



Mandatory and Recommended Policies for u3as

Charities in England, Wales, Scotland, and Northern Ireland are required to have policies in place to ensure that they are run effectively and legally. These policies should be tailored to take account of the specific activities of the charity and should be reviewed regularly.

References for England & Wales refer to the Charity Commission guidance “The essential trustee: what you need to know and what you need to do (CC3)”

References for Scotland refer to the Charities and Trustees Investment (Scotland) act 2005.

References for Northern Ireland refer to the Charities Act (Northern Ireland) 2008.

1. Document Purpose

To support u3as in determining which policies they must have in place and which they should have in place.

2. Mandatory Policies

Mandatory or “Must” means something is a legal or regulatory requirement or duty that trustees must comply with.


Policy	Relevant In	Sample on u3a.org.uk
Safeguarding Policy	Scotland, England, Wales & Northern Ireland	https://www.u3a.org.uk/edocman-downloads/safeguarding-guidance-policy-and-procedure-may2023
Equality and Diversity Policy	Scotland, England, Wales & Northern Ireland	https://www.u3a.org.uk/members-area/support/advice-and-guidance#diversity
Health and safety Policy	Scotland, England, Wales & Northern Ireland	https://www.u3a.org.uk/edocman-downloads/template-health-and-safety-policy-for-u3as
Data Protection / Privacy Policy	Scotland, England, Wales & Northern Ireland	https://www.u3a.org.uk/members-area/support/advice-and-guidance#dataprotection



3. Recommended Policies

Recommended or “Should” means something is good practice that the commission expects trustees follow and apply to their charity.

Policy	Relevant In	Sample on u3a.org.uk
Risk Policy	Scotland, England, Wales & Northern Ireland	https://www.u3a.org.uk/edocman-downloads/risk-management-guidance-2
Complaints Policy	Scotland, England, Wales & Northern Ireland	https://www.u3a.org.uk/edocman-downloads/complaints-procedure-sample-2
Reserves Policy	Scotland, England, Wales & Northern Ireland	https://www.u3a.org.uk/edocman-downloads/financial-policy-template
External Speaker Policy	Scotland, England, Wales & Northern Ireland	
Social Media Policy	Scotland, England, Wales & Northern Ireland	
Conflict of Interests Policy & Register of Interests	Scotland & Northern Ireland	
Payment Policy	Scotland	

 u3a	Mandatory and Recommended Policies u3as	The Third Age Trust
Version	Description of changes	Date
1.0	Initial Version	14.12.2023