

# **DIABETES UK LOCAL GROUP AGREEMENT**

*This agreement describes the support available, and the Code of Conduct  
that guides and governs the work of all Groups.*

## DIABETES UK

Diabetes UK is the leading charity that cares for, connects with and campaigns on behalf of every person affected by or at risk of diabetes. Diabetes UK:

- Helps people manage their diabetes effectively by providing information, advice and support.
- Campaigns with people with diabetes and with healthcare professionals to improve the quality of care across the UK's health services.
- Funds pioneering research into care, cure and prevention for all types of diabetes.
- Works to prevent the rising number of people diagnosed with Type 2 diabetes through risk assessment, early diagnosis, and by communicating how healthy lifestyle choices can help many people avoid or delay its onset.

Our network of community based Groups (Local Groups) across the UK is key to helping us deliver this. Local Groups are an integral part of Diabetes UK and play a vital role in helping the organisation achieve our mission of improving the lives of people living with diabetes and working towards a world with no diabetes.

### ACTIVITIES OF ALL DIABETES UK LOCAL GROUPS

**Local Groups are expected to undertake all three core activities:**

1. Make a difference to local people living with diabetes by providing local support and information.
2. Reach out into local communities and raise awareness and public knowledge of diabetes and Diabetes UK, with a particular focus on doing this during Diabetes Week.
3. Fundraise to sustain the activities of the Group, and where possible to support the wider work of Diabetes UK.

**In addition, with extra support and training, Local Groups will also have the option of additionally becoming specialists in one or more of the following:**

- Focusing on fundraising by raising high levels of community funds for the charity, or
- Becoming a strong and major voice for people living with diabetes locally by becoming a campaigning hub,
- Delivering local services and support as appropriate to people living with diabetes e.g. talk to someone with Diabetes, advocacy support, etc.

## SUPPORT FROM DIABETES UK

We are extremely committed to ensuring all Local Groups have sufficient support and guidance from us in order to help groups provide the best support to people living with diabetes.

### As a Diabetes UK Local Group, you will have:

- The **right to use** the Diabetes UK name and logo to enable you to benefit from the organisation's reputation and reach.
- Access to a **training programme** which will empower you to increase your group's membership, fundraise and campaign more effectively and improve the support you offer to people living with diabetes.
- Access to an **online resources** that will give you quick and easy access to relevant Policies and Procedures, Information/ Guidance Sheets, latest news and updates from the organisation, forms and templates and other helpful administrative tools. Hard copies of resources can be made available for Groups without online access.
- **Support, guidance and resources** from us, including free promotional posters and leaflets. New Local Groups will have access to a £250 starter grant from the central office. Access to discounted marketing materials such as branded table cloths, banners and other equipment is also available.
- The opportunity to attend **networking sessions** organised by your regional or national office. Here, you will be able to meet other Local Group members.
- The opportunity to attend your regional or national annual **conference**. This is a day for all Diabetes UK volunteers, regardless of role to come together and celebrate, discuss, network, learn and be inspired.
- The ability to **advertise your Local Group** on the Diabetes UK website which receives a large number of visitors each month and the ability to set up a website to promote your group's activities
- Access to the **quarterly e-newsletter**, 'Involve', with updates from across the organisation.
- **Free Diabetes UK membership** for the three officers of each Local Group for the duration of their tenure; Chair person, Treasurer and Secretary.

## THE CODE OF CONDUCT

**As a Local Group of Diabetes UK, you take on the role of representing the charity in your local community. This means that in order to operate there are certain governance, financial and management rules set by the Charity Commission and/ or other legal bodies that everyone in Diabetes UK must follow.**

**The following Code of Conduct applies to all Diabetes UK Local Groups.**

1. Each Local Group is an **integral part of Diabetes UK** and as such is bound at all times by the organisations charity number (England and Wales, no. 215199 and in Scotland, no. SC039136, the Memorandum and Articles of the organisation and the policies and procedures (Safeguarding, Equal Opportunities, Data Protection, Money Laundering, etc.) and decisions of its governing body.
2. The name of the Local Group should be **'Group Location' Diabetes UK Group** so that Local Groups are known and recognised in the same consistent manner by the general public. This should be used for all purposes. Family and Children Groups may use an alternative name that is more appealing to its target audience.
3. Local Groups are required to have at least **three officers** as part of the Committee; Group Chairperson, Group Treasurer and the Group Secretary, so that the workload is shared. In addition each group should have a named safeguarding contact. This can be one of the three officers or another member of the committee. Each officer is to be elected annually at the Group's Annual General meeting (AGM) but should not serve a term of longer than 6 years with a staggered rotation being strongly recommended.

