



COMMITMENT & POLICY MANAGEMENT PLAN & STATEMENTS

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REVIEW DATE: This document shall be reviewed in May 2021 (i.e., post Special General Meeting), by the new Board.

INTRODUCTION

The management of BACH is governed by a set of doctrines which define our ethos and our modus operandi. Of primary importance is the quality of management of aspects of our business that protect people and the environment.

Also important is the need to establish internal controls in areas such as finance and communication such that things run as intended.

At the time of preparing this paper BACH is in the set-up phase and about to launch its first project. As our business becomes more complex there is a need for operational controls commensurate with the emerging risks to be documented and implemented. To this end Risk Registers will be drawn up identifying controls necessary to ensure sustained business risk tolerability for both overall management and.

This note proposes:

- The Terminology and Structure that BACH will adopt.
- The high-level statement of Commitment and Policy with respect to *protecting people and the environment potentially impacted by our business*.
- The implementation plan for the preparation of operational procedures.

TERMINOLOGY & STRUCTURE

The table below will be BACH's adopted terminology and hierarchical structure.

Name	Description	Comment
Commitment	This says what BACH are committed to (our governance and management culture , how we are going to manage responsibly), for example: <ul style="list-style-type: none"> • Managing systematically (plan, do, check, feedback, etc.) • Complying with the Law as a minimum 	<i>Novel for many organisations but makes sense.</i> <i>Together with Policies this is basis against which Management are held to account by shareholders/public.</i>
Policy	These are the principles that govern BACH's decision making and management. Each Policy is a statement of intent, and is implemented through control procedures or protocols. An example might be found in the Bridport Area Neighbourhood Plan. Policy H8 <i>Community Led Housing: Community Led Housing will be supported</i> . This does not say 'how' it will be supported; the action needed to provide support is not described.	<i>Essential for the activities potentially involving people (members or wider public) outside of the management team, and for safeguarding the physical environment.</i> <i>Also valid for other business activities such as finance and project management.</i>
Procedures, Protocols, Notices <i>Sometimes also called Policies!</i>	These describe, usually for a specific policy, how that policy will be implemented ; the action needed. There may need to be more than one for each policy. Example: Our policy (put simply) is We adopt and apply GDPR . The Privacy Notice will tell how we do this and will be issued to reassure the public. The Procedure (or Protocol if non-BACH parties are involved) will say how we will do this internally in our organisation – the process, roles & responsibilities, records, tools, recovery action if errors, etc.	Essential for day-to-day running of the business. Note: Procedures & Protocols can be prepared independent of the need for a policy as driver, for instance, Risk Assessments may identify need for a documented procedural controls. (e.g., communication, finance).

COMMITMENT & POLICY STATEMENTS – PEOPLE & THE ENVIRONMENT

It is proposed that the following Commitment and Policy statements be adopted by BACH.

Once finalised a stand-alone version shall be prepared for posting on our website together with:

- A statement of ownership by the Board.
- A note that this Document will be reviewed and signed-off by all Board Members whenever a new Board is elected.
- This document will be subject to a review every 2 years after sign-off if a change in Board membership does not occur.

OVERALL COMMITMENT

Bridport Area Community Housing

- Has a systematic approach to management designed to ensure compliance with the law and relevant regulations, and to achieve continuous improvement;
- Appraises and reports performance;
- Requires partner organisations and contractors to share our values as demonstrated in our policies;
- Engages effectively with neighbours and impacted communities;
- Reports performance versus commitment and policies at least annually.

EQUALITY & DIVERSITY & PERSONAL SECURITY**Commitment**

- The opportunity for any person to become involved in our activities, whether on a formal or informal basis, shall not be prejudiced by issues relating to their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
- Instances of personal abuse, harassment, and prejudice shall not be tolerated.

Policy

- We will comply with the Equality Act 2010.
- Concerns raised with respect to the prejudicing of opportunity, or safeguarding of the physical and mental health of persons involved in our activities, whether this be on a formal or informal basis, shall be listened to, and the appropriate remedial action taken.
- We will ensure mechanisms are in place for responding to complaints of discrimination and harassment.
- We will make this policy known to our members and the community.

