees (and specific to LMs without Meeting Houses) each autumn and return it to the Area Trustee responsible for Property. This should clarify the prevailing tenancy arrangements and will include questions about the responsible persons, the safety arrangements, fire precautions, disabled access, first aid and insurance.

4. Safety

This chapter includes all aspects of Safety precautions except for the Safeguarding of Children, Young People and Adults at risk which is covered in chapter 5.

4.1 Introduction

The various fields under this heading are all covered by legislation or regulation, so the guidance deals with legal requirements on Trustees and on Local Meetings.

The Trustees would encourage all Local Meetings to look at the two basic websites which deal with the subject of Safety. www.communities.gov.uk is an official website which brings all the relevant subjects together in one place. Our insurers, Congregational Insurance, give guidance more specifically related to places of worship. The Health and Safety website www.hse.gov.uk also has much useful information as well as free downloads of "Approved Codes of Practice".

4.2 Policy

Our policy, so far as is reasonably practical, is to ensure the health, safety and welfare of all members, attenders, visitors and contractors who may visit the meeting house and any associated buildings.

The Charity will also aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, casual labour and voluntary helpers and to provide such information, training and supervision as they need for this purpose.

4.3 Practical steps

The practical arrangements needed to carry out this policy are set out below. Certain headings (marked *) apply to all Meetings, whether or not they have their own premises.

4.4 LMs with a Meeting House

We need to take account of the fact that a number of LMs with Meeting Houses do not have a formal Property sub-committee. So we ask all LMs with a Meeting House to nominate one person who will be the link with the Property Trustee and take general responsibility for ensuring that these arrangements are carried out.

4.5 LMs without premises

Those LMs which hold their meetings in hired premises should be aware of the headings marked (*). They should also be aware of the electrical, gas and fire safety

rules at these premises, make sure that inspections have been carried out, and draw any matters of concern to the attention of the owners of the property.

4.6 The Safety Record Book*

Local Meetings are required to maintain a Safety Record book. Every subject in this section requires records to be kept in the Safety Record book. Accidents (AND near misses) under any of these headings should also be recorded. In smaller Meetings the Safety Record Book can also be used for the Property Record.

4.7 Disability Access*

The Equality Act 2010 is the most recent of the Acts which bear on this subject. It requires the provision of access to everyday services, including places of worship. It refers not just to physical access, but also to the need to make services easier to use for everyone.

The Trustees believe that wheelchair access to our buildings is now satisfactory. However, the Local Meetings are asked to report on provision of disabled toilets and on other provisions or perceived deficiencies in access for those with disabilities. Please include other items such as a hearing aid loop.

Local Meetings should note any difficulties experienced over access to the premises or facilities for people with disabilities and record these in the Safety Record giving the date and the circumstances. As appropriate these should be brought to the attention of the LM Property member or sub-committee and Trustees.

Trustees will decide any questions that arise under the Disability Discrimination Act for access for people with disabilities upon a report or minute from its advisers, appointed members or Local Meetings.

4.8 Electrical Safety

A regular visual check of the electrical wiring, fuseboards and appliances should be carried out at no longer than 6-monthly intervals by a member of the LM and a record made in the Safety Record book that this has been done. Any faults noted should be dealt with immediately.

All portable electrical equipment should have a PAT test before use. Thereafter regular maintenance and the 6-monthly inspection are sufficient. (The Health and Safety Executive has mounted a campaign to assure us that annual PAT testing is NOT required.) The certificates are to be filed in the Safety Record (or central filing system).

The room hiring agreement should contain the advice that only electrical equipment that has been PAT tested can be brought onto the premises for use.

At the time of every Quinquennial inspection the electrical circuitry of the building should be tested. The certificate is to be filed in the Safety Record.

4.9 **Emergency Services***

Local Meetings should include in the Safety Record a list of emergency numbers and contacts to deal with all matters of safety, with a note of the nearest public (or accessible) telephone point, though it would be preferable to ensure that a mobile phone is always available. The list should include:-

- A plan of the building to show the location of the water main, stop cock and gas and electric controls
- Address and the post code of the building
- Ambulance
- Nearest Accident and Emergency department
- Nearest GP surgery and its location
- Night medical services
- Electrician
- Fire
- Gas
- Locations of Fire extinguishers and First Aid kit
- Police
- Locksmith
- Plumber

Local Meetings may also wish to make a shorter list for use by hirers.

4.10 **Engineering**

Any engineering equipment, such as a chair lift, should be inspected and tested at the intervals prescribed by the manufacturer.

4.11 **Fire Safety**

Local Meetings are responsible for the application of the Fire Safety regulations on their premises. This Handbook is issued with a copy of "A short guide to making your premises safe from fire". This is a government publication prepared by the Chief Fire Officers Association. LMs should nominate an individual to take responsibility for following the guidance in this publication. That person should preferably be a member of the Premises subcommittee or Property member.

4.12 **Risk Assessment**

Also included with this Handbook are two pages from a longer document, setting out a model Risk Assessment and a blank form to be filled in. The person responsible for Fire Safety precautions should fill in the blank form and send a copy to The Trustee for Properties.

