



Confidential

("the Club")

Procedure Manual

Version 1.8

February 2018

This manual contains all of the Club's procedures and acts as the terms under which the Trustees delegate the day-to-day management of the club to the Committee.

This version of the manual has been redacted to remove sensitive information. For further details contact the Chairman.



Club Procedures

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1. Introduction and Overview

In accordance with article 26 of the Constitution of the Wharfedale General Hospital Cardiac Club (“the Club”) (“WGHCC”), these procedures are in place to enable the proper conduct and management of the Club.

The procedures represent the sum knowledge of information, rules and procedures of the Club and act as the terms under which the Trustees delegate the day-to-day management of the club to the Committee.

It is a mandatory requirement of the Trustees, Officers and Committee of the Club that they manage the Club in accordance with these procedures and the Constitution.

These procedures are designed to be consistent with the Constitution of the Club as a Charitable Incorporated Organisation (“CIO”). However, where any conflict arises the Constitution will take priority.

The following documents (where they exist as separate documents) are deemed to be incorporated in these procedures:

- WGHCC Constitution
- WGHCC Job Descriptions WGHCC
- WGHCC Membership Form
- WGHCC standard welcome letter
- WGHCC Process for Cashiers
- WGHCC Maintenance of Contact Points
- Document X - Sensitive Information

D Farrow
Chairman
1st February 2018



2. Contact and Communications

2.1 Contact

The Club can be contacted by mail, email, phone or via the web site or by mail at the postal address of the Chairman or the Secretary.

2.2 The Club's Phone

The Club's main contact is via the mobile phone number 07949 307 955.

This is operated on a "pay-as-you-go" SIM card via EE. The login details for the account are held in Document X.

The mobile phone is normally held and monitored by the Club Secretary or another member of the Committee.

2.3 Website

The Club's website is operated through eHost and is at: www.wharfedalecardiacclub.org.uk .

The website is normally maintained by the Chairman.

The login details for the account are held in Document X.

2.4 Email

The Club's email account is via Gmail and the address is wghcardiacclub@gmail.com .

The account is normally monitored by the Chairman or the Secretary.

The login details for the account are held in Document X.

3. Sensitive Information

Sensitive information relating to the Club is set out in the separate, confidential document titled [REDACTED] which sets out information relating to:

Passwords and code numbers

Security passes

Login details for Charities Commission and British Heart Foundation websites

Mobile phone

Email

Google Drive

Website management



4. Membership

4.1 General Eligibility

Membership of the Club is available to former coronary care and heart surgery patients and their Partners. The club may also allow friends of members to attend exercise classes providing the normal joining criteria are met (see 4.3(d)).

Membership is also made available to those who are in danger of suffering heart problems or wish to exercise for other preventative reasons and are recommended to exercise a qualified medical professional, again providing the normal joining criteria are met (see 4.3(d)).

4.2 Members and personal data

The Club requires certain personal data to allow a member to exercise. A new member **MUST** give their permission on the mandatory new membership form for the Club to retain their personal data to be eligible to attend exercise classes.

In the event that a member does not give or withdraws their permission for the club to retain their data and/or requests deletion of their data, that member will from that point onwards be ineligible to attend exercise classes as certain medical information is required to initially establish and subsequently record the member's fitness to exercise. Eligibility may be restored by the member completing a new membership form and providing a new letter from their GP or other medical professional that they are fit to exercise and at the discretion of the class instructor.

Any medical information given, or sent, is **strictly for the Instructors Eyes only** and is stored in a locked briefcase in the Club Filing Cabinet at the gym.

See section 14 regarding the Club and Data Protection.

4.3 New Members – Overview

The majority of new members are referred from a Phase 3 Cardiac rehabilitation course. Some are referred directly by their doctor or nurse and occasionally we get members from other sources.

Prospective new members will be given guidance by the Chairman, Secretary or Membership Secretary as to available exercise sessions and the documentation to bring along on the first visit.

Arriving from Phase 3, the Phase 3 Personal Profile and a WGHCC Membership Form is required.

If the prospective member has not been referred from Phase 3 they will normally be required to obtain a letter and/or a completed BACRA form from their doctor or other medical professional detailing their medical situation and confirming that they are fit to exercise.



In certain circumstances, prospective new members (e.g. partners of members) may be allowed to self-certify their fitness to exercise using the PAQR form at the discretion of the relevant class Instructor.

Regardless of the method of referral and any paperwork provided, the final decision as to whether a prospective member is allowed to join the Club's classes to exercise rests entirely with the Club's exercise Instructors.

