



Governance Document

Contents

About this document	3
Origins of the RAI	3
International context	3
About the RAI.....	3
Principles of Recovery.....	3
Governance Overview	4
Mission Statement	4
Organisational Governance	4
Membership	6
Policies	6
Board of Directors.....	7
Communications and Digital Media Policy and Procedures	9
Complaints Policy and Procedures	10
Data Protection Policy	19
Finance Policy	23
Appendix 1: Purchase order form	25
Appendix 2: Rules	26

About this document

This governance document sets out the main working structures, policies and requirements of the Recovery Academy of Ireland (RAI).

Origins of the RAI

The Recovery Academy grew out of research carried out by Keane (2011) and Keane, McAleenan and Barry (2014). Additional research, *Peer Led Action Research: A Community Assets Scoping Exercise in Dublin's North Inner City*, was led by Doyle and Ivers (2016). The Recovery Academy recognises that recovery has been championed in mental health services and addiction services internationally. We recognise that recovery does not include just drugs but also alcohol and behavioural addictions and lifestyle and wellness issues. We have demonstrated in our research that service users and communities want and support a recovery-based approach to dealing with addiction.

International context

There is a huge, international groundswell of support for recovery. The US, UK and Australia are paving the way for a new addiction treatment approach that sees the goal as an independent, drug-free lifestyle. In this approach, the recovering drug addict progresses through the addiction services and is proactively supported to become an active, contributing member of society.

In Ireland, there is growing interest among addiction workers, some policymakers but, most importantly, people in recovery for a similar approach. The Recovery Academy will empower both people in recovery and communities to advocate for a re-orientation of addiction services along these lines.

About the RAI

The RAI is the voice of those in recovery from drug addiction, their families, friends, workers in the field, community activists and academics. The purpose is to pursue the adherence to and implementation of the 12 Principles of Recovery. The RAI is organised as a co-op and subscribes to the Rules of Societies which are the property of the Irish Co-operative Society Limited and is registered under the Industrial and Provident Societies Acts 1893-2014. Specifically this means members own the Academy, play active roles in all aspects of its work, democratically vote for its Board and set and evaluate its work plan. The Academy is an inclusive organisation for all who subscribe to the principles of recovery. The Academy is also registered as a co-op and therefore enjoys a 'limited company' status. We comply with the Charities Act 2009 which promotes a regulatory framework. Funding comes through voluntary donations and through one-off support of particular events.

Principles of Recovery

The goal of the Recovery Academy of Ireland is to base our work on achieving the Principles of Recovery. The Principles of Recovery are based on 20 years of research as reviewed by Sheedy and Whitter (2009). The Recovery Academy believes the principles clearly and accurately define the essence of recovery. The principles are accepted in the US and the UK and Australia has applied them in a culturally specific form.

- There are many pathways to recovery.
- Recovery is self-directed and empowering.

- Recovery involves a personal recognition of the need for change and transformation.
- Recovery is holistic.
- Recovery has cultural dimensions.
- Recovery exists on a continuum of improved health and wellness.
- Recovery is supported by peers and allies.
- Recovery emerges from hope and gratitude.
- Recovery involves a process of healing and self-definition.
- Recovery involves addressing discrimination and transcending shame and stigma.
- Recovery involves (re)joining and (re)building a life in the community.
- Recovery is a reality.

Governance Overview

The RAI governance rules adhere to the requirements of a limited company and the regulatory stipulations of the Irish Co-Operative Societies Ltd (ICOS). Where required, the RAI will amend its Rules for Societies over future years to reflect the changing nature of the Academy and recovery.

Mission Statement

The Recovery Academy of Ireland is committed to advocating for the rights of those in recovery from addiction, challenging stigma, promoting recovery journeys and that of their families, contributing to the building of healthy recovery communities, creating stakeholder networks with the statutory, voluntary and community sectors and achieving progress and change in the way we work with recovering drug users based on research and evidence.

Organisational Governance

Board of Directors

The governing body of the RAI is the Board of Directors. The Board has control of all business conducted by the RAI.

Elections to the Board

The Board has an uneven number of officers elected for a maximum term of 3 years. These posts are filled at the Annual General Meeting (AGM) by public ballot as per the regulatory framework of ICOS. One third retire year on year and other members can be eligible for re-election without nomination. Nomination for election to the Board shall be in writing and given to the secretary three days before the AGM. RAI members alone can be Board members. Co-option may occur to replace a Board member.

Work of the Board

The responsibility of Board members covers the following three areas. They must be agreed and signed off by Board members.

a. Operational Function

This means setting an annual operational work plan per year and achieving the performance targets as set out. The annual operational plan includes framing the work of the sub-committees or special projects which may arise during the year. All work will be reported on to the Board. Board sign off is needed for all major planned work activities. All work undertaken will be evaluated. A review will be

published annually detailing works undertaken and their impact and outcomes. Where it deems necessary, the Board can assign work or roles to members with specific expertise to fulfil particular tasks or projects. The Board also provides leadership for the organisation.

b. Strategic Function

This is overarched by the Five year Strategic Plan. The Board sets the strategic direction of the RAI in consultation with members.

c. Self Regulatory Function

The Board oversees the range of governance issues, policies and protocols. The Board is responsible for adherence to governance regulation and requirements and the updating of policies and procedures in line with new legislation. The Board collectively is also responsible for financial probity, ensuring no conflicts of interest occur and the health, safety and welfare of all RAI members is considered and protected.

Ethics

No member shall be entitled to be on the Board if they are in bankruptcy or have been convicted of fraud or dishonesty. A Board member can be removed by way of a two-thirds majority vote and a Special General Meeting. Board members and all Academy members are expected to have and display integrity on behalf of the RAI and consistent with the principles of the Charities Directive which are: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Board Positions and Roles

The Board consists of the following:

- Chair
- Secretary
- Press relations officer (PRO)
- Treasurer
- Membership officer
- Board members/non office holders

We will attempt to fill half of the Board with people from a recovery background. Board job roles are described below. A co-ordinator is to be appointed to run the day to day business of the RAI.

