

Bristol SU Statement of Legal Compliance Jul 2024 – Jun 2025

The Chief Executive is responsible for ensuring that there are appropriate systems, processes and internal systems of control in place to enable Bristol SU to deliver its services to members and meet its relevant statutory and legal obligations.

Legal Compliance	Assurance Statement
<u>Company Regulation</u> Companies House Companies Act 2006	• Bristol SU is registered at Companies House as a company (06977417) limited by guarantee and incorporated on 30 Jul 2009 • Change of Trustees took place in Jun 2024 and Companies House were notified • Confirmation Statement submitted on 19 Aug 2024 • Signed Annual Accounts and Report 2045/25 filed with Companies House on 6 January 2026. • Bristol SU abides by company law to act within our power, exercise independent judgement, exercise reasonable care, skill & diligence, avoid a conflict of interest and not accept benefits from third parties. Trustees are reminded of this in training, induction and throughout board meetings
<u>Charity Regulation</u> Charity Commission Charities Act 2011 Trustee Act 1925 Counter Terrorism and Security Act 2015 Compliance toolkit chapter 1: Charities and Terrorism	• Bristol SU was registered at the Charity Commission as a charity on 4 January 2011 • The Annual Report and Accounts for 2045/25 were given a clear audit report by Crowe LLP, who confirmed that they were prepared in accordance with FRS102 and Statement of Recommended Practice, and the requirements of the Companies Act, and give a true and fair view. • The 2045/25 Charity Commission Annual Return was submitted on time on 2 April 2026 along with the 2045/25 Annual accounts. • Change of Trustees happened in Jun 2024 and Charity Commission were notified • The Trustees ensure SU activities are within the charitable objects as set out in the Articles and are reminded of this during training and at meetings. • Ultra vires training and guidance is delivered to students and trustees • Campaign activity undertaken is not party political in nature • A Risk Register is reviewed and amended at least quarterly by Senior Management Team and monitored by Trustees. • Declarations of interest are declared annually on the Register of Interests and updated as and when by Trustees or staff. Any conflicts of these interests are noted at each Trustee meeting.

	• An External Speaker Policy is in place and relevant staff have a good understanding of it. • Trustee meeting decisions and actions are on the Trustee Action Register and monitored by the Trustees, Clerk and relevant staff. • The Chief Executive is aware the financial statements show a true and fair view and all material information of which they are aware was passed to the auditors as part of the annual accounts process. • Procedures are in place to ensure the charity's funds are used only for purposes set out in the Articles. • Charity commission recommend the following policies in place to protect people who come into contact with Bristol SU – Safeguarding, Staff Code of Conduct, Health and Safety, Disciplinary, Whistleblowing, Social Media, Complaints and these policies are in place at Bristol SU, along with an Equality, Diversity and Inclusion Policy
<u>Health and Safety</u> Health and Safety at Work Act 1974 other Health and Safety legislation	• Bristol SU Health and Safety policy was reviewed and approved by Trustees in Mar 2025. • Bristol SU employs the services of a Health & Safety company Acorn to provide expertise and impartial advice. • A Health and Safety Committee comprising of key staff H&S leads exists to report on and monitor compliance on an ongoing basis – the group meets monthly. • Bristol SU addresses H&S in collaboration with the UoB's facilities team and Health and Safety team • Key Health and Safety information is included in Trustee reporting. • Bristol SU has a Code of Conduct, a Complaints Policy and trip and tour registration process for student groups • The reaffiliation process prompts groups to tell us how they conform to the standards of their NGB (national governing body) where applicable. • All student group risk assessments are submitted to the SU for approval, which is granted under the supervision of IOSH trained staff
<u>Employment Legislation</u> including:	• All terms and conditions, policies and procedures are constructed with reference to relevant legislation and are reviewed and updated regularly. • The Policy register - a schedule for policy updates - can be found on the intranet – they have all

