

New MOU

Preamble to Memorandum of Understanding Working Relationships between Trustees, Area Meeting and Local Meetings

This preamble to the York Area Meeting Memorandum of Understanding (MOU) sets out the basis of the relationship between:

- York Area Quaker Meeting
- York Area Quaker Meeting Trustees
- The five Local Meetings which are within the Area Meeting.

Trustees are appointed by the Area Meeting on the advice of its Nominations Committee and in consultation with the Clerk of Trustees. They act as Trustees of the York Area Meeting Charity and also as directors of the York Area Meeting of the Religious Society of Friends (Quakers) in Britain, which is a Company Limited by Guarantee. This Company has a governing document, the Memorandum and Articles of Association, which sets out the regulations governing the company, many of which are our usual Quaker practice. The **Members** of the Company are the members of the Area Meeting.

The Area Meeting in this context is the formal proceedings at Area Meeting in session with the minutes agreed at the time. It will also encompass the officers of the Area Meeting acting in accordance with their delegated authority.

Local Meetings are the five Quaker Meetings which are within York Area Quaker Meeting, namely Acomb, Friargate, Harrogate, New Earswick and Thirsk. In like manner, this document refers to their formal business proceedings and the actions of their appointed officers. **It should be noted that Local Meetings are at all times subordinate to the Area Meeting (QF&P 5th Edition 4.32 second para.)**

Trustee Responsibilities

Trustees are required to take active responsibility for the business affairs of the membership body, being the Area Meeting including its constituent meetings. 'Business affairs' in this context means the way in which our assets are managed and used and the future of the Area Meeting assured. 'Our assets' means the assets managed by all the Local Meetings combined, plus the Burial Grounds.

Trustees are required to ensure that:

- a. properties are retained and properly maintained
- b. financial procedures are appropriate and funds put to proper use
- c. potential risks are identified, evaluated and managed (including risks to the reputation of the Area Meeting)
- d. employment law is observed

Trustees must be satisfied with the way in which Local Meetings are managing their business activities.

Communication

Trustees are to receive copies of all Local Business Meeting minutes, the Area Meeting minutes and the minutes of any premises, finance and children's committees (or committees with these functions) together with any relevant attachments.

A named Trustee from each Local Meeting acts as the principal channel of communication between their meeting and the Trustee body. In addition the minutes of the Trustees are circulated to Local Meeting Clerks who ensure that any required actions are carried out and that relevant information is passed to the officers of their Meetings.

On significant issues subject to consultation or joint action, Trustees will share the proposed action for consideration by both Area and Local Meetings.

The Table

The table which follows sets out the division of responsibility between the three parties and the various actions which they are required to take.

Division of responsibilities

Item no	Subject	Lead Responsibility	Trustees	AM	LM
1	Safeguarding Policy Trustees Mar.2014	Trustees	Agree and review all safeguarding procedures to include all BYM policy.	Appoint two AM safeguarding coordinators.	Appoint two safeguarding persons, must comply with the AM policy.
2	Risks	Trustees	Responsible for the identification and management of risks. Trustees will maintain and share a composite register of the risks identified by Local Meetings. Draw the attention of Local Meetings to any issues needing further consideration, and advise on any changes required. Ensure that the reputation of Quakers throughout the AM is maintained.	Will assist Trustees in compiling the risk register with respect to matters dealt with at AM level.	Undertake a regular review of their approach to risk management, drawing on the experience of other Meetings as appropriate. The risk register will specify measures in place to minimise the risk of occurrence and the impact of each risk, and will identify the person or group(s) expected to be particularly aware of each risk. Review the local schedules of risks at 2-yearly intervals and share this with trustees. Report to Trustees any matter which might impact on the reputation of Quakers within our AM.