The longer document is "Fire Safety Risk Assessment; Small and Medium Places of Assembly", 170 pages long but well written and presented, issued by the Department of Work and Pensions. Trustees hold a copy of this longer publication which may be borrowed on application to the Clerk.

The following should be checked regularly at least every 6 months, and the check recorded in the Safety Record book:-

- all heaters to be free of obstructions.
- any alarm systems tested.
- all emergency exits to be clear of obstruction and correctly signed.
- fire extinguishers to be in position and correctly signed.

Annual maintenance of fire extinguishers is to be carried out by an authorised person and the certificates filed in the Safety Record. Remember that some extinguishers cannot be used on all fires. Be clear about which extinguisher can be used on which fire.

4.13 First Aid

Local Meetings should have a First Aid kit available and readily accessible. There is no official list of suggested contents, so please buy a good quality kit and remember to replace material that is used. More serious incidents (e.g. if an ambulance has to be called) should be recorded in the Safety Record.

4.14 Food Hygiene

Local Meetings should practice good hygiene in preparing and serving food. LMs should be aware of the Hygiene Regulations and apply them if their operations require it. This could arise, for example, if food is "regularly prepared to be sold or given to the public". If a Meeting is required to register as a "food business" it is probable that it will be classed as low risk and the inspection regime will be designed accordingly, at the discretion of the local Environmental Health Officer.

Organisations which hire our Meeting House premises and serve food are responsible for the maintenance of good hygiene. The Charity's hiring agreements (including at LM level) should make known the facilities that are made available to hirers and where their responsibilities rest.

4.15 Gas

Local Meetings are responsible for arranging the annual inspection and testing of gas appliances at their premises by an engineer registered by the Gas Safe Register. The certificate should be filed in the Safety Record. For new appliances, the contractor is

required to report the installation, and the Gas Safety Register will automatically arrange a first inspection.

4.16 Employees' Health and Safety

In law, all employees will be employed by the Charity and the Trustees shall delegate some of their responsibilities as employers to Local Meetings: for full guidance see chapter 6. If LMs do employ staff the LM is responsible for their appointment and conditions of service.

The Charity's Health and Safety policy (relating to employees) is included with this handbook on an official HSE form together with a Risk Assessment template to be completed for employees.

4.17 Contractors and cleaners

Meetings should also ensure that any contractors comply with Health and Safety requirements and are adequately insured. 'Contractors' would include people such as cleaners who provide a regular service. In the case of cleaners in particular, it is advisable to issue a letter of employment which makes it clear that they are self-employed.

This responsibility should be undertaken by the Property member or sub-committee or an identified person. The name, address and contact details of the employee or any other person who may work frequently on the premises should be recorded in the Property Record book. If difficulties arise or advice is needed the Trustee for Employment should be consulted.

Local Meetings can also consult the Environmental Health Officer of their Council who will be able to clarify their particular responsibilities for Health and Safety.

The LM should record accidents (AND near misses) in the Safety Record and report them as required.

4.18 Lone Working

An employee may at times be the only worker in the building, in which case they must (a) notify a nominated person or persons, normally by phone, text or other messaging service, when they enter and leave the building; and (b) carry a working mobile phone with them at all times. Oxford LM has a Lone Worker policy which is available for other LMs to consult.

Where the person alone in the building is employed by an outside contractor or is self-employed appropriate procedures are then the responsibility of the external contractor.

When volunteers are alone on the premises, they are advised to ensure that someone is aware of this and can be contacted easily in case of need.

4.19 Action

Local Meetings with their own premises should delegate Safety matters to a named individual, whether or not there is a Property committee. The person concerned should ensure that the required periodic checks are carried out, and that a Safety Record book is opened and maintained.

6. Employment

6.1 Introduction

All employees within the Charity are employed by the Area, and not the individual meeting. The employment chapter begins with the **Scheme of Delegation** (6.2) which sets out what matters to do with recruiting and managing employees are the responsibility of individual local meetings, and what responsibilities are reserved to the Area Meeting. There is a **Statement of Good Practice** (6.3), which is intended to give general guidance. The documents on **Performance Management** (6.4) and **Redundancy** (6.5) give guidance and advice in these matters, and the **Disciplinary and Grievance** (6.6) procedures set out in detail how disciplinary issues and grievances should be handled.

Advice relating to the health and safety of employees is in the Safety chapter of this Handbook at chapter 4. At the end of the chapter there is a Health and Safety Policy (relating to employees) and a Risk Assessment template to be completed. Completion of these Risk Assessments is required by law in any organisation of more than 5 employees, but the Charity requires their completion in any event.

6.2 Scheme of Delegation

When any person is employed in a local meeting within the Charity, the legal employer is Oxford and Swindon Area Quaker Meeting (OSAM).

Responsibility for recruitment and management of employees will be delegated to Local Meetings by the Charity Trustees.

The Charity will normally appoint one Trustee to have special responsibility for employment matters, the "link person" for employment.

