

UNITED KINGDOM LITERACY ASSOCIATION Registered Charity no.313714

APPENDICES TO STANDING ORDERS Each of these Appendices shall state when it was last updated.

Appendix 1

Categories of Membership Agreed at EC Sept 2009. Agreed at EC September 2011. Agreed at EC June 2017

1) Individual Membership

(a) Honorary Life Members

- i) Such membership may be granted to those who have given outstanding service to the cause of literacy in general and to the Association in particular.
- ii) Honorary Life Membership shall entitle any person on whom the honour is conferred to have the full rights of an Individual Member free of charge.
- iii) Such membership shall continue throughout the life of any individual honoured.
- iv) Individual members of the Association may propose and second a colleague for consideration as an Honorary Life Member. Such proposals should be forwarded to the Honorary Secretary and will be considered by the EC. Honorary Life Membership will be granted by an Annual General Meeting of the Association on the recommendation of the EC.
- v) The Association shall restrict the total number of Honorary Life memberships to 10 at any one time. The Honorary Secretary shall report the current number of Honorary Life members to the Annual General Meeting.
- vi) The Honorary Secretary shall maintain a roll of Honorary Life Members.

(b) Honorary Members

- i) Such membership may be granted to those who serve the cause of literacy in general.
- ii) Honorary membership shall entitle any person on whom the honour is conferred to have the full rights of an Individual Member.
- iii) Such membership shall be for a period of two years for the individual honoured.
- iv) Individual members of the Association may propose and second an individual for consideration as an Honorary Member. Such proposals should be forwarded to the Honorary Secretary and will be considered by the EC. Honorary Membership will be granted by an Annual General Meeting of the Association on the recommendation of the EC.
- v) The Association shall restrict the total number of honorary memberships to 2 at any one time. The Honorary Secretary shall report the current number of Honorary Members to the Annual General Meeting.
- vi) The Honorary Secretary shall maintain a roll of Honorary Members.

(c) Ordinary Individual Members

Individual Members in good standing shall have the following rights and privileges, that is to:

- i) receive without further charge such publications of the Association as the EC shall from time to time determine
- ii) nominate and second members of the Association for election to office
- iii) be eligible for election to the EC
- iv) be eligible for election as an Officer of the Association
- v) be eligible for election as a Regional Representative
- vi) be eligible for co-option to sub-committees

- vii) apply to EC to set up a Special Interest Group (SIG)
- viii) be eligible take part in a SIG
- ix) be eligible to serve on a Task Group (TG)
- x) propose matters for consideration by the EC and General Meetings in writing to the Honorary Secretary by the required date for submission of agenda items
- xi) attend Conferences of the Association (subject to payment of fees) and its General Meetings, and, as an observer, meetings of the EC
- xii) join local councils of the Association and attend local meetings and conferences (subject to payment of fees)
- xiii) apply for such Association research grants as are determined by the EC
- xiv) be eligible for nomination for such awards that are determined by the EC.

(d) Overseas Members

As for Individual Members.

(e) Student Members

As for Individual Members, except that this category shall be open only to persons who are:

- i) full-time students in Higher Education in the United Kingdom at the date of joining
- ii) or full-time student teachers and only until their subscription next falls due after the first year of qualifying to teach in the United Kingdom
- iii) or full-time school-based student teachers and only until their subscription next falls due after the first year of qualifying to teach in the United Kingdom
- iv) or UK student teachers on flexible PGCE or other routes to Qualified Teacher Status and only until their subscription next falls due after the first year of qualifying to teach in the United Kingdom.

(f) First three years of service/newly qualified teacher members and teaching assistants

As for Individual Members, except that this category shall be open only to persons who are:

- i) UK Newly Qualified Teachers in their first year of teaching
- ii) UK early career teachers in their first three years of teaching
- iii) or UK Teaching Assistants, i.e. those employed in educational settings in a role that assists qualified teachers in delivery of the curriculum.

(g) Unwaged/retired members

As for Individual Members, except that this category shall be open only to persons who are unwaged/retired.

2) Organisational Membership

(a) School and Library/Institutional Members

As for Individual Members, except that:

- i) two members of staff from any School or Library/Institutional Member may attend the Annual Conference, become members of local councils with full voting rights, and attend local meetings and conferences at the reduced rate for members of the Association where this applies
- ii) Institutional members will be allocated up to four log-ins for the UKLA website.

- iii) one School/Library or Institutional Member per Institutional membership shall receive the Association's appropriate publications and be eligible to stand for Office. The School, Library or other Institution is responsible for sending the Honorary Secretary the nominated member's details
- iv) libraries/Institutions may purchase Association publications at members' prices
- v) members of Libraries/Institutions who do not hold individual membership of the Association are not entitled to purchase publications at members' prices.

(b) Overseas School Members
As for School and Library/Institutional Members

Appendix 2

Members of EC Agreed at EC Sept 2009. Amended following EC June 2011. Amended following EC September 2011. Amended following EC June 2017

1) Duties of EC Members

All EC Members shall carry out such duties as are assigned to them by the EC from time to time.

2) Elected Members (See Clauses 4 5 & 6 of Standing Orders.)

- (a) Chair (if different from the President)
- (b) President
- (c) Honorary Treasurer
- (d) Honorary Secretary
- (e) President Elect
- (f) Vice President
- (g) Conveners of sub-committees of the EC:
 - i) Convener of Finance and General Purposes Sub-Committee (if different from the Honorary Treasurer),
 - ii) Convener of Website Sub-Committee
 - iii) Convener of Paper-based Publications Sub-Committee,
 - iv) Convener of Web-based Publications Sub-Committee,
 - v) Convener of Conference Sub-Committee,
 - vi) Convener of International Sub-Committee,
 - vii) Convener of Membership and Awards Sub-Committee,
 - viii) Convener of Research Sub-Committee
 - ix) Convener of Sub-Committee for Regional Representatives

3) Membership of the International Literacy Association

Four officers of the Association (usually the President and/or Chair, Honorary Treasurer and/or Honorary Secretary, President Elect, Vice President) shall be members of the International Literacy Association and, if they so request, have their annual fees reimbursed by the United Kingdom Literacy Association. The current President who receives membership information from ILA should inform the Honorary Secretary of any omission from the list.

4) Duties of Elected Officers

(a) Chair (See Clauses H, J (2), P (3,4), N of the Constitution.)

The Chair shall:

- i) chair all meetings of the Annual General Meeting, Executive Committee and the National Council
- ii) in consultation with the Association's principal officers and the Executive Committee draw up a four year Development Plan and review and monitor its implementation
- iii) make an annual report on all the above to the Association's AGM.