SAFEGUARDING**Commitment**

- Statutory requirements with respect to Disclosure and Barring Service (DBS) checks for activities that require such checks, shall be met in full.

Policy

- All activities involving working with children or vulnerable adults shall, in accordance with current Regulations, be screened for the need for DBS checks and necessary checks made accordingly.

PRIVACY**Commitment**

- All personal data being held shall be managed in accordance with the General Data Protection Regulation, UK.

Policy

- A mandatory internal data handling procedure that meets GDPR requirements shall be adopted.
- A detailed statement of how personal data is handled and safeguarded to ensure privacy is maintained shall be made available to those persons who have, or intend to, submit such information.

ENVIRONMENT & SUSTAINABILITY**Commitment**

- We are committed to protecting the physical environment, our aim is that our activities are sustainable and contribute to this protection.
- We regard compliance with current statutory environmental protection requirements as a less than satisfactory minimum, and shall strive to exceed this minimum.

Policy

- All activities undertaken shall strive to minimise environmental impact (e.g. minimise paper use, maximise reuse and recycling)
- All projects shall be subject to an Environmental & Sustainability Risk Assessment.

HEALTH & SAFETY**Commitment**

- We are committed to managing health and safety as an integral and essential part of managing our activities.
- Statutory requirements shall be met as a minimum and to this end guidance provided by the UK Health & Safety Executive shall be followed.

Policy

- When working with other organisations and contractors the interface accountabilities and responsibilities of each party for Health & Safety management shall be agreed and documented.
- As our activities expand and become more complex, the need for formal risk assessments shall be monitored and, where necessary, implemented by the accountable party.
- For potentially hazardous activities where risk assessments are required these shall be carried out by a competent person and the risk mitigation actions implemented and maintained.
- All meetings which involve the public shall be subject to a risk assessment.

OTHER COMMITMENT & POLICY STATEMENTS

These will cover activities that may impact business viability and reputation but which do not have a potential for directly impacting people or the environment.

Examples may include:

- Communication protocols
- Financial controls
- Contract management

PREPARATION SCHEDULE

In principle Commitment, Policy and related Procedure statements will be developed on an 'as needs' basis.

The preparation of procedures in order to manage identified risks to levels that are tolerable and as low as reasonably practicable shall be linked to risk assessments and SWOT analyses.

The following Procedures (and where none have been written, policies) are considered necessary in order to effectively run BACH's business:

Activity or subject area	Commitment & Policy status	Procedure	For day-to-day m'gt	For project
Equality & Personal Security	Refer this document.	Complaints handling procedure once membership grows. More extensive policies and procedures if BACH employ people.	Yes	Yes
Safeguarding		If working with children without parent being present. Unlikely in short term.	No	Possibly
Privacy		Being prepared. Essential prior recruitment of members	Yes	Yes
Environment & Sustainability		Not required for day-to-day management activities. Environmental risk management will be covered within the Hazardous Activities procedures.	No	Yes
Health & Safety (& Environment) <i>Hazardous activities.</i>		Procedure 'Hazardous Activity Management' to be written to define when, and how (in template form) hazardous activities will be addressed to ensure roles, responsibilities, accountabilities and health, safety and environmental impact risks are properly assessed and controls identified. Only needed when hazardous activities begin (e.g., pre-fabrication, construction) to cover specific activities and organisational interfaces.	No	Yes
Health & Safety <i>(Large) Meetings</i>		Prepare Procedure, incl Risk Assessment as a template.	Yes	Yes
Health & Safety <i>Covid-19</i>	To be written	Required dependant on Covid restrictions in place. <i>Could be incorporated into Meeting procedure template.</i>	Yes	Yes
Members & Volunteer Support	To be written	Required when numbers involved grow. <i>Refer to WCA policy.</i>	Yes	Yes
Financial <i>Expense Claims</i>	Written and issued separately.	Written	Yes	Yes
Financial <i>Payment for Goods & Services</i>		Written	Yes	Yes
Communication Protocol	Not required at this point.	May be required to ensure only 'authorised persons' provide instructions that involve financial commitments or strategic shifts.	Probably	Yes