

LEAF Trustees' policy

We, the undersigned, as founding trustees of the Lifeskills Education and Alcohol Foundation (LEAF) (hereafter referred to as 'the Foundation'), do hereby determine through this Policy to set out the Foundation's role and activities and the limits thereof.

This Policy is, within the Powers and Objects specified in the Foundation's Articles of Association, taken to be binding on the organisation in determining the activities and approach that the charity will adopt henceforth.

Changes to this Policy

The Trustees resolve to determine that any changes to this Policy can be made only by Special Resolution supported unanimously by all the Charity's trustees, whether at a meeting or by other means.

This policy has been adopted by the Trustees on 11th June 2014 with immediate effect and without limitation.

Scope of the Charity's work

The Foundation will receive funding from a range of sources, including, but not limited to the alcohol industry, for the sole and exclusive purpose of supporting evidence-based alcohol prevention and life skills education programmes in schools in England.

Through the Public Health Responsibility Deal alcohol network, companies have committed to financially support the foundation. Additional companies can commit to support the foundation through the Public Health Responsibility Deal.

The Foundation will support the education of young people in school and of compulsory school age (defined in relevant legislation), by the provision of evidence-based life skills education and alcohol education programmes within schools.

The Trustees will prioritise support for schools in deprived areas that are disproportionately affected by the effects of alcohol harm. This prioritisation will be reflected in the activity that is commissioned, whether directly or indirectly, by the Charity.

The Trustees will only support evidenced-based programmes that are Centre for Analysis of Youth Transitions (CAYT) repository rated 5/6 and with an impact of 2 or more. Only the CAYT repository ratings will be used to determine the selection of 'evidenced-based' programmes.

The role of Trustees

Whilst recognising their legal responsibilities as Trustees of the Charity, and notwithstanding these, the Trustees define the scope of their remit to be:

- To appoint a Managing Agent to deliver and report on the pledge-supported programmes;
- To determine which of the evidence-based programmes in the [CAYT Repository](#) to commission, within the available resources;
- To decide on the selection of Implementation Partners, on the basis of advice received from the Managing Agent;
- To receive, consider and agree implementation reports from the Managing Agent on delivery of programmes;
- To commission evaluation and receive advice on options and agreeing the approach;
- To monitor progress and findings from commissioned programmes and to take account of this in determining future programmes and decisions.

The Trustees will conduct themselves in accordance with the Nolan Principles of public life and following Charity Commission recommended good practice.

Maintaining the independence of the Charity

The Trustees recognise the particular importance of maintaining the independence of the Charity. The Trustees will ensure the Charity provides a clear separation between the financing committed through the Responsibility Deal Pledge to support the foundation and the decisions on the selection and delivery of programmes.

The Trustees have approved an independence policy (see Appendix A below) setting out how they will ensure the Charity operates in a wholly objective and independent manner. This policy will apply to all Trustees and any advisors or co-opted members.

The Role of the Managing Agent

A Managing Agent (MA) will be appointed by the Charity to manage delivery of programmes in schools, in collaboration with the specified Implementation Partners. The Managing Agent will be accountable for the delivery of programmes in schools. They will work closely with the implementation partners to ensure that project management is as expected and help to manage risk. The MA will be accountable to the Trustees for the successful delivery of programmes funded by the Charity.

The MA will be responsible for:

- Managing the delivery of programmes determined by the trustees;
- Work with the implementation partners specified by the trustees, and provide funding and any additional support as agreed by the trustees to enable them to deliver programmes;
- Producing implementation statements, reporting to trustees on progress made;
- Produce risk assessments for trustees on any identified and emerging risks and risk management plans to mitigate against them;
- Monitor and evaluate the impact of programmes against agreed outcomes;
- Account for the expenditure of funds – both those expended directly and those expended by implementation partners – to satisfy regulatory requirements of the Charity on financial reporting.

The role of Implementation Partners

Implementation Partners (IPs) will be responsible for delivering alcohol prevention and life skills education activity in schools. Implementation Partners will be decided by the Trustees, with advice from the Managing Agent. The Managing Agent will provide funding to Implementation Partners to deliver CAYT specified programmes in schools. IPs will be required to report regularly on progress and account for expenditure to the Managing Agent.

The Trustees wish, in adopting this policy, to limit the activities and operations of the charity to those defined in this policy without exception.

This policy approved by LEAF's trustees on 11th June 2014.