



SKIDDAW u3a
POLICIES and PROCEDURES

PART 1: POLICIES

September 2026

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1. Skiddaw u3a:

1.1. Skiddaw u3a is not intended to be solely Keswick-centred. It aims to attract and actively involve members from all villages and hamlets in the area. To facilitate this, the organisation seeks to advertise as widely as possible and promote local activities

1.2. With the exception of September, December and August, Skiddaw u3a hosts monthly meetings open to all members.

1.3. The AGM precedes a monthly meeting and is normally held in April.

1.4. The committee organises an annual 'Open Morning' for members old and new to find out what's on offer and to sign up for activities.

1.5. Three of the monthly meetings are held in venues outside Keswick.

2. Membership and Fees:

2.1. In accordance with our Constitution, membership is open to all retired or semi-retired people who live in the Skiddaw area.

2.2 Membership fees are determined by the Executive committee and are reviewed annually at the end of the financial year. Any changes to the amount of the annual membership fee will be agreed at the AGM or at an EGM.

2.3. There are no refunds of membership fees.

3. Associate Members:

3.1. People who are members of other u3a organisations can become Associate Members of Skiddaw u3a provided they have membership of another u3a and provide valid proof of membership. The membership year for Associates is the same as Skiddaw u3a members not their parent u3a.

3.2. Associate members may not join a waiting list for any group

3.3. Associate members pay the costs of any activities on the same basis as full members.

3.4. All group convenors must be full members of Skiddaw u3a. Any Associate Member wishing to become a group convenor must become a full member of Skiddaw u3a.

4. Reserves Policy:

4.1. Skiddaw u3a maintains a reserve of at least 50% of the annual running costs of the organisation.

4.2. The level of reserves held is reviewed and set annually by the Executive Committee at the end of each financial year.

5. Group Convenors:

5.1. Membership of groups will be recorded on the Beacon database. Convenors are required to check the membership of all members of their group annually. If membership or associate membership has lapsed, Group Convenors must inform the members concerned and ask them arrange renewal. If they fail to renew their membership, they should be advised that they will have to be removed from email distribution lists etc. and asked not to attend future meetings.

5.2. Guidelines and advice on convening group activities, including finances and health and safety are contained in Skiddaw u3a document “Information for Convenors” (*see Part 2 Procedures Section 3*). All group convenors should be aware of the existence and content of this document.

5.3 Email communication with group members should be Blind courtesy copy (Bcc) to avoid infringing our privacy and GDPR policy, unless group members have agreed otherwise. The convenor should record the permission to share personal information in accordance with our privacy and GDPR policy. The Beacon system automatically uses Bcc for email distribution and should be used whenever possible.

5.4. Every group convenor must keep a record of income and expenditure and submit a financial return annually. This may be done via the Beacon database or by completing and submitting the relevant form.

5.5. Guidelines for Convenors are regularly reviewed and updated by the committee.

5.6. The committee arranges seminars and other events for convenors at least annually.

6. Payment of Tutors:

6.1 The u3a is based on a ‘self-help learning model’ Mutual help and peer to peer learning are fundamental.

6.2 It is a principle of Skiddaw u3a that subject tutors or convenors are not paid.

6.3 One-off payments through the Group Support Fund (*see Section 10 below*) can be made for a group request for a special meeting with an invited speaker, provided participation is also open to the wider membership.

7. Reimbursement of expenses:

7.1 Members involved in the running of Skiddaw u3a may claim expenses for travel, printing etc. when organising and or attending meetings, delivering training etc. on behalf of Skiddaw u3a . These should be authorised in advance of the expenditure. Expenses should be claimed using the appropriate form, this can be download from the website.

Group convenors should follow the Group Support Fund (GSF) process see Policies Section 10 and Procedures Section 3. Note: the normal running costs of a group should be covered by the monies collected from the members of the group..

7.2 Claims and authorisation limits.

7.2.1 For amounts greater than £150.a request should be submitted to the EC in advance for authorisation.

7.2.2 Amounts of £150 or less can be authorised by any two of the following officers Treasurer, Chair and Business Secretary.

7.2.3 Officers cannot approve their own expenses claims. Payment of the expenses will require the usual 2 signatories

7.2.3 If there is no EC meeting scheduled before the funds are needed or in an emergency the EC members can be emailed for a decision and authorisation.