Note In the event that the President (see the duties of the President below) chooses not to undertake the duties of the Chair any member of the Association, including the current President Elect, is eligible for election as Chair.

(b) President

The President shall normally be Chair (See the duties of Chair above). In addition to the Chair's duties, the President's main duties shall be to:

- i) act as the principal Executive Officer of the Association by exercising general leadership and supervision over its affairs
 - ii) after consultation with the Association's principal officers and the Executive Committee and subject to their scrutiny, sign all contracts and leases on behalf of the Association
 - iii) represent the Association publicly in the UK and at the International Literacy Association's annual convention, or delegate representation to another member of the Association in good standing who is already attending
 - iv) receive all communications from the International Literacy Association, respond to ILA initiatives and represent the Association at ILA events where necessary
 - v) be responsible for maintaining effective communication with Regional Representatives, Task Group Conveners and Special Interest Group Conveners, local councils, and the membership in general
 - vi) be responsible for ensuring that the Association responds to government initiatives an consultations and media enquiries in liaison with the President Elect, and/ or as appropriate the Vice President and/or as appropriate the Immediate Past President
 - vii) make an annual report on all the above to the Association's AGM.
- (c) Honorary Secretary (See Clauses P(2, 5), Q, R(1) and S of the Constitution, Clauses 13 (b) and 14 (b) of Standing Orders, and Clause 1 a (vi) of Appendix 1 above.) In addition, the Honorary Secretary shall:
- i) undertake the line management of the Association's administrative staff as appropriate
 - ii) oversee the maintenance of membership lists
 - iii) be responsible, in consultation with the President, for convening meetings of the Association's AGM, any Special General Meetings, any General Meetings, Executive Committee and National Council, drawing up and sending out their agenda, overseeing the minuting process and ensuring that all minutes books and the Statement of Intent are properly maintained (See clauses J(5) G(7) of the Constitution.)
 - iv) be guardian of the Standing Orders, ensuring that they are observed and updated
 - v) ensure that EC and AGM are minuted accurately, and ensure that decisions of EC and AGM are implemented
 - vi) ensure that NC is minuted accurately
 - vii) be responsible for overseeing the collection, collation and distribution, through the Association's newsletter and / or website, all AGM agendas and minutes and NC minutes
 - viii) oversee the maintenance of the archives, records and correspondence of the Association and ensure their central storage
 - ix) oversee the maintenance of records of the representatives of member organisations - see clauses E(3-4) of the Constitution
 - x) conduct the annual election of officers and any other ballots, including receiving postal and proxy votes
 - xi) ensure that four senior officers of the Association hold current membership of the International Literacy Association (ILA), make the appropriate return to the ILA and maintain the current list of all UK based ILA members
 - xii) make an annual report to AGM regarding administrative and constitutional matters where these are not reported by other officers
 - xiii) following first election, will normally be re-elected on an annual basis for a period of up to 7 years

From within the general membership the Association will appoint a Deputy Honorary Secretary to deputise for the officer in the event of her or his absence, incapacity or resignation, who will then become a member of the Executive Committee. If the office of

Honorary Secretary becomes vacant she or he becomes the officer immediately, and serves the unexpired portion of the officer's term and may subsequently stand for election as the officer.

(d) Honorary Treasurer (See Clauses D (11, 12, 13, 22, 23, 24, 25, 26), K, M, N, O and P (4) of the Constitution, Clauses 5 (a), 10 (i) and 13 (d) of Standing Orders.)

In addition, the Honorary Treasurer shall:

- i) undertake the line management of the Association's administrative staff as appropriate
- ii) have custody of the funds of the Association, including being a signatory to all the Association's accounts and cheques
- iii) ensure that subscriptions and other monies due to the Association are received;
- iv) propose and supervise budgets and business plans
- v) arrange for the payroll function for the Association's employees to be efficiently carried out, and arrange the Association's public liability and other insurance
- vi) ensure that agreed pension arrangements are in place for the Association's employees, and that these comply with statutory requirements
- vii) prepare the Association's annual accounts for the AGM on behalf of the EC - see clause P(4) of the Constitution - and present them at the AGM
- viii) be responsible for ensuring that end of year financial returns are made to the Association's accountants
- ix) ensure that an annual report is made to the Charity Commissioners in their required format
- x) liaise with the Charity Commissioners, in particular with respect to clauses K- O of the Constitution, and with the Association's accountants; ensure that a register of Trustees in receipt of fees is kept and presented annually at the AGM
- xi) ensure that the Association has in place appropriate internal financial controls which comply with statutory requirements and take into account Charity Commission recommendations
- xii) following first election, will normally be re-elected on an annual basis for a period of up to 7 years.

From within the general membership the Association will appoint a Deputy Honorary Treasurer to deputise for the officer in the event of her or his absence, incapacity or resignation, who will then become a member of the Executive Committee. If the office of Honorary Treasurer becomes vacant she or he becomes the officer immediately, and serves the unexpired portion of the officer's term and may subsequently stand for election as the officer.

(e) President Elect

The President Elect shall:

- i) deputise for the President in the event of her or his absence, incapacity or resignation. He or she becomes President immediately if the office of President becomes vacant, and serves the unexpired portion of the President's term in addition to the two years for which he or she was elected.

ii) Oversee the organisation of the International Conference.

(f) Vice President

The Vice President shall:

- i) deputise for the President Elect in the event of her or his absence, incapacity or resignation. If the office of President becomes vacant he or she becomes President Elect immediately, and serves the unexpired portion of the President Elect's term in addition to the period for which he or she was elected and may subsequently stand for election as President Elect
- ii) be eligible to stand for election as President Elect
- iii) undertake specific roles for the Association.

(g) Conveners of sub –committees (See Standing Orders Clause 8.)

In respect of the particular sub-committee, the convener:

- i) works within the remit set by the EC
- ii) co-ordinates email business
- iii) convenes, organises and chairs meetings
- iv) is the budget holder, working within the constraints agreed with EC
- v) ensures that minutes are kept and a reference set is lodged in the Association's office
- vi) ensures that the membership of the sub committee conforms to the SOs
- vii) liaises with EC and other sub-committees effectively to fulfil tasks
- viii) reports to each EC meeting on all actions taken, on all meetings held and on the membership of the sub committee
- ix) following first election, will normally be re-elected on an annual basis for a period of up to five years
- x) ensures that members other than the Convener (who to meet constitutional requirements will be elected annually), normally serve for period of two years and for a period not exceeding five years
- xi) ensures that deputy Conveners are appointed from within the membership of the sub committee
- xii) undertakes additional duties as from time to time may be agreed with EC.