4.4 New Members – Joining Procedure

- (a) Prospective new members might make initial contact via the club telephone or email although many new members simply arrive at a class as direct referrals from NHS Cardiac Rehabilitation Phase 3.
- (b) Prospective new members who make contact before attending a class and have been through the Phase 3 system should be asked to bring the **Phase 3 Patient Profile** document and complete a **WGHCC membership form**. Copies of the membership form are available at exercise classes or can be downloaded from the WGHCC website www.wharfedalecardiacclub.org.uk .
- (c) Prospective new members who have not completed Phase 3 must obtain a letter and/or a completed **BACPR CHD GP exercise referral form** from their GP or a suitable qualified medical professional confirming they are able to undertake Phase 4 cardiac rehabilitation exercises. The BACPR form and a template introduction letter to the GP can be downloaded from the WGHCC website www.wharfedalecardiacclub.org.uk .
- (d) Partners, or carers or other parties introduced my members, who wish to attend classes should self certify using the Club's PAQR self-certification form.
- (e) New members will be asked to attend 15 minutes before their first class for an interview with the instructor and to complete the required paperwork. Latecomers may not be admitted to that session and, if so, will be asked to come back on a later date.
- (f) All new members are required to complete the Club's standard membership form.
- (g) Anyone introducing a new member must first contact the Club Secretary at wghcardiacclub@gmail.com or leave a message on 07949 307955. The Club Secretary will tell the appropriate Instructor and the Membership Secretary, to expect that person.
- (h) If the **Instructor is not satisfied** with the documentation provided, or the answers to any medical questions posed, the Instructor shall refuse to accept that person for exercise classes.
- (i) If the **Instructor is satisfied** he/she will sign the **WGHCC membership form** to confirm that the health record has been checked and is filed, and will pass it to the Membership Secretary.



- (j) Regardless of the method of referral and any paperwork provided, **the final decision as to whether a prospective member is allowed to join the Club's classes to exercise rests entirely with the Club's exercise Instructors.**
- (k) On receipt of the completed membership form, the Membership Secretary will check that the form is complete and is signed and will enter the new member's details on the database and the emergency contact details on the Emergency Contact list. The Membership Secretary will then sign off the form and give it to the Secretary for filing.
- (l) The Membership Secretary will send the Club's standard welcome letter to the new member.
- (m) In due course a new member may be issued with a parking pass – see the procedure for Parking Passes.

4.5 Membership Fees and Class Donations

There is no joining fee or membership fee, annual or otherwise.

Members are encouraged to donate towards the cost of the Instructors and the running of the club. Donations are in line with Members' ability to pay and to enable the club to balance the books the current recommendation is £4 per exercise session (correct as at 1st February 2018).

The recommended donation may be varied from time to time by the Committee and is formally reviewed annually by the Committee (see 7.4).

4.6 Termination of membership and Eligibility to Exercise

In certain circumstances as set out in the Constitution, the club may terminate the membership of a member or membership may automatically terminate.

Membership will automatically terminate and a member will become ineligible to exercise if he/she does not give or withdraws their permission for the club to retain their data and/or requests deletion of their data. The member will from that point onwards be ineligible to attend exercise classes as certain medical information is required to initially establish and subsequently record the member's fitness to exercise.



5. Trustees

The WGHCC elects Trustees at each AGM in accordance with the Constitution.

The eligibility criteria for Trustees are set out in the Constitution.

The Constitution requires that there is a minimum of two Trustees at all times. Under normal circumstances, the Club will endeavour to have a minimum of three Trustees and ideally more than three.

The Club's Constitution requires that at least one third of Trustees must retire by rotation at each AGM. Retiring Trustees may stand for re-election.

The Trustees will meet to appoint their chair and to delegate the running of the club to the Committee (see 6 below). This meeting will take place immediately after the Club's AGM.

The Trustees will delegate the day-to-day running of the Club to the Management Committee and will set the terms and conditions under which the Management Committee must operate and manage the Club. In effect, those terms and conditions are the procedures and rules set out in this procedures manual

The Trustees may withdraw this delegation from the Committee at any time should they have reasonable grounds for dissatisfaction regarding the management of the Club by the Committee.

The Trustees will update the Charities Commission if anything changes, such as a Trustee being replaced.

The Trustees will ensure the Charities Commission password is kept safe at all times.

The Charities Commission Web Site is at:

<http://www.charitycommission.gov.uk/> .



6. Committee and Officers

6.1 Election

At each AGM, the membership will elect a number of members of the club to serve on the Committee, although this election will not allocate specific roles (“Officers”) on the Committee, which are allocated by the Committee (see 6.3) at their first meeting following the AGM.

6.2 Composition of the Committee

Article 18(2)a) of the Constitution requires that at least one member of the Committee must be a Trustee of the Club. Trustees serving on the Committee may or may not be Officers on the Committee.

In the event that no Trustees are elected to the Committee at the AGM, then at least one Trustee must be co-opted onto the Committee to fulfill this requirement.

6.3 Officers

Specific roles (“Officers”) will formally be confirmed at the first meeting of the committee following the AGM.

Chairman of the Committee (who may or may not be the Chairman of the Trustees)
Secretary
Treasurer
Membership Secretary

Assistant Secretary *	Assistant Treasurer *
Social Secretary *	Marketing Officer *
Welfare Officer *	Development Officer *

In appropriate circumstances, the Committee may:

- (i) Decide that one or more of the roles marked with an asterisk above does not need to be allocated and will be left vacant. All other roles **must** be allocated.
- (ii) Combine roles so that they are held by one person.
- (iii) Create other roles for specific purposes (e.g. Assistant Treasurer).

Job descriptions exist for each of the Officers. These are set out in the Job Descriptions appended to these procedures.

6.4 Co-opting on to the Committee

Subject to the approval of the Trustees, the Committee has the power to co-opt a member or members of the Club onto the Committee for specific purposes to be determined by the Committee and for a specific period to be determined by the Committee, such period not to exceed the time remaining up to and until the next Annual General Meeting.



7. Meetings

7.1 General arrangements

All meetings must be arranged and conducted in accordance with the provisions set out in the Constitution.

