

Public Document Pack



**HAWICK COMMON GOOD FUND  
SUB-COMMITTEE  
TO BE HELD ON WEDNESDAY, 16TH  
AUGUST, 2023**

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**Please find attached the report in respect of item no. 09  
on the agenda for the above meeting**

9.	<b>Any Other Items which the Chair Decides are Urgent (Pages 3 - 22)</b> Application for Financial Assistance – Future Hawick	
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## Common Good Fund: Application Form for 2022/23\*

\*Please note this is a fund of last resort – you will need to demonstrate to the Common Good Fund Committee that you have tried to secure funding from other sources.

<b>Applicant Group/Organisation:</b>	Future Hawick
<b>Name of your project:</b>	Hawick Welcome 2023
<b>The name of the Common Good Fund that you are applying to:</b>	Hawick

### What does your organisation do and who does it support? If appropriate. (max. 100 words)

Tell us what your group does, the activities it undertakes and in what way it benefits the community.

Future Hawick is a SCIO registered with OSCR (Reg No. SCO 39141. The organisation's purposes are to improve the well-being, quality of life, and opportunities of the people of Hawick by bringing together local community and voluntary organisations to work with public agencies to enhance the town's social, cultural, recreational and educational facilities, environment and economy.

### Summarise what you want to use this funding for (max. 100 words)

(i.e. will it increase access, improve quality of life etc.)

The Hawick Welcome is a project, providing term contract employment, operated by Future Hawick, set up to enhance visitor experience and promote a positive welcoming image of the town, and in so doing, helping improve the towns attractions and leisure and retail sectors.

Financial Assistance is being sought to pay Host wages and continue Hawick Welcome 2023 through late August/early September 2023

### Summarise how the outcomes of the project will be measured/evaluated (max. 100 words)

Write here ...

Based on a Hosts brief tickpad survey of visitors (place of origin, number in party, length of stay, reason for stay etc.), and close liaison with local businesses and attractions, a detailed end of season report is published. Success of the project will be demonstrated through comparison with previous years' reports.

**Tell us how your activity/project will make a difference to your organisation and how it will benefit the residents of the current/former Burgh (max. 200 words)**

Tell us what activities you plan to carry out and how you will deliver it.

By employing 6 Hosts working in shifts, the project involves meeting and greeting visitors to the town and providing information and details either verbally or from an annual publication. The project will be carried out by the Hosts working under the supervision of a Hosts Administrator, who will report on a minimum monthly basis to the Board of Trustees. By encouraging the visitors to stay longer and see more, the economy of the town will benefit, and allow the local community to take a sense of pride in the promotion of the town.

**Tell us how your project will be sustainable in the future (max. 100 words)**

Write here ...

The project will only be sustainable through fund raising, and grant funding which acknowledges how the project operates.

**Expenditure: Please tell us how much money you need for the entire activity/project (you may be asked to provide up to 3 quotes to support your application)**

Item of Expenditure (to continue funding as noted)	Cost (£)
Host Wages (1) 20 days x 9hrs x £10.42	£1875.60
Host Wages (2) 20 days x 9hrs x £7.49	£1348.20
(Please see explanatory note attached)	
<b>Total Expenditure</b>	<b>£3223.80</b>
<b>How much would you like from the Common Good Fund?</b>	<b>£3223.80</b>
<b>Please supply a copy of your signed &amp; dated Annual Accounts or Projected Financial Plan</b>	<b>attached</b>

**Have you received funding in the last 5 years from Scottish Borders Council or any other external funders? If so, please detail the fund name, the amount and the purpose of the grant.**

Fund	Amount	Purpose
HCG (June 2023)	£450	Hawick Welcome 25 year celebration
SoSE (Jan 2023)	£12,600	St Leonards Park Development costs
HCG (Nov 2022)	£5,000	Hawick Welcome wages assistance
FEF (July 2022)	£8,750	Hawick Rewilding Project Phase 2
SoSE (April 2022)	£32,700	St Leonards Park Development Costs
SoSE (April 2022)	£10,000	Hawick Town App/website development
STP (Dec 2021)	£7,500	Hawick Town App/website development