(h) Deputy conveners of sub committees

In respect of the particular sub-committee, the deputy-convener:

- i) deputises for the Convener in the event of her or his absence, incapacity or resignation. If the office of Convener becomes vacant he or she becomes Convener immediately, and serves the unexpired portion of the Convener's term and may subsequently stand for election as Convener
- ii) undertakes specific roles for the sub-committee.

Appendix 3

Sub Committees Agreed at EC Sept 2009. Updated after EC June 2011. Updated after EC September 2011 Updated after EC June 2017
See Standing Orders, Clause 8.

1) Convener

Each sub-committee shall have a Convener (see Standing Orders Appendix 2).

2) Conduct of Business

Sub-committee business may be undertaken electronically.

3) Schedule

An annual schedule of meetings and business will be approved by the EC.

4) Constitution of sub-committees

(a) *Finance and General Purposes sub-committee*

i) Purpose

To manage the Association's finances, both income generation and expenditure.

ii) Membership (up to 12)

Convener (usually the Honorary Treasurer)

President

Secretary

Up to 4 members of EC (one of whom is usually the President Elect)

Up to 2 members of NC

Up to 3 co-options

iii) Remit

To:

- maintain and enhance the good name and high standards of the Association
- oversee the management of the Association's finances and administration
- propose the Association's annual budget
- advise on all income generation and expenditure
- with the conveners of sub-committees to set budgets for the sub-committees
- with the Honorary Secretary and President, review at least annually the pay and conditions of employment, job descriptions and working practices of employees
- review the membership and remit of the sub-committee annually.

(b) *Website sub-committee* (Amended 24 Sept 2009 replaces Marketing and Publicity sub-committee)

i) Purpose

To develop and manage all aspects of UKLA website.

ii) Membership (up to 9)

Convener

Up to 2 members of EC

Up to 2 members of NC

Up to 4 Co-options

iii) Remit

Through the website to:

- maintain and enhance the good name and high standards of the Association

- enable the Association to become more widely known and recognised as a literacy organisation
- be strategic in developments to ensure that UKLA needs are met
- address the needs of members
- ensure that all aspects of the remit are effectively communicated to EC
- review the membership and remit of the sub-committee annually.

(c) *Publications sub-committees* Appendix 3 Clause 4(c) ii) (amended May 2013 when the Publications sub-committee was split into two sub-committees).

Paper-based publications sub-committee

i) Purpose: To develop and manage all aspects of the Association's publications.

ii) Membership: (up to 10)

The convener

Plus:

Editor of Literacy

Editor of Journal of Research in Reading

Editor of UKLA News

Editor of Minibooks series

Editor of Ideas in Practice series

Plus 2 co-options

iii) Remit

To:

- maintain and enhance the good name and high standards of the Association
- oversee (with the Association's General Manager) the management of all the Association's publications
- make decisions (with the relevant series editors) of topics, authors and the viability of proposed publications
- oversee (with the Association's General Manager) all aspects of the production and marketing of publications including copyright
- receive minutes from the UKLA Journals' editorial board meetings
- liaise with the journal editors on quality
- ensure that all UKLA commissioned publications conform to the UKLA object
- oversee (with the General Manager and Honorary Treasurer) the budget for book publications, specifically costs in relation to sales.

Web publications sub-committee:

i) Purpose: To develop and manage all aspects of the Association's web publications.

ii) Membership: (up to 10)

Convener

Up to 2 members of NC

Up to 2 members of EC including Website Sub-Committee convener

Up to 4 co-options

iii) Remit

To:

- maintain and enhance the good name and high standards of the Association
- oversee (with the Association's General Manager) the management of all the Association's web publications
- make decisions about topics, authors and the viability of proposed web publications
- oversee (with the Association's General Manager) all aspects of the production of publications including copyright

- ensure that all UKLA commissioned publications conform to the UKLA object
 - oversee (with the General Manager and Honorary Treasurer) the budget for web publications.
- (d) *International sub-committee*
- i) Purpose
To develop and manage all overseas links and initiatives.
 - ii) Membership (up to 8)
Convener
Up to 1 members of NC
Up to 2 members of EC
Up to 4 co-options
 - iii) Remit
To:
 - maintain and enhance the good name and high standards of the Association
 - manage and develop all overseas links and initiatives, to ensure appropriate representation and contacts with ILA, IDEC, FELA and other overseas associations
 - receive and make available reports on all international events where UKLA is represented
 - implement the EC decisions on the roles and responsibilities of the International Convener and any other posts deemed appropriate
 - provide recommendations to the Conferences Sub-committee for sponsored participants at UKLA conferences
 - provide UKLA members with international information and contacts
 - review the membership and remit of the sub-committee annually.
- (e) *Conference sub-committee*
- i) Purpose
To develop, co-ordinate and manage all aspects of conferences.
 - ii) Membership (up to 11)
Convener
President
President Elect
Honorary Treasurer
1 Member of EC
Up to 2 members of NC
Up to 4 Co-options
 - iv) Remit
To:
 - maintain and enhance the good name and high standards of the Association
 - manage and develop all aspects of conferences
 - ensure that International, National, Regional and Local conference/events proposals are viable, both financially and practically, and appropriate and conform to the UKLA object
 - implement the EC decisions on the roles and responsibilities and remits of conference / event organisers and any other posts deemed appropriate
 - provide advice and support for conference / event organisers
 - publicise and seek sponsorship for conferences
 - work with Finance and General Purposes sub-committee on income generation
 - review the membership and remit of the sub-committee annually.

(f) *Membership and Awards sub-committee*

- i) Purpose
To develop and manage all aspects of UKLA membership and awards.
- ii) Membership (up to 12)
Convener
Up to 3 members of EC
Up to 4 members of NC
Up to 3 co-options
Up to 1 online member
- iii) Remit
To:
 - o maintain and enhance the good name and high standards of the Association
 - o monitor the patterns of membership
 - o plan, promote, oversee and evaluate activities for the recruitment and retention of members
 - o organise all aspects of awards in the gift of UKLA
 - o review the membership and remit of the sub-committee annually.

(g) *Research sub-committee*

- i) Purpose
To develop and manage any research activities undertaken and research grants made by UKLA, and research awards within the Association's gift.
- ii) Membership (up to 9)
Convenor
Up to 2 members of NC
- iii) Up to 2 members of EC
Up to 4 Co-options
- iv) Remit
To:
 - o maintain and enhance the good name and high standards of the Association
 - o manage any research activities undertaken and research grants made by UKLA, and of research awards within the gift of UKLA
 - o seek funding for research
 - o involve members in research activities
 - o work with Publications sub-committees and with Membership and Awards sub-committee to promote and disseminate UKLA sponsored research
 - o review the membership and remit of the sub-committee annually.

