

Bristol Concert Orchestra Policy Statements

General

Bristol Concert Orchestra is administered by a Committee being a group of volunteers drawn from the membership of the orchestra, with officers being elected annually and other members standing for a period of 3 years before requiring re-election. The committee meets at least once per term and aims to ensure full and fair compliance with all legal and regulatory guidance. The Charity Commission require us to have written policies on the following areas:-

Risk Management - *ensuring the good reputation of the organisation is upheld through all that its members say and do.*

The Committee has a cautious approach to the assessment of risk, with a Public Liability Insurance Policy in place. Potential risks should be discussed at Committee meetings and appropriate measures put in place.

Investment - *ensuring that all finances are recorded & held in safe-keeping.*

Monies are held in two bank accounts with full protection under the Financial Services Compensation Scheme - one a current account and one a savings account for the reserves which we hold as a guard against an emergency. The orchestra makes no other form of financial investment.

Safeguarding - *ensuring the physical, mental, social & psychological safety of all but with especial care for children, young people and vulnerable adults.*

It is our belief that all people should be treated with equal respect and care given to ensure that they operate in a safe environment. To this end rehearsals and concerts take place in appropriately licensed and inspected buildings designed to hold large groups.

BCO has very limited contact with children, young people and vulnerable adults. On the rare occasion that such a person participate in the orchestra, the normal practice would be for the parent or guardian to be in attendance.

There are members of the orchestra who are DBS cleared through their own employment but not specifically through BCO - it would be most unlikely that no such DBS cleared person be present at a rehearsal or concert.

Conflict of Interest - *avoiding the use of BCO for the benefit of some other person/organisation and/or to the detriment of the orchestra.*

Any conflict of interest must be raised with the Committee and if necessary the relevant Committee member(s) will be excluded from the decision making process relating to the conflict.

Management of volunteers - *ensuring a clear chain of command extending to volunteers.*

An appropriate member of the orchestra should take responsibility for liaising with the volunteer, giving them clear instructions as to what is required of them & to whom they should report.

Handling complaints - *ensuring that members know how & where to take complaints knowing that matters will be given due attention.*

A complaint relating to the music should be referred to the section principal and if this cannot be resolved immediately it may be referred to the leader of the orchestra and/or the conductor. If they are not able to deal with the matter, they or the complainant may refer the matter to the Committee. These and other complaints should be referred to a Committee member who should then ensure that it is discussed by the Committee and appropriate action taken.

In matters regarding the offensive behaviour of an individual member a written warning should be given for a first offence, and withdrawal of membership for a subsequent one.

Paying Staff - *ensuring that appropriate employment law is adhered to.*

BCO does not employ staff - a small number of individual contracts are agreed on a self-employment basis.

Annual review of financial arrangements - *ensuring optimal & legal procedures for all financial dealings are up to date & in place.*

Financial dealings are transacted by the Treasurer who is responsible for keeping a record of all accounts up to date & these accounts are independently examined on an annual basis and presented to the members of BCO. The level of financial reserves is reviewed annually prior to recommending the setting of subs to the orchestra. Given the sums involved it is inappropriate to invest the money in any other type of account.