**Tell us about your own fundraising or how you have secured other funding for this project.**

	Amount	Purpose
Please see explanatory note attached		

**Individual/Group/Organisation details:**

<b>Contact Name:</b>	Derick Tait
<b>Position in Group/Org:</b> (if appropriate)	Treasurer
<b>Home Address:</b>	[REDACTED]
<b>Post Code:</b>	[REDACTED]
<b>Telephone Number:</b>	[REDACTED]
<b>Email Address:</b>	[REDACTED]
<b>Date:</b>	13/07/23 [REDACTED]
<b>Signature:</b>	[REDACTED]

**Equalities**

Do you have an Equal Opportunities Policy or Equality Statement? Yes  No

Explain how your project complies with the obligations contained in the Equality Act 2010  
 Future Hawick has an Equal Opportunities Policy to which it adheres (Copy attached)

**Public Protection**

Does your idea/project involve work with children, young people under the age of 18 or vulnerable adults? Yes  No

If yes what public protection policies do you have in place and how often are these reviewed?  
 Please provide a copy of these or give full details below.

Write here...

Future Hawick has a Working with children and Vulnerable Adults Policy to which it adheres (copy attached)

### Permissions

Does your project involve work to a building or land? Yes  No

If yes do you have the following? (please tick relevant)

- A lease agreement (Date of lease \_\_\_\_\_ and duration \_\_\_\_\_ years)
- Written permission of owner
- Planning permission (Reference No. \_\_\_\_\_ )

### Common Good Funds

Common Good Funds in Scotland originated in the 15th century and are the assets and income of some of the current/former Burghs. They can represent a substantial portfolio of land, property, some moveable items and investments and by law continue to exist for the benefit of the inhabitants of the former Burghs to which they relate. Scottish Borders Council is the owner of these Funds and each Fund has a sub-committee comprising the relevant local Councillors who make the decisions on the management of the Fund's assets and approval of any requests for funding (up to a limit of £20,000 above which full Council approval is required).

If you are successful in being awarded Common Good Funds, you will be asked to complete a monitoring & evaluation form when your project is complete or within 1 year of receiving funding. Future applications will not be considered until this has been received and the Common Good Fund Sub-Committee are satisfied with the evaluation you have provided.

This completed form and supporting documents should be submitted to William Mohieddeen, Democratic Services Officer, Scottish Borders Council, Council Headquarters, Newtown St Boswells, TD6 0SA; Email: [william.mohieddeen@scotborders.gov.uk](mailto:william.mohieddeen@scotborders.gov.uk); Telephone: 01835 826504

**INDEPENDENT EXAMINER'S REPORT to the TRUSTEES of FUTURE HAWICK**  
**Scottish Charity Number SC039141**

I report on the Accounts of the Charity for the year ended 31 March 2022 which are set out on the attached pages.

**Respective Responsibilities of Trustees and Examiner**

The charity trustees are responsible for the preparation of the Accounts in accordance with the terms of the Charities and Trustee Investments (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

The charity trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the Accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

**Basis of Independent Examiner's Statement**

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the Charity and a comparison of the Accounts presented with these records. It also includes consideration of any unusual items or disclosures in the Accounts, and seeks explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the Accounts.

**Independent Examiner's Statement**

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements

i) to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations **and**

ii) to prepare Accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulations

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the Accounts to be reached.