(h) *Sub-Committee for Regional Representatives*

Purpose

1. To work with the Regional Representatives of UKLA to support professional development.
 2. To develop the strategic direction for UKLA to make a practical contribution to school staff's continuing professional development.
- i) Membership (up to 7)
Convener
Up to 2 members of NC
Up to 2 members of EC
Up to 2 Co-options
 - ii) Remit
To:

- maintain and enhance the good name and high standards of the Association
- involve members in Association activities
- work with appropriate Sub Committees to promote and disseminate UKLA materials and resources
- annually to review the membership and remit of the sub-committee.

Appendix 4

National Council (Agreed at EC Sept 2009)

See Standing Orders Clauses 9, 10 and 11 for the purpose and membership of National Council. Updated after EC June 2017

1) Regional Representatives

- (a) Regional Representatives will serve on the National Council representing the interests of their regions.
- (b) Regional Representatives shall promote the Association through specified activities in the regions related to its mission by supporting and recruiting members working to policies of the EC.
- (c) Normally Regional Representatives will serve for a period of two years.
- (d) If the Regional Representative role is shared between 2 members, normally only one would attend National Council unless both wish to attend.

2) Conveners (see Standing Orders Appendix 6)

- a) Special Interest Group and Task Group Conveners will be appointed to NC by the EC to report on their activities.

Appendix 5

Regions agreed at AGM June 2006

See Standing Orders Clause 12

1. Bristol, Gloucestershire, Herefordshire, Worcestershire,
2. Cambridgeshire, Bedfordshire, Essex, Hertfordshire, Norfolk, Suffolk
3. Devon, Cornwall, Somerset, Dorset
4. Greater Manchester, Cheshire, Merseyside, Lancashire, Cumbria, IoM
5. London (defined as members with addresses within M25)
6. Northern Ireland
7. Northumberland, Durham
8. Nottinghamshire, Derbyshire, Lincolnshire, Rutland, Leicestershire
9. Oxfordshire, Berkshire, Buckinghamshire, Northamptonshire
10. Scotland East
11. Scotland West
12. Surrey, Kent
13. Sussex, Hampshire, Wiltshire, Isle of Wight
14. Wales
15. West Midlands, Warwickshire, Shropshire, Staffordshire
16. Yorkshire

Appendix 6**Task Groups**

(As agreed at EC Sept 2009. As agreed at EC Sept 2011)

See Standing Orders Clause 10. Updated after EC June 2017

1) List of Task Groups (*formerly Special Interest Groups):

- *Adult, Families and Community Literacies 2004 – 2005 (completed)
- *Multimodal 2003 - 2004 (completed)
- *Multimodal2 (2005-2006) (completed)
- *Reading on Screen (2006 -07) (completed)
- *Children’s Literature (2005-2007) (completed)
- *Digital Literacy (2004- 2006) (completed)
- *Reading (2005 -2007) (completed)
- *Early Years (2006-2008) (completed)
- *Student teachers, NQTs and Early Career Practitioners (2007-08, n.b. started as a working group of MPA sub committee 2006-07) (Completed)
- Digi-Teachers (2008-2009) (Completed)
- Every Child a Writer (2009 – 2010) (Completed)
- Continuing Professional Development (CPD) (2009-11) From September 2011 this became a Sub Committee
- Reading (2010-2014) (Completed)

2) Duties of Conveners of Task Groups (TG)

For the TG, the convener:

- (a) works within the remit set by the EC
- (a) co-ordinates email business
- (b) convenes, organises and chairs meetings
- (c) is the budget holder, working within the constraints agreed with EC
- (d) ensures that minutes are kept, circulated to EC and a reference set is lodged in the Association’s office
- (e) liaises with EC and other sub-committees effectively to fulfil tasks
- (f) reports to each EC meeting on all actions taken and on all meetings held
- (g) undertakes additional duties as from time to time may be agreed with EC, including serving by the invitation of the EC on the Association’s NC.

Appendix 7

Special Interest Groups (SIGs) (As agreed at EC Sept 2009. As agreed at EC Sept 2011))

Updated after EC June 2017

See Standing Orders Clause 11

1) List of Special Interest Groups:

Digital Literacies (Closed September 2009)

Reading Comprehension Sue Ellis (2009-2011)

Initial Teacher Education Nicki Gamble, Prue Goodwin (2009-2011)

Learning Today Lynda Graham, Angela Colvert, Martin Waller (2009-2012)

Storytelling Alastair Daniel (2009-)

Children's Literature Tracy Parvin (2013-2015)

Digital Literacies in Education Cathy Burnett, Clare Dowdall and Julia Davies (2016-)

Children's Digital Books and Literacy Apps Chris Lockwood and Natalia Kucirkova (2015-)

2) Duties of Conveners of Special Interest Groups (SIGs)

For the SIG, the convener:

(a) works within the remit set by the EC

(b) co-ordinates email business

(c) reports to EC and the AGM

(d) undertakes additional duties as from time to time may be agreed with EC, including serving by the invitation of the EC on the Association's NC.

Appendix 8

Awards and Grants (amended EC Sept 2013)

See Standing Orders Clause 1

1) Awards

The Membership and Awards Sub-Committee Convener will make arrangements for the following awards, liaising with recipients and other Sub Committees, and reporting actions to EC:

(a) Our Class Loves this Book: the John Downing Award (formerly the John Downing Award, every other year from 2005 then Celebrating Quality Texts. Awarded annually starting 2013. From 2016 Re-named Our Class Loves this Book: The John Downing Award. Awarded annually.)

(b) UKLA Academic Book Award (formerly Author award, awarded every other year starting 2005) Awarded annually from 2016

(c) UKLA Book Award (formerly Children's Book Award. Awarded annually starting 2008)

(d) UKLA/Wiley Research in Literacy Education (Awarded annually starting 2008);

e) UKLA Literacy School of the Year: a school where literacy thrives (Awarded annually, starting 2013)

f) UKLA Digital Book Award (Awarded annually, starting 2015; from 2018 Awarded every two years)

g) UKLA Student Shadowing Award programme (Awarded annually starting 2016).

3) Research Grants

(a) The Research Sub-Committee Convener will make arrangements for such grants as may be from time to time available to members, liaising with recipients and other sub-committees and reporting actions to EC.

2) Research Awards

The Research Sub-Committee Convener will make arrangements for the following awards, liaising with recipients and other Sub Committees, and reporting actions to EC:

(a) UKLA UG Student Dissertation (annually starting October 2006 implementing decisions made by Research subcommittee);

(b) UKLA PG Student Dissertation (annually starting October 2007 implementing decisions made by Research subcommittee).