Sub-Committees

The RAI has the following 3 sub-committees:

- Research and Education
- Social Committee
- Walk Committee

The chairs of the 3 sub-committees are nominated onto the Board to act as a conduit between the Board and sub-committees. It facilitates work to be planned and reviewed.

Meetings

The Board will meet monthly. A quorum shall be half plus one. Members will set dates for the meetings at the beginning of the year.

Agenda / Minutes for meetings must be circulated no later than seven days after the preceding Board meeting. The same rules apply for agendas and minutes of sub-committees meetings.

It is a rule that meetings conducted on behalf of the Academy by Board members or the co-ordinator must be minuted and a report presented to the next Board meeting.

Membership

Applications for membership must be made to the Membership Officer who in turn will bring this to the Board for verification.

Members must subscribe to owning a share or more than one as may be permitted by the RAI. However, this equates to only one vote at the AGM. A member shall be expelled if found guilty of activity detrimental to the RAI. Membership will cease if the person dies, if the share is transferred, or if the member is expelled.

Shares

A share for the RAI is €10. This is issued upon the member joining the RAI. Each member shall hold one share. Shares are transferable and not withdrawable. A shares register book must be kept by the Secretary. Records of members shall be contained therein.

Induction of Board Members and Ordinary Members

All Board and ordinary members will be inducted into the rules and regulations of the Recovery Academy.

Policies of relevance to the RAI

Rules of the Irish Co-operative Association Ltd under the Industrial and Provident Societies Acts 1893 and 2014

The Good Governance for Community, Voluntary and Charitable Organisations in Ireland

Dochas Code of Ethics

The Governance Code

Code of Charity Retailing 2013-2104

Code of Conduct for Trustees (UK)

Statement of Guiding Principles for Fundraising

Safety Statement

Complaints Policy

Data Protection Policy

Finance Policy

Communication and Digital Media Policy

Risk Assessment/Gardai Clearance

File Management System

The file management system will be reviewed annually. Currently, we have the following standard templates.

- Membership Form
- Share Receipt
- Board of Director Roles

- Organogram of the organisation
- Agenda and Minutes templates

Board of Directors Role

Chairperson

- Nominated by election
- Chair meetings / committees / AGM
- Ensure goals or business is transmitted successfully
- Oversee Annual Plan / Annual Report
- Oversee Strategic Plan
- Ensure compliance with articles of association

Secretary

- Nominated by election
- Ensure proper recording systems in place
- Ensure reports are properly documented
- Membership drive
- Ensure compliance with co-op regulations
- Oversee business of each committee
- Communicate with members / board / others
- Ensure meetings called occur and are documented
- Ensure annual plan is followed in pursuit of our work
- Ensure all board members are trained in their roles

Treasurer

- Nominated by election
- Follow financial procedures on petty cash / financial recording / financial reporting
- Keep books and receipts
- Audit accounts annually externally
- Liaise with accountant

Public Relations Officer

- Nominated by election
- Oversee all press / public communications
- Ensure all releases of information go through the PRO
- Oversee press contacts
- Use campaign strategy approach to press statements / digital applications / website / apps / tweets etc

Training Officer

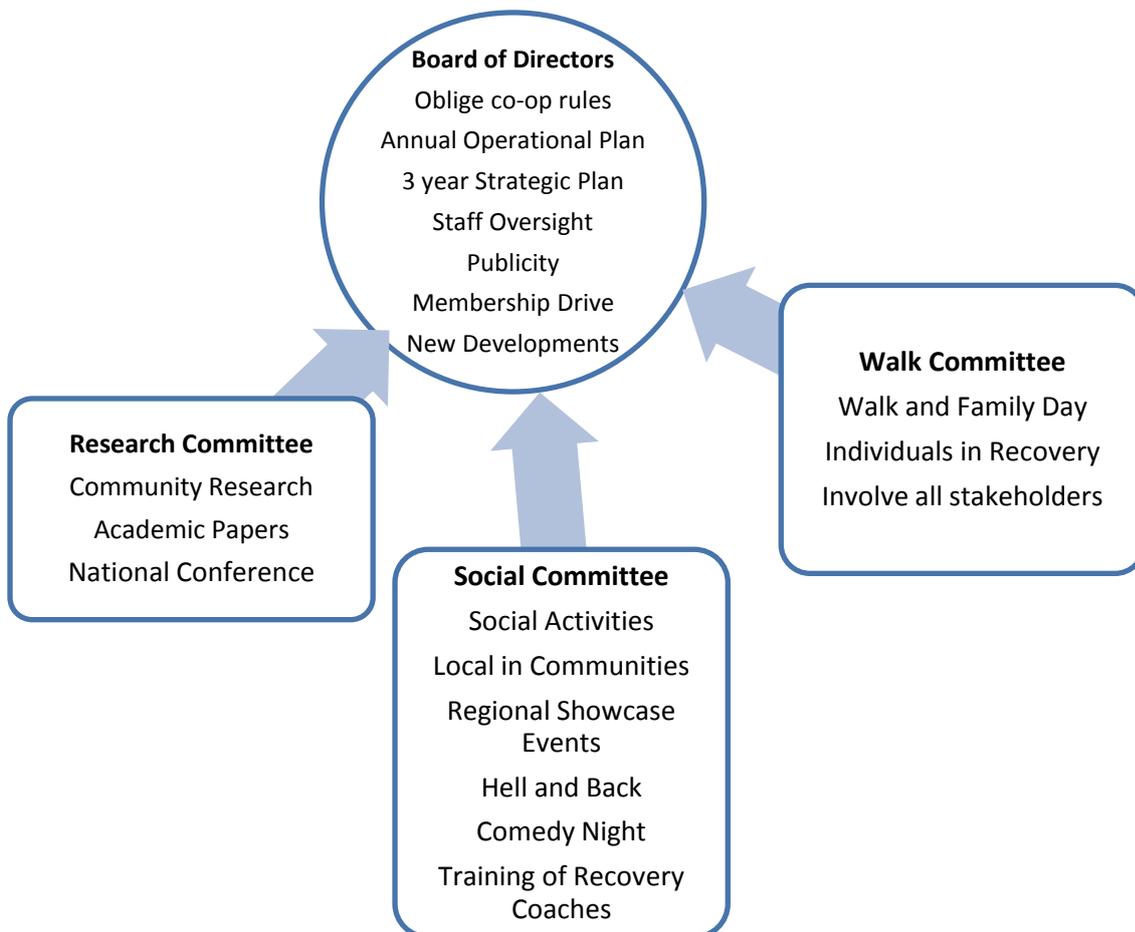
- Nominated by election
- Oversee RAI training programme
- Oversee / organise training of Recovery Coaches
- Develop and implement a plan for a Recovery College
- Undertake a training needs analysis
- Explore digital opportunities for training

