

Barrow and District Association of Engineers (BDAE) General Policy Paper

The Council of Barrow and District Association of Engineers (BDAE) has reviewed the 13 potential areas for Policy Papers as suggested by the Charity Commission. The Council took the view that due to nature of the Association, plus the requirements laid down in the Constitution and Bye-laws of the Association, it was felt that in general no specific Policy Papers were required especially as the day to day working of the Association is defined, and limited by, Trustees and Council members in the spirit of the Aims of the Association and as guided by the Constitution and Bye-laws; the two exceptions being firstly Safeguarding and secondly Data. Safeguarding due to the sensitivity, though not necessarily the potential risk exposure to the Association, of the issue it was deemed appropriate for a specific policy paper to be raised. Secondly Data to ensure compliance against the UK Data Protection Act 2018 and the General Data Protection Regulations (GDPR).

This document provides background of the assessment against the remaining 11 policy areas and can be considered to be the overarching General Policy Paper for BDAE. A brief commentary is provided against the remaining 11 possible Policy Papers as suggested by the Charity Commission. However, as stated previously the fundamental policy of BDAE is that the Trustees and Council will discharge their responsibilities and act in the spirit of the Aims of the Association as guided by the Constitution and Bye-laws.

This General Policy paper will be reviewed and endorsed yearly by the Council. This review will consider whether any additional need for a specific Policy Paper has arisen and action its generation if required.

1. Internal charity financial controls policy and procedures. BDAE financial arrangements are outlined in the BDAE Constitution and Bye-laws. The daily finances are managed by the BDAE Treasurer under the guidance of the Trustees and Council Members. Cheques for withdrawals and payments of invoices can only be made with the signature of the Treasurer and one nominated signatory.

The annual accounts are checked by two Auditors nominated at the Annual General Meeting (AGM) and following approval the Treasurer submits the accounts to the Charity Commission. Currently the auditors are Steve Liddicott and Bernard Jackson as approved at the AGM held on 18 April 2024.

2. Safeguarding policy and procedures. See BDAE Safeguarding Policy Paper.

Safeguarding and child protection is a fundamental ethos of the Association and all members are encouraged to speak up and raise any concerns.

3. Financial Reserves policy & procedures. BDAE is an unincorporated association so cannot seek financial credit. The BDAE financial reserve policy is to work on an annual basis so that future commitments are only approved when they are supportable by ongoing received sponsorship or donations. The Treasurer advises Trustees and Council members regularly of the balances held in the accounts to ensure that commitments can be supported.

4. Complaints policy and procedures. BDAE has no written policy on complaints. The Association has no employees and all Council members generously give their time freely in support of the

Association. Our website makes it clear that members of the Association are encouraged to engage with Trustee and Council members. Therefore in the unlikely event of an issue members can raise their concern directly with the appropriate individual or at a regular meeting. Any issues raised will be considered by the Council.

5. Serious incident reporting policy and procedures. BDAE has no written policy on serious incidents. The two key activities of the Association are encouragement of Science, Technology, Engineering and Mathematics (STEM) indirectly using the auspices of host organisations and the provision of an engineering lecture series (using facilities hired from the local authority and under their procedures and controls). Consequently it is difficult to perceive of a serious incident that could arise, however, should such a serious incident occur involving members, or host venues, this would be brought to the attention of Trustee and Council members with a view to considering any appropriate action.

6. Internal risk management policy and procedures. BDAE has no written policy on risk management. Trustees and Council members are aware of the general risks to which the Association might be subject and take this into account in their decision making. The only key risk is financial commitment which is addressed in 3) above.

7. Trustee expenses policy and procedures. As stated previously all members of the Association give their time freely. In addition the total expenses for the year for the entire Association are a very small percentage when compared with the overall budget. Key expenses are the maintenance of the website, printing of certificates, small 'thank you' gifts to lecturers (noting lecturers give their time freely) and the provision of minor refreshments at Awards Evenings. Hence Trustee expenses are generally small and will be paid by the Treasurer preferably supported by receipts. In the unlikely event that the Treasurer has any concern with the expenses claimed the issue would be raised with the Council prior to payment.

8. Trustee conflicts of interest policy and procedures. BDAE has no written policy on conflicts of interest as in discharging the Aims of Association it is difficult to conceive how such an issue could arise. However in the very unlikely event that a conflict of interest did occur it is expected that any Trustee, Council member or BDAE member would advise the Association accordingly. The issue would then be considered by the Council.

9. Investing charity funds policy and procedures. The Treasurer arranges to keep BDAE money in suitable bank accounts in accordance with the Constitution and Bye-laws and as directed by the Trustees and Council members. The largest sums of moneys dealt with by the Association are donations generously provided by sponsors in support of Bursaries and Awards. As identified in 3) above commitments are only approved when they are supported by received sponsorship or donations. Similarly the Bursary Account is managed, under the auspices of the Bursary Sub Committee, with the aim of achieving a 'balanced' budget (i.e. no significant ongoing 'float') therefore the need to seek investment options outside of bank accounts does not arise.

10. Campaigns and political activity policy and procedures. BDAE has no written policy on political activity. The Association does not normally participate or encourage political activities as it is not generally commensurate with the Aims of the Association. Therefore should such an unlikely activity arise it would be considered and authorised by the Council on a 'case by case' basis.

11. Bullying and harassment policy and procedures. The BDAE has no written policy on bullying and harassment. As noted before the Association has no employees. These types of unacceptable behaviour are contrary to the Aims of the Association. If members have concerns this would be addressed as identified in 4) above.

12. Social media policy and procedures. Covered by BDAE Data Policy.

13. Engaging external speakers at charity events policy and procedures. Engaging external speakers is an important and active aim of the Association. The BDAE Honorary Secretary is tasked with engaging suitable speakers for lectures with the approval of the Trustees and Council. The Trustees and Council will ensure that all proposed lectures align with the Aims of the Association and will not cause it to be brought into disrepute. Lecturers give of their time freely and any claim for expenses must be approved by the Council on an exceptional basis in advance of the intended lecture.

This policy will be formally reviewed annually by the BDAE Council.

This policy was last reviewed on: 27 January 2025

Signed:

A handwritten signature in black ink that reads "R P Watson". The letters are cursive and slanted to the right.

Name: Russ Watson

Chair and President Barrow and District Association of Engineers