3) Research Grants

(a) The Research Sub-Committee Convener will make arrangements for such grants as may be from time to time available to members, liaising with recipients and other sub-committees and reporting actions to EC.

Appendix 9

Local UKLA Councils By-Laws Agreed at EC 06/09/2005

See Standing Orders Clause 13

- a) Each local council must have among its members a minimum of 5 individual members of the Association.
- b) Local councils may enrol associate members who are not members of the national Association.
- c) Each local council must hold an AGM, the minutes of which must be forwarded to the Honorary Secretary, and make an annual financial return to the EC via the Honorary Treasurer.
- d) Each local council shall annually elect a Chairperson, Secretary and Treasurer, of whom two shall hold current membership of the National Association.
- e) Each local council shall have a steering committee.
- f) All National Association and local members in good standing shall have full voting rights at general meetings of the local council.
- g) All matters put to the vote at general meetings in local councils shall be decided by simple majority providing that at least ten per cent or five of the members eligible to vote, whichever is greater, are present.
- h) The National Association's Honorary Secretary is to keep a record of all local councils. The Honorary Secretary is to ensure, by means of annual notification, that all local councils and all regional representatives are aware that use of the Association's name and/or logo by a local council (i) makes the Association the owner of the local council's funds; (b) makes the local council legally responsible for reporting its finances to the Honorary Treasurer.

Appendix 10

Sponsorship and Services (Agreed at EC June 2009)

Preamble: From time to time the Association seeks support for its activities from external sources. These fall into two categories; *sponsorship* for events such as international and national conferences and also for UKLA awards, or *services* for which the Association either charges a fee or receives a donation, examples of this include the table rent to publishers at Conferences and advertisements and mailouts in the Association's publications.

1) General principles

Those offering sponsorship to or in receipt of services from the Association:

- i) will be expected to endorse the ideas embedded in the sole object of UKLA which is the advancement of education in literacy
- ii) should benefit members
- iii) must not attempt to influence UKLA policy and practice
- iv) must not put the Association's reputation at risk, (i.e. the Company or Organisation seems reputable and the link proposed is unlikely to harm the Association's reputation or finances)
- v) specifically, acceptance by the Association of sponsorship or the provision of services does not represent endorsement of the sponsors or service users' policies, actions or products
- vi) UKLA will not accept sponsorship from tobacco or drink companies, from companies that have a poor environmental record or from companies that have traded unfairly in the developing world.

2) Decision making and reporting

- i) Conveners will give due consideration to the principles which apply to sponsorship and services reporting on their actions to the Trustees at Executive Committee.
- ii) Reports on actions regarding Services and Sponsorship will be through the President's annual report at the AGM.
- ii) When appropriate the President will be involved in decision making.
- iv) Before any agreement about sponsorship or the provision of services is made, all those offering to be sponsors or requiring services will be investigated by the appropriate Convener to satisfy her/himself about the match to the sole object of UKLA Constitution and to the principles set out section 1 General Principles.
- v) The details of arrangements will be explicit and stated in a letter of agreement between UKLA (signed by the President) and the party offering sponsorship or seeking a service. (Note that UKLA's logo cannot be used unless permission is included in the letter of agreement.)
- vi) Payment will be in advance within an agreed time limit, normally seven working days, for any service from UKLA. Where payment is not received, sponsors will not be allowed to participate in the event, nor will services be rendered by UKLA.
- vii) Sponsors of UKLA Awards will not participate in the decision-making process with regard to the particular award they are sponsoring.

Appendix 11

Policy on joint or related membership with other subject associations (Agreed by EC Sept 2009)

UKLA seeks to develop strong partnerships with other subject associations through a range of activities such as joint conferences and publications. From time to time, UKLA receives requests to offer joint or related membership with other subject associations. For this to be considered by EC in a formal proposal the following conditions would need to be met:

1. The subject association must be guided by aims and objects that are in keeping with those of UKLA sole object.
2. The subject association's membership base must be significantly different from that of UKLA.
3. The cost of joint membership should be no less than 80% of the sum total of the current cost of single membership of both associations (across all membership categories).
4. A joint membership fee should be split equally between the two associations.
5. When the relevant dual-memberships are due for renewal, the individuals should be sent renewal notices for the joint membership and should not be approached by either subject association for single membership. (An individual may, of course, independently choose to replace joint membership with single membership of either association.)

Appendix 12

Partnerships and working with organisations

(Agreed by EC via email 06/09/2017)

Preamble: The appendix should always be used when UKLA enters into a commercial contract. This appendix does not apply to the provision of sponsorship and services that are set out in Appendix 10.

1) General principles

A commercial arrangement with the Association:

- i) will be expected to endorse the ideas embedded in the sole object of UKLA which is the advancement of education in literacy
- ii) will benefit members
- iii) must have benefits for UKLA's reputation and/or finances
- iv) specifically, a commercial arrangement with the Association does not represent endorsement of products or services.

In entering into commercial arrangements UKLA will seek to work with those companies that are actively developing an ethical basis for trading and have demonstrated positive steps towards achieving a good environmental record. Furthermore, it will not engage with companies that are known to directly trade unfairly in the developing world. UKLA will not enter into commercial arrangements that involve the promotion of alcoholic drinks or tobacco.

2) Decision making and reporting

- i) Using the principles set out above, prior to entering into commercial arrangements the Convener of F&GP sub-committee (or nominee) will investigate the proposed partner making a recommendation to the Trustees based on the outcome.
- ii) The President, with the support of UKLA Officers (Honorary Treasurer and Honorary Secretary) will ensure that details of the arrangements are explicit and stated in a letter of agreement or a contract between UKLA and the Company/Organisation. (Note:UKLA's logo cannot be used unless permission is included in the letter of agreement.)
- iii) The Convener of F&GP will monitor each agreement or contract providing regular reports to the Trustees.
- iv) Information on each agreement or contract will be made to members through the President's Annual Report at AGM.

Appendix 13

UKLA Journals – *Journal of Research in Reading and Literacy* (Created July 2010. EC approved Sept 2010. Updated November 2012. Amended and agreed by EC June 2017)

Preamble: The *Journal of Research in Reading* and *Literacy* are journals of the United Kingdom Literacy Association. They are managed on behalf of the Association by an Editor appointed by UKLA and supported by a Board of Associate Editors (*Journal of Research in Reading*) and an Editorial Board (*Literacy*). The journals are currently published by Wiley.

