

Dronfield and District u3a

Policy Framework

Version: 3.1

This document is available on the Policies page of the DDU3a website.

Date Approved: 23 September 2024

Next Review Date: no later than September 2026

1. Introduction

- a. The purpose of this Policy Framework is to provide guidance to members who are developing or amending the documents used by Dronfield and District u3a (DDu3a), to manage its activities.
- b. The terms 'Policy' and 'Policies' apply to any Policy, Procedure, Protocol or Guidance document issued by DDU3a. Other types of documents will adhere to this framework wherever possible.

2. Executive Committee Responsibilities

- a. The u3a's Executive Committee is responsible for:
 - i. Ensuring that DDU3a has the policies required by UK government legislation, the Charity Commission and the Third Age Trust (TAT).
 - ii. Ensuring that DDU3a's policies comply with any current relevant government legislation and with the requirements of the Charity Commission and Third Age Trust (TAT); plus, that they take account of any advice or guidelines issued by the government, the Charity Commission or TAT.
 - iii. Ensuring that any proposed policies or changes to policies comply with the rules defined in DDU3a's Constitution and any other existing policies. Where conflicts are identified, the Committee will agree which set of rules takes priority and why and amend the new or existing policies accordingly.
 - iv. Approving new policies or updates to existing ones and for ensuring that all approvals are recorded in the minutes of the relevant Executive Committee meetings. The Executive Committee may delegate responsibility for developing or updating a policy to an individual, sub-committee or working party but cannot delegate its final approval.
 - v. Ensuring that all policies are reviewed in accordance with their agreed review dates, or when deemed necessary as a result of changes to government legislation or the requirements of the Charity Commission or TAT.
 - vi. Ensuring that members are informed of new or updated policies and made aware of any changes that affect their membership of DDU3a or their responsibilities as members.

3. Content and Format of Policies

- a. Policies must aim for both clarity and brevity, thereby aiding the understanding of members and the Executive Committee.
- b. Policies will be written in Arial Font Size 11.
- c. All policies will start with a standard set of information, as used on page 1 of this document, to provide clarity regarding their status and time for review.

d. All policies will include a Document History, listing previous versions of the document and the reasons for changes. See the history at the end of this document.

4. Document File Names and Version Control

- a. Prior to its final approval by the Executive Committee, the file name of an amended or new policy will be a combination of:
 - i. its policy name eg Donations Policy
 - ii. its version number eg v1.0
 - iii. the date of the committee meeting at which the policy is expected to be approved eg 23-Nov-2026
 - iv. the word “Draft”,
 - v. the date the draft was created eg 22-Sep-2026

For example: Donations Policy V1.0 23-Nov-2026 Draft 22-Sep-2026

- b. Once approved, the file name of a new or updated policy will be a combination of its policy name, its version number and the date approved by the Executive Committee
For example: Donations Policy v1.0 23-Nov-2026
- c. A new policy will have a version number of 1.0.
- d. Minor changes to a policy will be indicated by an increase of one decimal place in the version number. This rule will be followed when the Executive Committee reviews a policy and agrees that the only change required is a new next review date.
- e. Major changes to a policy are indicated by increasing the version number to the next whole number.
- f. No changes will be made to the digital version of an approved policy stored on the DDU3a Master Documents Drive, DDU3a’s central document storage system. Instead, a new file will be created, using the updated version number and date approved as outlined above.

Examples of Document File Names and Version Control

| Para | Document/File Name | Explanation of Version Number |
|------|---|--|
| a, c | Donations Policy V1.0 23-Nov-2026 Draft 22-Sep-2026 | Draft version of a new policy New policy - Version 1.0 Expected to be approved 23-Nov-2026 Draft version created 22-Sep-2026. |
| b, c | Donations Policy v1.0 23-Nov-2026 | Approved new policy Date approved 23-Nov-2026 |

| Para | Document/File Name | Explanation of Version Number |
|------|--|--|
| a, d | Donations Policy V1.1 18-Jan-2028 Draft 12-Dec-2027 | Unapproved draft of a minor change to the policy. Minor change - version number increased by 1 decimal place (1.0 to 1.1). Expected to be approved 18-Jan-2028 Draft version created 12-Dec-2027. |
| b, d | Donations Policy V1.1 18-Jan-2028 | Approved updated policy Date approved 18-Jan-2028 |
| a, e | Donations Policy V2.0 29-Jul-2028 Draft 01-Jul-2028 | Unapproved draft of a major change to the policy. Major change - version number increased from 1.1 to 2.0. Expected to be approved 29-Jul-2028 Draft version created 01-Jul-2028 |
| b, e | Donations Policy V2.0 29-Jul-2028 | Approved updated policy Date approved 29-Jul-2028 |

5. Secretary Responsibilities

The Secretary will:

- a. Ensure that master copies, including current and previous versions, of all approved documents, are kept in an agreed location on DDU3a's ~~Google Workspace~~ Master Documents shared drive.
- b. Ensure that read only copies of approved documents are available to all DDU3a members via the u3a's website.
- c. On request, provide printed copies of approved documents to DDU3a members or members of the public.
- d. Inform members about newly approved or updated documents, usually by submitting an article for inclusion in the DDU3a's monthly newsletter. In exceptional circumstances, where there is an urgent need to inform members of a new or updated policy, a specific email will be sent to all members. Members without email will be informed by post or personal delivery.
- e. Remind the Executive Committee about policies that are due for review according to their assigned Next Review Dates.

| Document History | | |
|-------------------------|-----------------------|--|
| Date | Version Number | Summary of Changes |
| Sep 2024 | 3.1 | <p>Links to u3a's old website removed throughout documents.</p> <p>Branding updated – U3A changed to u3a throughout document</p> <p>References to obsolete Business Secretary replaced by just Secretary</p> <p>Para 4.a – Explanatory sub paragraphs i-v added</p> <p>Para 4 a.iii Date policy expected to be approved added</p> <p>Para 4.f – Specific mention of DDU3a's Master Documents Drive added</p> <p>Example of Document File Names and Version Control: All examples updated, using future dates</p> |
| Apr 2021 | 3.0 | <p>Policy re-written to reflect changes to responsibilities and processes agreed by the Executive Committee in March 2021.</p> <p>Document History moved to final page. Role of Document Coordinator deleted.</p> |
| Aug 2019 | 2.1 | <p>URL for Policies page of website corrected.</p> <p>Next review date agreed.</p> |
| Dec 2018 | 2 | <p>Clarification of checklist. Role of Document Coordinator added.</p> |
| May 2018 | 1 | <p>New Policy Approved</p> |