7.2 Annual General Meeting (“AGM”)

Only the Trustees have the power to convene the AGM. The Trustees will convene an AGM for the nearest Tuesday to 21st October each year. The maximum period between AGM's is 15 months.

The members must be given at least 14 clear days' written notice of the time, date, location and Agenda of the AGM.

The Club's Constitution requires that at least one third of Trustees must retire by rotation at each AGM. Retiring Trustees may stand for re-election.

7.3 Trustee Meetings

The Trustees will meet within two months of the end of the financial year to approve the Accounts and the Annual Report and organise the Annual Return and Trustees' Annual Report to the Charities Commission.

7.4 Committee Meetings

The Committee will meet at least once a quarter or more frequently if required, on dates agreed at each preceding meeting. The Secretary will prepare a draft Agenda for each meeting, which will be approved by the Chairman prior to the meeting.

Standing agenda items will be required for specific meetings throughout the year as follows:

February*: Instructor pay review;
Gift Aid returns to HMRC;
Review of recommended donation at exercise classes

May*: Risk Management Plan and Incident Plan.

September*: Arrangements for the AGM including the election of Trustees and Committee members;
Review of D&O Insurance.

November*: Approval of budget.
Allocation of roles following the AGM

(* or nearest meeting thereto)



7.5 Minutes of Meetings

Minutes will be taken and retained of all Trustee, Committee and Annual General Meetings as a permanent, written record of decisions taken at those meetings. Minutes of each meeting will be prepared by the Secretary will be presented to the following meeting for approval and for dealing with any matters arising.

An earlier requirement to retain a printed copy of all signed approved minutes in a lever arch folder as a minutes book was removed by the Committee in February 2017. Permanent digital copies, approved by the Chairman, are now deemed to be sufficient record.

8. Instructors

8.1 Engagement and requirements

All Instructors are qualified to supervise Phase 4 Cardiac Rehabilitation exercise classes either through holding the BACRA Phase 4 qualification or a similar professional exercise qualification and are self employed and as such are responsible for their own Tax and National Insurance.

“Permanent” Instructors (i.e. those engaged to conduct classes each week on a regular and ongoing basis) are sent an engagement letter when they start with the club. Copies of these letters are held by the Secretary. The issue of an engagement letter may be dispensed with for “occasional” Instructors (i.e. an instructor engaged to provide one-off cover from time to time for “permanent” Instructors). The engagement letter **does not** constitute a contract of employment.

All Instructors must have and are responsible for their own liability insurance. When the insurance is renewed the Instructors are required to send a copy of the renewal certificate to the Secretary. The renewal dates should be kept by the Secretary, who will chase the copy certificates if necessary.

All Instructors must be trained in the use of defibrillators.

8.2 Contract of Employment

The engagement of an Instructor **does not** imply a contract of employment between the WGHCC and the Instructor.

8.3 Recruitment

When the Club needs a new Instructor the Secretary will place an advert in the BACRA magazine or via the BACRA website and/or other appropriate publication, subject to the cost being authorised within the Club’s financial rules (see 9.3 below). Other possible sources of new Instructors will also be explored, including conversation with existing Instructors and contacts within appropriate exercise organisations.



8.4 Allocation and Cover for Absence

Each Instructor is allocated to specific classes and they are expected to provide cover each other's absences, whenever possible. If an Instructor is to be absent for any reason, s/he is expected to contact the Secretary, who will contact the other Instructors to arrange cover for classes. In the event that no instructor or relief instructor is available to supervise a class, the Committee may decide as a last resort to cancel that class and to give members as much notice as possible of the cancellation.

9. Financial

9.1 Powers

The finances of the Club must be managed within the scope of the powers set out in the Constitution and in accordance with these . No contracts or other financial arrangements may be entered into if such contracts or arrangements exceed the scope of those powers.

9.2 Financial Year

The Financial year runs from 1st October to the following 30th September.

9.3 Budgets and Expenditure

Budgets – The Treasurer and Chairman will prepare a budget each year for approval by the Committee at its first meeting following the start of the financial year. The budget will take into account all known forthcoming expenditure and will contain an estimate of income based upon the current and anticipated levels of attendance and the recommended donation at classes.

All expenditure budgeted or otherwise, is subject to the approval of the Committee.

Transfers of any amount between the accounts of the club may be made by the Treasurer as deemed appropriate, the Treasurer having notified a Senior Member of the Committee of the impending action and subsequently reporting to the Committee.

9.4 Cashiers

The Treasurer may recruit cashiers from the membership to help in the collection of attendance fees at exercise classes. The cashiers are expected to:

1. Collect the donations from each member attending the class and record the amount against the member's name on the attendance sheet for that class.
2. Check that the total donations received agrees with the count of individuals.
3. Complete the attendance sheet by recording the number of members attending and cash received.
4. Place all cash received in a cash bag and store it securely in the club's locked cupboard at the gym.

9.5 Banking

[Redacted text]



10. Exercise Sessions and Equipment

10.1 Exercise Sessions

Except for Bank Holidays, exercise sessions are held at Wharfedale General Hospital (“WGH”) Physiotherapy Department on:

Monday evenings at 6.00pm and 7.30pm
Thursday evenings at 6.00pm and 7.30pm,

or at such other venues and times as the Committee shall arrange.

Note: Exercise sessions were formerly held at 6pm on Wednesday evenings in addition to the times set out above. As from May 2016 the Wednesday sessions were suspended indefinitely due to the lack of an Instructor but may be restarted in future if circumstances and demand allow.

