**EAIS**Edmonton Aid in Sickness and Nursing Fund (Charity no. 210623)

**Arrangements for governance and statement of intent**

1. **Introduction**
	1. The purpose of this document is to set out the stated aims and purpose of the charity known as Edmonton Aid In Sickness and Nursing Fund (EAIS) and the arrangements for governance in the course of its stated aims.
	2. Established in 1953 the EAIS aims to provide support and assistance to those disadvantaged individuals who reside within the old parish boundaries of Edmonton, mainly within the N9 and N18 postcodes however this also encompasses a very small part of Bush Hill Park and the Eastern edge of Winchmore Hill as part of its mandate.
	3. Funding for its operations are generated by a return on an investment managed by a Charites Investment Fund (COIF) managed by CCLA fund managers. This investment sum was raised from the sale of a property originally bought by the people of Edmonton for the care of the sick – “Cornerways” Nursing Home in Latymer Road.
2. **Nature of support**
	1. Providing an applicant fulfils the primary criteria of living within the stated area covered by the Charity all requests received will be considered on merit and affordability. Preference will be given to those referred by partner agencies where the validity of the claim can be confirmed, and all other avenues of support have been exhausted by that agency. Where an individual applies directly to the Charity for aid and assistance, a check to ensure the bona fides of the request will be undertaken by the Trustees before a decision to assist will be made.
	2. Support will primarily consist of the purchase of goods that will improve the quality of life for the applicant and / or their family members that they are unable through poverty or ill health securing for themselves. Only in exceptional circumstances will financial grants to secure other assistance be provided to those seeking help.
	3. Those seeking help from EAIS will agree to their data been held under the General Data Protection Regulations (GDPR) by the Charity. Where appropriate the Charity reserves the right to share such data with other agencies that may be able to assist the applicant with their immediate or ongoing support requirements.
	4. All requests for support will be circulated by the Secretary or receiving Trustee to all Trustees for initial consideration and approval. Subject to that approval for consideration a further consultation on the financial implications of the proposed support package will be undertaken and agreement by a minimum of two Trustees recorded before any funds may be released.
	5. In all cases the details of the request, decision made, approvals given, costs and outcomes will be recorded on a spreadsheet held and maintained by the Secretary. This spreadsheet will be held in a secure “cloud” based solution and be made available to all Trustees for scrutiny.
3. **Governance**
	1. The work of the Charity shall be controlled and directed by Trustees who shall use their best endeavours and discretion to ensure that the stated aim of assisting the sick and poor of Edmonton be supported in their time of need is fulfilled.
	2. There shall be a minimum of seven trusteesto discharge the functions of the EAIS. Of those Trustees appointed a minimum of the following officer positions must be maintained at all times:
		1. Chair
		2. Secretary
		3. Treasurer
	3. The Trustees shall meet on a regular basis, not less than four times a year.
	4. The Trustees shall be elected into position each year. This will usually occur at the last meeting of the preceding year which will also serve as the Annual General Meeting (AGM)for the Charity.
	5. Nothing shall preclude an officer of the charity for standing for re-election at the AGM and continuing in post for the following year.
	6. In order to be quorate at least four or half the current number of trustees (including those holding officer posts) of the current Trustees must be in attendance. In the event of a tied vote the Chair shall have an additional casting vote.
	7. All meetings shall be minuted and minutes circulated by the Secretary for comment prior to the next meeting being held.
	8. As a norm all Trustees should be sent a reminder, agenda and previous minutes to review two weeks before any scheduled meeting.
	9. All accounts shall be maintained and audited in accordance with Charity Commission guidelines and an annual return submitted.
4. **Conflicting Interests**
	1. Where either an applicant or recipient of support from EAIS is personally known to a Trustee this should be declared and will be recorded on the spreadsheet set out in paragraph 2.5. It shall not preclude that Trustee from assisting with the case providing two other independent Trustees have sanctioned any spend on the resolution of the case.
	2. Where a supplier of goods is known to and recommended by a Trustee then this should also be declared and subject to the same approval of any spend by two independent Trustee’s nothing shall prevent that Trustee from placing orders for goods and services with that individual.
5. **Safeguarding**
	1. As a socially responsible organisation the EAIS will ensure that where it becomes aware of potential safeguarding issues regarding the health, well-being and human rights of individuals, especially children, young people and vulnerable adults it will report these concerns to the appropriate body for further investigation and action as necessary.
6. **Lone working**
	1. Due to the nature of the majority of the referrals handled by the EAIS being from third party agencies the requirement for Trustees to visit potential clients is minimal. However where a direct approach is made for assistance by an individual, where ever possible two trustees should attend any meeting or face to face interaction with the potential client. This will ensure the safety of any Trustee and guard against any spurious allegations that may fall within the safeguarding criteria.
7. **Complaints**
	1. Where a complaint against either an individual Trustee or the EAIS as a charity is received it shall be recorded and a full investigation carried out, the findings of such enquiries will be recorded and held within a secure online “cloud” based media.
	2. All complaints must be received in writing or by email and acknowledged by the Secretary in writing or email normally within ten working days of receipt. Complaints received only by phone will not be pursued.
	3. In order to be investigated the complaint shall clearly set out who the complainant is, the nature of their complaint, and the resolution that they are seeking.
	4. A refusal of the EAIS to offer support to an individual or organisation shall not be considered a complaint providing that the protocols set out in **Section 2** have been adhered to.
	5. Where a valid written complaint has been received against an individual Trustee an investigation shall be carried out by two independent Trustees not implicated in the complaint and appointed by the Chair who shall receive their written report into their findings.
	6. Upon completion of the investigation the outcome shall be communicated to the complainant and if the complaint has been upheld then efforts to redress the issue where possible will be made.
	7. Should the Chair be the subject of the complaint or not available then the role of nominating independent Trustees to investigate and complete the process shall fall to the next senior officer post within EAIS.
	8. Where a complaint has been received against the EAIS as a whole then an extraordinary meeting of the Trustees shall be called to discuss and resolve the issue.