



TRUSTEES STATEMENT OF POLICY - version 23/02/2022

The Trustees are responsible in law for all aspects of the charitable incorporated organisation Lancaster Men's Hub no. 1196670

To meet this responsibility they will establish and actively maintain an adequate system of governance, risk management and compliance (GRC).

- Governance will be assured through matters of policy, record keeping and general conduct.
- Risk management will be assured by the maintenance of a risk assessment book and by the implementation of measures intended to reduce or remove identified risks.
- Compliance will be assured by establishing and observing procedures designed to satisfy specific legal requirements and meet practical needs which have been identified through the consideration of governance and risk management.

Governance: Trustees Statement of Policy

The rights, responsibilities, powers and duties of the Trustees are controlled by the Constitution, which is the governing document of Lancaster Men's Hub (LMH) and which establishes the objects and legal status of the charitable incorporated organisation (the CIO).

Accordingly:

It is the policy of the Trustees to promote the health and well-being of men in Lancaster and the surrounding district by providing social and practical activities. In so doing, the Trustees must meet the requirements of the Charity Commission and HMRC, must exercise financial probity and keep proper accounts, and must abide by all laws and regulations relevant to the activities of LMH. The Trustees will endeavour to follow best practice in all matters.

The Trustees will ensure the observing and following of rules and regulations applying to all premises, property and equipment owned or provided by third parties and used by LMH.

The Trustees will ensure the safeguarding, protection and respect of members, guests and any other persons participating in LMH.

To achieve these goals the Trustees will:

- Set a Code Of Conduct;
- Maintain a secure register of members;
- Keep records of all activities and minutes of all administrative processes and decisions.



Risk Management

Risks which may in any way affect the functioning or viability of LMH will be identified in a risk assessment book which will form the basis for measures taken to reduce or remove these risks. Such measures may include but are not limited to:

- Indemnity insurance to protect against financial liabilities and losses;
- Budget planning and proper accounting to ensure continued financial viability;
- Recruitment and retention of (wholly or largely) volunteer officers and staff sufficient to maintain the activities and proper management of LMH;
- Procedures to avoid, reduce and address general or specific risks.

Compliance

Laws and regulations which apply to all general activities or to any specific activity undertaken by LMH will be observed by establishing procedures which must be followed by all participants *but in particular by Trustees, officers and volunteer assistants supervising activities*. Similarly, internal procedures to enable the proper conduct and management of LMH may be introduced by the Trustees, who are empowered to make and modify rules to this effect.

The legally regulated areas for which procedures are established include but are not limited to:

- Safeguarding, Privacy, Data Protection
- Health and Safety, H&S Inspections, Risk Assessments, PAT Records
- Financial management
- Membership Register.

Procedures assisting the proper conduct and management of LMH include but are not limited to:

- Strategic Plan
- Budget Plan (1, 2 and 5 year), Accounts (monthly, annually), Fundraising Register
- First Aid Training Register, DBS Register.

Procedures currently in force are listed in **Annex 1** to this Trustees Statement of Policy.

The Trustees must regularly review all the matters described in this policy and may make changes as they see fit. In all such matters the Trustees will endeavour whenever possible to achieve agreement and consensus among the members of LMH. However, the Trustees are responsible in law for the conduct and management of LMH and will at all times exercise the powers invested in them in order to uphold the Constitution and maintain the Trustees Statement of Policy. The decision of the Trustees is final.

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