10.2 Gym Equipment

The Club makes use of Wharfedale General Hospital premises and the equipment contained within the Physiotherapy gym.

All equipment is the property of the Leeds Teaching Hospitals NHS Trust, although as the principal user of the equipment the Club will normally offer to pay for its maintenance.

Members and Instructors are expected to take appropriate care in using equipment to ensure that it remains in good condition and for their own safety.

10.3 New equipment

The Club is not allowed by the NHS to purchase and install equipment itself.

New or replacement gym equipment may be donated by the Club if needed and if the Club’s resources allow. Any new equipment **must** be ordered by the Leeds Teaching Hospitals NHS Trust via an NHS approved supplier. See also 17. below.

It is important to follow the correct procedure as failure to do so will make the process lengthy and difficult.

In the first instance contact should be made with the Charitable Funds Department at the Leeds Teaching Hospitals NHS Trust. As at May 2016 the contact is Amanda Franklin on 0113 206 5896 or by email at amanda.franklin1@nhs.net.



11. Risk Management and Disaster Planning

11.1 Risk

The Committee of WGHCC regularly reviews and assesses the risks faced by WGHCC in all areas of its work and plans for the management of those risks.

A Risk Management Plan is compiled and incorporated into these Procedures at Appendix C. The Risk Management Plan is reviewed annually by the Secretary and the Chairman, who will then report to the Committee on this subject.

Risk is an everyday part of charitable activity and managing it effectively is essential if the charity is to achieve its key objectives and safeguard the charity's funds and assets.

11.2 Disaster Planning

Two possible events which are most likely to put the existence of the Club/Charity at risk are:

[REDACTED]

The Risk Management Plan sets out the mitigation arrangements for these and other risks.

11.3 Indemnity Insurance and Negligence

To mitigate the club being sued for negligence, the Club is a Charitable Incorporated Organisation (CIO) which, like a limited company, has limited liability.

To mitigate further, liability insurance has been taken out. The club is also provided with liability insurance by its affiliation with the British Heart Foundation although this only covers classes supervised by BACRA Phase 4 qualified Instructors.

11.4 Incident Plan

(i) Overview

The Wharfedale General Hospital Cardiac Club ("WGHCC") is affiliated to the British Heart Foundation (BHF) as a Heart Support Group (HSG). This incident Plan is produced to meet the requirements of that affiliation.

WGHCC is a charity and offers exercise principally to those who are rehabilitating from a cardiac event or those with cardiac risk factors who wish to exercise for preventative reasons.

Classes are held in the Physiotherapy Gym of the Wharfedale General Hospital ("WGH") under the supervision of suitably qualified Instructors. This plan will therefore limit itself to these classes, and is based on the sample incident plan detailed in the BHF document 'Heart Support Group Safety First' and on advice from the Wharfedale Hospital.



(ii) Key Organiser

The Instructor in charge of the class is the “key organiser” and will take the lead in responding to any incident. Any Trustee or member of the committee present will support the Instructor, organising other members to help deal with requests from the Instructor.

(iii) First Aid Cover, assessment of incident and medical response

Should an incident occur, the first priority is to make sure that the injured party gets the medical attention needed. In the first instance this should be first aid cover if a qualified first aider is present.

If the incident is of a major/serious nature then key organiser or another member present must ring 999 for an ambulance. They must then ring 2222 on an internal phone to get the hospital crash team to attend, even though an ambulance is on the way. If possible, both phone calls should be made simultaneously by two people.

If the incident is of a minor nature, then the “patient” should be taken to the minor injuries unit on the ground floor of the hospital.

If there is any doubt as to the seriousness of the incident then it should be treated as serious by default.

(iv) Defibrillator

In the event that defibrillator is required it will be brought by the crash team.

(v) Assess risk to other participants

At the same time the key organiser should assess the risk to other participants and take steps to prevent further incidents occurring. If necessary, although unlikely, the key organiser should involve the police - especially where there has been serious injury.

(vi) Recording and reporting the incident

The incident should be recorded in the incident book by the key organiser.

The key organiser should make their own notes about the incident as soon as possible after the event, while the details are fresh in their mind. These notes should include details of:

- what happened and why, what steps the key organiser took to avoid the incident and how the incident was dealt with, giving as much detail as possible.
- the names of all parties involved, including first aid staff and police.

The Club’s secretary must ensure that the incident report form is sent to the British Heart Foundation and/or the Club’s insurers, depending on the qualifications of the instructor.



12. Succession Planning

[Redacted content]

13. Complaints Process

If any member has any complaint about any issue relating to the WGHCC and its activities they should address the complaint in writing to the Secretary, or, if the complaint is about the Secretary, to the Chairman or, if appropriate, to the Treasurer. The recipient of the complaint will investigate the complaint without delay and report his/her findings to the Committee.

The Committee will decide on any appropriate action and will **respond to the complainant within 28 days of receipt of the complaint**. If necessary, the Committee will convene a special meeting outside the normal timescale for Committee meetings for this purpose.

14. Data Protection and Security

14.1 Data Protection

The Club is registered with the Information Commissioner as data controller in order to comply with the requirements of the General Data Protection Regulations (“GDPR”). The Club’s registration number is **A8088588**.