Signed

[Redacted Signature]

Date

30/8/2022

R Scott Elliot FMAAT

[Redacted Name]

**FUTURE HAWICK (Scottish Charity No SC039141)**

**RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDED 31 MARCH 2022**

	Unrestricted Funds	Restricted Funds	Total 2021/22	Total 2020/21
<b>RECEIPTS</b>				
Membership Income	£ -		£ -	£ -
General Income (inc SBC Covid Grant)	£ 709		£ 709	£ 3,048
Bank Interest	£ 34		£ 34	£ 30
SBC Regeneration Grants:				
Hawick Action Plan		£ -	£ -	£ 1,000
Town of the Horse (inc SBC Covid Grant)		£ -	£ -	£ 11,500
Festival of Cycling		£ 14,471	£ 14,471	£ -
Hawick Welcome:				
Donations		£ -	£ -	£ 50
Grants (inc SBC Covid Grant)		£ -	£ -	£ 20,616
Brochure Advertisements		£ 885	£ 885	£ -
Fund Raising Activities		£ -	£ -	£ 2,500
CAR Property Improvements		£ -	£ -	£ -
Community Manager		£ 15,000	£ 15,000	£ -
Christmas Project (Donations)	£ 50	£ -	£ 50	£ 4,765
STP Recovery Project (inc SBC Covid Grant)		£ 210	£ 210	£ 12,000
<b>TOTAL RECEIPTS</b>	<b>£ 793</b>	<b>£ 30,566</b>	<b>£ 31,359</b>	<b>£ 55,509</b>
<b>PAYMENTS</b>				
Hawick Regeneration		£ 790	£ 790	£ 1,558
Hawick Action Plan:				
Made in Hawick		£ 122	£ 122	£ 964
Town of the Horse		£ 11,142	£ 11,142	£ 1,170
Festival of Cycling		£ 13,060	£ 13,060	£ -
Hawick Welcome		£ 10,421	£ 10,421	£ 7,593
CAR Property Improvements		£ 6,887	£ 6,887	£ 22,195
Community Manager		£ 1,100	£ 1,100	£ 63
Christmas Project (Community Purchases)	£ 586		£ 586	£ 4,229
STP Recovery Project (inc website)		£ 3,056	£ 3,056	£ 9,186
Sundries:				£ -
Membership Subscriptions	£ 154		£ 154	£ 119
Electricity	£ 227		£ 227	£ 394
Insurance	£ 107		£ 107	£ 405
Donations	£ 110		£ 110	£ -
Sundries:	£ 38		£ 38	£ -
<b>TOTAL PAYMENTS</b>	<b>£ 1,222</b>	<b>£ 46,578</b>	<b>£ 47,800</b>	<b>£ 47,876</b>
<b>SURPLUS/(DEFICIT) FOR YEAR</b>	<b>-£ 429</b>	<b>-£ 16,012</b>	<b>-£ 16,441</b>	<b>£ 7,633</b>



	Unrestricted Funds	Restricted Funds	Total 2021/22	Total 2020/21
<b>STATEMENT OF BALANCES as at 31st MARCH 2020</b>				
Bank balance brought forward	£ 4,361	£ 63,658	£ 68,019	£ 60,386
Movement in Year	-£ 429	-£ 16,012	-£ 16,441	£ 7,633
Bank balance carried forward	£ 3,932	£ 47,646	£ 51,578	£ 68,019

## MOVEMENT OF FUNDS

	At 01/04/21	Receipts	Payments	At 31/03/22
Unrestricted Funds	£ 4,361	£ 793	£ 1,222	£ 3,932
Restricted Funds:				
Hawick Regeneration	£ 1,262	£ -	£ 790	£ 472
Hawick Action Plan	£ 127	£ -	£ 122	£ 5
Town of the Horse	£ 14,758	£ -	£ 11,142	£ 3,616
Festival of Cycling	£ -	£ 14,471	£ 13,060	£ 1,411
Hawick Welcome	£ 19,827	£ 885	£ 10,421	£ 10,291
CAR Property Improvements	£ 12,593	£ -	£ 6,887	£ 5,706
Community Manager	£ 12,277	£ 15,000	£ 1,100	£ 26,177
Covid Project	£ 2,814	£ 210	£ 3,056	-£ 32
	£ 63,658	£ 30,566	£ 46,578	£ 47,646
<b>TOTAL FUNDS</b>	£ 68,019	£ 31,359	£ 47,800	£ 51,578