Walk Officer

- Nominated by election
- Establish a sub-committee to oversee walk
- Set date
- Draw up event plan
- Link in with stakeholders
- Link in with PRO for media campaign on walk
- Project costs with treasurer
- Ensure all health / safety / public requirements are addressed

General Board Members

- Attend meetings as required
- Undertake whatever tasks as required



Communications and Digital Media Policy and Procedures

Policy Statement

The Recovery Academy of Ireland is committed to communicating in a clear and transparent manner in line with the plans and Principles of the Recovery Academy of Ireland.

Purpose

The purpose of this policy is to set out the procedures for communication such as interviews, statements and any other information on the Recovery Academy of Ireland.

Scope

This policy applies to all employees, board members, committee members, volunteers and interns associated with the Recovery Academy of Ireland.

Relevant documents and guidelines

Recovery Academy of Ireland Governance Document

Roles and Responsibilities

- The Recovery Academy will appoint a Press Relations Officer (PRO) as an office holder.
- Where required and agreed, the RAI will engage professional media people to support our publicity events and campaigns.
- The PRO will outline a work plan for each event and agree it with the Board.
- The PRO will arrange to have a press release written and photos taken of each event for press and social media.
- The PRO will use social media to promote events.
- The Academy will ask volunteer speakers to promote the voices of those in recovery. They will be prepared and briefed in advance and, if there is a need to protect the speaker's anonymity, this will occur.

Review

All media publicity will be reviewed after each event.

Complaints Policy and Procedures

Policy Statement

The Recovery Academy of Ireland is committed to taking seriously any complaint that concerned individuals have about the Academy or its activities. The Academy works to the highest professional standards and ethics.

Purpose

This policy is intended to ensure that all complaints are addressed in an appropriate, sensitive and professional manner.

Scope

This policy covers all actions to be taken in respect to a complaint by a concerned individual.

Roles and Responsibilities

The Chairperson is responsible for:

- ensuring all board members are aware of this policy;
- advising concerned individuals on the policy;
- ensuring all complaints are handled in line with this policy;
- monitoring the number, nature and outcome of complaints.

Board members are responsible for:

- ensuring that any concerned individual is made aware of the complaints policy as appropriate;
- assisting concerned individuals to make a complaint as outlined in this policy when requested to do so;
- following the schedule regarding complaints as outlined in this policy;
- keeping themselves informed in relation to this policy.

Principles

1. All complaints will be addressed promptly and within the timescales outlined.
2. All complaints will be resolved as quickly and efficiently as possible.
3. Complainants will be consulted about what they would like to happen about their complaint.
4. Complainants will be supported and given appropriate assistance throughout the procedure.
5. Complainants will be given the opportunity to be supported by an advocate. For the purposes of this policy an advocate is taken as being anyone who has the complainant's written permission to complain on their behalf, excluding staff members.
6. A parent or guardian may complain on behalf of a child.

The complaints procedure must be well publicised.

- All complaints will be properly recorded.
- A Complaints Record Form template is included in appendix 1 of this policy document. Alterations to the complaint must be recorded and signed and dated.
- A complaints file should be safely and securely maintained and regularly monitored by the Chairperson.

Basic Information on complaints

Who can make a complaint?

- Anyone who is a concerned individual.
- An advocate may also complain on a concerned individual's behalf provided they have the concerned individual's written consent.
- A parent / guardian may complain on behalf of a child.

What can they complain about?

A person may complain about any action of the Academy that has directly affected them. This might include:

- the manner in which the Academy has treated them;
- being denied membership of the Academy;
- the actions of a board member or Academy member.

How can complaints be made?

Complaints may be made in any form, verbal or informal. However, once a complaint moves to Stage 2 (see below) it must be recorded in writing.

Acknowledgement of written complaints

The Academy will notify the complainant in writing within 5 working days of a written complaint being received

- That the complaint has been received;
- An outline of the steps that the organisation proposes to take in investigating the complaint;
- A proposed time limit for the completion of the investigation;
- A contact person for the complainant.

Complaints involving board members

If the complaint is about a board member, the complainant should immediately be referred to the chairperson of the board. In the event that the complaint cannot be resolved locally, the complainant:

- Will be told of the current complaint process;
- May if requested be supported to put the complaint in writing;
- Will be told that the board member will be notified of the complaint against them;
- Will be told that their complaint will be acknowledged in writing.

What are the time limits for complaints?

Time limits for complaints are set out in Section 47, Part 9 of the Health Act 2004, which requires that:

- A complaint must be made within 12 months of the date of the action giving rise to the complaint or within 12 months of the complainant becoming aware of the action giving rise to the complaint.

- The manager/complaints officer may decide to extend the time limit for making a complaint if in the opinion of the manager/complaints officer special circumstances make it appropriate to do so.
- Special circumstances may include but are not limited to the following;
 - If the complainant is ill or bereaved
 - If new relevant, significant and verifiable information relating to the action becomes available to the complainant
 - If it is considered in the public interest to investigate the complaint
 - If the complaint concerns an issue of such seriousness that it cannot be ignored
 - Diminished capacity of the service user at the time of the experience e.g. mental health, critical/long-term illness
 - Where extensive support was required to make the complaint and this took longer than 12 months.
 - The manager/complaints officer must notify the complainant of the decision to extend /not extend the time limits within 5 working days

Are there any matters excluded from the complaints process?