The Charity will reserve the following responsibilities:-

6.2.1 The approval of new contracts of employment, of contracts to outsource labour, and of any written contract for service for a self-employed person who undertakes regular work for a local meeting. The Trustees will expect these contracts to be based on the templates provided in the Quaker Life Website.

Trustees may delegate to the "link person" the task of approving such contracts.

Once approval is given, the contract may be signed by the local meeting clerk or the convenor of the relevant committee.

6.2.2 The final decision to dismiss an employee, whether for reason of redundancy or any other reason.

6.2.3 The Charity Trustees will expect to be informed of the following by local meetings:-

- Any person bringing a formal grievance in accordance with the grievance policy.
- Any formal disciplinary proceedings against any Charity employee.
- Any potential redundancy situation.
- Any situation which may give rise to an Employment Tribunal claim or any notification of such a claim.

The delegation of health and safety matters from Trustees to local meetings is set out in the Safety section of the handbook.

6.3 **Statement of Good Practice**

The Charity aims to be a good employer.

When engaging people to work for them, local meetings should consider the employment status of the individual, i.e. whether those people are volunteers, workers, employees, or self-employed.

Local Meetings have a legal obligation to check the right of a prospective employee to work in the UK.

The difference between employment and self-employment is largely a question of how much control the hirer has over, for example, the hours worked and tasks required of the hired person. There is guidance on what distinguishes an employed from a self-employed person on www.quaker.org.uk Wardens are unlikely to be self-employed.

The Charity is committed to promoting equal opportunities in employment and understands the statutory requirements laid down by the Equality Act 2010. We will not discriminate on grounds of disability, age, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The Charity is committed to fair recruitment and will ensure that all full time and permanent posts are advertised externally.

We do not unlawfully discriminate on grounds of religion, although, in order to do their work effectively within the community in which they are being asked to work, employees may need to be understanding of and sympathetic to, Quaker values.

The Charity has in place a grievance policy for employees and a disciplinary policy for use of the employer and a complaints process to be used by hirers of meeting houses. Employees have a right to use the grievance policy, and the employer should use the disciplinary policy in the case of misconduct on the part of the employee. However local meetings are also reminded that in some cases it may be helpful to consider

whether other measures such as the involvement of elders or overseers, a meeting for clearness, or secular mediation would assist if a problem arises. It is likely that these other processes would be most effective at the early stages of a difficulty presenting itself.

The Charity has a pension scheme, which complies with the government rules on auto enrolment. Information about the operation of this scheme is available on government websites.

6.4 Performance Management

It is important to be professional in the approach to managing employees, and there need be no conflict between taking such an approach and Quaker values. Being professional should ensure that employer and employee can work together within a clear and mutually understood framework.

Good performance management starts with recruitment. LMs should consider what tasks a prospective employee will be expected to undertake, and what qualities and/or educational attainment is required to undertake them. Drawing up a job description is a helpful part of this process. Once a person is in post, the job description should be updated regularly.

Every employee should have a line manager who gives them instructions, and discusses performance with them. In the case of some very demanding jobs (such as the post of resident warden) the employee might receive support from people other than their line manager, but if this happens then those people should be identified by the relevant business committee.

Regular meetings between the line manager and employee are important, and the purpose of these meetings is to make the employment successful for both sides. Both sides should be able to discuss problems and difficulties when they arise. It is important, if there are difficulties, that they are addressed early on. Regular meetings are also an opportunity to provide praise and encouragement.

Every employee should have an annual appraisal, a written record of this kept and (if agreed) signed by both sides as an accurate record. There is a pro-forma annual appraisal form on www.quaker.org.uk

If a local meeting has self-employed people who work for them regularly it is also good practice to check with them from time to time that they are satisfied with their working arrangements.

6.5 Redundancy

Circumstances may arise where there could be a redundancy situation.

The first thing to be clear about is whether the situation does indeed fall within the legal definition of redundancy, always bearing in mind that in a redundancy situation it is the post that is redundant not any particular employee.

Broadly, redundancy situations fall into three categories:-

- Business closure (that is, closure of the organisation altogether).
- Workplace closure (that is, closure of one of several sites, or relocation to a new site).
- Diminished requirements of the organisation for employees to do work of a particular kind (either in the place where the employee is employed or within the organisation generally).

Redundancy situations can arise due to economic pressures or the need to restructure an organisation.

Where an LM considers that there is a possibility for a redundancy situation arising, close consultation with the Trustees, and in particular the Trustee with responsibility for employment matters within the Charity, is required, so that appropriate advice and guidance can be sought on procedural matters and the general handling of the situation, including from an employment lawyer if necessary. This should happen before any discussion takes place with the affected employees.

Consideration should be given to whether there are ways of avoiding compulsory redundancies, such as redeploying the employee in another role.

All affected employees should be communicated with clearly and treated fairly, reasonably and without discrimination, and consulted on the proposal to make their role redundant. The consultation process must be undertaken before any decision is made and the Charity will make the final decision as to whether to terminate the employee's employment.

