



**BOARD OF CONSERVATORS OF
ASHDOWN FOREST**

STANDING ORDERS

Ashdown Forest Centre, Wych Cross,
Forest Row, East Sussex RH18 5JP

01342 823583;
conservators@ashdownforest.org;
www.ashdownforest.org

**AS AGREED BY THE BOARD 18 JUNE 2007
AND AMENDED 19 NOVEMBER 2007, 8 SEPTEMBER 2008 AND 9 MARCH 2009**

1. MEETINGS OF THE BOARD OF CONSERVATORS	2
2. ORDER OF MEETINGS	2
3. CONDUCT OF MEETINGS	3
4. MOTIONS	3
5. COMMITTEES	3
6. URGENCY COMMITTEE	4
7. WORKING PARTIES	5
8. CONDUCT	5
9. DELEGATION TO THE CLERK TO CONSERVATORS	5
10. CUSTODY OF THE BOARD'S RECORDS	6
11. SUSPENSION OF STANDING ORDERS	6
12. APPROVAL OF STANDING ORDERS	6
APPENDIX 1. FINANCIAL REGULATIONS	7

1. MEETINGS OF THE BOARD OF CONSERVATORS

- 1.1 Board Meetings shall be held at the Ashdown Forest Centre four times a year normally in the months of March, June, September and November.
- 1.2 The Board shall elect a Chairman and Vice Chairman at the June meeting each year (after local authority elections) to hold office for 12 months from that meeting. The Chairman and Vice Chairman shall remain in office for one year and be eligible for re-election. No Chairman or Vice Chairman may serve for more than three years in succession and shall not be eligible for election to the same office for three years. Unless agreed otherwise the Chairmanship shall alternate between Conservators elected by Commoners and Conservators appointed by Local Authorities.
- 1.3 If the Chairman resigns or is incapable of acting, the Vice Chairman shall act as Chairman until a new Chairman has been elected. If both the Chairman and Vice Chairman are absent from any meeting at the appointed time, the Conservators present shall appoint one of their number to act as Chairman instead.
- 1.4 Except as provided in 6. Urgency Committee below, notice of every meeting and the agenda of the business to be transacted shall be sent to Conservators at their usual address seven clear working days in advance, by post, by hand, or, with the prior agreement of the Conservator(s) concerned, by electronic mail.
- 1.5 Six Conservators shall form a quorum. If, 20 minutes after the appointed start of a Meeting, a Quorum is not present, the Meeting shall be adjourned.

2. ORDER OF MEETINGS

Each Board and Committee Meeting will be open to the public. The public may ask questions for a total of ten minutes before the start. "In addition to the above, members of the public may submit questions in writing, not less than 14 days before the relevant Board or Committee meeting. These should be sent to the Forest Centre for the attention of the Superintendent or the relevant Chairman. The questioner should state whether a written or verbal reply is required. If the latter, it will be given during the 10 minute period provided the questioner is present. It is not envisaged that supplementary questions would be allowed, unless time permitted. While public comments may be minuted, they do not form part of the Meeting. Except when the Board resolves otherwise, the business of the Board shall be conducted in the following order.

- 2.1 Present and Apologies. The minutes shall record the names of Conservators and Officer(s) present, the Conservators signing in the Attendance Book, and of those who have submitted apologies for absence.
- 2.2 Notice by the Chairman of any urgent business items.
- 2.3 Declarations of Interest if appropriate (see Code of Conduct).
- 2.4 To approve the minutes of the previous Board Meeting which, if agreed by the Board to be accurate, shall be signed by the Chairman.
- 2.5 To discuss any matter arising.
- 2.6 To receive the minutes of Committee Meetings, which may be taken as read, held since the previous Board Meeting and of any Extraordinary Meeting. Any decision recommended to the Board in the minutes shall be presented for information, ratification or decision. If agreed to be accurate by members who attended the Meeting, the minutes shall be signed by the Chairman of the relevant meeting.
- 2.7 The set agenda shall then be followed.
- 2.8 Urgent business items as indicated under 2.2 shall be discussed.
- 2.9 No business shall be transacted at a Board Meeting except in accordance with the notice of the Meeting and agenda as set out in 1.4 or urgent business notified by the Chairman in accordance with 2.2.