## NOTES TO ACCOUNTS

### 1. Trustees & Related Parties Transactions

- No Trustee or person connected to a Trustee received any remuneration
- No Trustee received any expenses
- There were no transactions between the Charity and any Trustee or person connected to a Trustee

### 2. Purpose of Restricted Funds

- Hawick Regeneration: An initial grant of £30,000 from Scottish Borders Council to be spent on dedicated regeneration projects, with the underspend now authorised for the purposes of Future Hawick.
- Hawick Action Plan: A grant from Scottish Borders Council for the development and promotion of the "Made in Hawick" Initiative.
- Town of the Horse: Grants received mainly from Scottish Borders Council to develop Hawick as the "Town of the Horse" initially through a feasibility study for the use of Common land.

- d. Festival of Cycling: a grant from Scottish Borders Council to promote cycling and other wellbeing issues centred on the visit of a stage of the Cycling Tour of Britain to the town
- e. Hawick Welcome: A tourism initiative funded by grants and fundraising initiatives to employ Hosts over the summer months to welcome visitors to the town and provide information in respect of attractions, retail outlets, hotels, and restaurants.
- f. CAR Property Improvements: A grant from Scottish Borders Council to promote and encourage the upgrading and renovation of business properties in the central area of the town, partly delayed due to the Covid-19 outbreak.
- g. Community Manager: Originally a grant from Scottish Borders Council for a pilot scheme to employ a consultant on a contract basis to promote and encourage town initiatives. Subsequent discussion with the Council and South of Scotland Enterprise has changed the dynamic of the fund to a grant enabling the group to develop and implement its own initiatives in line with the conditions of award.
- h. Covid Recovery Project: A Scottish Government grant paid via Scotlands Towns Group to assist and encourage economic and community recovery from the effects of the first lockdown.



26/8/22



# Future Hawick

A Regeneration Group for Hawick's  
Future

2 Kirkwynd, Hawick, TD9 0AL

Email : [admin@hawickonline.com](mailto:admin@hawickonline.com)

(Scottish Charity No. SC039141)

## TRUSTEES ANNUAL REPORT for the period 01.04.21 to 31.03.22

**Registration:** Future Hawick is a Scottish Charitable Incorporated Organisation registered as such with OSCR, effective from 1<sup>st</sup> April 2015. The registration number is SC039141.

**Memberships:** Future Hawick has membership of Development Trusts Association Scotland, South of Scotland Destination Alliance, and Scotland's Towns Partnership.

**Principal Address:** 2 Kirkwynd, Hawick, Scottish Borders, TD9 0AL

**Principal Contact:** Derick Tait (tel: [REDACTED]) (e-mail: [admin@hawickonline.com](mailto:admin@hawickonline.com))

**Trustees:** Stuart Beck, Frank Booth, Brian Bouglas, Tina Holley, Cameron Knox (resigned 26/04/21), Ross Oliver, Derick Tait, Colin Telfer, Graeme Webb

**Members:** Membership of the Group currently stands at 151 individual members and 7 group members.

**Governance:** Future Hawick is governed by its Constitution, and its policies on Equal Opportunities, Environment, Financial Management, Data Protection, Trustee Recruitment, Trustee Code of Conduct, Conflict of Interest, Health and Safety, and Volunteering. An effective management Board of Charity Trustees is recruited through local media advertising, and awareness promotion. Unfair discrimination in selection is not employed. Management meetings are held on a monthly basis.

Objectives: Future Hawick is a non-profit making distributing voluntary organisation which aims to improve the well-being, quality of life, and opportunities of the people of Hawick and its environs by bringing together local community and voluntary organisations to work with public agencies to enhance the town's social, cultural, recreational, and educational facilities, environment, and economy. To help achieve these objectives, Future Hawick provides a resource centre for administration, information support, equipment hire, and meetings, and is involved in local regeneration works and projects.