If employment is terminated by reason of redundancy then provided that the employee has had two years' service, he/she must as a minimum be paid statutory redundancy pay. This is calculated on the basis of the length of employment, the employee's age and their weekly pay (which is subject to a statutory cap). If the employee's statement of terms and conditions gives a higher entitlement then this higher sum must be paid. Difficult personal and managerial issues can arise in such a situation, and these will need to be handled with sensitivity always bearing in mind the need for appropriate confidentiality. All of those directly involved with the situation will wish to give the utmost support to the employee(s) affected. At the same time however it is important to remember that redundancy is a complex area of the law with detailed procedures which have to be followed. As with every aspect of employment, dealing with issues in a proper and professional manner is the best way to be supportive and effective as an employer.

6.6 Disciplinary and capability procedures

6.6.1 Purpose and scope

The AM's aim is to encourage improvement, where needed, in an employee's performance (capability) and conduct (disciplinary). This procedure sets out the action which will be taken when performance is considered to be below the required standard or when disciplinary rules are breached.

Punishment is not a primary objective. The aim is to enable the employee to understand the nature of the complaint, to identify how improvements can be made and to provide the help and support needed to implement those improvements.

The procedure will be operated in a manner which is clear, understandable, fair and equitable to all the individuals involved.

The procedure applies to employees but not self-employed persons or volunteers.

The procedure does not form a part of the contract of employment and may be changed from time to time.

6.6.2 Day to Day management of capability issues (performance)

Where there is a concern about an employee's capability to perform the duties of the post to a satisfactory standard, the Line Manager will ensure that these matters are first addressed through normal management procedures such as regular 1-1 meetings. Areas where there is a need for improvement will be identified and the means of securing the improvement will also be identified including, where necessary, access to training and to support for the employee.

Where action using the normal management procedures fails to secure the required improvement, the Line Manager may invoke the formal procedure outlined below. If the lack of capability may be due to a disability, then medical opinion may be obtained and any reasonable adjustments will be determined and implemented before action is taken under this procedure.

6.6.3 Informal disciplinary discussions (conduct)

Where there is misconduct which is of a minor nature or is such that the Line Manager feels that it is best dealt with informally or through normal day to day contact with the employee, then the Line Manager will act informally, informing the employee of the nature of the concern and explaining that the misconduct should not recur. However, if the Line Manager feels that the matter is of such a serious nature, or if minor infringements persist, he/she may invoke the formal disciplinary procedures.

6.6.4 Responsibility Grid

The following grid shows responsibilities at each stage of the disciplinary and capability procedure.

STAGE	IMPLEMENTED BY	APPEAL TO
Written Warning	Line Manager	2 Members of the Finance and Premises Committee or other appropriate Committee (not including the Line Manager)
Final Warning	Convenor of the Finance and Premises Committee or other appropriate Committee (who may be the Line Manager) in consultation with the Trustee with responsibility for employment matters or if unavailable the Clerk/Convenor of Trustees	2 Trustees (or their appointed delegates within the Executive)
Dismissal	Trustee with responsibility for employment matters or if unavailable the Clerk/Convenor of Trustees in consultation with the Convenor of the Finance and Premises Committee or other appropriate Committee	A panel comprising not less than two nor more than four of the remaining Trustees not previously involved

6.6.5 Formal Disciplinary/Capability Action

General Principles

- The procedure is designed to establish the facts quickly and to deal consistently with disciplinary and capability issues. No disciplinary/capability sanction will be issued until the matter has been appropriately investigated.
- At every stage employees will be informed in writing of the disciplinary or capability issue, will have the opportunity to state their case at a disciplinary/capability meeting and may be accompanied, if they wish, by a trade union representative or a work colleague or another suitable person.
- An employee has the right to appeal against any formal warning or performance note given under this procedure.

- While an employee is on probation, the probation protocols will apply instead of the procedures under this policy.
- In some cases, a period of suspension with pay may be necessary in order to carry out a proper investigation and, if appropriate, disciplinary process. Where this is the case, suspension will be as brief as possible, will be kept under review and it will be clear that the suspension is not considered a disciplinary action.

The Procedure

a) Establish the facts of the case

Where necessary, an investigation into potential disciplinary/capability matters will be undertaken without unreasonable delay to establish the facts of the case. In some cases this will require the holding of an investigatory meeting with the employee before proceeding to a formal disciplinary or capability meeting under this procedure.

In others, the investigatory stage will be the collation of evidence by the employer for use at any disciplinary or capability hearing.

In misconduct cases, where possible, different people will carry out the investigation and disciplinary hearing.

An investigatory meeting will not in itself result in any formal warning or other sanction under this procedure.

b) Inform the employee of the problem

If it is decided that there is a disciplinary/capability case to answer, the employee will be notified of this in writing. This notification will contain sufficient information about the alleged misconduct or poor performance and its possible consequences to enable the employee to prepare to answer the case at a formal disciplinary or capability meeting. Copies of any written evidence, which may include any witness statements, will be provided with the notification.

