

## Governance Policy for Caerphilly Over 50

### Introduction

There are many situations where a group of individuals come together to further a common aim or interest such as a sporting or other social activity, or community improvement. They have not been formed as a trust, limited company, partnership or other legally recognised entity. These groups are known in legal terms as an *unincorporated association*. Unlike many such organisations, CO50 has a constitution which sets out many of the rules by which it must operate.

However, without proper protection the officers and members have personal responsibility for any debts incurred and claims which may be brought against the association. So, officers of such organisations need to exercise caution.

An *unincorporated association* is often appropriate where personal liability is of limited concern.

### The Risks

Unfortunately, with ever increasing legislation, members are at risk of claims for situations including health and safety, employment, discrimination, and child protection.

It is essential to ensure that the association has an up to date and effective Constitution and Rules. Members and, in particular, those who are members of its management committee need to be familiar with and conduct themselves in accordance with the Rules.

CO50 has appropriate Public Liability Insurance that includes employee liability cover. In general, any events we organise are held in locations such as a local school or council run facility. This significantly reduces any risk BUT it is essential that risk assessments are always documented and, where appropriate, reviewed.

While covid-19 represents an unusual risk, a specific covid policy has been developed, in line with our insurers requirements. [[Policy Documents](#)]

This policy applies to any activity, event or function that is undertaken on behalf of Caerphilly Over 50 (CO50).

## Governance

1. The activity, event or function must be approved by the CO50 Steering Committee. Said approval must include the designation of the LEAD individual who will take overall responsibility for the governance of the activity, event, or function.
2. The LEAD will normally be an officer of CO50. Where another is assigned as LEAD, a CO50 officer will be nominated as support.
3. The terms and conditions of funding organisation must be complied with. Compliance must be documented and retained by the LEAD.
4. The LEAD must ensure that they are aware of, understand, and can comply with all the policy documentation approved and published by CO50. All approved documents are available on the website [[Policy Documents](#)] via this link or in the Footer. Where clarity is required, the LEAD may consult the Chair or Vice Chair for clarification.
5. A Risk Assessment (RA) must be completed for each and every activity, event, or function and must include specific details about any risks and their management for covid-19. Although a similar activity, event, or function is being conducted for which an RA already exists, the RA must be reviewed, and the conclusion documented. Particular attention should be given to the RA when moving to an alternative venue.
6. The terms of the insurance policy that CO50 have taken out with Markel must be satisfied. When organising an event, it is essential to be aware of the “Declarations” we have made to Markel [[Policy Documents](#)]. This location also has a number of examples of completed Risk Assessments and our Covid Policy. In any circumstances where matters are not clear, approval from them should be sought in advance to maintain our cover.
7. Whilst some flexibility is possible, the general governance responsibilities of CO50 as a community organisation should always be met.
8. Photographs/Videos: It is essential that permission is sought whenever photographs or videos are intended to be taken of members of an audience. If possible, seek permission prior to the event. It may then be possible to get permission, in the case of lack of capacity, from the person deemed responsible for that person. Or it may be possible to ensure such individuals do not appear in the picture.
9. The benefits of the activity, event, or function for older people should be the focus and any necessary arrangements or conditions should be proportionate to the event.
10. Whilst the delivery of the activity, event, and functions is the responsibility of LEAD, there should be effective communications maintained with the Chair and other Steering Group members.

## General

The success and benefits of the activities, events, or functions are widely acknowledged and welcomed. Opportunities for suitable publicity on our web site and face book page, as well as the wider entities such as Caerphilly Council and local press, will be taken whenever possible. This governance note is intended to ensure effective delivery of the activities, events, or functions whilst enabling the wider responsibilities of CO50 to be upheld.

Caerphilly Over 50 Steering Group

January 2022