

Policy: Operating Principles
Approved By: Approved on, Inauguration Meeting
Approval Date: 11th December 2010
Amendment Dates:
Policy Holder: Policy Group

Operating Principles

The SCUK is a new organisation and in the process of evolution, it will make mistakes for which it will take responsibility. However, these will also provide valuable learning opportunities. The operating principle is that it will take measured risks and act out of a paradigm of courage, hope, and Chardi Kala and not out of negative history and fear.

- The SCUK will endeavour to conduct its business in a manner that is open, transparent, and inclusive. It will welcome any scrutiny from its affiliated organisations and remain accountable to the UK Sangat.
- The SCUK will provide the affiliated organisations and all Sewadars and electronic update of the preceding month's work by the 5th of each month. A copy will also be posted on the website. The affiliated organisations will be requested to display it upon their notice boards.
- The affiliated organisations and Sewadars can request for motions or items to be put on the relevant meetings agenda. These requests must be made in writing to the administrative staff for the attention of the Convenor of the Board of Jathedars and the Secretary General. This should be at least 14 days prior to the date of the meeting. Requests with less than 14 days notice will be considered at the discretion of the Secretary General
- Statements, responses, and circulars to the media, individuals, agencies, or public bodies will be prepared by the relevant Sewadars. These will then be circulated for any comments by the officer group. Chairs of the sub committees and the Convenor of Board of Jathedars within a specified time. As a minimum, the clearance must be given by the Convenor of Board of Jathedars or Secretary General or the relevant sub committee Chair.
- Within the constraints of resources, SCUK will endeavour to operate in a professional manner in relation to events organisations, quality of written materials, confidentiality, time keeping, and conduct of meeting. This will require everyone to play their part, give constructive feedback and role model good practice. The guiding principle will be: "Be a role model and not a critic."
- All Sewadars are expected to regularly feedback to their nominating organisation as to the work of SCUK and their role. SCUK will undertake to provide a short factual report to the affiliated organisation each year as to the attendances of their delegates, role played and any notable contributions.
- However, it will not comment upon performance of delegates. Requests with less than 14 days notice will be considered at the discretion of the Secretary General.

- The outline scheme of delegation is based upon the principle that the day to day operational responsibility relating to staff, finance, liaison with media, liaison with affiliated organisations and external agencies is delegated to the Executive Committee with the Secretary General taking the overall responsibility.

Financial Delegations:

- Budget will be set by the General Assembly
- Any decisions relating to financial agreements that commit SCUK to longer than a year must be approved by the General Assembly
- For all capital items and commissioned services costing more than £300.00 at least 3 quotes must be obtained that are recorded for scrutiny purposes
- The Secretary General, Board of Jathedars and Treasurer has the delegated power to authorise expenditure within the specified budget and single transactions of up to £4,000.
- The SCUK will have a Children and Vulnerable Adults Protection Policy. It will ensure that any Sewadars that are likely to be in contact with children and vulnerable adults will have the necessary CRB check.
- The SCUK will aim to respond to all enquiries within 10 working days and expects majority of the communications to be through the electronic media.