

## **Roman Catholic Diocese of Paisley**

### **Scottish Charity No. SC013514**

#### **Notifiable Events Policy** (Making a Disclosure to OSCR)



### **Introduction**

The Roman Catholic Diocese of Paisley (the “Diocese”) is committed to the highest standards of openness, probity and accountability and ensuring the trustees are fulfilling their trustee duties.

An important aspect of accountability and transparency is a mechanism to enable trustees of the Diocese to report serious events that threaten to have a significant impact on the organisation or its assets to the charity regulator, OSCR. From 1 April 2016, OSCR are asking Scottish charities to report Notifiable Events to them in order to help and encourage charities to deal with issues quickly and effectively. There is however no legal requirement to report an event.

### **Scope of Policy**

This policy requires the trustees of the Diocese to disclose events that have a significant impact on the organisation to OSCR as soon as is reasonably practical. It is up to the trustees to decide whether the event is serious enough to report to OSCR. The type of events that should be reported include:

- Fraud & theft
- Substantial financial loss
- Incidents of abuse or mistreatment of vulnerable beneficiaries
- Not enough charity trustees to make a legal decision
- Charity is under investigation from another source
- Significant sums of money or property have been donated to the charity from an unknown source
- Suspicions that the charity and/or its assets are being used to fund criminal activity(including terrorism)
- A charity trustee is acting whilst disqualified

OSCR is interested in events which put at risk:-

The interest or safety of beneficiaries, parishoners, staff and volunteers

The financial health of the Diocese

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The good governance and reputation of the Diocese or the Roman Catholic Church

Detailed examples can be found on OSCR's website [www.oscr.org.uk/charities/managing-your-charity/notifiable-events](http://www.oscr.org.uk/charities/managing-your-charity/notifiable-events).

#### **How to let OSCR know**

Trustees should email OSCR at [notifiable@oscr.org.uk](mailto:notifiable@oscr.org.uk) outlining the following:

- What the significant event is
- How it has (or may have) a serious impact on the charity
- When it happened
- Who is involved and/or affected
- What action (if any) has already been taken
- What further plans the trustees have in place to deal with the event
- What plans the trustees have in place to mitigate similar things happening in future.

Trustees should provide enough details in order for OSCR to understand the event.

#### **What OSCR do once it receives a notifiable event report**

OSCR will acknowledge the email, consider the report and decide if they need to do any follow up. OSCR may request further information.

#### **What should the trustees do if something criminal has happened (or you suspect that something criminal has happened)?**

Trustees should report this to the police who will give you a crime reference, if appropriate. OSCR are only interested in criminal events that have an overall impact on your charity not minor police incidents. Trustees must make a judgement on whether the incident is significant to your charity overall. Trustees should then report the incident to OSCR, if significant, giving them the reference number if available.

This policy was approved by the Diocesan Trustees on : 24 May 2017

The next review is due on or before:

31 May 2017