The notification should also give details of the time and venue for the formal meeting and advise the employee of their right to be accompanied at that meeting.

c) Hold a formal meeting with the employee to discuss the problem

The formal disciplinary or capability meeting will be held without unreasonable delay whilst allowing the employee reasonable time to prepare their case.

All parties will make every effort to attend the meeting. At the meeting the employer will explain the complaint against the employee and go through the evidence that has been gathered.

The employee will be:-

- allowed to set out his/her case and answer any allegations that have been made or concerns that are raised.
- given a reasonable opportunity to ask questions, present evidence and call relevant witnesses.
- given an opportunity to raise points about any information provided by witnesses (if any).

Where an employer or employee intends to call relevant witnesses they should give advance notice that they intend to do this.

d) **Allow the employee to be accompanied at the meeting**

The employee has a legal right to be accompanied by a companion where the disciplinary or capability meeting could result in:

- a formal warning or improvement note being issued; or
- the taking of some other disciplinary action; or
- the confirmation of a warning or some other disciplinary action (ie appeal hearings).

To exercise the statutory right to be accompanied workers must make a reasonable request. What is reasonable will depend on the circumstances of each individual case. However, it would not normally be reasonable, for example, for workers to insist on being accompanied by a companion whose presence would prejudice the hearing. The companion will be allowed to address the hearing to put and sum up the worker's case, respond on behalf of the worker to any views expressed at the meeting and confer with the worker during the hearing.

The companion does not, however, have the right to answer questions on the worker's behalf, address the hearing if the worker does not wish it or prevent the employer from explaining their case.

e) **Decide on appropriate action**

After the meeting the employer will consider the issue and decide whether or not action is justified under this procedure and inform the employee accordingly in writing.

f) **Possible actions**

- If it is determined that there is no misconduct and that performance is acceptable, there will be **no disciplinary or capability warning**.

- Where misconduct is confirmed or the employee is found to be performing unsatisfactorily it is usual to give the employee a **written warning** or, in the case of underperformance, an **improvement note**. A further confirmed act of misconduct or failure to improve performance within a set period would normally result (after a further disciplinary hearing) in a **final written warning**.
- If an employee's first misconduct or unsatisfactory performance is deemed sufficiently serious at a first disciplinary hearing, it may be appropriate to move directly to a **final written warning**. This might occur where the employee's actions have had, or are liable to have, a serious or harmful impact on the Meeting or Quakers generally.
- A first or final written warning will set out the nature of the misconduct or poor performance and the change in behaviour or improvement in performance required. The warning will include the timescale over which improvement should occur and the timescale over which improvement must be maintained. The employee should be told how long the warning will remain current, which will normally be 6 months in the case of a first written warning and 12 months in the case of a final written warning. The employee should be informed of the consequences of further misconduct, or failure to improve performance, within the specified timescale or while the warning/improvement note remains current i.e. where someone is on a final written warning, further misconduct or failure to improve performance may result in dismissal.
- The warning will be held confidentially on the employee's file.
- If conduct or performance achieves and maintains the required standard in the timescale indicated in the warning, and there is no further occurrence of misconduct or underperformance for the duration of the warning, the warning will be regarded as 'spent.' However, it will remain permanently on the employee's file.
- A **decision to dismiss** will only be taken by a person who has the authority to do so. The employee should be informed as soon as possible of the reasons for the dismissal, the date on which the employment contract will end, the appropriate period of notice and their right of appeal.
- Dismissal will normally only occur after there has been at least a final written warning. However, some acts, termed **gross misconduct**, are so serious in themselves or have such serious consequences that they may call for dismissal without notice for a first offence. A fair disciplinary process, which may involve immediate suspension and an investigation, will always be followed, before dismissing for gross misconduct.

g) Provide the employee with the opportunity to appeal

Where an employee feels that disciplinary or capability action taken against them is wrong or unjust they may appeal as set out in the responsibility grid above:

- Against a written warning: the employee should address appeal in writing, stating their grounds for appeal, to the Convenor of the Finance and Premises Committee or other appropriate Committee within 5 working days
- Against a final warning: the employee should address the appeal in writing to the Trustee with responsibility for employment matters or if the post is unfilled, the Clerk/Convenor to the Trustees within 5 working days
- Against dismissal: the employee should address the appeal in writing to the Trustee with responsibility for employment matters or if the post is unfilled, the Clerk/Convenor to the Trustees within five working days.

In each case the recipient will arrange for the appeal to be dealt with impartially and by individuals who have not previously been involved in the case (see responsibility grid).

Appeals will be heard without unreasonable delay and at an agreed time and place.

There is a statutory right as above to be accompanied at appeal hearings.

Employees will be informed in writing of the results of the appeal hearing as soon as possible.

There is no further right to appeal.

h) Failure to attend a disciplinary or capability meeting

Where an employee is persistently unable or unwilling to attend a disciplinary or capability meeting without good cause, a decision will be made on the evidence available.

i) Gross Misconduct

Acts which may be deemed to be gross misconduct include:-

- theft, fraud and deliberate falsification of records.
- physical violence.
- damage to property.
- fraudulent misuse of the Meeting's property or name.