A. *Journal of Research in Reading***A1 The Editor**

- a) The Editor(s) will normally be appointed for three years.
- b) The appointed Editor(s) may be invited to undertake an additional fourth year as editor by the appointing team.
- c) The Editor(s) must be a member of UKLA. Before the appointment can be approved by the UKLA Trustees, the President will confirm that the Editor(s) holds current UKLA membership.
- d) The Editor(s) is elected by nomination from the Board of Associate Editors [followed by formal election of the candidate by Board Members](#) OR by advertisement in the academic press and websites in which case the appointment process would be the same as for the Editor(s) of *Literacy* (as in B1,c,d and e below).

A2 Editorial Board

- a) The [Editorial Board](#) membership will be the Editor(s) [plus 14 Associate Editors](#) and one ex-officio member: the Convener of the UKLA Paper-based Publications Sub-Committee. Editors of Special Issues will be invited by the Editor(s) to become members of the Board with full Board responsibilities for the period of editing and preparing the edition.
- b) The Editorial Board meets twice annually. As well as a set for the Convener of UKLA Publications Sub-Committee, minutes of Board meetings must be lodged in the Association's office.
- c) The Editorial Board maintains links to UKLA through the UKLA Publications Sub-Committee. As a member of the Publications sub-committee the Editor(s) of JRR is expected to attend UKLA Publications Committee meetings which are held twice yearly.

A3 Associate Editors

- a) Associate Editors are [invited to join the board based on nominations from the Editorial Board](#). Nominees will be colleagues who have the relevant expertise with national and international reputations.
- b) The Board will actively seek to appoint appropriately qualified international Associate Editors.
- c) Associate Editors are expected to serve for at least one year.
- d) Associate Editors based in the UK should be members of the United Kingdom Literacy Association. Membership status will be confirmed by the Editor annually and reported in the minutes.

A4 [Editorial Advisory Group](#)

- a) The [Editorial Advisory Group](#) consists of between 16 and 20 nominated by the [Editorial Board](#).

- b) [Nominations](#) to the [Editorial Advisory Group](#) will take account of [the status, expertise and geographical location of nominees](#).
- c) The Board will attempt to ensure that colleagues from around the world who have the relevant expertise are appointed as active advisers.

A5 Honorarium

The Editor(s) is eligible for an honorarium, which is decided and paid by Wiley annually and forwarded to the respective Editor(s). The disbursement of this sum is at the discretion of the Editor and may be divided among the Associate Editors.

B Literacy

B1 The Editor(s)

- a) The Editor(s) will normally be appointed for three years.
- b) The appointed Editor(s) may be invited to undertake an additional year as Editor(s) by the appointing team. Normally, the Editor(s) will stand down at the end of fourth year.
- c) The post of Editor will be advertised in literacy education professional journals and websites and on the UKLA website in time for the incoming Editor(s) to work alongside the outgoing Editor for at least one issue.
- d) Applications for the post of Editor(s) will be considered by:
 - i. the UKLA President and either the Past President or President Elect
 - ii. the outgoing Editor
 - iii. the Convener of UKLA Publications Sub-Committee
 - iv. another member of the Editorial Board nominated by the Board
 - v. two other members of the Association, not already on the Board nominated by the President in consultation with EC.
- e) The interview panel will consist of the President of UKLA, the current Editor of *Literacy*, the Convener of Publications sub-committee and a member of the Editorial Board invited by the Editor(s).
- f) The Editor(s) must be a member of UKLA. Before the appointment can be approved by the UKLA Trustees, the President will confirm that the Editor holds current UKLA membership.

B2 Editorial Board

- a) The [Editorial Board](#) shall consist of the [Editor\(s\)](#) [plus](#) up to eighteen other members who are established literacy researchers from different higher education institutions /organisations.
- b) The composition of and appointment to the Editorial Board is the responsibility of the Editor(s) working in conjunction with the Editorial Board taking into account [academic expertise and geographical location](#). The board will actively seek to appoint appropriately qualified international Board Members.
- c) Members of the Editorial Board should be members of the United Kingdom Literacy Association.
- d) The Conveners of the UKLA Paper-based and Web-based Publications sub-committees are *ex-officio* members of the Editorial Board.
- e) Board members are expected to serve for a minimum of three years.
- f) Unless there are exceptional circumstances, there should not normally be more than one member of the board from any institution.
- g) Editors of Special Issues will be invited by the Editor(s) to become members of the Board with full Board responsibilities for the period of editing and preparing the edition.
- h) The Editorial Board meets twice annually. As well as a set for the Convener of UKLA Publications Sub-Committee, minutes of Board meetings must be lodged in the Association's office.

- i) The Editorial Board maintains links to UKLA through the UKLA Publications Sub-Committee. The Editor of *Literacy* is expected to attend UKLA Publications Committee meetings which are held twice yearly.
- j) If a member of the Board fails to attend three consecutive meetings, the Editor(s) may ask if they wish to continue on the Board.

B3 Editorial Advisory Group

- a) The Editorial Advisory Group consists of between 16 and 20 nominated by the Editorial Board.
- b) Nominations are based on the status, expertise and geographical location of nominees.
- c) Attempts are made to involve colleagues from around the world who have the relevant expertise and who are prepared to act as advisory reviewers.
- d) The Board will attempt to ensure that colleagues from around the world who have the relevant expertise are appointed as active advisers.
- e) Advisers who do not live in the UK do not need to be members of UKLA.

B4 Honorarium

The Editor(s) is eligible for an honorarium, which is decided and paid by Wiley annually and forwarded to the respective Editor(s). The disbursement of this sum is at the discretion of the Editor(s) and may be divided among the Associate Editors.

Appendix 14**Payments to trustees and connected persons**

(Section 1 (2) of the Constitution: Executive Committee Members not to be personally interested Agreed by EC, 29 January 2016. Updated, June 2017

There are a number of situations in which UKLA makes payment to trustees, or persons connected to trustees, in respect of specialist services provided, over and above their normal trustee activities. This does not refer to expenses properly incurred on UKLA business.

In the UKLA context, such payments are most likely to comprise:

- author fees;
- speaker fees;
- consultancy fees;
- payments for research work;
- payments for other specialist services which in the judgement of trustees are best performed by a trustee, i.e. this is in the best interest of the charity;
- payments for casual work to family members or other persons connected to trustees.

The following principles should ensure compliance with the UKLA Constitution and charities legislation.