Your local Diabetes UK office must be notified of any change to the name and contact details of the three officers. The three officers will be required to be the three main registered cheque signatories of the group, each cheque needing two signatories to be valid. In examples where any of the officers are related, married and/ or living in the same address, other signatories from the Committee must be appointed. More than three signatories may be approved with due prior notice to your local office.

4. Each Local Group will be managed and administered by a **Committee**; the size of which is to be decided locally, but which should include the three officers. The committee will also have the option to create additional volunteer roles to support different aspects of the groups work.

Meetings of the Committee is for the officers to set and regulate as they think fit, although all formal meetings should have a clear agenda and should be minuted in writing. In addition, each Local Group must also hold their own AGM to approve accounts and re/elect officers and members of the Committee.

5. Local Groups may hold up to **£3,000** (or six months running costs, whichever is greater) in their bank account at the end of December each year. Where a Group needs to maintain more than £3,000 in reserves, this should be discussed and agreed with the Head of Volunteering at Diabetes UK Central Office. This is because we are legally bound to use the money we receive in line with the charities aims, and large amounts of monies should not be held ad infinitum.

All Local Groups should **manage their banking** through Diabetes UK's designated bank and comply with the organisation's Financial Guidelines governing Local Groups.

6. Local Groups funds must only be raised and spent in accordance with Diabetes UK **expenditure and funding guidelines**. These are based on rules from the Charity Commission which Diabetes UK must all abide by. *Please refer to Groups Expenditure and Funding Information Sheet for more information.*
7. Local Groups should **complete an annual report** to update Diabetes UK on Local Groups Activities and Financial Status. The report will be short and concise following a simple template. Reports will help us demonstrate our impact and celebrate and better promote the work that you deliver.
8. Local Groups **must not commit Diabetes UK** to any partnership, funding agreements or other contracts with other organisations or individuals without prior agreement from your regional or national office. You must discuss any potential partnership with your local office to ensure it is aligned to the priorities of the local work and organisation objectives of Diabetes UK.
9. Your Group should use the Diabetes UK supplied headed paper or printable template as it provides all the prescribed legal information about the organisation. You must use the organisation's **logo and house style** as set out in the organisation Brand and Editorial Guidelines
10. Diabetes UK **will maintain insurance** cover for each Local Group in respect of public liability; it is the Local Group's responsibility however to inform the Central Office of Diabetes UK of any planned activity which may involve an additional risk to ensure that the cover is sufficient.
11. Diabetes UK **reserves the right to close** any Local Group in the event of a severe or irreparable breach of this Code of Conduct or following notification by a Local Group that it can no longer meet the requirements of the Code of Conduct, or where it is considered reasonably and proportionally that the activities of the Local Group are damaging to the work or reputation of Diabetes UK. In the event of Diabetes UK closing a group there would be a right of appeal. In the occasion that a Local Groups is closed, all outstanding balances and assets will be transferred to the central account of Diabetes UK – refer to the closing a Group information sheet for more guidance.

# DECLARATION

We, the Chairperson and Treasurer of the..... Diabetes UK Group, acknowledge that we have read the Code of Conduct set out in this agreement and agree that we shall abide by them.

## Local Group Chair

Name: ..... Signature: ..... Date: .....

## Local Group Treasurer

Name: ..... Signature: ..... Date: .....

Please keep one copy of this signed agreement with your Local Group and send a second copy to:  
Volunteering Team, Diabetes UK, 10 Parkway, London, NW1 7AA.