- incapacity for work due to being under the influence of alcohol or illegal drugs whilst at work.
- serious negligence which causes unacceptable loss, damage or injury.
- serious infringement of health and safety rules.
- serious breach of confidentiality.
- serious breach of the Meeting's equal opportunities policy or standards.
- covert recording of meetings.
- any other acts which are deemed to be of sufficient seriousness as to constitute gross misconduct.

This is not an exhaustive list.

Acts which may be deemed to be serious are those which, if found to be proved within the balance of probability, would lead the employer to believe that the relationship of trust and confidence between the employer and the employee has broken down.

6.7 Grievance procedure

Where an employee has a grievance or complaint to do with their work or the people they work with they should initially discuss it with their Line Manager. If the matter is serious or requires a more formal approach they should refer to the Grievance Procedure Guide in Appendix D on page 46.

7. Data Protection

7.1 Responsibility and governance

All volunteers at LM and AM level who collect and/or process personal data on behalf of their LM or AM are responsible for compliance with Data Protection legislation. They should read this policy and familiarize themselves with other relevant policies, and the procedures for processing personal data. AM Trustees are responsible for issuing guidance and advice, updating policies, and dealing with complaints, requests from data subjects, or breaches.

7.2 Commitment of the organisation

The Charity is committed to processing personal data in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 (DPA 2018). This includes abiding by the 7 data principles.

Personal data shall be:-

- Processed lawfully, fairly and in a transparent manner in relation to the data subject ("lawfulness, fairness and transparency").
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall, in accordance with Article 89(1), not be considered to be incompatible with the initial purposes ("purpose limitation").
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ("data minimization").
- Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ("accuracy").
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) subject to implementation of the appropriate technical and organizational

measures required by this Regulation in order to safeguard the rights and freedoms of the data subject ("storage limitation").

- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organizational measures ("integrity and confidentiality").
- The controller shall be responsible for, and be able to demonstrate compliance with the above principles.

7.3 **Personal data collected by the meeting**

This will include data from members, attenders, enquirers, room bookings, event attendees, donors (if not members/attenders), employees and volunteers.

7.4 **Purposes for which data is collected**

Legitimate interests, performance of contract with consent.

7.5 **Compliance**

- Policies:- any other relevant policies (for example link to privacy policy).
- Procedures:- are there any procedures in place (have you created an audit which should be kept up to date, do you have consent procedures?).
- Technical and organization measures:- do you have IT security in place? Do you use locked cabinets? Is access to certain records restricted to certain role holders?
- Updates:- how will you ensure data is accurate and kept up-to-date?
- Retention & archiving:- do you have guidance on how long records should be kept and when records should be disposed of? Do you have archiving procedures?

7.6 **Breach**

In the event of a data breach (accidental or unlawful sharing, theft, loss, access to personal data), this should be notified to Trustees who will assess the risk to the data subjects involved and if necessary report the breach to the Information Commissioner's Office (ICO).

7.7 **Rights**

We will aim to uphold data subject's rights over their data in accordance with GDPR. More information on data subjects' right can be found here:- <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr.individual-rights/>

If you wish to make a request regarding your data, please contact the Clerk to Trustees.

7.8 **Complaints**

Anyone who wishes to complain about how the meeting has handled their data, can contact the Clerk to Trustees.

If they wish to take the complaint further they should contact the ICO.

8. Records Management

Guidance for Meetings

Types of Records to be deposited

The minutes of all committees which keep formal minutes should be deposited. (Clerks, especially those of Elders and Overseers, should be aware of the need for sensitivity in minuting personal information).

These should be deposited in the Oxford Record Office via the Charities Custodian of Records after approximately 5 years and certainly no later than 15 years.

Printed list of Members – an unused copy should be sent to Custodian of Records when published.

Type of Paper to be used

The recommendation from Friends House is acid-free paper. If this proves too expensive for LMs, any good quality paper is acceptable.

Minute Books

Ideally minutes should be professionally bound. But alternatively a good four-post binder is acceptable. They should be marked "Property of Oxford and Swindon Area Quaker Meeting, 43 St Giles, Oxford OX1 3LW".

Once records are deposited the AM Custodian of Records will provide the sender with a receipt from the Oxford Record Office. This receipt together with a minute of record should be minuted. In accordance with Charity Commission requirements and guidance¹, minutes of all AM and LM meetings (including Trustee meetings and committee meetings) must be kept and stored for the duration of the existence of the Charity.

Further information and more details can be found in

"Your Meeting's Records. A handbook for clerks and custodians of records."

Published by Friends House Library Committee.

The latest edition can be accessed on their website
<http://www.quaker.org.uk/meeting-libraries-and-records>

If in doubt please contact AM Custodian of Records

Appendices

- A. Management checklist for LMs with their own Meeting House
- B. Specimen Hiring agreement for smaller Meetings, with Notes
- C. "A Short Guide to making your premises safe from fire" Published by HM Government for the Chief Fire Officers' Association
- D. Grievance Procedure Guidance

Appendix B. Specimen Hiring Agreement

Revised Aug 2021

This is provided for guidance. LMs who wish to vary the content or format to suit their own needs may do so, but should consult the notes that follow the proforma

Oxford and Swindon Area Quaker Meeting Local Quaker Meeting.