1. The number of trustees and connected persons who may be paid a fee during any given financial year must remain as a minority of all persons who have served as trustees during that period (UKLA Constitution, article I) (Approved at AGM, July 2016)
2. The General Manager maintains a register of such payments, which is presented annually at the AGM by the Treasurer (Appendix to SOs 2, Sept 2009) and disclosed in the annual accounts.
3. Such payments must be in the best interests of the charity.
4. Any decision to pay a trustee or connected person for a specialist service is taken by the Executive Committee, or a subcommittee to whom decision making is delegated, on either of the following grounds:
 - a) the service is required by the Association; it is in the best interests of the Association for the service, i.e. a positive advantage, to be performed by the person in question; and the fee is reasonable;
 - b) the proposed services of the person in question meet UKLA's normal criteria for that particular service, in the view of the committee making the decision (i.e. payment would be awarded if that person were not a trustee).
5. Decisions regarding payment are made by those trustees who will not benefit, taking into account consideration of potential risks or conflicts of interest.
6. Decisions are properly recorded; in addition to minuting decisions made, a written agreement between the Association and trustee or connected person who will receive payment must be lodged with the General Manager.
7. If the number of trustees in receipt of payment reaches the maximum permitted, no further payments may be made within the financial year.

Appendix 15
Pay and Conditions Policy
 Agreed June, 2017

It is the intention of UKLA to provide a good level of remuneration for employees, and pay and conditions are aligned, where appropriate, with those of the University of Leicester, where the UKLA office was based for many years. Particulars of pay and conditions are detailed in individual employee contracts.

Salaries

Salaries are paid in accordance with UKLA's pay scale, which aligns with the University of Leicester single pay spine available at <http://www2.le.ac.uk/offices/hr/pay/scales>. Employees are placed on a starting point reflecting level of responsibility, skills and experience, and, subject to positive annual appraisal by the line manager and the Association's financial health, may receive an annual increment within the band within which they are placed.

- UKLA General Manager: Grade 5/6 (point 20 to 30, with discretion to award up to point 32)
- Other staff: Grade 3/5 (point 6 to 22, with discretion to award up to point 24)

UKLA also makes an annual cost-of-living award in, or backdated to, August, which mirrors that awarded by the University of Leicester.

Working hours

UKLA operates a 35 hour (full-time) week. Part-time and flexible working are possible, with the line manager's agreement and on condition that the responsibilities detailed in the job description are fully met.

Pensions

In addition to the statutory state pension contribution, UKLA pays an employer contribution of 5% of gross salary into a pension scheme. UKLA's auto-enrolment scheme is the Virgin Money Stakeholder Pension Scheme, but employees are entitled to opt out of this scheme if they wish.

Annual leave

Annual holiday entitlement with full pay is based on 24 days per annum (168 hours) pro rata, to be taken by agreement with the line manager, and details are specified in each individual employee's contract. The leave year runs from 1 September to 31 August. In addition, employees receive the 8 public holidays plus a further 6 working days each year at Easter (2 days) and Christmas (4 days). Where additional hours are worked, time off in lieu may be claimed (e.g. 4 days TOIL is granted for full International Conference attendance).

Leaving UKLA

In normal circumstances, i.e. except where dismissal is justified on disciplinary grounds, UKLA appointments are terminable by up to two months' notice on either side, as specified in the contract of employment. As there is now no contractual retirement age, the decision to retire is essentially a resignation.

Absence

Regulations governing leave of absence for sickness, injury and maternity leave follow those operated by the University of Leicester, available at <https://www2.le.ac.uk/offices/hr/policies>

Health and Safety

The UKLA General Manager has overall and day-to-day responsibility for health and safety, as indicated in the attached appendix, and ensures that procedures operated by the managers of the office building are followed.

Probationary period

New members of staff are employed initially on a probationary basis for a specified period of between one and six months, with regular monitoring of performance by line managers. At the end of the specified probationary period, performance will be reviewed against the job description. As long as the expected level of performance is met, the contract is amended to a full permanent or fixed-term contract, depending on the nature of the appointment. If the expected level of performance is not met, the employee can be dismissed; in such a case, the employee is entitled to work their notice period and take any outstanding leave accrued. In exceptional cases, the probation period may be extended. Employees on probation have the same statutory employment rights as other employees.

Disciplinary action

UKLA expects its staff to fulfil their job descriptions and contractual responsibilities in a highly professional manner. If the line manager should have good reason to believe that this is not the case, the matter should in the first case be discussed informally with the employee concerned and areas for improved performance or behaviour agreed, minuted and monitored. If concerns continue a formal agreement for improvement will be implemented with targets for improved performance and/or a written warning about behaviour, followed by reviews and finally termination of contract if no progress after 6 months

- **Suspension** - In the event of emergency on allegation of misconduct or for any other urgent cause, an employee may be suspended from duty as detailed in the contract of employment.
- **Appeals** - Dissatisfaction with any disciplinary decision relating to a member of staff entitles that person to utilise the grievance procedure, below.

Grievance procedures

Where any member of staff wishes to raise a complaint about minor or day-to-day issues, UKLA expects this to be discussed informally with the line manager, as soon as possible, with a view to a speedy resolution. If this proves insufficient, a letter setting out the details of the grievance should be sent to the President of UKLA within 3 months of the act complained of, and a meeting will be set up to discuss and resolve the issue. If the employee remains dissatisfied with the outcome, an appeal may be submitted in writing to the President of UKLA within 1 month, and an appeal meeting will be set up involving at least three members of UKLA's Executive Committee. Employees have the right to be accompanied during any appeal meetings. The decision of the appeals committee will be final.

This policy will be reviewed every 2 years by the Executive Committee.

Dated 1 June 2017

Date for review January 2019

Appendix 16
Conflict of Interest Policy
 Agreed by EC June 2017

Conflicts of interest arise where there is a decision to be made where a trustee or member of staff has a personal or other interest, or is 'connected' to a person with such an interest. Such conflicts may relate to a benefit to the trustee or connected person, or to a conflict of loyalty to another organisation or person. According to the Charity Commission: 'The test is always that there is a conflict of interest if the trustee's other interest could, or could be seen to, interfere with the trustee's ability to decide the issue only in the best interests of the charity.' For example, a conflict may arise where:

- a trustee is a member of a different organisation bidding for the same contract as UKLA
- a trustee working for the DFE on tests, or a family member, is part of the Executive Committee when assessment is discussed
- a close family member of a trustee or employee offers to carry out work for UKLA for a fee

As trustees and employees have a duty to act in the charity's best interest, such conflicts must be identified, dealt with and recorded. This policy outlines UKLA's systems for doing so, with the intention that the integrity and good reputation of UKLA's trustees, staff and decision-making processes should be protected. This policy is meant to supplement good judgment, and trustees and employees of UKLA should respect its spirit as well as its wording.