According to Section 48(1), Part 9 of the Health Act 2004 a person is not entitled to make a complaint about any of the following matters:

- A matter that is or has been the subject of legal proceedings before a court or tribunal;
- A matter relating solely to the exercise of clinical judgement by a person acting on behalf of either the Executive or a service provider;
- An action taken by the Executive or a service provider solely on the advice of a person exercising clinical judgement in the circumstance described in 7.9.2;
- A matter relating to the recruitment or appointment of an employee by the Executive or a service provider;
- A matter relating to or affecting the terms or conditions of a contract of employment that the Executive or a service provider proposes to enter into or of a contract with an advisor that the Executive proposes to enter into under Section 24;
- A matter relating to the Social Welfare Acts;
- A matter that could be the subject of an appeal under Section 60 of the Civil Registration Act 2004;
- A matter that could prejudice an investigation being undertaken by the Garda Síochána;
- A matter that has been brought before any other complaints procedure established under an enactment

Redress

Redress should be consistent and fair for both the complainant and the service against which the complaint was made

This redress could include:

- Apology
- An explanation
- Refund
- Admission of fault

- Change of decision
- Replacement
- Repair/rework
- Correction of misleading or incorrect records
- Technical or financial assistance
- Recommendation to make a change to a relevant policy
- A waiver of debt

Complaints Management

There are four stages to the complaints procedure:

- Stage 1 Local resolution at the point of contact
- Stage 2 Managing a written complaint
- Stage 3 Recovery Academy Review
- Stage 4 Independent review

Stage 1 Local resolution at the point of contact

If a complainant has a problem with any aspect of the service they should inform a board member. The board member will make every effort to resolve the problem locally at first point of contact. The board member may seek assistance from the board at this stage in resolving the problem. In the event that the problem cannot be resolved locally it must be recorded as a formal complaint to be progressed further according to the complaints schedule.

Stage 2 Managing a written complaint

Informal resolution of a complaint:

- The Chairperson, taking into account the nature and circumstance of the complaint, may seek the consent of the complainant and any third party to whom the complaint applies to finding an informal resolution of the complaint by the parties concerned.

Where an informal resolution is not applicable or not successful, the Chairperson will initiate a formal investigation as follows:

- The complaint should be reviewed by Chairperson, to confirm that they are in possession of a written record of the complaint, which is signed and dated by the complainant and clearly sets out the nature of the complaint, why the initial response was unsatisfactory and what the complainant's desired outcome is.
- The Chairperson will write to the complainant outlining next steps
- The Chairperson will investigate the complaint and may draw on appropriate expertise, skills etc. as required.
- The complainant and any third parties involved will be given the opportunity to discuss the complaint with the Chairperson individually in private.
- The Chairperson will complete investigation of the complaint within 30 working days of acknowledging the complaint. If this is not possible, within 30 working days of acknowledging the complaint, the complainant must be informed of the

delay and given an indication of the time it will take to complete the investigation.

- The complainant and relevant third parties must be updated every 20 working days.
- Where the investigation passes the 30 working days timeframe, the complainant must be informed of the delay and the Chairperson must endeavour to complete the investigation within 6 months.
- Where deadlines are not met, the complainant must be informed that they can choose to move to stage 3 (if relevant) or stage 4 of the complaints management process
- The Chairperson will inform the complainant and any relevant third parties of the outcome of the investigation in writing. The letter must state whether the complaint has been upheld, and whether any further action will be taken.
- If the complainant is not satisfied with the outcome of the investigation, they should be informed of Stage 3 and 4 reviews.

Stage 3 Recovery Academy Review

The complainant will be invited to meet delegated board members to see if there can be a successful resolution of the issue. If this is unsuccessful then the complaint will be referred to be independently reviewed.

Stage 4 Independent review

- If the complainant is not satisfied with the outcome of the complaints management process in stage 2 or stage 3, the complainant may seek a review of the complaint by the Ombudsman/ Ombudsman for Children.
- The complainant must be informed of their right to seek an independent review from the Ombudsman/Ombudsman for Children at any stage of the complaint management process.
- All requests for reviews may be addressed to the Office of the Ombudsman, 18 Lower Leeson Street, Dublin 2. Tel: +353-1-639 5600. Lo-call: 1890 223030. Fax: (01) 639 5674.
- Ombudsman for Children's Office, Millennium House, 52-56 Great Strand Street, Dublin 1. Tel: 01-8656800.

Anonymous Complaints

In the event that an anonymous complaint is received the Academy will note the issues raised and, where necessary try and resolve them appropriately. An anonymous complaint may be referred for investigation:

- If there was good reason why the complaint was being made on an anonymous basis, for example, if there was a concern by the complainant that if their identity was revealed it could lead to negative consequence on their health or well-being. This may depend on the seriousness of the allegation being made, and should be at the discretion of the Chairperson.
- If the allegation involves the Chairperson, it should be referred to the Secretary of the board.
- If the allegation can be properly investigated either by talking to a third party witness, or with evidence provided with the complaint, and where there is no need for further contact with the anonymous complainant.

Complaints concerning Children

The Academy will follow policies concerning children's complaints as set out in Children First;

- Any complaint involving a minor will be investigated and handled in a confidential manner according to the Child Protection Policy.
- In the case that a complaint cannot be fully investigated, the complaint will not be referred to in the staff file or will not in any other way impact upon working process or roles etc., except where this has been agreed by all involved including the person named in the complaint.
- A record of all complaints will be retained on file.
- The Academy will continue to promote the complaints procedure and ensure appropriate supports are in place to facilitate complaints.