THIS LICENSE AGREEMENT is made on(date)

betweenLocal Quaker Meeting [the Licensor]

and

of [the Licensee].

The Licensor agrees to let the buildings and garden known as The Quaker Meeting House....., [the Premises] to the Licensee, on the following dates:

.....

The License fee will be based on £ per day/ per session, to include heating and utility bills, and will be payable in advance / arrears.

Terms are agreed on the basis that the Licensee will observe the following conditions:-

The Licensor maintains public liability for the building ut this does not cover loss or liability arising from the Licensee's activities. The Licensee should undertake a risk assement of their activities in the building and,if appropriate, take out their own public liability insurance.

To ensure that any electrical appliances brought onto the premises will have a current PAT certificate

Not to obstruct the fire escapes, and if any furniture is moved during any session to replace it in its original position at the end of the session

To ensure, at the end of each session, that all doors and windows are properly locked and secure, and that all electric lights and portable equipment are switched off (except equipment controlled by timer and thermostat)

Not to engage in activities on the premises which are inconsistent with Quaker principles, and in particular not to bring alcohol or drugs onto the premises, or to smoke or gamble in or on the premises

Any accidents should be recorded in the accident book in (...place...), and the Booking Clerk should be notified

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Not to attach notices or displays to the walls, and to leave the premises clean and tidy at the end of each session

The kitchen is not equipped or certified for public catering, and its use should be restricted to the preparation of drinks and light refreshments

At the end of the letting arrangements to return all keys to the premises to the Booking Clerk

To take full responsibility for safeguarding for all their activities and to have a safeguarding policy which follows national good practice

Appendix A. Management checklist

For Local Meetings with their own Meeting House

Meetings without premises should go to the Property chapter at para 5.2 on page 14, and also to the marked paragraphs in the Safety chapter

Property and Safety actions should be recorded in the appropriate Record Book

Check	Action by	Frequency/when
Finance		
Annual accounts -exam	Treasurer	February
Annual a/cs to LM BM	Treasurer	March
Annual budget	Treasurer	November
Annual appeal	Collector or Treasurer	March/April
Property and Safety		
Property record	Clerk F&P Property Member	Continuous
Safety record	Clerk F&P Property Member	Continuous
Property Report	Clerk F&P Property Member	Annual
Visual check of building	Clerk F&P Property Member	Twice a year
Visual electrical equipment and wiring checks	Clerk F&P Property Member	Twice a year
Test electrical circuitry	Clerk F&P Property Member	Every 5 years
PAT test of portable electrical appliances	Clerk F&P Property Member	New equipment
First Aid kit	Clerk F&P Property Member	After use and twice a year
Health & Safety Act compliance	Clerk F&P Property Member	Twice a year
Hygiene regulations	Clerk F&P Property Member	Continuous
Fire safety checks	Clerk F&P Property Member	Continuous with formal check twice a year
Insurance checks Copies of policy and certificate as well as safety items	Clerk F&P Property Member	Annual
Safeguarding	Safeguarding officer	Annual report
Data Protection		
Members' list	Clerk	Annual
Records Management		
LM records	Clerk	Continuous

To notify the Licensor immediately of any defects in or damage to the property To inform the Booking Clerk of any changes or cancellations of bookings Signed for and on behalf of the Licensor:- date:

Notes on the Charity Hiring Conditions

All hiring agreements should now carry the official designation of the charity shown on the cover page

Local Meetings may also wish to consider the following matters in drawing up a contract with hirers which meets the particular needs of their Meeting House.

1. Booking conditions

Dates and times agreed in advance. Notice of cancellation, if required. Name and address of responsible contact person. Name and address for invoicing if different, with any arrangement e.g. for frequency of invoicing. Signature on behalf of hirer and Meeting.

2. Users and uses

Individuals or organisations whose aims are in harmony with principles of the Society of Friends. No alcohol, gambling or smoking.

3. Insurance and Safeguarding are Hirer's responsibility Note possible wording:-

"xxx Meeting House cannot accept any responsibility for any activities organised by those hiring rooms, who should ensure that their own public liability insurance is arranged to cover against any claim made against them in respect of any activity they are responsible for or any equipment that they bring onto the premises. This is

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particularly important in respect of physical activities e.g. country dancing, yoga, aerobics and the preparation of food".

"When appropriate Hirers must have policies for safeguarding children, young people and vulnerable adults".

4. Fire

Hirer to identify all **Fire Exits**. Meeting to provide a list in the Conditions and also a plan in a prominent place in the building. Check on arrival and departure that Fire Exits are not obstructed. Advise hirer to consider how to evacuate any wheelchairs or people with movement difficulties. Hirers to be reminded to draw the attention of their audience to the location of the Fire Exits at the beginning of their event.

