

## **Transparent and Accountability Policy: Annex**

### **1. Summary**

This Policy Annex lists all information we are committed to publishing on the BRC external website, including the standards and codes of conduct we adhere to, in accordance with Section 3.1 of the Transparency and Accountability Policy.

This list will be actively monitored by the Policy Lead every six months.

### **2. List of documents we will publish**

#### *Our Movement*

- > Statutes of the International Red Cross and Red Crescent Movement.
- > International Federation of Red Cross and Red Crescent Societies Constitution.
- > Fundamental Principles.
- > Movement Coordination for Collective Impact Agreement (Seville Agreement 2.0); Principles and Rules for Red Cross and Red Crescent Humanitarian Assistance.
- > Regulations on the use of the Emblem of the Red Cross or the Red Crescent by the National Societies.

#### *Our governance*

- > British Red Cross Royal Charter and Standing Orders.
- > Paper on the British Red Cross' humanitarian auxiliary role to the British Government and armed forces.
- > The regulators to which we report.
- > Our policies covering the following:
  - Code of Conduct
  - Complaints, Compliments and Comments Policy
  - Conflict of Interest, Gifts, and Hospitalities Policy
  - Confidentiality Policy
  - Data Protection Policy, as well as Subject Access Request Procedure and request form
  - Data Quality Policy
  - Dignity at Work Policy
  - Environmental Sustainability Policy
  - Equity, Diversity and Inclusion Policy

- Evaluation and Research Policy
- Fraud, Bribery, and Corruption Policy
- Health and Safety Policy Parts 1, 2 and 3
- Information Governance and Information Classification Policies
- Museum Collections Policies
- Overarching Ethical Policy
- Parental and Care Leave policies and procedures
- Patient Safety Incident Response Framework Policy
- Privacy Notice and Cookies Management Procedure.
- Political and Other Affiliations Policy
- Quality in UK Services Policy
- Raising a Concern Policy and Procedure
- Records Management Policy
- Reserves Policy
- Safeguarding Policy
- Social Media Policy
- Transparency and Accountability Policy
- Travel and Expenses Policy

### *Our leadership*

- > Information on our Board of Trustees (BoT)
  - Including biographical details for our chair, vice-chairs and all trustees.
- > Terms of reference for the BoT and its committees; the BoT code of conduct; and attendance at BoT meetings (published in the Annual Trustee Report and Accounts).
- > Information on our Executive Leadership Team (ELT)
  - Including biographical information for ELT: Chief Executive; Chief Finance Officer; Executive Director Fundraising, Marketing and Communications; Executive Director of International; Executive Director of UK; and the Chief Operating Officer.
  - Salary information for ELT.
  - Terms of Reference for ELT.
- > Our organisational chart, to the level of Heads of Sections.

- > Declared register of interests for our leadership, including the BoT and ELT.

#### *Our accountability mechanisms*

- > Annual Trustee Report and Accounts, consistent with the guidance provided by the Charity Commission (*Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)*), Charity Commission [for England and Wales], and Office of the Scottish Regulator [2019]).
- > Annual quality account.
- > NHS Monitor Quality Statement and the Monitor Financial Statement.
- > Our Corporate strategy.

#### *Our services*

- > Information (leaflets, booklets, advice, research) on the services we deliver.
- > Action, research and advocacy materials on behalf of people in crisis.
- > Information and learning (research and service evaluations) which contributes to the wider, external body of knowledge on supporting people in crisis; and
- > Communications materials setting out our public positions.

#### *Our external reporting*

- > We publish data on all our international grants (including from the UK's Foreign, Commonwealth and Development Office) on the publicly accessible International Aid Transparency Initiative registry ([iatiregistry.org](http://iatiregistry.org)).
- > Consistent with our obligations under the *Companies Act 2006* (UK) and the *People with Significant Control Regulations 2016* (UK), we publish the register of persons with significant influence or control (PSC Register) in relation to our commercial arm, Britcross.
  - The PSC Register for Britcross forms part of the annual Completion Statement and is publicly accessible at Companies House; and made available on request.
- > Consistent with our obligations under the *Modern Slavery Act 2015* (UK), we publish on the main page of our website the annual slavery and human trafficking statement.
- > We also commit to voluntarily publish our National Health Service Data Security and Protection Toolkit submissions.

### 3. Our commitment to quality standards and domestic codes of conduct

- > Duty of Candour
  - The Care Quality Commission has a requirement under the *Health and Social Care Act 2008, Regulations 2014* (UK) that for regulated services delivered in England and Wales that we adopt a 'Duty of Candour' urging transparency and clear dialogue if a serious incident occurs during care or treatment. The Scottish Government also requires publication of Duty of Candour statistics (for incidents in Scotland).
  - As we see this as best practice, the Duty of Candour has been introduced as a requirement across all services in all of our work in the UK (including regulated and non-regulated activity) and incorporated into relevant internal policies.
- > Fit and Proper Persons requirement
  - We annually confirm through declarations that our leadership (including the BoT, ELT and nominated individuals managing regulated services) are fit to hold high office and to discharge their responsibilities in effectively managing our organisation. As well as meeting external regulations on 'Fit and Proper Persons', this ensures our own internal standards (including in our policies) are met.
- > Fundraising Regulation
  - We are members of the Fundraising Regulator and follow its Code of Fundraising Practice, which ensures that organisations raising money from the public do so in an honest and proper way.
- > Information Commissioner's Office (ICO) undertaking
  - We have voluntarily signed an undertaking with the ICO affirming the organisation's commitment to best practice in our telephone fundraising.
- > National Council of Voluntary Organisation (NCVO)'s **Charity Ethical Principles**
  - We are committed to NCVO's Charity Ethical Principles. This policy confirms how we fulfil the principle of openness.
  - We will operate a presumption of openness and transparency, subject to the legal and regulatory requirements set out above; and endeavour to make our information accessible.
- > Press Complaints Commission Code of Practice

- The Code sets the benchmark for ethical standards around public interest, aiming to protect the rights of the individual and the public's right to know. It covers 16 areas, such as accuracy, privacy and the opportunity to reply.

#### **4. Our commitment to international codes of conduct**

- > IFRC Code of Conduct; and ICRC Code of Conduct
  - In addition to the British Red Cross Code of Conduct, our staff operating internationally are required to sign and follow the IFRC's Code of Conduct; and colleagues seconded into or working for the ICRC are required to sign and follow the ICRC's Code of Conduct.
- > Core Humanitarian Standards (CHS) on Quality and Accountability
  - The CHS set out nine commitments that organisations and individuals involved in humanitarian response should use to improve the quality and effectiveness of the assistance provided.
- > European Voluntary Service Charter
  - The Charter sets out a range of principles and quality standards, including ensuring our international volunteers are involved in the full training cycle (including mid-term meetings and the final evaluation).
- > The Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Response
  - A voluntary code for organisations working in emergency assistance comprising ten principles, including that the humanitarian imperative comes first; and that we hold ourselves accountable to both those we seek to assist and those from whom we accept resources.