Complaints Record Form

Date of complaint: _____

Complaint made by: _____

Complaint received by: _____

Complaint made by: Telephone

Letter (attached)

Email

Fax

In person

Other

Complainant details

Name of complainant(s): _____

Address of complainant/s:

Contact phone number of complainant/s:

If a complaint is being made on behalf of someone else:

1. Who is the complaint on behalf of:

2. Who is making the complaint:

3. What is their relationship

4. Does the representative have the complainant's written consent to represent their interests? Yes / No

Details of the complaint (If insufficient space, attach extra pages)

Outcomes (to be reported by manager/complaints officer)

Data Protection Policy

Policy Statement

The Recovery Academy of Ireland recognises its responsibilities as a data controller under legislation and works to ensure data is processed in line with statutory requirements. The organisation is committed to processing data in a manner consistent with the issued guidelines of the Data Protection Commissioner. For full details, please see <http://www.dataprotection.ie>

Purpose

- To set out the Recovery Academy of Ireland's processes and procedures in respect of data protection
- To provide a framework within which data protection can be managed in line with statutory obligations

Scope

This policy applies to all data associated with the Recovery Academy of Ireland and to all board members/recovery academy members /staff/volunteers/ interns who have access to data.

Relevant documents and guidelines

The Data Protection Act 1988

The Data Protection (Amendment) Act 2003

The Freedom of Information Act 1997

The Freedom of Information (Amendment) Act 2003

In line with the Office of the Data Protection Commissioner guidelines, the Academy undertakes to:

- obtain and process information fairly
- keep it only for one or more specified, explicit and lawful purposes
- use and disclose it only in ways compatible with these purposes
- keep it safe and secure
- keep it accurate, complete and up-to-date
- ensure that it is adequate, relevant and not excessive
- retain it for no longer than is necessary for the purpose or purposes
- give a copy of his/her personal data to an individual, on request

Access to personal data should be strictly on a 'need to know' basis.

Roles and Responsibilities

The Secretary is the person with responsibility for data protection issues in the Academy as follows:

- addressing all queries in relation to data protection
- ensuring that this policy is kept up to date
- overall implementation of this policy including ensuring all staff members have read, understood and signed off on this policy
- All staff members are responsible for ensuring that management of data in the Academy is consistent with the practices outlined in this policy.
- All staff members should report any data protection concerns to Secretary immediately.

Procedures for storing, retaining and accessing data

a) Storing manual data

Any manual data kept by the Academy should be kept in a manner consistent with good data retention:

- All personal data should be kept in a locked file, with the key being held only by relevant staff members.
- All records should be written clearly and in ink/pen.
- Records should be clear and accurate including the date (Day/Month/Year), and the printed name and signature of the person completing the record.
- Changes are made by crossing out with a single line followed by the initialled and dated correct entry. The use of 'Tipp-ex' or similar is not permitted.
- Records are not to include jargon, opinions or abbreviations other than that in common organisational use. All records should be written in a way that is easy to understand
- Records must be objective and factual and describe what is observed. If an opinion is recorded, the recorder should acknowledge this as an opinion.
- Records should include only essential and relevant details.

b) Storing automated data

The principles for manual data also apply to automated data. In addition:

- Staff must ensure that computerised records are not left unattended and that all computerised systems are logged off or locked appropriately.
- All computerised systems which hold personal data must be password protected.
- Passwords must be changed regularly, be specific to individuals and have at least 10 characters (including at least one letter, one symbol (e.g. &, *, @, €, \$ etc.), and one number (0 - 9))
- Passwords must not be written down
- Passwords must not be shared among staff members
- All computerised records must be backed up regularly on an appropriate data storage backup system.
- Personal data must never be downloaded onto an external system. Where it is required to carry personal data outside the organisation, it must be secure and password protected

c) Retention, review and disposal of data

Data management systems need to be regularly monitored.

- A designated Board member will do spot checks on quality of documentation and record keeping.
- A designated Board member will do a review every year to ensure that data are not being kept for any longer than they need to be.
- In the event of unspecified data, a blanket period of six years will apply in respect of retention.
- Data related to ongoing legal and investigative actions should not be destroyed.
- Care should be taken to ensure that data are disposed of correctly and securely.
- Where possible, old records should be shredded.

d) Access to data

Access to data containing personal information strictly limited to a “need to know” basis.

- Personal data will not be shared unless valid consent exists, or
- The service user discloses information which reveals a substantial risk of harm to self or others.
- There is a suspicion or risk of harm to children. The service will, in this instance, follow the guidelines and reporting procedure as set out in *Children First: National Guidance for the Protection and Welfare of Children* (Dept. of Children and Youth Affairs, 2011).
- There is a court or tribunal order, or as otherwise required by law.
- In other circumstances as set out by the Data Protection Act

e) Access to data for data subjects

Data subjects have the right to access the data the Academy holds on them. In order to access this information, they should make a request in writing to the Chairperson of the Academy will then process the request such that, at a minimum, a description of the requested information is provided to the data subject within 21 days of receiving a written request, and a copy of the documentation is provided within 40 days of receiving a written request.

In meeting the request, the Chairperson or the delegated person should;

- Find out why the person wants to see their records to identify if there is a specific piece of information they want to see rather than their entire file. If the person does not wish to give their reason for wishing to access their file they are still entitled to full access.
- Make an appointment to meet the person with their records.
- Personal information should only be given to the individual concerned (or someone acting on his or her behalf and with their pre-arranged written authority).
- Make a copy of the records, removing all information relating to other people.
- When providing people with access to personal data, care must be taken to ensure the confidentiality of other individuals identified.
- If other names are mentioned on the documentation, these should be blacked out by a permanent pen.
- Present the records to the person and offer to take them through it. When necessary, explain how the different records are used and be prepared to answer any questions the person may have.
- Inform the person that they are entitled to receive copies of files, but that all original documentation will remain on their file in a secured location.
- **XX** should ensure that they are familiar with the ‘Data Protection and Freedom of Information Legislation. Guidance for Health Service Staff’ document <http://www.hse.ie>.

Complaints

In the event that a data subject is unhappy with the way they have been treated in respect of the management of data relating to them, they should be supported to make a complaint, or institute a grievance in line the Academy’s complaints policy.

Data subjects are also encouraged to contact the Data Protection Commissioner for further

information on how to make a complaint to the Office of the Data Protection Commissioner:
<http://www.dataprotection.ie>, 1890 252 231, Info@dataprotection.ie, Data Protection
Commissioner, Canal House, Station Road, Portarlinton, Co. Laois

Finance Policy

Policy Statement

The Recovery Academy of Ireland is committed to ensuring that the organisation's finances are managed in a transparent and clear manner, and in line with relevant guidelines.

