

Trust Policy Directive

1 Introduction

The Herefordshire and Gloucestershire Canal Trust (the Trust) carries out activities to further its aim of restoring the Canal to full navigation. Many of these activities can affect the health, safety and welfare of the Trust's members, volunteers, contractors and employees, and of the general public, and the integrity of the Trust's assets.

To ensure that all such activities are undertaken with proper regard for the above-mentioned health, safety, welfare and integrity, they shall be undertaken in accordance with formal procedures which comply with defined policies.

2 Policies

After drafting, policies shall be reviewed, returned for amendments as necessary, approved and adopted, by the Board of Trustees. This activity shall be performed in accordance with the Trust policy directive.

3 Procedures

Procedures shall be drafted in such a manner as to comply with policy. They shall be reviewed, examined for compliance with the relevant policy, or policies, returned for amendment as necessary, approved and adopted, by the Board of Trustees, on the recommendation of appropriate operational management.

4 Compliance

The Board of Trustees shall require site or project managers to ensure that all persons affected by any policy shall be made aware of, and understand, the content and purpose of such policy, and shall be instructed in the procedure(s) to be followed to ensure compliance with such policy.

5 Funding authorities or grant-awarding bodies might require that the Trust produce evidence that appropriate policies are in place. Accordingly, policies shall be published via the Internet or in printed form.

6 Each policy statement shall include the scope, the general principles on which it is based, a statement outlining the way it shall be translated into procedures, and the dates of adoption and review.

7 Each procedure statement shall, where practicable, reflect current best practice. Where best practice is not practicable, the reason(s) for the adoption of lesser standards shall be stated.

8 Policies shall reflect both the letter and the spirit of English law as understood and applicable at the time of adoption or review.

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9 Policies shall be reviewed when necessitated by changing circumstances, provided that they are reviewed not more than one year after adoption and not more than three years after review

10 Where a policy has been derived substantially from that of another organisation, and where the information is available the name of that organisation, its policy title or reference, its date of adoption and its date of review shall be shown as an addendum to the Trust's policy statement.

The form of wording for the addendum shall be:

“This policy statement is based substantially on (policy title, reference) which was adopted by (name of organisation) on (date of adoption), with a review date of (date of review)”

11 This directive shall be reviewed annually from (date of adoption)

March 2020

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