• Equal Pay Act 1970 • Minimum Wage Act 1998 • Equality Act 2010 • Employment Rights Act 2025 • Working Time Directive 1999 • Working Time Regulations 2003 • Information and Consultation of Employees Regulations 1999 • Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 • Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 • Employment Relations Act 1999 • Transfer of Undertakings (Protection of Employment) 2006 • Data Protection Act 1998 • Health and Safety at Work Act 1974 • Public Interest Disclosure Act 1998 • Trade Union and Labour Regulations Act 1992 • The Pensions Act 1998 • Agency Workers Regulations 2010 • The Occupational and Personal Pension Schemes (Automatic Enrolment) Regulations 2010 • The Equality Act 2010 and the United Nations Convention on disability rights	been reviewed within approximately the last 18 months. • Bristol SU pays staff a minimum of the Real Living Wage and all employees are offered the same rates of pay for comparable positions. • Employment contracts give staff at least, and often enhances, the legal minimum terms and conditions in relation to all employment rights. • We have a relationship with Atkinson HR who work as an external consultant when needed. • Bristol SU's Director of People, Culture and Organisational Development, our People Manager and our People Coordinator are members of the CIPD. • Bristol SU Payroll is outsourced to a provider called Dataplan. • All practices are compliant in line with GDPR. • As far as is practically possible Bristol SU does not encourage workers to undertake more than 48 hours per week averaged over 17 weeks. • Employment related procedures have been drawn up with appropriate awareness of discrimination and diversity.
<u>Lettings/Housing</u> ARLA (association of residential letting agents) PRS (property redress scheme) Client Money Protection (CMP) Non-Resident Landlords Scheme	• Bristol SU Lettings staff Victoria Hanley and Georgie Gray are registered with The Association of Residential Letting Agents (ARLA), though the agency itself is not. • Bristol SU Lettings is a registered agent under the property redress scheme, this is renewed annually and is a mandatory requirement of the lettings industry • Bristol SU Lettings holds Client Money Protection Insurance this is a legal requirement to run a lettings business and is renewed annually during December • Bristol SU Lettings had its first non-resident landlord from 4 Jan 2025. We have registered for the

	Non-Resident Landlord Scheme
<u>Licensing</u> Licensing Act 2003	• Bristol SU holds a current Premises Licence (Chief Executive holds this) for a range of activity within the building. • The day-to-day operations of the Balloon bar and AR2 are delegated to UoB Hospitality Services. • Every year we apply for a time limited licence for the Welcome Fair on Durdham Downs • Multiple SU staff hold personal licences to allow for provision of pop-up bars (subject to site permissions)
<u>Data Protection and GDPR</u> Data Protection Act 2018 UK GDPR 2021 The Protection of Freedoms Act 2012	• Bristol SU has a privacy policy and a data sharing agreement with the University • The data sharing agreement with the University was updated in 2026 • European legislation came into effect in this area in May 2018 and was updated in the UK GDPR act in 2021. Bristol SU have thought through the implications and are complying with the legislation. • Bristol SU are a registered data controller with the ICO • New Privacy Statements were put in place May 2018 and updated on 14 March 2023, with separate updated policies for The Bristol SU Shop and Bristol SU Lettings (as these are captured on different sites). They were circulated to the membership. • Data Protection Training module is included in staff induction.
<u>Safeguarding</u> The Children Act (1989) and (2004) & statutory guidance Working Together to Safeguard Children 2013 The Children's Act 2004 The Care Act 2014 Freedom of Information Act 2000 Data Protection Act 1988 Care Standards Act 2000 Human Rights Act 1988 Education Act 2002 Children's Act 1989	• Relevant Bristol SU staff are required to undertake DBS checks, which are updated every three years. • All student volunteers working with children or adults at risk via Bristol SU staff or student-led opportunities have an appropriate DBS in place prior to commencing volunteering, which Bristol SU staff process. • We now partner with an external DBS provider, which increases our capacity to monitor and maintain compliance, it also reduces the time to process applications meaning volunteers get their clearance sooner. • Our Safeguarding Policy, signed off by trustees, is up to date • Safeguarding leads undertake training in statutory safeguarding every two years • All staff have completed an online introduction to Safeguarding module and also completed a 3 hour training session with the Safeguarding Lead.