Purpose

The purpose of this policy is to set out the principles and procedures for the financial management of the Recovery Academy of Ireland.

This policy applies to all employees, board members, committee members, volunteers and interns of/ associated with the Recovery Academy of Ireland.

Relevant documents and guidelines

The Governance Code (Type A organisations)

Appendix 1: Purchase Order Form

Roles and Responsibilities

The Board is responsible for the finances of the organisation. This includes agreeing financial proposals, agreeing budgets, monitoring of income and expenditure and ensuring the appropriate systems are in place.

- The Academy Treasurer is responsible for the day to day financial management, including
- Membership of the finance sub committee
- Reporting from finance sub committee to the Board
- Monitoring cash flow and agreed budget
- Working with accountants/auditors as necessary
- The finance sub committee is responsible for
- Approving expenditure
- Drafting financial proposals
- Making budget and other financial recommendations
- Monitoring of quarterly income and expenditure in line with agreed budgets
- Reporting to the Board via the Treasurer
- Reporting any concerns or potential risks to the Board

Procedures

Financial oversight and control is as follows:

- The finance subcommittee of the board will include the Treasurer, Chairperson and one other Board member
- The finance subcommittee will meet quarterly to review income and expenditure for the previous quarter, and expected income and expenditure for the next quarter
- The finance subcommittee will report to the Board, who are ultimately responsible for the financial oversight and control of the Academy
- Bank Accounts

- The organisation holds a bank account with Bank of Ireland
- Account name: Recovery Academy of Ireland Cooperative Society
- Account number: 20547396
- Account sort code: 900033
- Changes to the bank account and new bank accounts must be approved by the Board

Payments

Board members or Recovery Academy members/staff/volunteers/interns must fill in a purchase order form and give it to the Treasurer for approval.

- Invoices must be provided for payments not covered by a purchase order form
- The Treasurer can approve payment of up to €x. Payment over €x must be approved by the finance sub committee
- The Treasurer prepares the cheque. Two authorised signatories are required to sign cheques. The authorised signatories are X and X
- The payee and amount must be filled in on the cheque before signing
- Electronic payments as above
- Expenses must be approved in advance and paid before the event
- Non-petty cash expenditure must be pre-approved by the Treasurer
- Receipts must be provided to claim expenses. Where this is not possible, reimbursement may be agreed by the Treasurer

Petty cash

- The petty cash float is €X
- Petty cash may be used for expenses not more than €X
- Petty cash expenses must have receipts
- Accounts and audit
- Income and expenditure is recorded on the electronic system such as excel
- Income should be recorded on the system and lodged to the bank as soon as possible.
- The Treasurer should reconcile the income and expenditure on the system and the bank statement every month
- Accounting records should be held for a period of 7 years. Accounting records include invoices, receipts, purchase order forms, financial documents, correspondence and bank statements
- Audit requirements required by law for cooperative societies and registered charities must be followed

Appendix 2

RULES

-of-

NAME OF BODY

Recovery Academy of Ireland Co-op Ltd

1. **Name**

The name of the Body is

Recovery Academy of Ireland Co-op Ltd

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2. **Main Object**

The main object for which the Body is established (the “Main Object”) is

to advocate for the rights of those in recovery from addiction, challenge stigma, promote recovery journeys and that of their families, contribute to the building of healthy recovery communities, create stakeholder networks with the statutory, voluntary and community sectors and achieve progress and change in the way we work with recovering drug users based on research and evidence.

3. **Subsidiary Objects**

As objects incidental and ancillary to the attainment of the Main Object, the Body shall have the following subsidiary objects:

The objectives of the Recovery Academy Co-op Society are as follows;

- 3.1 To identify and meet the needs of those in recovery
- 3.2 To create a Recovery infrastructure in Dublin
- 3.3 To provide relevant services, educational, social and economic
- 3.4 To create social, training and recreational outlets
- 3.5 To give a voice for those in recovery and advocate for them

4. **Powers**

The Body shall have the following powers which are exclusively subsidiary and ancillary to the Main Object and which powers may only be exercised in promoting the Main Object. Any income generated by the exercise of these powers is to be applied to the promotion of the Main Object:

- 4.1 To solicit and procure and to accept and receive any donation of property of any nature and any devise, legacy or annuity, subscription, gift, contribution or fund, including by means of payroll giving or other similar arrangements, and including (but so as not to restrict the generality of the foregoing) the holding of lotteries in accordance with the law for the purpose of promoting the Main Object.
- 4.2 To establish and support any charitable association or institution, trust or fund, and to subscribe or guarantee money for any charitable purpose which the Body shall consider calculated to promote its Main Object.
- 4.3 To make application on behalf of the Body to any authority, whether governmental, local, philanthropic or otherwise, for financial funding of any kind.
- 4.4 To acquire, hold, sell, manage, lease, mortgage, exchange or dispose of and to develop and deal with all or any part of the property of the Body.

- 4.5 To borrow and raise money in such manner as may be considered expedient, and for the purpose of securing any debt or other obligation of the Body to mortgage or charge all or any part of the property of the Body, present or future.
- 4.6 To invest any moneys of the Body not immediately required for the use in connection with its Main Object and to place any such moneys on deposit; prior permission to be obtained from the Revenue Commissioners where the Body intends to accumulate funds over a period in excess of two years for any purposes.
- 4.7 To open one or more bank accounts and to draw, accept, make, endorse, discount, execute, issue and negotiate bills of exchange, promissory notes, bills of lading, warrants, debentures and other negotiable or transferable instruments.
- 4.8 Subject to clause 5, to employ such staff, and on such terms, as are necessary or desirable for the proper promotion of the Main Object.
- 4.9 To grant pensions, gratuities, allowances or charitable aid to any person who may have served the Body as an employee, or to the wives, husbands, children or other dependents of such person provided that such pensions, gratuities, allowances or charitable aid shall be no more than that provided by a pension scheme covered by Part 30 of the Taxes Consolidation Act 1997 and provided that such pension scheme has been operated by the Body and the beneficiary of the pensions, gratuities, allowances or charitable aid, or their spouse or parent, has been a member of the pension scheme while employed by the Body; and to make payments towards insurance and to form and contribute to provident and benefit funds for the benefit of any persons employed by the Body and to subscribe or guarantee money for charitable objects.
- 4.10 To insure any or all of the Executive Members against personal liability incurred in respect of any act or omission which is or is alleged to be a breach of trust or breach of duty, provided he or she acted in good faith and in the performance of his or her functions as charity trustee (as defined in the Charities Act, 2009).
- 4.11 To do all such other lawful things as the Body may think incidental and conducive to the foregoing Main Object.