Item	Subject	Lead	Trustees	AM	LM
3.	Data Protection Policy Trustee minute June 2011	Trustees	Register YAQM with the Information Commissioner's Office, and circulate a pro forma annually for Local Meetings to complete confirming compliance with the Data Protection Act (DPA).	AM officers whose responsibilities include keeping records about our members must ensure compliance with the DPA.	Appoint a person to take responsibility for compliance with the Data Protection Act. A copy of the annual return questions is to be found at the end of this Table.
4	Insurance	Trustees	Property, public liability and employment liability insurance will be through a group policy taken out and kept under review by the AM Treasurer.		Reimbursement of the costs of insurance to be made to the Area Treasurer. Report any claims to the Area Treasurer before notifying Brokers. Local Meetings will then communicate directly with the Brokers and Loss Adjuster, in consultation with the Area Treasurer.
5a	Finance: Management and accounts Policy Trustee minute not yet located. Policy on cheque signing Trustee minute 5.Nov.2010	Trustees	Establish procedures for the safe and efficient handling of our various money and accounts and to ensure that all our accounts comply with external requirements as to their preparation and submission. Suggest ways in which accounts can conveniently be kept so as to minimise accountancy fees. Appoint auditors and receive their report. To ensure that the AM accounts are publicly available.	Keep the AM accounts and follow the agreed cheque signing procedures. Agree the appointment of auditors.	Keep local accounts in a form recommended by Trustees, submit them to accountants as required for collation and comply with Trustee requirements about cheque signing and authorising payments.

Item	Subject	Lead	Trustees	AM	LM
5b	Finance: Contributions	LM	Set an AM quota for costs assumed by the AM and to ensure that our contribution to QIY is met.		Appoint a collector and ensure that Friends and Attenders are aware of our need for contributions. LMs must ensure that money so donated is allocated as indicated by the donors.
5c	Finance: Reserves	Trustees	Establish and review a reserves policy for AM and LMs.		Operate a local reserves policy in accordance with Trustee requirements.
5d	Finance: Investments Policy on ethical investment. Trustee minute October 2017	Trustees	Ensure that all investments made by AM and LMs comply with the policy on ethical investment, keep that policy under review and ensure that it is followed	This responsibility is delegated to Trustees.	Advise the AM treasurer of any pending investment decisions (especially any decision which means the money is tied up for a period of time) and obtain consent from Trustees for sums over 20% of the LMs annual budget.
6a	Property: Maintenance	Trustees	Maintain a property register. Ensure that all property is kept in good order and that adequate financial provision is made for the future maintenance of that property. Ensure that quinquennial inspections are carried out on all our buildings. Carry responsibility for all acquisition and disposal of property.		Keep LM property clean and maintained. Accumulate a building reserve to cover all reasonable future expenditure. (This aspect is subject to current and separate Trustee consultation with Local Meetings) Commission a quinquennial inspection of their meeting house and take whatever remedial action is required.

Item	Subject	Lead	Trustees	AM	LM
6b	Property: Hire of Premises	Trustees	Approve LM's hiring policies.		Develop a hiring policy and forward it to Trustees for approval.
6c.	Property Burial Grounds.	Trustees	To ensure that our burial grounds are properly maintained.	To appoint a Friend to authorise the use of our burial grounds (QF&P 17.11)	Where a Local meeting has the care of a specific burial ground, to ensure that it is maintained and used correctly and to record such use including the location of burials.
7	Employment Policy Trustee minute 13.May.2013. And one on equal opportunities 28/11/2012	Trustees	Ensure that all our employees are treated fairly in accordance with our Statement of Intent and within the law. Confirm job descriptions and make appointments (in some cases joint responsibility with LMs) With the help of the employment advisory group, to fix pay rates and agree annual increases to these; to issue policies and guidance, to agree contracts; to administer the payroll; and to offer personnel advice. York AM is a living wage employer.		Make appointments (joint responsibility with AM Trustees). Implement Trustee and local policy and procedures Exercise day-to-day management and oversight including maintaining up to date job descriptions, undertaking performance management, ensuring staff welfare and support