Main Achievements for 2021/22: Project Initiation, Completion, and Achievement were again severely curtailed by the Covid pandemic restrictions which also impacted on the format of trustees monthly meetings etc., but despite restrictions progress was made with regard to the following:-

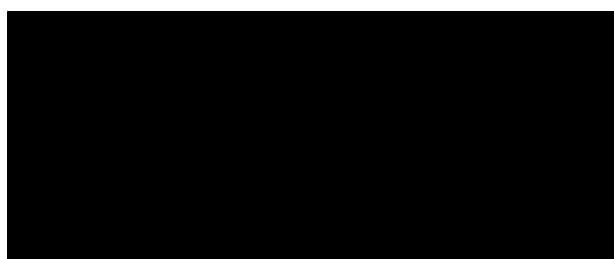
1. Administration of Council Shop Front Grant Scheme to completion of phase 3 of a 3 year project involving a total of 33 properties.
2. Continued promotion of the "Made in Hawick " initiative, a project involving local manufacturers and retailers in promoting the trademarked quality aspect of goods produced in the region through product labelling, a dedicated website, and social media outlets.
3. Continued administration and operation of the annual Hawick Welcome, a tourist initiative which employs Welcome Hosts over the summer months to meet, greet, and provide relevant information to visitors to the town.
4. Continued work on a project to develop Hawick as "The Town of the Horse" developing the feasibility study and preparing proposals for the use of Common Land in the town for equestrian and recreational purposes.
5. Continued promotion of a Shop Local campaign to boost economy of the town,
6. Continued development of the Hawick Online website and associated social media outlets.
7. Investigate and provide initial proposals for the development of a dedicated town app.
8. Promotion and organisation of a community photography competition on "What Hawick means to me"
9. Promotion and organisation of a festival of cycling which ran in conjunction with a stage visit to the town for "The tour of Britain" cycle race.
10. Introduction of a phased rewilding project for derelict areas of the town.

11. Investigate the establishment of a pavement "Walk of Fame" on the town's main central areas.
12. Representation on town groups:
  - Hawick Flood Group stakeholders
  - CARS central regeneration scheme stakeholders

In addition to its main initiatives, the group continues to meet with local politicians, councillors, community councillors, and officials to discuss local issues, and provides meeting facilities for several community groups.

Group representatives also meet with members of similar organisations in neighbouring towns to discuss projects and items of mutual interest.

This Trustees Report and Annual Accounts were approved at the Annual General Meeting of Future Hawick, held on 29<sup>th</sup> August 2022



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Chairman

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**FUTURE HAWICK (Scottish Charity No SC039141)**

**RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDED 31 MARCH 2023**

	Unrestricted Funds	Restricted Funds	Total 2022/23	Total 2021/22
<b>RECEIPTS</b>				
Membership Income	£ 300		£ 300	£ -
General Income	£ -		£ -	£ 709
Bank Interest	£ 197		£ 197	£ 34
SBC Regeneration Grants:				
Hawick Action Plan		£ -	£ -	£ -
Town of the Horse		£ 51,101	£ 51,101	£ -
Festival of Cycling		£ 5,885	£ 5,885	£ 14,471
Hawick Welcome:				
Donations		£ 6,050	£ 6,050	£ -
Grants		£ 7,383	£ 7,383	£ -
Brochure Advertisements		£ 6,735	£ 6,735	£ 885
Fund Raising Activities		£ -	£ -	£ -
CAR Property Improvements		£ -	£ -	£ -
Community Initiatives		£ 5,300	£ 5,300	£ 15,000
Christmas Project (Donations)	£ -	£ -	£ -	£ 50
STP Recovery Project		£ 19,600	£ 19,600	£ 210
Rewilding Project		£ 3,944	£ 3,944	£ -
<b>TOTAL RECEIPTS</b>	<b>£ 497</b>	<b>£ 105,998</b>	<b>£ 106,495</b>	<b>£ 31,359</b>
<b>PAYMENTS</b>				
Hawick Regeneration		£ 472	£ 472	£ 790
Hawick Action Plan:			£ -	
Made in Hawick		£ -	£ -	£ 122
Town of the Horse		£ 54,717	£ 54,717	£ 11,142
Festival of Cycling		£ 7,297	£ 7,297	£ 13,060
Hawick Welcome		£ 25,887	£ 25,887	£ 10,421
CAR Property Improvements		£ 5,706	£ 5,706	£ 6,887
Community Initiatives		£ 31,063	£ 31,063	£ 1,100
Christmas Project	£ -		£ -	£ 586
STP Recovery Project (inc website)		£ 14,716	£ 14,716	£ 3,056
Rewilding Project		£ 2,200	£ 2,200	£ -
Sundries:				
Membership Subscriptions	£ 224		£ 224	£ 154
Electricity	£ 845		£ 845	£ 227
Insurance	£ 50		£ 50	£ 107
Donations	£ -		£ -	£ 110
Sundries:	£ 62		£ 62	£ 38
<b>TOTAL PAYMENTS</b>	<b>£ 1,181</b>	<b>£ 142,058</b>	<b>£ 143,239</b>	<b>£ 47,800</b>
<b>SURPLUS/(DEFICIT) FOR YEAR</b>	<b>-£ 684</b>	<b>-£ 36,060</b>	<b>-£ 36,744</b>	<b>-£ 16,441</b>

	Unrestricted Funds		Restricted Funds		Total 2022/23		Total 2021/22	
<b>STATEMENT OF BALANCES as at 31st MARCH 2023</b>								
Bank balance brought forward	£	3,932	£	47,646	£	51,578	£	68,019
Movement in Year	-£	684	-£	36,060	-£	36,744	-£	16,441
Bank balance carried forward	£	3,248	£	11,586	£	14,834	£	51,578

## MOVEMENT OF FUNDS

	At 01/04/22		Receipts		Payments		At 31/03/23	
Unrestricted Funds	£	3,932	£	497	£	1,181	£	3,248
Restricted Funds:								
Hawick Regeneration	£	472	£	-	£	472	£	-
Hawick Action Plan	£	-	£	-	£	-	£	-
Town of the Horse	£	3,616	£	51,101	£	54,717	£	-
Festival of Cycling	£	1,412	£	5,885	£	7,297	£	-
Hawick Welcome	£	10,291	£	20,168	£	25,887	£	4,572
CAR Property Improvements	£	5,706	£	-	£	5,706	£	-
Community Initiatives	£	26,177	£	5,300	£	31,063	£	414
Covid Recovery Project	-£	32	£	19,600	£	14,716	£	4,852
Rewilding Project	£	-	£	3,944	£	2,200	£	1,744
	£	47,642	£	105,998	£	142,058	£	11,582
<b>TOTAL FUNDS</b>	£	51,574	£	106,495	£	143,239	£	14,830

## NOTES TO ACCOUNTS

### 1. Trustees & Related Parties Transactions

- No Trustee or person connected to a Trustee received any remuneration
- No Trustee received any expenses
- There were no transactions between the Charity and any Trustee or person connected to a Trustee

### 2. Purpose of Restricted Funds

- Hawick Regeneration: Grant from SBC now spent in accordance with agreed principles
- Hawick Action Plan: Grant from SBC now spent in accordance with agreed principles
- Town of the Horse: Funding received through grants and funding from SBC and SoSE to investigate possible improvements at St Leonards Park Hawick and conduct a survey regarding future usage. Project now complete