The Secretary is responsible for renewing the Club’s data protection registration each year. A reminder is normally emailed to the Club by the Information Commissioner’s Office.

Personal data relating to a member may only be retained by the Club with the specific permission of the member. The member must also be informed about the purposes for which the Club will use the data. For new members the permission is gained by the new member signing the new membership form, which contains a paragraph setting out the reasons for retaining the information. In addition, the paragraph is repeated in the new member letter so that there can be no doubt that the new member has been fully informed.

For existing members in place at the time the GDPR comes into force, gaining permission to retain data and providing information regarding the purposes for which the Club will use the data will have been accomplished by a data protection form sent to all members prior to the GDPR coming fully in to force in May 2018.

In the event that a member does not give or withdraws their permission for the club to retain their data and/or requests deletion of their data, The Club will permanently delete and destroy all data relating to that member and the member will from that point onwards be ineligible to attend exercise classes as certain medical information is required to initially establish and subsequently record the member’s fitness to exercise. It is possible to restore eligibility – see 4.1 above.



14.2 Data Security

The Club holds personal and other data in both paper and digital form. This includes personal Data includes data provided by members on the new membership form when they join the club, medical information provided on joining by way of Phase 3 referral or information supplied by GP or other medical professional, emergency contact details and attendance records.

In addition the Club holds non-personal data, which the Club requires to be treated with the same level of security as personal data. This data includes but is not limited to:

[Redacted list of data types]

Physical paper documents containing members’ medical information and other personal data supplied on joining the Club are stored securely in the Club’s cupboard at the exercise gym.

All digital documents, including the membership database (see 14.4 below), are stored securely, in the Club’s password protected "Google Drive" facility, associated with the WGHCC Gmail email account,, which is also password protected.

14.3 Club Filestore (Google Drive)

The files of the Club, e.g. documents, membership database, minutes etc., are stored on Google Drive under password protection. Details of how to access the Club’s Google Drive and Gmail are contained in “Document X”.

The content of this filestore is only made accessible at the Chairman’s discretion to those Trustees and Committee members who have the need to have access for specific purposes. Those who are allowed access must take care to adhere to the Club’s data protection and document security arrangements as set out in this procedure manual.

Documents should be held in chronological order where appropriate by putting the date of production (yyyy mm dd) at the front of the document name e.g. 2013 10 09 *document name.xxx* and held in the appropriate folder. The document name should be chosen so as to easily identify the document.

14.4 The Membership Database

[Redacted text]



15. Car Park Permits

15.1 Overview

Parking permits are issued by the club to members to allow free access to the Car Park at the Wharfedale General Hospital.

The permits are provided to WGHCC on behalf of the Leeds NHS Trust by Dave Salter, Traffic, 0113 206 6656, david.salter@leedsth.nhs.uk, in charge of Car Parking at all Hospitals. His Secretary is Deborah Saunders, 0113 392 3170.

Permits must only be used by members and only for the purpose of attending exercise classes or on genuine WGHCC business (e.g. attending Committee meetings).

15.2 Procedure for issuing permits

Providing the club has a supply of unallocated permits, a new member will be allocated a permit as soon as possible after joining the club.

The welcome letter issued to new members by the Membership Secretary contains a paragraph informing the new member that a permit will be made available to them. This places the onus upon the new member to take action to obtain a permit.

16. Premises – Access and Security

16.1 Security Passes

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

16.2 Access to the Gym

To reach the gym, members enter the Hospital at the Main North entrance, Ground Floor Level. The normal route is as follows:

- Go through the automatic doors then immediately turn right. Go past the lift and take the stairs down to the lower ground floor or use the lift.



- On the lower ground floor, go past (or exit) the lift and through security door. Turn right then first left along the long corridor.
- At the end of the corridor, the Physiotherapy Gym is to the right through another security door.

16.3 Security and Fire Doors

All security doors are locked at 5:30pm and from then on Members will need to be given access. If a security door is locked when a member arrives, he/she should wait at the door to be let in. Normally, one member will man the security door adjacent to the lift for this purpose for about 15 minutes before the start of the class.

Anyone arriving late will be unable to gain access through the hospital. Late comers may gain access directly into the gym through the door from the service road which runs from the South Entrance along the back of the hospital.

All security doors are fire doors and need to be kept closed at all times. They should not be propped open.

External fire exit doors must not be used to exit the hospital.

17. Charitable Donations

Donations by the WGHCC may only be made with the agreement of the Committee.

18. Equality and Diversity

The WGHCC is an equal opportunities organisation and aims to comply with all appropriate equality and diversity legislation and requirements at all times. The WGHCC is committed to promoting equality for all members, prospective members and former members, Instructors and for any other parties associated with or dealing with the WGHCC.

The WGHCC aims to create an inclusive culture and an environment in which all individuals are able to make the best use of their abilities and the WGHCC facilities, free from discrimination or harassment.

The WGHCC does not discriminate against anyone, whether a member or otherwise, on the basis of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (otherwise known as protected characteristics as defined by the Equality Act 2010).

All members, former members and Instructors will be treated with dignity and respect. They in turn have a duty to act in accordance with this policy and to treat other members and Instructors with dignity at all times, and not to discriminate against or harass other members and Instructors.