7.3 For large printing runs, professional printers should be used. For smaller printing runs members using their own equipment are reimbursed as follows:

20p per side for black and white

30p per side for colour

8. Skiddaw u3a Publications:

8.1 Skiddaw u3a has 2 official publications: The Annual Guide to Groups and Spotlight on Skiddaw

8.2 The Guide: The publication of the Annual Guide coincides with the Annual Open Morning. It contains up to date information about all our current groups and is freely available to all members and to prospective members.

8.3 The Guide is sent directly to members via email but is also available as hard copy to any member and to those without email.

8.4 Copies of the Guide are available through the Library, village halls, churches and other local public venues as well as relevant organisations such as Age Concern.

8.5 Spotlight on Skiddaw is a quarterly publication. Its prime function is to keep members informed of events, news, developments and local and national u3a information.

8.6 Spotlight is sent to members by email and is published on the Skiddaw u3a website.

8.7 A copy of Spotlight is posted to full members who do not have email.

8.8 Hard copies of Spotlight are made available in the library and other public venues. An electronic version and/or hard copies are sent to other relevant organisations.

8.9 Without exception, advertisements for businesses or other profit-making organisations are not published in Spotlight.

8.10 Final draft versions of both Guide and Spotlight are sent to the Executive Committee for comment and approval before being published.

8.11 The members personal data cannot be used for advertising any non u3a events. Adverts for non commercial organisations that could be of interest to members may be placed in the newsletter (Spotlight) and on the website (<https://skiddaw.u3asite.uk/>) at the discretion of the newsletter editorial team and or the committee.

9. Website:

9.1 The webmaster is responsible for

- i) creation and maintenance of login details for Editors and Authors.
- ii) ensuring data is current & relevant.
- iii) auditing data added by Editors and Authors to ensure it meets our Data Protection and Privacy policies.
- iv) producing audit reports of site usage as required by the Executive Committee

9.2 The committee and the web manager must ensure that website does not contain any links to commercial websites.

9.3 No unlicensed or copyright material can be included.

9.4 A disclaimer must be included if any links are made to external sites.

9.5 The general policy is to accept adverts only for our or another u3as activities or events. However the committee can, at its discretion approve or refuse adverts.

10. Group Support Fund (GSF):

10.1 The Executive committee decides the budget for the Group Support Fund annually and presents a report at the AGM.

10.2 All requests to the GSF are made to the Committee through the Groups Coordinator.

10.3 Requests must comply with the principles underpinning the GSF (*see Part 2 Procedures Section 4*) and include full details and actual or estimated costs.

10.4 For amounts of £150 or less a decision will be made by the Treasurer, Chair and Secretary, for amounts greater than this the EC will make the decisions.

10.5 The Treasurer, on behalf of the committee, will maintain an Asset Register of all equipment purchased on behalf of groups. This list is available to any member on request.

11. Equipment and Property:

11.1 All equipment purchased by Skiddaw u3a from its membership fees is owned by Skiddaw u3a.

11.2 The Executive Committee appoints an Equipment Officer, who will keep a record of the equipment held by them and equipment bought for general use but usually held by a specific Group e.g. the Tour Talk system). S/he is not expected to keep track of equipment bought for the exclusive use of a Group.

11.3 The Equipment Officer will ensure all equipment loaned to members is signed for and returned.

11.4 All electrical equipment will be PAT tested at least every 2 years by a competent person.

12. The Beacon System:

12.1 The Executive Committee appoints a member to each of the following principle system users IDs.

System Administrator (SA)

Assistant Administrator

Chair

Secretary

Membership Secretary

Treasurer

Groups Coordinator

12.2 Beacon access for group convenors will be arranged by the Groups Coordinator in conjunction with the System Administrator or their Assistant.

12.3 The EC may at its discretion appoint further users to allow other EC members to perform their roles as members of the EC. The EC may extend the levels of access of the principle users to allow them to provide cover, continuity and training. The appointment of the principle users (those with privileges greater than that of a convenor) will be recorded in the EC minutes. The SA will maintain records of all users.

12.4 All users will only have access to the data needed to fulfil their roles. The principle users have a pre-defined user profile. For other agreed users, the EC will inform the SA of individual data access requirements. The SA will then assign an appropriate profile.

12.5 All new users must complete data protection training and complete a Beacon system application form before a user ID and password will be issued. User security checks are described in the application form (*see Part 2 Procedures Section 9*).