5. Income and Property

- 5.1 The income and property of the Body shall be applied solely towards the promotion of Main Object(s) as set forth in these Rules. No portion of the Body's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members of the Body.
- 5.2 No Executive Member shall be appointed to any office of the Body paid by salary or fees, or receive any remuneration or other benefit in money or

money's worth from the Body. However, nothing shall prevent any payment in good faith by the Body of:

- (a) reasonable and proper remuneration to any member or servant of the Body (not being an Executive Member) for any services rendered to the Body;
- (b) interest at a rate not exceeding 1% above the Euro Interbank Offered Rate (Euribor) per annum on money lent by Executive Members or other members of the Body to the Body;
- (c) reasonable and proper rent for premises demised and let by any member of the Body (including any Executive Member) to the Body;
- (d) reasonable and proper out-of-pocket expenses incurred by any Executive Member in connection with their attendance to any matter affecting the Body;
- (e) fees, remuneration or other benefit in money or money's worth to any company of which an Executive Member may be a member holding not more than one hundredth part of the issued capital of such company.
- (f) Nothing shall prevent any payment by the Body to a person pursuant to an agreement entered into in compliance with section 89 of the Charities Act, 2009 (as for the time being amended, extended or replaced).

6. Additions, alterations or amendments

The Body must ensure that the Charities Regulator has a copy of its most recent Rules. If it is proposed to make an amendment to the Rules of the Body which requires the prior approval of the Charities Regulator, advance notice in writing of the proposed changes must be given to the Charities Regulator for approval, and the amendment shall not take effect until such approval is received.

7. Winding Up

If upon the winding up or dissolution of the Body there remains, after satisfaction of all debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the Body. Instead, such property shall be given or transferred to some other charitable institution or institutions having main objects similar to the main objects of the Body. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of their income and property among their members to an extent at least as great as is imposed on the Body under or by virtue of Clause 5 hereof. Members of the Body shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object with the agreement of the Charities Regulator. Final accounts will

be prepared and submitted that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer.

8. **Members**

The members of the Body shall be (i) the founding members named at the end of these Rules and (ii) such other persons as the Executive shall from time to time admit to membership and as shall sign a written consent to become a member.

9. **Rights of Members**

Membership of the Body is not transferable and shall cease:-

- (a) on the member's death or bankruptcy;
- (b) if the member resigns by serving notice in writing to the Executive at the Body's principal place of business.

10. **General Meetings**

10.1 The Body shall hold a general meeting in every calendar year as its annual general meeting at such time and place as may be determined by the Executive and shall specify the meeting as such in the notices calling it provided that every annual general meeting except the first shall be held not more than fifteen months after the holding of the last preceding annual general meeting. The business of the annual general meeting shall include: (a) consideration of the annual accounts; (b) consideration of the annual report; (c) the election and re-election of Executive Members.

10.2 All general meetings other than annual general meetings shall be known as extraordinary general meetings.

10.3 The Executive may convene an extraordinary general meeting. If, at any time, there are not sufficient Executive Members capable of acting to form a quorum of Executive Members, any Executive Member may convene an extraordinary general meeting.

10.4 The quorum for general meetings shall be 20% of members

10.5 The chairperson of the Executive shall preside as chairperson at every general meeting of the Body, or if there is no such chairperson, or if he or she is not present within 15 minutes after the time appointed for the holding of the meeting or is unwilling to act, the Executive Members present shall elect one of their number to be chairperson of the meeting.

10.6 If at any meeting no Executive Member is willing to act as chairperson or if no Executive Member is present within 15 minutes after the time appointed for holding the meeting, the members of the Body present shall choose one of their number to be chairperson of the meeting.

10.7 The chairperson may, with the consent of any meeting at which a quorum is present and shall if so directed by the meeting, adjourn the meeting from time to time and from place to place. However, no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting but, subject to that, it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

10.8 Where there is an equality of votes the chairperson of the meeting shall be entitled to a second or casting vote.

11. **Matters Reserved to the General Meeting**

None of the following matters may be brought into effect unless the same shall have been approved at a general meeting of the Body:-

- (a) to make any alteration, addition or amendment to these Rules;
- (b) to wind up the Body;
- (c) to remove an Executive Member;
- (d) to employ any person and remunerate them on the basis which complies with employment legislation and is benchmarked against current public servant pay and conditions for the post
- (e) to incur capital expenditure, whether on one or more projects, not in excess of grants and funding allocated and available for the project in any calendar year;
- (f) to incur borrowings not in excess of finances available or accounted for
- (g) to appoint a new trustee of the Body pursuant to Rule 18;
- (h) to change the name of the Body.

12. **Notice of General Meetings**

12.1 A meeting of the Body, other than an adjourned meeting, shall be called:

- (a) in the case of the annual general meeting, by not less than 14 days' notice;
- (b) in the case of an extraordinary general meeting, by not less than 7 days' notice.

12.2 Where notice of a meeting is given by posting it by ordinary prepaid post to the registered address of a member, the notice shall be deemed to have been given on the expiration of 24 hours following posting.

- 12.3 In determining whether the correct period of notice has been given by a notice of a meeting, neither the day on which the notice is served nor the day of the meeting for which it is given shall be counted.
- 12.4 The notice of a meeting shall specify the place, date and time of the meeting and the general nature of the business to be transacted at the meeting.
- 12.5 The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any member shall not invalidate the proceedings at the meeting.