Appendix 1

Job Descriptions

This document describes the roles allocated to committee members of the Wharfedale General Hospital Cardiac Club (“the club”), with allocated tasks, set out as follows:

1. Committee Members
2. Chair
3. Secretary
4. Treasurer/Assistant Treasurer
5. Membership Secretary/Assistant Secretary
6. Welfare Officer
7. Development Officer
8. Marketing Officer
9. Social Secretary

1. Committee Members

Each committee member will serve for one year having been elected at an Annual General Meeting (“AGM”) and may stand for re-election.

Each Committee Member is required to report to the Committee at each Committee meeting on his/her responsibilities and duties (where allocated) and seek agreement before contemplating any course of action, unless agreed in advance or in line with the Job Description, or, if financial, in line with pre agreed budgets and within the club’s procedures and rules for expenditure (see Club Procedures section 8.2).



2. Chair

2.1 Overall Purpose

Note that in most cases it would be appropriate for the Chair of The Trustees to also be the Chair of the Committee, subject to the allocation of officers' roles at the first Committee meeting following each AGM. However this may not always be the case and in the event that the Chair of the Trustees and the Chair of the Committee are different people, then they must work closely together to fulfil the responsibilities set out in this Job Description. The two roles will be referred to as "the Chair" throughout this section.

The Chair provides leadership and management to the trustees and the committee, enabling them to fulfill their responsibilities for the overall governance and strategic direction of the club, and ensuring that appropriate decisions are correctly made (including developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines).

The Chair will also lead trustee and committee discussions on the manner in which the club continues to provide public benefit, and how such provision is continuously monitored by the trustees.

The Chair will work in partnership with the secretary to ensure that trustee decisions are acted upon and the club is managed effectively. The chair should be sympathetic to the difference between the role the trustees play in developing and agreeing the strategic direction of the club and that of the committee in applying that strategy to the day-to-day operations of the club.

2.2 Main Responsibilities

- Leading the trustees in the development of strategic plans for the club.
- Providing leadership and support to the committee ensuring that the club is run in accordance with the decisions of the Trustees, the club's governing documents and appropriate legislation.
- Liaising with the secretary on drafting of agendas and supporting papers for trustee meetings and ensuring that the business is covered efficiently and effectively in those meetings.
- Undertaking a leadership role in ensuring that the trustees and committee fulfill their responsibilities for the governance of the club.
- Implementing an effective communication strategy that includes the needs of members and other stakeholders.

2.3 Main Duties

- Liaising with the secretary on the planning, setting and chairing of trustee and committee meetings and AGMs.
- Ensuring trustee and committee decisions are acted upon promptly.



- Leading appointment committees, where appropriate and in line with the club's agreed procedures.
- Representing the club at functions, meetings and in the media, in line with the club's agreed media strategy.
- Acting between full meetings of the committee in authorising action to be taken *intra vires*, e.g. banking transactions and legal documents in accordance with relevant mandates.
- Maintaining the trustees' commitment to renewal and succession management, in line with the club's governing document and/or current best practice.
- Leading the club's activities, developing and maintaining connections with executive level Health Professionals (and the keeping of a Contact List).



3. Secretary

3.1 Overall Purpose

To assist the Chair in managing the work of the trustees and the Committee, and in so doing, ensure that the club complies with its governing documents, charity law, and any other relevant legislation or regulations.

To assist the Chair in ensuring that the club pursues its objects as defined in its governing document.

3.2 Main Responsibilities

- Acting as Deputy Chair in absence of the Chair.
- Assisting the Chair in issues of efficacy, governance and legal management of the club.
- Ensuring all statutory and regulatory obligations are fulfilled within the club.
- Ensuring that all risks are identified, reported, managed and mitigated to protect the club, its trustees and executive committee.
- Assisting the Chair in ensuring the club discharges all of its policy obligations
- Contributing actively to the trustees and the executive committee.

3.3 Main Duties

- Ensuring the compliance of the club in relation to financial and legal practices, as well as issues of governance.
- Acting as a point of communication between the trustees, the executive committee and other stakeholders, reporting in a timely and accurate manner on procedures and developments.
- Organising, preparing agendas for, and taking minutes of meetings and AGMs.
- Maintaining statutory and regulatory books.
- Dealing with correspondence, collating information and writing reports, ensuring decisions made are communicated to the relevant stakeholders.
- Contributing to meeting discussions, as and when required, and advising members of the legal, governance, accounting and tax implications of proposed policies.
- Monitoring changes in relevant legislation and the regulatory environment, and recommending appropriate action to the Committee.
- Liaising with external regulators and advisers, such as lawyers and auditors as and when required..
- Managing insurance and property issues and risk.
- Developing and overseeing the systems that ensure the club complies with all applicable codes, as well as its legal and statutory and regulatory requirements.



- Overseeing and renewing insurance cover for Trustees, members, equipment and premises as appropriate.
- Engaging in contractual agreements with suppliers and customers.
- Overseeing public relations and aspects of financial management.

