

Governance Policy

Issue 2. February 2025



The Margaret Adcock Foundation

Registered Charity Number 1205889
135 Foss Road, Hilton, Derbyshire, DE65 5BJ.

Contact: David Adcock – Trustee
Email info@margaretadcock.org
Phone 07948 549 163

Trustees: David Adcock, Lyn Adcock, Helen Powell.

The Margaret Adcock Foundation is a Charitable Incorporated Organisation governed by a Constitution which established the objects and powers of the charity. The Foundation entered the Register of Charities on 24th November 2023 with Registered Charity Number 1205889.

Governance Policy

1. Introduction

This Governance Policy sets out the principles, structures, and practices that underpin the effective governance of The Margaret Adcock Foundation. It ensures compliance with the Charity Commission's guidelines and other legal obligations while promoting transparency, accountability, and ethical practices.

2. Purpose

The purpose of this policy is to:

- Ensure the charity operates in line with its mission and objectives.
- Maintain compliance with legal and regulatory obligations.
- Foster an environment of accountability, transparency, and inclusivity.
- Provide a framework for decision-making and oversight by the Board of Trustees.

3. Roles and Responsibilities

3.1 The Board of Trustees

The Board of Trustees is collectively responsible for:

- Setting the charity's strategic direction.
- Ensuring the charity's activities comply with its governing documents and applicable laws.
- Safeguarding the charity's assets, including financial resources and reputation.
- Monitoring performance and ensuring effective risk management.

3.2 Individual Trustees

Each Trustee must:

- Act in the best interest of the charity.
- Exercise care, skill, and diligence in decision-making.
- Avoid conflicts of interest and declare any potential conflicts promptly.
- Ensure financial and legal compliance.

3.3 Staff and Volunteers

Staff and volunteers are responsible for:

- Supporting the charity's activities in line with its mission.
- Reporting to and working under the direction of the Board or delegated management.

4. Governance Framework

4.1 Constitution and Governing Documents

The charity operates in accordance with its governing document, which outlines its objectives, powers, and rules.

4.2 Board Composition

- The Board shall consist of a minimum of 3 and a maximum of 6 Trustees.
- Trustees are appointed in line with the charity's governing documents and through a transparent recruitment process.
- The Board shall review its composition annually to ensure diversity and appropriate skills.

4.3 Meetings

- The Board shall meet at least once a year.
- Quorum requirements, voting procedures, and the recording of minutes will comply with the governing document.

5. Risk Management and Compliance

5.1 Risk Management

The Board will maintain a risk register to identify, evaluate, and manage risks. The register will be reviewed quarterly and updated as needed.

5.2 Financial Oversight

- The Board is responsible for approving the annual budget and monitoring financial performance.
- Financial accounts will be prepared in compliance with the Charities Act 2011 and the relevant SORP (Statement of Recommended Practice).

5.3 Legal and Regulatory Compliance

The charity will comply with:

- Charity Commission regulations.
- Relevant employment, data protection, and safeguarding laws.
- Any other applicable UK laws and standards.

6. Code of Conduct

6.1 Ethical Standards

- Trustees, staff, and volunteers must act with integrity, honesty, and accountability.
- Decisions should always prioritize the best interests of beneficiaries.

6.2 Conflicts of Interest

- A Conflict-of-Interest policy shall guide the management of potential conflicts.
- Trustees must declare any conflicts at the earliest opportunity, which will be recorded in a register.

7. Performance and Review

7.1 Trustee Performance

- The Board will conduct annual reviews to assess its performance and identify areas for improvement.

7.2 Policy Review

- This Governance Policy will be reviewed every two years to ensure relevance and effectiveness.

8. Transparency and Accountability

- Annual reports and financial statements will be made publicly available.
- The charity will actively engage with beneficiaries, donors, and stakeholders to ensure transparency in decision-making.

9. Delegation and Committees

- The Board may establish committees or delegate specific responsibilities to staff or sub-groups, ensuring adequate reporting mechanisms are in place.
- Delegation does not absolve the Board of its overall responsibility.

10. Safeguarding

The charity is committed to protecting the welfare of all individuals associated with its work, particularly vulnerable beneficiaries. A separate Safeguarding Policy outlines specific measures and responsibilities.

11. Conclusion

This Governance Policy serves as a foundational document for ensuring The Margaret Adcock Foundation operates effectively, ethically, and in compliance with UK regulations. Trustees, staff, and volunteers are expected to uphold the principles outlined herein.

Approved By:

- Chair of Trustees: D. Adcock _____
- Date: February 2025 _____

Policy Review Date:

- Next Review: November 2025 _____