Register of Interests - Each trustee upon appointment makes a full, written disclosure of interests that could potentially result in a conflict of interest, for example:

- membership or involvement with another organisation operating in the same field
- personal or family connections with education policy-makers
- personal or family involvement with a business used, or likely to be used, by UKLA
- employment in an educational or educational research organisation
- contracts with a publisher

Trustees' written disclosures are kept on file and updated as appropriate. The Register of Interests is monitored by the Honorary Secretary.

Disclosure of interests - At the beginning of Executive Committee meetings, the Chair asks trustees to disclose any interests in a transaction or decision where there may be a conflict of interests. Where an interest is disclosed, the interested party may be asked to leave the room for the discussion, and will always be required to leave the room for the decision, depending on the judgement of other committee members present. Any such disclosure and the subsequent actions taken are noted in the minutes.

Where subcommittees make decisions involving other trustees (for example, for a book award or research contract), decision-making adheres to the normal criteria and is minuted. If a trustee who stands to benefit from such a decision is also a member of the said committee, he/she is excluded from all discussion and decision-making pertaining to the award in question, and this is minuted.

Payment of fees for specialist services – UKLA's governing document (SO Appendix 14, 2016) establishes that up to a minority of trustees may receive reasonable payment for providing specialist services to UKLA (such as an author fee, a speaker fee or a consultancy fee) which are agreed to be

in the Association's best interests. Such fees are recorded, kept on file and reported in the Annual Report prepared by UKLA's accountants. Additionally, all such decisions are minuted, and a written agreement between UKLA and the recipient of the fee is kept on file. See separate policy 'Payments to Trustees and Connected Persons'. These payments are monitored by the Executive Committee as a standing item on the thrice yearly meetings.

This policy will be reviewed every 2 years by the Executive Committee.

Dated 27 January 2017

Date for review January 2019

Appendix 17

Reserves Policy

Agreed by EC June 2017

UKLA understands the need to maintain an adequate level of reserves to deal with circumstances such as:

- the unlikely event of the charity being wound up, in which case sufficient funds would be needed to meet its ongoing financial commitments and support a well-managed closure
- the need to fund temporary cash deficits
- an unforeseen, urgent need for funds for a specific purpose

The aim of the trustees of UKLA is to maintain unrestricted funds not committed or invested in tangible fixed assets which are equivalent to between 6 and 9 months of the resources expended. At this level the current activities of the charity should be sustainable. To this end, a designated fund has been established as 'long term reserve'.

While UKLA seeks to maximize interest payable on this designated reserve, this needs to be balanced with ready accessibility.

Executive Committee agreement is required in order to:

- add funds to the designated reserve from surplus in the cash account
- release funds from the designated reserve to top up the cash account
- commit all or part of the long-term reserve to a specific account, for example an account with a fixed term

This policy will be reviewed every 2 years by the Executive Committee.

Dated 27 January 2017

Date for review January 2019

Appendix 18**Risk Management Policy**

The body of trustees collectively holds responsibility for risk management. Effective risk management helps charities make informed decisions and take timely action where necessary; make the most of opportunities; plan strategically for the future; and achieve their aims successfully. In the annual report, UKLA states (2016):

The trustees have assessed the major risks to which the charity is exposed, in particular those related to the operation and finance of the charity, and are satisfied that systems are in place to mitigate exposure to the major risks.

Governance risks

- UKLA's longstanding organisational structure ensures highly effective management of all aspects of Association activity
- UKLA implements a Conflict of Interest policy (see associated policy)
- Trustees must declare their interests annually and also declare any relevant interests at Executive Committee meetings
- The trustee body engages in updates relating to their role
- Succession planning is in place for key roles

Financial risk

- UKLA routinely monitors its financial health to ensure it maintains adequate cash flow as well as sufficiently strong reserves to deal with emergencies (see Reserves Policy)
- UKLA's robust budget preparation and monitoring ensure that spending plans are securely based
- UKLA's accounts are scrutinised by an accountancy firm specialising in the voluntary sector, who also provide advice as required
- UKLA routinely maintains the Charity Commission checklist CC8, which is monitored annually by F&GP and biannually by the Executive Committee, and shared with UKLA's accountants at the end of each financial year. This procedure details specific procedures taken to manage risks associated with finance and security of data, and confirms that UKLA complies with statutory legislation in these areas
- UKLA maintains a good level of insurance cover

Operational and reputational risk

- UKLA takes every step to ensure that its integrity and good reputation are maintained (for example, see associated Conflict of Interest policy)
- UKLA is highly responsive to changes in government policy, which enables the Association to demonstrate currency, relevance and value to stakeholders in all aspects of its work
- UKLA's reporting procedures, including the minutes of meetings of all committees and the Trustees' Annual Report are accurate, informative and reliable
- UKLA maintains a good level of insurance cover

Risks relating to legal compliance

- UKLA is guided by its accountants and Charity Commission guidance regarding legal responsibilities of an employer and legal requirements for charities

Monitoring of risk

UKLA trustees monitor risk on a regular basis by:

- ensuring that the identification, assessment and mitigation of risk is linked to the achievement of the charity’s operational objectives of furthering literacy education
- reviewing and considering the results of risk identification, evaluation and management
- receiving interim reports from F&GP where there is an area needing further action
- considering the risks attached to significant new activities or opportunities
- regularly considering external factors such as new legislation or new requirements from funders
- considering the financial impact of risk as part of annual operational budget planning and monitoring

Initially risk is monitored by the Finance and General Purposes Committee and then monitored by the Executive Committee at their regular meetings.

This policy will be reviewed every 2 years by the Executive Committee.

Dated 27 January 2017

Date for review January 2019

Appendix 19
Health and Safety Policy

Health and safety policy

This is the statement of general policy and arrangements for:		<u>United Kingdom Literacy Association</u>	
UKLA General Manager Patricia Latorre		has overall and final responsibility for health and safety	
UKLA General Manager Patricia Latorre		has day-to-day responsibility for ensuring this policy is put into practice	
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)	
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	General Manager	Monitor UKLA office arrangements and layout	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	General Manager	Brief employees orally, provide training where appropriate	
Engage and consult with employees on day-to-day health and safety conditions	General Manager	Consult employees	
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	General Manager	Draw employees' attention to VAL emergency procedures	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	General Manager	Monitor UKLA office arrangements and layout	

Signed: * (Employer?)	Date:
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You should review your policy if you think it might no longer be valid, eg if circumstances change. If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	In the UKLA Office
First-aid box is located:	In the UKLA Office
Accident book is located:	In the UKLA Office

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
 To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>
 Combined risk assessment and policy template published by the Health and Safety Executive 08/14