3.4 Specific Tasks

- Maintaining contact with the Instructors and arranging for holiday cover, Xmas gifts, etc.
- Confirming Instructors' annual renewal of Insurance cover by examining their original insurance certificates and/or renewal documents and retaining copies of them
- When recruiting a new instructor, dealing with the advertising and paperwork. (Note: the General Committee appoints a sub-committee to interview and appoint.)
- Recommending to the Committee any updates or amendments to the constitution.
- Being responsible for returns regarding charitable status.
- Arranging hospital room bookings and liaising with the Wharfedale General Hospital as appropriate on any matters affecting to the club's activities in the Wharfedale General Hospital.
- Completing annual affiliation procedure with British Heart Foundation (how, need some process), and the annual return/renewal to: the Charities Commission, and Data Protection registration.
- Notifying members and Instructors of holiday dates and any other relevant matters on the notice board, which is displayed at each exercise session, by email and, when appropriate, on the club Website.
- Arranging the AGM and committee meeting dates, notice of meetings, agenda, nominations, etc. in liaison with the Chair.
- Liaising with the Assistant Secretary for meeting agendas and minutes.
- Countersigning cheques for expenditure authorised within the club's procedures and rules (see Club Procedures section 8.2).



4. Treasurer

4.1 Overall Purpose

The treasurer will oversee the financial matters of the club in line with good practice and in accordance with the constitution, the club's procedures and legal requirements and report to the trustees and executive committee at each of their meetings and to the membership at the AGM about the financial health of the organisation.

The treasurer will ensure that effective financial measures, controls and procedures are put in place, and are appropriate for the club.

4.2 Main Responsibilities

- Overseeing the club's finances and presenting budgets, accounts, management accounts and financial statements to the trustees and the executive committee as required.
- Ensuring that proper accounts and records are kept and ensuring financial resources are spent and invested in line with the constitution, club's procedures and rules, good governance, legal and regulatory requirements.
- Being instrumental in the development and implementation of financial, reserves and investment policies.

4.3 Main Duties

- Liaising with other appropriate members responsible for the financial activities of the organisation.
- Chairing any finance committee in line with standing orders and terms of reference, and reporting back to the trustees and executive committee.
- Liaising with the club's auditors or independent examiner, where appropriate.
- Monitoring and advising on the financial viability of the club after liaising with the club's auditors.
- Creating sound financial instruments for the control of club assets.
- Implementing and monitoring specific financial controls and ensuring systems are in place and are adhered to.
- Advising on the financial implications of the club's strategic plan.
- Liaising with the club secretary, to ensure that the club's annual accounts are compliant with the current Charities SORP.
- Acting as a counter-signatory on club cheques (including any electronic transactions) and any applications for funds.
- Maintaining sound financial management of the club's resources, ensuring expenditure is in line with the club's objectives.



4.4 Specific Tasks

- Contributing to the fundraising strategy of the club. Co-ordinating the work of the volunteer cashiers in the collection of class subscriptions received from attending members.
- Preparing updated quarterly cash collection sheets for use by cashiers to record date of class, cash receipts from members, total receipts for each class, number in attendance, cashier initials and initials of class instructor.
- Receiving all monies from cashiers and checking amounts agree individually for each evening with figures submitted by cashiers. Collating all money received and preparing credit for banking.
- Banking all receipts [REDACTED]
- Checking all monthly invoices received from Instructors and reimbursing claims from members or other stakeholders; preparing cheques for payments and obtaining signatures for cheques and payment documentation (marking documentation with amount paid, date and cheque number).
- Dispatching cheques to payees within a businesslike timeframe.
- Maintaining adequate stocks of cheques, paying in slips and coin bags.
- Writing up cash book and reconciling to bank statement on a quarterly basis.
- Preparing a statement of receipts and payments, on a quarterly basis, for submission to the regular committee meetings.
- Analysing on a class basis the subscriptions received against expenditure, each quarter, and submitting data with the statement of receipts and payments to the regular committee meetings, with accumulated data to provide information for a rolling 12 month period.
- Preparing the accounts, and a suitable report covering financial progress within the year, for submission to the AGM.
- Arranging for the accounts to be audited in good time to allow submission to the AGM.
- Preparing an annual budget in liaison with the Chairman for approval by the Committee.

4.5 Assistant/Deputy Treasurer

From time to time the Committee may appoint an Assistant/Deputy Treasurer, who will undertake all of the duties of the Treasurer in appropriate circumstances (e.g. absence of the Treasurer) and in liaison with the Treasurer.



5. Membership Secretary

5.1 Purpose

The Membership Secretary is responsible for maintaining an up to date record of all members of the club in line with the requirements of the club and Data Protection Legislation and for ensuring that new members fulfill the club's requirements for membership.

5.2 Main Duties

- Maintaining a record of member information. [REDACTED]
- Ensuring that all data kept on members of the club, and its use, follow the requirements of all current data protection legislation.
- Ensuring the mandatory Membership Form for joining the club gathers information sufficient for the purposes of the club.
- Ensuring new Members are properly advised on how to fill out the Membership Form.
- Ensuring procedures for the confirmation of membership are completed [including ensuring that new members fulfill the requirements for membership and, if they do not, informing them that they are ineligible]. As part of this , informing the Chairman (by email) of new member's name and address for welcome letter and supplying new member with name badge.
- Reporting on Membership Information as agreed by the General Committee subject to any constraints of Data Protection Legislation.

5.3. Assistant Secretary

From time to time the Committee may appoint an Assistant Membership Secretary whose role is to support the Membership Secretary and deputise for him/her in appropriate circumstances.



6. Welfare Officer

6.1 Purpose

The role of the Welfare Officer is to keep the well being of Members under review.

6.2 Main Duties

- Recruiting representatives from each exercise class to report informally on non attendance and any other issues.
- Following up on representative reports, escalating to Executive Committee where appropriate.
- Ensuring a welcoming environment for new members and returning members at each class.



