



Rules Work – Scope and Approach

The Brief

PROPOSAL F)

The Executive will recruit a small group whose task will be to simplify the rules of the Council, replacing them with a short statutory set of rules supported by a set of operating principles and procedures. All of the necessary rule changes required by the foregoing proposals will be incorporated into this work. The new rules and supporting documents together with any other outputs of this group should be compliant with Charity Commission guidance. The Executive will report back to CoRe in May 2018 with a recommendation for adoption at that meeting.

Criteria for Success :-

Priority	How this will be achieved.
<p>1. <i>Permissive, but sound</i></p> <p>The CRAG report used the word 'permissive' and in line with CRAG Proposal F the brief is to produce both [a] a short set of statutory rules and [b] a set of operating procedures. The new rules need to deliver simple, effective and flexible procedures, whilst also being legally sound. The new rulebook should avoid the temptation to be over-prescriptive on matters of detail, whilst also ensuring compliance with the Charity Commission's guidance on best practice.</p>	<p>To address this need, the rulebook will consist of two documents :-</p> <ol style="list-style-type: none">1. A Rules Document will contain the fundamental provisions necessary to sustain the Council, secure good governance and maintain compliance with Charity Commission and statutory regulation. To change this document will require a two-thirds majority at a Council meeting, similar to the existing Council Rules.2. A Procedures Document, subordinate to the Rules Document will contain additional bye-laws and procedures introduced by the Executive, which may be amended at a Council meeting by a simple majority. <p>The scope of the Rules and Procedures Documents does not include the Council's operating policies (for example on open recruitment, diversity, authorisation limits and the handling of complaints). These policies will be agreed by the Executive where necessary to meet the Council's operating needs or regulatory requirements. The Rules Document will govern the way in which operating policies are introduced, published and amended.</p>



<i>Priority</i>	<i>How this will be achieved.</i>
<p>2. <i>Effective Review, through :-</i></p> <ul style="list-style-type: none"> ➤ Robust peer review ➤ Strong formal consultation process. 	<p>Drafting process supported by robust peer review and a strong formal consultation process among the wider ringing community.</p> <p>Peer review – the Review Panel, co-ordinated by David Bleby and including Pat Wheeler, Andrew Wilby and Christopher O’Mahony, will take an independent view of the documents at three key stages in the process.</p> <p>Consultation - Two consultations on editions of the draft documents will be run, in October/November and December/January respectively. The purpose of two consultations is to demonstrate an iterative process, which has genuinely been informed by feedback from ringers. Responses received during consultation will be documented (with a note of the action taken) in a Consultation Document.</p>
<p>3. <i>Well before time</i></p> <p>Publication well ahead of time so that Representatives are very familiar with the new rules by the May 2018 Council Meeting.</p>	<p>The plan provides for publication of the final edition of both Rules and Procedures documents at the start of February 2018, in time for the spring season during which the majority of guilds and associations hold their annual meetings.</p>
<p>4. <i>Agile Approach</i></p> <p>Adoption of the new rules at the May 2018 Meeting will involve an aggressive timetable. This in turn will require that drafting is performed in the most efficient way without compromising effective peer review. The process needs to reflect the geographical distribution of team members. We need the scrutiny which a committee can offer, whilst avoiding the downsides which have led “drafted by a committee” to become a term of abuse.</p>	<p>The task of writing the detailed Rules and Procedures will be performed by a single individual, informed by structured feedback from the review panel and the two consultation exercises. This will avoid the lag associated with a committee approach whilst ensuring effective scrutiny and independent review.</p>
<p>5. <i>Compliant with Charity Commission requirements and best practice</i></p> <p>The new rulebook needs to be compliant with Charity Commission guidance and legally sound.</p>	<p>A digest of relevant Charity Commission guidance will be written at the start of the exercise and used throughout the drafting process.</p> <p>The rulebook will be cross-checked against the following specific Charity Commission documents :-</p> <ul style="list-style-type: none"> ➤ The Charity Commission’s Model Constitution for Charitable Associations (Revised January 2017) ➤ Changing Your Charity’s Governing