13. General Data Protection Regulations: Data Protection Policy

The following policy summarises how data is gathered stored and managed in line with the GDPR regulations and the Beacon privacy policies. These can be found on <https://beacon.u3a.org.uk/terms/> or full details of the regulations and their scope see *Part 2 Procedures Sections 6, 7 and 8*. Both the summary below and the appendices are available to all members via the Skiddaw u3a website.

13.1 Access to Skiddaw u3a membership data is limited to those committee members and group convenors who need to communicate with or provide a service to the Skiddaw u3a members.

13.2 Membership data is kept secure and protected by strong passwords. All users have a user-id assigned to them and each user sets his/her own password. Passwords must never be shared.

13.3 With exception of specific and agreed reasons such as applying for Gift Aid to the HMRC or information required for the TAT publications, membership data is not shared outside Skiddaw u3a without prior consent of the Executive Committee.

13.4 Data is collected and managed by Skiddaw u3a in accordance with the GDPR principles: data is relevant, accurate, limited and secure and is up to date and kept no longer than is necessary.

13.5 Skiddaw u3a membership data is never used for the dissemination of marketing and/or promotional materials from external service providers.

13.6 Individual member's rights to be informed, to access their own data, to rectify errors, to erasure, to restrict processing and to object will be protected at all times.

13.7 Any Member can make a Subject Access Request (SAR) to examine the data Skiddaw u3a holds on him/her. To ensure that the Executive Committee can track and respond within the 30 day time scale, the committee makes available to all members on request an SAR form (*see Part 2 Procedures Section 10*).

13.8 When a committee member or group convenor relinquishes his/her role, he/she must delete all u3a membership data from their own devices and shred any paper copies. The Beacon Administrator must be notified so that their access can be removed and any other necessary changes made.

13.9 Committee members and group convenors are made aware of their responsibilities in remaining compliant with data protection regulations at the Annual Convenors Meeting.

14. Privacy:

14.1 Membership data collection is limited to Names, addresses, email addresses, telephone numbers, subscription preferences, Gift Aid information, group membership and In Case of Emergency (ICE) contact details.

14.2 Membership data is used by the committee and group convenors to facilitate participation in u3a activities.

14.3 Membership data is used externally with consent for direct mailing for the Third Age Trust magazines.

14.4 Membership data is disclosed where there is a legal or regulatory reason.

14.5 Blind courtesy copy (Bcc) should be used whenever sending bulk or group emails unless those being emailed have given permission to do otherwise.

14.6 Permission must be obtained before any personal data such as email address, phone number etc. can be published on any documents or website or recorded in a third party's system. Permission can be given by completing appendix F form GDPR Release of personal information, which is part of the Skiddaw u3a Procedures document.

14.7 If group conveners require contact information they should request it from their group members.

15. Legitimate Interest Assessment: In Case of Emergency (ICE)

15.1 As part of its duty of care towards its membership, Skiddaw u3a may require details for members' ICE contact.

15.2 For certain events and trips, the committee may need to provide these ICE details to a 3rd party. Skiddaw u3a makes members aware of the reasons why ICE information is requested and to who the information will be shared with.

15.3 Skiddaw u3a only utilises ICE information provided by members in the event of a serious accident or medical emergency. This data is not processed for any other purpose.

15.4 ICE data is the minimum required to fulfil its duty of care.

16. Photographs

16.1 Under GDPR, photographs are classed as personal data.

16.2 Where group photographs are taken, members who do not wish to be photographed will be asked to step aside.

16.3 Members are asked to consent to individual photographs and are informed of how they will be displayed or used.

16.4 If any member, at any time, wishes for his/her photograph to be removed from display they should contact the Chair or Secretary and advise them that they want their photograph to be removed.

17. Notification of Data Breaches

17.1 All data breaches must be reported to the Chair and the Beacon System Administrator as soon as they are discovered.

17.2 All data breaches must be investigated to determine:

- how many members are potentially affected by the breach
- what personal information has been exposed
- how the breach occurred

17.3 Records should be kept including details as above and actions needed to prevent any further breach.

17.4 The Executive Committee must be informed of the breach and should consider whether it is necessary to inform the membership of the breach.

17.5 The Chair must contact the National Office to discuss whether or not the Information Commissioner's Office (ICO) needs to be informed of the breach.

17.6 All serious breaches, those that risk the rights or freedoms of individuals, must be reported to the National Office within 72 hours.

Skiddaw u3a Executive Committee
27th September 2026