Fire extinguishers – state that the location and type of each extinguisher is marked on the same plan as the Fire Exits. (Type=physical type and uses).

Premises

Keep good order during activities and on arrival and departure. Do not stick or fix posters or notices to the walls.

Finance	Treasurer	Continuous
Property & Safety	Clerk F&P Property Member	Continuous
Safety		
Gas Safe Register inspection	Clerk F&P Property Member	Annual

Leave premises clean and tidy, and replace furniture in its accustomed position. A diagram could be supplied. Ensure that windows are all closed and all lights switched off. Check that electric appliances and heaters are switched off.

Inform Bookings clerk of any defects or damage to the property.

Kitchen

Not certified for public catering, so may only be used for preparation of drinks and light refreshments. Regular hirers may leave supplies by arrangement. Arrangements for rubbish and recycling. Fair Trade policy (if the Meeting has one).

Heating

Each Meeting should word this item to fit its own circumstances.

Hirer's electrical appliances

Any electrical appliances brought into the Meeting House should have a current PAT certificate.

Keys

Each Meeting should describe its own arrangements. If keys are lent to regular hirers they should be checked in at the end of the hiring period.

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Disabled access

Each Meeting to describe its own arrangements.

Charges

Rates for different periods and to various classes of hirer.

Appendix C

*(Insert 'A Short Guide to making your premises safe from fire'
Published by HM Government for the Chief Fire Officers' Association)*

Appendix D

OXFORD AND SWINDON AREA QUAKER MEETING GRIEVANCE PROCEDURE

This procedure does not form a part of your contract of employment and may be changed from time to time. This procedure applies to employees and not to volunteers or self-employed people.

Dealing with grievances informally

If you have a grievance or complaint to do with your work or the people you work with you should, wherever possible, start by talking it over with your Line Manager. You may be able to agree a solution informally between you.

FORMAL GRIEVANCE PROCEDURE

If the matter is serious and/or you wish to raise the matter formally, you may follow the formal grievance procedure outlined below.

Principles

- Meetings under this procedure will be held without unreasonable delay.
- All parties should make every effort to attend a grievance meeting.
- You will be allowed to explain your grievance and how you think it should be resolved.
- The meeting may be adjourned for any investigation that may be necessary
- The need for confidentiality will be respected during every stage of the procedure.

Putting your grievance in writing

You should set out the grievance in writing to your Line Manager. You should stick to the facts and avoid language that is insulting or abusive.

Where your grievance is against your Line Manager and you feel unable to approach him or her you should put your grievance in writing to the Clerk to the Local Meeting, or if the Clerk is your Line Manager, then to one of the Elders.

In some cases, your Line Manager (or other person to whom you set out your grievance) may send a copy of the grievance (or the relevant part of the grievance) to the person or people against whom the grievance is made who may then respond in writing of the grievance. You will be sent a copy of any response.

Grievance meeting

Your Line Manager will call you to a meeting, where possible within 14 days, to hear your grievance. The Line Manager will normally be accompanied by another member of the local meeting, to support him/her with decision-making.

If your grievance is against your Line Manager, the person to whom you set out your grievance will call you to a meeting as above and an independent panel of two or three people selected from the Clerk to the Local Meeting, the Elders and Overseers will hear your grievance.

You have the right to be accompanied by a colleague or trade union representative, or other appropriate person at this meeting. The companion will be allowed to address the hearing to put and sum up your case, respond on your behalf to any views expressed at the meeting and confer with you during the hearing. The companion does not, however, have the right to answer questions on your behalf or address the hearing if you do not wish it.

Those hearing the grievance have discretion as to whether they should also hold a separate meeting with the person against whom the grievance is made and any other persons involved.

After the meeting those who have heard the grievance will give you a decision, without unreasonable delay. In some cases, it may be possible for this reason to be given orally after a brief adjournment of the grievance hearing. Otherwise, it will be given to you in writing. Where appropriate, they will set out what action will be taken to resolve the grievance. You will be informed that you can appeal if you are not content with the action taken to resolve your grievance. You will be told to whom you should address any appeal.

Appeal procedure

If you are unhappy with the decision from the grievance meeting, you should make an appeal in writing within 5 working days of receipt of the decision to the Trustee with responsibility for employment matters or if the post is unfilled the Clerk/Convenor of Trustees. Your written appeal should contain your grounds for appeal. Your appeal will be dealt with impartially and by a panel consisting of not less than two nor more than four Trustees who have not previously been involved in the case.

The Trustees have wide discretion in the conduct of the Appeal. They may seek a written response to the grounds of appeal from the person against whom the grievance is made. If such a response is made, a copy will be sent to you.

They may invite you to an appeal meeting in which case this will be held without unreasonable delay. You have the right, as above, to be accompanied by a colleague or trade union representative or other appropriate person at any such meeting.

The Trustees may also call a separate meeting with the person against whom the grievance is made or any other persons involved where this is deemed appropriate.

You will be given a decision without unreasonable delay. Where appropriate, the decision will set out what action will be taken to resolve the grievance. This decision is final and there is no further right of appeal.