7. Development Officer

7.1 Purpose

The purpose of the Development Officer is to lead the activities of the club in raising funds as a charity. Raising awareness of the club in the mind of the public should be a major consideration in any development activity.

7.2 Main Duties

- Recruiting volunteers from the General Committee or club membership to work on a Working Group or as individuals.
- Leading a Working Group, or encourage and advise any individual contribution.
- Advising how the club may exploit its position as a charity for financial gain. (e.g. Donations instead of charges, Claiming of VAT, etc.)
- Investigating and applying for funding as a charity e.g. from National Lottery, Local Government, Supermarkets, etc.

8. Marketing Officer

8.1 Purpose

The purpose of the Marketing Officer is to lead the activities of the club in raising awareness of the existence of the club to potential members, and, members of the public or caring services who may recommend members.

8.2 Main Duties

- Recruiting of volunteers from the General Committee or club membership to work on a Working Group or as individuals.
- Making use of internet capability as a marketing tool. Causing to be maintained and influencing the design of a Web Site covering the activities of the club. Looking at the opportunity to use other facilities, such as Facebook, etc.
- Organising the design and distribution of advertising literature, club memorabilia and merchandising.
- Using the press, local publications, companies, organisations and personalities to spread the club message.



9. Social Secretary

9.1 Purpose

The purpose of the Social Secretary is to lead the activities of the club, initiating events for the Social enjoyment of members of the club. The activities chosen should be guided by the object(ive)s of the CIO.

9.2 Main Duties

Recruiting volunteers from the General Committee or club membership to work on a Working Group or as individuals and leading the Working Group, or encouraging and advising any individual contribution.



Incident Report Form

Incident Report Form

This form should be completed at the time of the incident and a copy sent to the British Heart Foundation Heart Support Group Administrator at:

Heart Support Group Administrator, British Heart Foundation, Greater London House
180 Hampstead Road, London NW1 7AW

Name of Heart Support Group:		Wharfedale General Hospital Cardiac Club	
Contact details (Insert address)			
Chairman:			
Part A – About the injured person (if relevant)			
1. Name		2. Date of Birth	
3. Contact address and postcode		4. Partner/carer name and address	
5. Telephone numbers (Home, business, Mobile):		6. Occupation and address of employer	
Home: Business: Mobile:			
7. <input type="checkbox"/> Male <input type="checkbox"/> Female			



Part B – About the incident

1. Date of incident

2. Name of instructor

3. Address of venue where incident occurred

4. Names, addresses, phone number of Witnesses

5. How did the incident occur? Please give as much detail as you can and continue on a separate sheet if necessary. Provide a sketch of the incident if appropriate.

6 If there was an obvious injury, please describe in detail.

7. When was the incident reported ?

To whom?

Date :

Name/Position:



8. What action was taken by the instructor when the incident was reported? If outside medical assistance or emergency services were requested, please give details.

9. Any other relevant information?

Signature of person affected by the incident (if possible)

Signature:	Date:
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Contact details of WGHCC member/instructor completing the form:

Name

Address & Phone:



**Wharfedale General Hospital Cardiac Club
Risk Management Plan – September 2017**

1. Governance Risks

Risk	Potential Impact	Mitigation arrangements	Notes
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	

2. Operational Risks

Risk	Potential Impact	Mitigation arrangements	Notes
Competition – loss of members	Shrinkage due to loss of members to other organisations;	<ul style="list-style-type: none"> • Provide a good “service” to members with good Instructors and good equipment; • Keep members informed through occasional newsletters; • Annual review of recommended donation to ensure it is appropriate; • Exhaust all possibilities to avoid cancelling classes. 	<p>More work required on gaining feedback from members.</p> <p>Consider discount scheme?</p>
Competition – lack of new members	Shortage of new members coming in to the club.	<ul style="list-style-type: none"> • Good relationship with Instructors and others who can refer from Phase 3; • Programme to develop relationships with GP practices, patient groups and Phase 3 providers. 	More work required on programme to develop relationships with other groups
Loss of Instructors/lack of cover for Instructors	Inability to run classes due to a lack of appropriately qualified Instructors.	<ul style="list-style-type: none"> • Maintain good relationships with Instructors; • Consult Instructors in decision making when appropriate; • Take proper consideration of views of Instructors when offered on issues such as equipment; • Review instructor hourly rate annually and ensure it remains competitive; • Maintain good relationship with 	



		<p>possible sources of Instructors (e.g. N Simpson);</p> <ul style="list-style-type: none"> • Insurance in place to free club from BHF requirements which limit use of certain Instructors; • Exhaust all possibilities to avoid cancelling classes. 	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Out of date systems and procedures	Inappropriate action in changed circumstances or requirements leading to potential negligence by officers.	<ul style="list-style-type: none"> • Annual review of procedure manual; • Liability limited due to registered charity status; • Directors and Officers insurance in place. 	



[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	

3. Regulatory Risks

Risk	Potential Impact	Mitigation arrangements	Notes
Breach of Data Protection laws	Loss of data leading to potential prosecution.	See "Disaster – Data" above	
Breach of Health and Safety Regulations	See "Health and Safety" above	See "Health and Safety" above	
Failure to comply with Charities Commission requirements	Loss of charitable status	Report by the secretary on the completeness of the Club's returns to the Charities Commission is a standing item for the first Committee meeting after the AGM.	