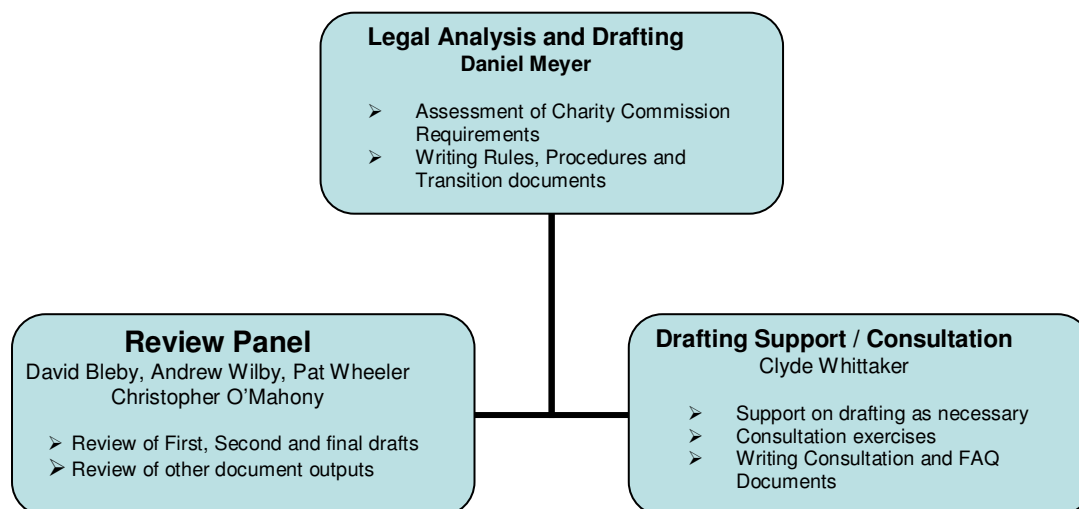
Priority	How this will be achieved.
	<p>Document (CC36)</p> <ul style="list-style-type: none"> ➤ Public Benefit Requirements (PB1) ➤ How to write your charity's governing document (CC22b) <p>In addition, a broad-brush review of the rulebook will be made against the governing documents of three similar charities :-</p> <ul style="list-style-type: none"> ➤ The Ramblers Association ➤ The Campaign for Real Ale ➤ The Royal College of Organists
<p>6. Robust transition plan</p> <p>The new rulebook needs to be accompanied by simple and effective transition arrangements.</p>	<p>This will be addressed through one or more of the following means :-</p> <ul style="list-style-type: none"> ➤ through a Transition Document, containing a set of interim rules ("Transition Rules") which will cover the implementation of the new rulebook. The Transition Document will take precedence over all other rules for a short period to allow an orderly transition to the new rulebook. ➤ through a separate motion, submitted at the May 2018 Council Meeting or a separate EGM
<p>7. Delivers on CRAG Proposal F</p> <p>Where it is necessary to amend CRAG's proposals to meet Charity Commission requirements, this should be done, but otherwise the brief is to deliver CRAG proposal F as adopted at the Edinburgh meeting.</p>	<p>The team's work will be guided by a clear Terms of Reference.</p> <p>A digest of relevant Charity Commission guidance will be written at the start of the exercise and used throughout the drafting process. Those areas of the existing rules and those CRAG proposals which need enhancement to meet Charity Commission guidance will be clearly established and agreed. before detailed drafting commences.</p>

Outputs :-

1. Rules Document
2. Procedures Document
3. Transition Document
4. Consultation Document
5. Frequently Asked Questions Document (if required)
6. Motions for Council to approve at the May 2018 Council Meeting or an EGM
7. Notice of changes (to be sent to the Charity Commission).

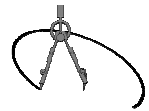


Organisation



Key Milestones

	Task	Date
1	Approach document (this document) and schedule locked down	9 Sep 2017
2	First edition rulebook (Rules and Procedures Documents) complete	23 Oct 2017
3	Consultation on Scope and Architecture	22 Sep 2017 to 6 Oct 2017
4	Consultation on first edition	27 Oct 2017 to 24 Nov 2017
5	Second edition rulebook complete	7 Dec 2017
6	Consultation on second edition	15 Dec 2017 to 12 Jan 2018
7	Third (final) edition rulebook complete	21 Jan 2018
8	Publication of final edition	2 Feb 2018
9	Council motions drafted	1 Mar 2018
10	Council motions submitted to Council secretary	31 Mar 2018



Review Panel Windows

	Task	Date
1	Review Scope and Architecture	6 th September to 11 th September
2	Review of first edition of Rules Document	29th September to 5th October
3	Review of first edition of the Procedures Document	9th October to 16th October
4	Review of second edition of both documents	28th November to 3rd December
5	Review of third (final) edition of both documents	14th January to 20th January