Item	Subject	Lead	Trustees	AM	LM
8	Records	Trustees AM	Ensure that all legally important documents are kept safe and accessible. Approve a location and retention schedule.	Appoint an AM archivist. Keep AM records to the standard set out in the location and retention schedule. <i>this aspect is currently being reviewed by Trustees</i>	Keep local records as required by the location and retention schedule. <i>this aspect is currently being reviewed by Trustees</i>
9	Membership <i>Policy on retention of applications AM minute 31.Jul.2008</i>	AM	Keep an up to date list of all members of the AM.	Deal with membership matters including granting membership, transfers in and out, resignations, terminations and other membership matters as listed in QF&P	Encourage the progress of Attenders towards membership. Exercise care of our Members through Elders and Overseers
10	Appointments	AM		Appoint a Nominations Committee and appoint all AM office holders including Trustees.	Appoint representatives to AM Nominations, to have a local nominations committee and to make local appointments.
11	Meetings for Church Affairs	AM	Trustees must meet at least twice a year and share their minutes with constituent Meetings.	Hold sufficient AMs each year to conduct our business affairs in right ordering and ensure the coherence of the AM as a worshipping community.	Conduct their own Meetings for Worship and Meetings for Church Affairs in right ordering. Share all LBM minutes with the other Meetings, AM and with Trustees. Forward to Trustees all minutes of Finance, Premises and Children's committees.
12	Eldership and Oversight <i>Policy AM minute 9.May 2009</i>	AM/LMs		Whilst most Eldership and Oversight is conducted at local level, AM should appoint E & O convenors and through them ensure that opportunities occur for Elders and Overseers to liaise with each other, learn from each other and provide mutual support across the AM.	Suggest names for their own E & Os for appointment at AM. Ensure that effective oversight and eldership is being practised in the Meeting as laid down in QF&P.

Enclosure D: Memorandum of Understanding, version adopted after 2014-2015 revision

Please note that policies also exist about:

- Expenses (in particular for training courses) that may be claimed from AM funds. AM March 2012 Trustees same date.
- Incurring professional fees. Trustees Feb 2012
- Non-Quaker burials Trustees Sept.2012

ETHICAL CRITERIA FOR YAQM INVESTMENTS

The Panel should seek to invest in Funds that make the basis on which they select companies transparent, and which look for companies:

- i. With declared policies for minimising waste, for recycling and protection of the environment and, where relevant, for the development of new technologies so as to reduce the demands made on scarce natural resources
- ii. That have a Code of Practice for their business affairs, anti-discriminatory and fair employment policies and effective controls to avoid corruption

The Panel should seek to avoid Funds investing in companies with a significant involvement in:

- i. Manufacture or sale of weapons
- ii. Provision of nuclear power
- iii. Production of tobacco or alcohol
- iv. Gambling
- v. Production of pornography or materials promoting violence
- vi. Production of cosmetics tested on animals
- vii. Extraction of minerals and hydrocarbons without strict and effective environmental safeguards
- viii. Manufacturing in countries where there are human rights abuses, or where children are exploited, unless the company applies adequate safeguards in respect of its activities

(Note: 'Significant involvement' to be taken to mean more than 5% of turnover)

Applying these criteria the Panel should evaluate all Funds in which they might invest, looking for the best match within a balanced portfolio of investments

Trustees 26/07/2010

Equal Opportunities and Diversity

Statement of Intent

York Area Meeting aims to create a culture that respects and values each others' differences. We regard these differences as an asset to our work and integral to our Quaker beliefs.

We all have a responsibility to embrace and support this culture and must continue to challenge behaviour and attitudes that prevent us from achieving this.

Using fair and objective employment practices, our aim is to ensure that:

- all employees, potential employees, volunteers and contractors are treated fairly and with respect at all stages of their work;
- all employees have the right to work free from harassment and bullying of any description, or any other form of unwanted behaviour, whether based on sex, trans-gender status, marital status, race, disability, age, or religious belief or sexuality;
- all employees have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.

Responsibilities

Every member of staff, volunteer and contractor is responsible for behaving without discrimination towards others.

Managers have a duty in addition to their individual responsibilities to ensure that staff, volunteers and contractors comply with the standards set by this policy and to confront incidents of behaviour.

York Area Meeting seeks to provide the opportunity for all staff to develop their individual talents and undertakes that merit and job performance alone will be used in employment related decisions.

York Area Meeting will aim to provide a working environment which will enable staff, volunteers and contractors to fulfil their personal potential. York Area Meeting accepts that such an environment cannot be created or maintained if staff are subject to harassment, victimisation or bullying.

Provision is made for the investigation of formal grievances and disciplinary offences related to equal treatment. Acts of discrimination and harassment have been designated serious offences under the Disciplinary Rules. Such acts may result in dismissal.

Implementation and Monitoring of this Policy

York Area Meeting trustees are responsible for implementing and monitoring this policy in conjunction with the local meeting Committees.

Trustees 28/11/2012