Criminal Justice Act 2003 Crime and Disorder Act 1998 Mental Capacity Act 2005 Immigration and Asylum Act 1999 National Health Service Act 2006 Local Government Act 2000	
<u>Insurance</u> Charities and Insurance (CC49)	• Bristol SU is included in UoB's insurance policies for 2024-25 and 2025-26, arranged annually by the UoB Insurance team. Some are specific to the SU. In others we are included in the general policies. ○ The underwriting on the main UoB Material Damage and Business Interruption policy is shared across a range of insurers. ○ Buildings cover includes £80m UoB insurance for the Richmond Building and £42m for Senate House. ○ 'Contents' £650k main BSU assets and student group assets. ○ Business interruption £150m ○ Libel and Slander (not including Epigram) included in the main UoB policy £5m ○ Public Liability £50m, Employers Liability £50m ○ Crime protection (financial loss) £2m (Aviva, excess £50k each crime). ○ Staff personal accident (including death at work), 3x annual salary. ○ Management (Directors and Officers) Liability £5m (indemnity insurance) ○ Engineering Inspection and Insurance £5m • There is a significant excess (£100k) on the contents policy, but the University has agreed to cover us down to £25k, which is what it has agreed with the faculties. • There is a separate Bristol SU policy with Aviva covering Death in Service Benefit. This is different from the death cover provided by the university, which only covers accident/death whilst actually working. • We also have PII for the Advice team, and vehicle insurance for student group use of minibuses hired through the SU. • Boat Club and Sailing club have maritime insurance.

<u>Bribery & Fraud</u> Bribery Act 2010 Fraud Act 2006	• Updated Anti-Bribery Policy approved by Trustee Board May 23. • Anti-Fraud Policy approved by Trustee Board March 23. • Guidance included in the Staff Handbook and Treasurer Training. • Training provided to all staff in October 23 org session on Fraud, and October 2024 on Cyber Security. • University all staff training includes Cyber Security awareness, which is compulsory for all staff annually. • Financial Controls framework in place to control expenditure • Annual Financial Risks and Controls review completed in May 25
<u>HMRC</u> Income Tax (Pay as You Earn) Regulations 2003 Value Added Tax Act 1994 Corporation Tax Act 2010 The Donations to Charity (Gif Aid Declarations) Regulations 2016	HMRC (Employer Registration) • The Union is registered as an employer with HMRC • Payroll administration is outsourced to Dataplan, who is also our agent for PAYE. HMRC (VAT Registration) • The Union is registered for VAT • Payments are made along with quarterly VAT returns. • All VAT returns and payments for 2024/25 were made within prescribed timescales. • We have changed our VAT year periods and partial exemption year to align with our new June year end. • Advice on complicated VAT issues is obtained from our external VAT consultants (Centurion VAT). HMRC (Gift Aid Registration) • The Union registered as a Charity with HMRC for tax purposes in Nov 2021, to be able to claim gift aid on donations. Gift aid is processed on our behalf by Just Giving. HMRC (Corporation Tax) • The 2023/24 Corporation Tax return was submitted and paid on time. • The return for 2024/25 was paid on time and will be submitted by the deadline (30 June 2026).

The Bristol SU Statement of Legal Compliance was reviewed and updated in May 2026 by Bristol SU Management Team. It was approved by FARG in Jun 2026 and formally approved by Bristol SU Trustee Board in Jun 2026. It is also published on the Bristol SU Website

Signed: 

Ben Pilling, Chief Executive

Date: 16 Jun 2026