



The  
United  
Reformed  
Church

# Help and Advice Group

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## Bulletin 8: GENERAL UPDATE

The Help & Advice Group was set up by Synod in 2009, to support local churches in being informed and effective in their life and mission. The Group is made up of four members of local churches, together with administrative support from the Trust Officer. We are willing to try to provide specific advice or organise training days on particular topics. Please get in touch if you have questions or wish to suggest a training or discussion event.

This paper is part of a series of general updates for local churches. We also circulate articles giving an overview of particular subjects of interest from time to time. Bulletins will also be posted on the members' area of the website with direct links to other websites.

Where readers are directed to web-based resources, the Synod Office is willing to respond to reasonable requests for printed out information for readers without web access, although they may find it more satisfactory to follow up their interest through their local library's web access.

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This month's general update includes brief details of three legal requirements (marked with an asterisk\*) and six other items which may be of interest. Web links are provided for those wishing to follow up these items further.

### **\*National Minimum Wage**

The annual rate increase on 1 October will bring the adult rate to £6.08 per hour:

[www.hmrc.gov.uk/payroll/day-to-day/nmw.htm](http://www.hmrc.gov.uk/payroll/day-to-day/nmw.htm)

### **\*Health & Safety Law Poster**

Churches with employees should already be aware of the legal requirement to display a poster in prescribed form on the premises. A new version has been introduced, which must be used by April 2014: [www.hse.gov.uk/contact/faqs/lawposter.htm](http://www.hse.gov.uk/contact/faqs/lawposter.htm)

### **\*Internet Cookies**

Churches with websites need to check information stored on visitors, called "cookies", as a result of an amendment to the EU Directive on Privacy and Electronic Communications, which came into force on 25 May 2011. If you use cookies, then you need to obtain users' consent. Further advice can be obtained from the Information Commissioner's Office:

[www.ico.gov.uk/~media/documents/pressreleases/2011/data\\_protection\\_officer\\_conference\\_news\\_release\\_08032011.ashx](http://www.ico.gov.uk/~media/documents/pressreleases/2011/data_protection_officer_conference_news_release_08032011.ashx)

## **Surface Water Drainage Charges**

This has been a matter of much concern among churches. Northumbrian Water is now beginning to roll out an interim concessionary scheme pending a more permanent scheme, to which church and community customers can sign up:

[www.nwl.co.uk/SWD\\_concession - FAQs.pdf](http://www.nwl.co.uk/SWD_concession_-_FAQs.pdf)

Yorkshire Water has not yet introduced an interim scheme.

## **Copyright**

Christian Copyright Licensing International provides guidance on copyright and performing rights issues, including wedding videos: [www.ccli.co.uk](http://www.ccli.co.uk)

## **Managing Age**

The Chartered Institute of Personnel and Development and the Trades Union Congress have published guidance on age discrimination, which may be of interest to churches that employ people: [www.tuc.org.uk/extras/ManagingAgeGuide.pdf](http://www.tuc.org.uk/extras/ManagingAgeGuide.pdf)

## **Managing Risk**

The Health & Safety Executive has published guidance specifically aimed at low risk voluntary organisations: [www.hse.gov.uk/voluntary/index.htm](http://www.hse.gov.uk/voluntary/index.htm)

The Charity Commission has also published simplified risk management guidance, with a checklist and links to further information:

[www.charitycommission.gov.uk/Charity\\_requirements\\_guidance/Specialist\\_guidance/Small\\_charities/Avoiding\\_problems\\_in\\_running\\_your\\_charity.aspx](http://www.charitycommission.gov.uk/Charity_requirements_guidance/Specialist_guidance/Small_charities/Avoiding_problems_in_running_your_charity.aspx)

## **Managing Charity Assets and Resources**

The Charity Commission has published updated guidance, giving an overview of how to manage a charity's finances, properties, insurances and risks, with links to more detailed guidance where it is sought:

[www.charitycommission.gov.uk/Publications/cc25.aspx](http://www.charitycommission.gov.uk/Publications/cc25.aspx) or

[www.charitycommission.gov.uk/Library/guidance/cc25text.pdf](http://www.charitycommission.gov.uk/Library/guidance/cc25text.pdf)

## **Protecting Charities from Harm**

The Charity Commission has published a "compliance toolkit" for charities, aimed mainly at preventing terrorism and being aware of where your funds come from, how they are used, and where they go to:

[www.charity-commission.gov.uk/Our\\_regulatory\\_activity/Counter\\_terrorism\\_work/protecting\\_charities\\_1anding.aspx](http://www.charity-commission.gov.uk/Our_regulatory_activity/Counter_terrorism_work/protecting_charities_1anding.aspx)

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