



Registered Charity No. 701555

Electronic Decisions Policy

1. The Management Committee is authorised to conduct meetings and make urgent decisions through electronic communication methods, including but not limited to email, instant messaging services such as WhatsApp, telephone conferencing, and video conferencing platforms, provided all charity trustees are given reasonable notice and opportunity to participate, and there are no objections to the decision being taken in this way.
2. Decisions taken by email or instant messaging must be formally ratified at the next meeting of the Management Committee and recorded in the minutes.
3. The quorum for participation in remote meetings and decisions shall be consistent with that established for in-person meetings, as specified in this constitution. Decisions shall be made in the same way as at in-person meetings. Minutes of remote meetings shall be documented and distributed to all committee members promptly, ensuring transparency and accuracy in the charity's records.
4. All participants in a remote meeting must have access to the necessary technology to communicate effectively. All electronic communications and records shall be managed in compliance with applicable data protection regulations to maintain confidentiality and integrity.

Date adopted: 17th April 2026