

LLANDINAM VILLAGE HALL

Policies adopted 12th August 2008

Equal Opportunities

Policy

This organisation aims to ensure that no user of the hall and its facilities receives less favourable treatment on the grounds of race, colour, gender orientation, nationality, religion, ethnic or national origin, age, gender, gender reassignment or marital status, sexual orientation or disability.

This organisation is also committed to devising a programme of action to make this policy effective and will bring it to the attention of all users of the hall.

Data Protection

Policy

This organisation keeps membership details only for as long as necessary, and for the purpose of identifying legitimate users of the hall, and does not divulge the information to any third party.

Confidentiality

Policy

Certain issues discussed by the Village Hall Management Committee may involve confidential information. This information is provided for the purposes of making informed decisions, not for general use outside the meeting. The chairman should make clear when any information given to the meeting is of a confidential nature, and may require any observers to leave the room while the matter is being discussed.

This information may also be removed from any published minutes at the chairman's discretion.

Complaints

Policy

Any complaint should be put in writing to the committee, and will be placed on the agenda at the next full committee meeting after the complaint is received. If the meeting feels the complaint is of substance a sub-committee will be asked to investigate further and present their findings to the following full committee meeting.

No-one who is the subject of the complaint should be present while the meeting discusses the issue, though they may be allowed to see the complaint beforehand and respond to it in writing.

This procedure should be displayed within the hall for users of the hall to see, and the address of the secretary or the chairman be provided.

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