13. **Votes of Members**

Where a matter is being decided, every member present in person shall have one vote, but so that no individual member shall have more than one vote.

14. **The Executive (Charity Trustees)**

- 14.1 The number of the Executive Members shall be not less than three (3) and unless and until determined by the Body in general meeting, not more than fifteen. The first Executive Members shall be:

Mr Max Yourell, Mr. Joseph Murtagh, Dr. Joseph Barry, Mr Keith Corcoran, Mr Carl Ducque, Dr. Patricia Doyle, Ms. Julie Brady, Mr. PJ Deane, Dr. Jo-Hanna Ivers

- 14.2 No remuneration shall be payable to any of the Executive Members in respect of his/her services as Executive Member or on any committee of the Executive. The Executive Members may be paid all travelling, hotel and other expenses properly incurred by them in attending and returning from meetings of the Executive or any committee of the Executive or general meetings of the Body or otherwise in connection with the business of the Body.
- 14.3 The business of the Body shall be managed by the Executive, who may exercise all such powers of the Body as are not by these Rules required to be exercised by the Body in general meeting, subject nevertheless to the provisions of these Rules and to such directions as the Body in general meeting may give. No such direction given by the Body in general meeting shall invalidate any prior act of the Executive which would have been valid if that direction had not been given.
- 14.4 All cheques and other negotiable instruments and all receipts for moneys paid to the Body shall be signed, endorsed or otherwise executed by such person or persons and in such manner as the Executive shall from time to time by resolution determine.
- 14.5 The Body shall keep minutes:-
 - (a) of the names of the Executive Members present at each meeting of the Executive and of any committee of the Executive;

(b) of all resolutions and proceedings at all meetings of the Body and, of the Executive Members and of committees of the Executive.

14.6 The office of Executive Member shall be vacated if an Executive Member ceases to be qualified for the position of charity trustee under section 55 of the Charities Act, 2009.

15. **Rotation of Executive Members**

15.1 At the first Annual General Meeting of the Body, all the Executive Members shall retire from office and at the Annual General Meeting in every subsequent year, one-third of the Executive for the time being, or, if their number is not three or a multiple of three, then the number nearest one-third, shall retire from office.

15.2 The Executive Members to retire in every year shall be those who have been longest in office since their last election, but as between persons who became Executive Members on the same day, those to retire shall (unless they otherwise agree amongst themselves) be determined by lot.

15.3 A retiring Executive Member shall be eligible for re-election.

15.4 The Body, at a meeting at which an Executive Member retires in manner aforesaid, may fill the vacated office by electing a person thereto, and in default of the Body doing so, the retiring Executive Member shall, if offering himself for re-election, be deemed to have been re-elected, unless (a) at such meeting it is expressly resolved not to fill such vacated office; or (b) a resolution for the re-election of such Executive Member has been put to the meeting and lost.

15.5 No person other than an Executive Member retiring at the meeting shall, unless recommended by the Executive, be eligible for election to the office of Executive Member at any general meeting unless, not less than three nor more than 7 days before the date appointed for the meeting, there has been left at the Body's principal place of business (a) notice in writing, signed by a member of his/her intention to propose such a person for election, and (b) notice in writing signed by the person concerned of his/her willingness to be elected.

15.6 The Body may remove any Executive Member before the expiry of his/her period of office.

15.7 The Executive may at any time appoint any person to be an Executive Member, either to fill a casual vacancy or as an addition to the existing Executive Members, but so that the total number of Executive Members shall not at any time exceed the number, if any, provided for in these Rules. Any Executive Member so appointed shall hold office only until the next annual general meeting, and shall then be eligible for re-election.

16. **Proceedings of the Executive**

- 16.1 The Executive may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit. Questions arising at any meeting shall be decided by a majority of votes. In case of equality of votes the chairperson shall have a second or casting vote.
- 16.2 The quorum for meetings of the Executive may be fixed by the Executive and, unless so fixed, shall be 50%+1.
- 16.3 If their number is reduced below the necessary quorum, the continuing Executive Member(s) may act for the purpose of increasing the number of Executive Members to that number or of summoning a general meeting of the Body, but for no other purpose.
- 16.4 If at any meeting the chairperson is not present within 15 minutes after the time appointed for holding it, the Executive Members present may choose one of their number to be chairperson of the meeting.
- 16.5 The Executive may delegate any of its powers to committees consisting of such member or members of the Executive and such other persons as they think fit, and any committee so formed shall, in the exercise of the powers so delegated, conform to any regulations imposed on it by the Executive.
- 16.6 The Executive may appoint the chairperson of any committee; if no such chairperson is elected, or if at any meeting of a committee the chairperson is not present within fifteen minutes after the time appointed for holding it, the members of the committee present may choose one of their number to be chairperson of the meeting.
- 16.7 A committee may meet and adjourn as it thinks fit. Questions arising at any meeting of a committee shall be determined by a majority of votes of the members of the committee present, and when there is an equality of votes, the chairperson shall have a second or casting vote.

17. Notices

- 17.1 A notice may be given by the Body to any member either personally or by sending it by post or email to the member at his or her registered address or email address (or, if not so registered, then to the address or email address of the member last known to the Body).

18. Trustees for the purpose of holding property of the Body

- 18.1 The property of the Body shall be vested in and held by the Trustees for the time being of the Body upon trust for the Body as beneficial owner, to be dealt with at all times as and only as the Executive Committee may, in accordance with the main objects, direct. The Trustees shall, at the request of the Executive Committee and at the cost of the Body as beneficial owner, transfer or convey the trust property to such persons, at such times and in such manner as the Executive Committee shall direct. The Trustees shall be indemnified out of the assets of the Body against present and future liabilities, actions,

proceedings, claims, demands, duties and taxes and all other costs and expenses whatsoever in respect of the trust property. The Trustees shall not be required to incur any expenditure in respect of the trust property unless and until money shall have been provided by the Executive Committee for that purpose. The number of the Trustees shall be not less than three. The Body in general meeting shall have the power of appointing new Trustees.

We, the several persons whose names and addresses are subscribed, wish to form the body or association herein named.

Names, Addresses and Signatures of Founding Members
