

SHRA Policies

1 – Code of conduct

2 – Data protection

3 – Equal opportunities

4 – Health and safety

Policy 1 - SHRA Committee - Code of Conduct

This Code of Conduct explains how members of SHRA Committee are expected to carry out their duties whilst representing the Association. All Committee members will agree to abide by the Code of Conduct laid out below.

1. General conduct. Members should act with civility, honesty and integrity in all dealings on behalf of SHRA with residents, councillors, council officers and fellow Committee members.

2. Confidentiality. The business of the association may involve members in dealing with issues that are sensitive. Members must exercise discretion and care in performing their duties and responsibilities. If confidential information is provided, it may only be used for the business of the meeting and it must not be passed on to anyone outside of that meeting.

3. Attendance at meetings. The dates of meetings are published at the start of the year and it is expected that Committee members will attend all meetings. However, it is inevitable that members will sometimes be unable to attend a specific meeting for good reasons. Nevertheless, Committee members missing three consecutive meetings may be asked to leave the Committee.

4. Conduct in meetings. Members will at all times observe points detailed below while attending or taking part in any meeting.

- To be punctual in arriving a few minutes before the formal start time of the meeting (or give the Secretary advance notice of lateness if there is a predictable reason).
- To follow the guidance of the Chair conducting the meeting.
- To declare any personal, financial or professional interests relating to agenda items at the start of the meeting.
- To be courteous to each other, and support and assist other members, in seeking the best possible solution to problems being discussed.
- To remember that the purpose of any meeting is to benefit the residents generally and not specific individuals.

5. Conflicts of interest 1. SHRA Committee members, when dealing with councillors, council officers or other residents, must make clear whether they are acting as individual residents or in their capacity as a representative of SHRA.

6. Conflicts of interest 2. SHRA Committee members must disclose any personal, financial or professional interest in any matter being considered by the Association. A potential conflict of interest should be disclosed to the Chair before agenda items are discussed at a meeting, ideally ahead of the meeting.

7. Representing SHRA. SHRA Committee members must agree not to speak, or write, on behalf of the Association (outside of their agreed roles) without the prior agreement of the Chair.

8. SHRA email group. The SHRA e-mail group is solely for important communications between Committee members. The address must not be shared with third parties. If you wish to copy all fellow committee members on an e-mail sent to third parties, then this should be either by bcc or on-forwarding to the SHRA group address.

New and existing Committee members will be required to send an email to the Chair agreeing to follow the Code of Conduct.

Breaches of the code of conduct procedure

The Chair is responsible for handling breaches of the Code of Conduct. The Chair will consult with Officers of the Committee and will take appropriate action which might ultimately involve permanent expulsion.

Policy 2 - SHRA - Equal Opportunities Policy

SHRA is committed to ensuring that it will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status, age or any other grounds. The Association will promote equal opportunities and follow non-discriminatory procedures and practices.

All residents are deemed to be members of SHRA, and all residents are entitled to be put forward for election to the Committee by the wider membership. Inclusivity is, therefore, at the heart of the Association.

Those putting themselves forward to serve on the SHRA Committee have mainly been retired residents but the Committee is aware of the desirability of lowering the average age of the Committee and of encouraging greater diversity.

SHRA's principal means of communication – the Bulletin and social media posts – are made available to all residents, and the editors and administrators are charged with ensuring that the equal opportunities policy is followed with regard to content.

The most likely equal-opportunities problems that may arise are through inappropriate social media posts which is why Committee members with administrator roles will be monitoring posts daily. Action may involve taking down posts and potentially excluding repeat offenders from making further posts.

The needs of all sections of the community will be considered when setting meeting times and agreeing venues. Accessibility is a key factor in the choice of a venue, i.e. a central location with disabled access.

Any issues of equal opportunities that are raised by members will be discussed by the Officers and suitable action will be taken.

Policy 3 - SHRA Data Protection Policy (agreed by the Committee 9/12/2020)

In accordance with the General Data Protection Regulations (GDPR), effective 25 May 2018, Strawberry Hill Residents' Association (the Association) advises subscribers/supporters of the conditions on which we hold their personal data.

1. The data we hold

The personal data given when members subscribe includes name, street address, telephone number, email address and subscription status. The amounts contributed by subscribers are recorded; and, in some cases, bank/standing order details are kept. We also collect names, addresses and email addresses of residents attending events, including the AGM, and those asking to receive the Bulletin by email.

2. How we store the data

The data given by subscribers is stored electronically with appropriate levels of security to prevent third party access. Where subscription is via our paper forms, we also retain the form for a period of six years for audit purposes, unless instructed to destroy it (see point 4 below).

3. How we use your data

The data is used to assist the Association in subscription collection, distributing the (three times a year) Bulletin and notifying members of matters of local interest. We will never pass on any of your data unless required to do so by law.

4. How long we keep your data

Unless otherwise requested, we will retain your data while you continue to support/subscribe to the Association, updating it as required. We will delete the data when members advise the Association they have moved out-of-area and/or no longer wish any further communication with us.

5. Your access to the data

You have the right to know what information we hold on you. If requested, the details of this information will be provided within 30 days. If you no longer wish us to hold your data, we will delete it; however, we will then no longer be able to advise you of matters of interest to residents.

6. Contacting the Association

If you wish to contact us about any of the above, Officers' details can be found on our website at www.shra.org.uk.

7. Data Protection Officer. We will nominate a member of the SHRA Committee to take on the role of Data Protection Officer.

8. Further Information

If you would like to know more about the GDPR, further information can be found on the Information Commissioner's Office website -

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

Policy 4 - SHRA – Health and safety policy (revised May 2025)

Statement of Intent

1. The policy of the Strawberry Hill Residents' Association is to provide and maintain safe and healthy working conditions for all our volunteers and users, plus any other people who are directly affected by our activities, such as members of the public at our events.

Responsibility

1. Overall and final responsibility for health and safety at all events and activities organised by the SHRA lies with the SHRA committee. The Chair is responsible for making sure that members of the team understand the policy. The responsibility for undertaking a risk assessment rests with the Events Coordinator(s).

General arrangements

1. A principal activity of SHRA is to organise social activities and support for the Strawberry Hill community. A risk assessment will be carried out before every one-off event. This will include assessing risk as it relates to all aspects of the event including: equipment; venue; volunteers; and attendees. Appropriate precautions will be taken to minimise hazards at all events and activities.
2. SHRA may also run regular events at the same venue or using the same equipment, such as the regular SHRA committee meetings or litter picks. In this case we will carry out a general risk assessment for the event/activity/equipment/venue. All general risk assessments will be reviewed at least once a year.
3. SHRA will hold Public Liability Insurance with £10 mns of cover.
4. We will have a trained first aider present at all events which are open to the public.
5. All volunteers and staff will be made aware of the precautions they need to take as noted on the relevant risk assessment.
6. No volunteer will run an event or activity on their own, and at least two volunteers should stay at an event until it is finished and the last attendees have left.
7. We will keep a record of any accidents that occur at any of our events.
8. Risk assessments should be reviewed after each event for annual events and annually for recurring events (litter picks).

Review

This policy will be reviewed every year. The policy will be available on the SHRA website.

Date

Signature (Chair)Signature (Secretary).....