- d. Festival of Cycling: Grant from SBC to promote cycling and other wellbeing issues for a second year centred on the further visit of a stage of the Cycling Tour of Britain to the town. Project now complete.
- e. Hawick Welcome: A tourism initiative funded by grants and fundraising initiatives to employ Hosts over the summer months to welcome visitors to the town and provide information in respect of attractions, retail outlets, hotels, and restaurants.
- f. CAR Property Improvements: Grant from SBC to promote and encourage the upgrading and renovation of business properties in the central area of the town. Project complete
- g. Community Initiatives: Originally a grant from SBC for a pilot scheme to employ a consultant but changed due to a change of council policy. Now a fund which has enabled the group to implement new and supplement existing initiatives in line with the conditions of the award.
- h. Covid Recovery Project: A Scottish Government grant paid via Scotlands Towns Group to assist and encourage economic and community recovery from the effects of the lockdown

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# **FUTURE HAWICK**

Charity Reg No SC039141

## **EQUAL OPPORTUNITIES POLICY**

### **INTRODUCTION**

Responsibility for ensuring equality and diversity among members, trustees, and workers rests ultimately with the Board of Trustees of Future Hawick. Members, trustees, and workers are responsible for the implementation of the policy and its observance.

### **STATEMENT OF INTENT**

Future Hawick recognises that individuals and groups are discriminated against on grounds of disability, race, ethnic origin, culture, socio-economic background, gender, sexuality, religion, creed, marital status, and age. Future Hawick is committed to working towards eliminating all forms of discrimination both through its own work, and through its policies and practices.

Recognising that passive policies will not achieve change, Future Hawick will, through regular monitoring of policies and practice, take active steps to combat discrimination.

### **RECRUITMENT AND SELECTION**

Future Hawick aims to receive the widest response to recruitment of volunteers, members, and trustees. All vacancies will be publicised widely with the aim of reaching all sections of society. Information sent out will include role description and details of the Equal Opportunities Policy.

## TERMS AND CONDITIONS

Future Hawick will endeavour to ensure that members, trustees, and workers are not discriminated against through the terms and conditions under which they have been engaged.

Future Hawick also recognises that family and social circumstances may change, and consequently members, trustees, and workers may need to change their conditions of membership or work. Where circumstances and resources permit, Future Hawick will attempt to accommodate such needs.

## SUPPORT

Members, trustees, and workers are entitled to support from the Board of Trustees.

## TRAINING

Future Hawick recognises that training is an important factor in leading to achievement and opportunity. When needs are identified, every effort will be made to ensure training is provided.

## MONITORING

Regular monitoring of procedures will take place as required to ensure the effectiveness of this policy.

Adopted by the Board of Trustees \_\_\_\_\_

Chairman \_\_\_\_\_

# **FUTURE HAWICK**

Charity Reg No SC039141

## **WORKING WITH CHILDREN AND VULNERABLE ADULTS POLICY**

### **DEFINITIONS**

For purposes of this policy a child is defined as anyone under the age of 18.

For purposes of this policy a vulnerable adult is defined as a person aged 18 or over who has a substantial learning or physical disability, a physical or mental illness, or a significant reduction in physical or mental capacity.

### **OBJECTIVES**

1. To protect children and vulnerable adults from abuse irrespective of age, culture, disability, gender, language, ethnic origin, religious beliefs, or sexuality.
2. To conduct risk assessments to minimise potential hazards to the welfare of children and vulnerable adults.
3. To act proactively by preventing occurrences of abuse through risk assessment.
4. To ensure that all personnel fully understand their responsibilities in preventing instances of abuse.

### **PROCEDURES**

Future Hawick will ensure that all trustees, members, and workers who have access to children and vulnerable adults are appropriately checked for suitability.

Future Hawick will ensure that designated trustees, members, and workers receive appropriate training and are in possession of a Disclosure Scotland certificate as required by the PVG scheme.

Future Hawick will undertake appropriate risk assessments and take all necessary steps to minimise and manage risks to children and vulnerable adults.

Future Hawick will advise parents, children, and vulnerable adults how to raise concerns or complaints.

Adopted by the Board of Trustees \_\_\_\_\_

Chairman \_\_\_\_\_