3. CONDUCT OF MEETINGS

- 3.1 All resolutions at Meetings shall be determined by a show of hands of the Conservators present, unless a formal division be demanded by two Conservators, in which event the names of those voting shall be recorded in the minutes. When there shall be an equal number of votes on any question, the Chairman may give a second or casting vote, or determine that it be not carried.
- 3.2 Conservators may require that their vote be recorded in the proceedings.
- 3.3 In case of an equality of votes at any Meeting of the Conservators, the Chairman of the Meeting shall have a second or a casting vote.
- 3.4 Points of order arising at a Board Meeting shall be decided by the Chairman, whose ruling shall not be called in question at such Meeting.
- 3.5 Meetings shall be open to the public unless the Board by resolution goes into Closed Session and excludes the public for the whole or part of the proceedings on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
- 3.6 Members of the public may address questions to the Board for a total of ten minutes at the beginning of Meetings.

4. MOTIONS

- 4.1 Every motion, or amendment to it, shall be moved and seconded, and discussion shall be strictly directed to the proposal itself.
- 4.2 Every motion, or amendment to it, shall be read out by the Chairman before it is put to the meeting.
- 4.3 No Conservator shall speak more than once upon any motion or amendment except by leave of the Chairman, and then only in explanation, but the mover of the original motion shall have the right to reply. The reply shall be strictly confined to answering previous speakers, and shall not introduce new matter.
- 4.4 Every motion shall be relevant to some matter in relation to which the Board has powers or duties and every amendment shall be relevant to the motion to which it is moved.
- 4.5 Any motion “to proceed to the next business”, “that the Board do now adjourn”, or “that the debate be now adjourned” can be moved at any time bring a debate whether there be any amendment under discussion or not. Such motion shall be moved, seconded and put by the Chairman without discussion.
- 4.6 If a motion “to proceed to next business”, “that the Board do now adjourn”, or “that the debate be now adjourned”, be put and lost, the same motion shall not be moved again within the period of thirty minutes without the leave of the Chairman.
- 4.7 No motion to rescind any resolution passed within the preceding six months, and no motion or amendment to the same effect as one which has been rejected within the preceding six months, shall be proposed. When any such motion or amendment has been disposed of by the Board, it shall not be open to any Conservator to propose a similar motion within a further period of six months.

5. COMMITTEES

So far as applicable, these Standing Orders shall govern the proceedings of all Committees.

- 5.1 Committees shall be appointed annually at the June meeting of the Board. Each Committee shall consist of at least five Conservators and the Chairman and Vice Chairman of the Board *ex officio*.
- 5.2 Subject to the agreement of those nominated, the composition of each Committee of the Board shall be proposed by the Chairman and Vice Chairman of the Board for approval by the Board, taking into account the preference for such approval at the June Board Meeting.
- 5.3 Each Committee shall elect its Chairman and Vice Chairman at its first Meeting following appointment of the Committee members by the Board. If, because of the timing of elections or other eventualities, a Committee has neither Chairman nor Vice Chairman, the Committee shall, subject to 5.4, elect a Chairman who shall act as such until the next Board meeting.

- 5.4 At every Committee three Conservators shall form a quorum, unless the Board shall otherwise direct.
- 5.5 Each Committee may co-opt representatives of outside bodies who shall not have the power to vote; at least two thirds of each Committee, however, shall be Conservators. Each Committee may also invite advisers to attend meetings where appropriate and at the Chairman's discretion.
- 5.6 The following shall be the ordinary Committees of the Board, their number and remit being determined from time to time by the Board: 1) Finance and General Purposes, 2) Roads, Planning and Amenity; and 3) Conservation.
- 5.7 The delegated powers of the Committees are:
 - Finance and General Purposes (FGP): To exercise all the powers and duties of the Board in respect of routine financial matters, general matters relating to the Board and the Committees and management of the Forest that does not naturally fall to other Committees.
 - Roads, Planning and Amenity (RPA): To exercise all the powers and duties of the Board in respect of roads, tracks, buildings, waste, planning and amenity use of Ashdown Forest.
 - Conservation: To exercise all the powers and duties of the Board in respect of the conservation of Ashdown Forest.
- 5.8 Each Committee may make recommendations to the Board where, in the opinion of the Committee, the matter is either of such significance as to warrant it, it involves a change of the Board's policy or they wish to recommend new policy.
- 5.9 The agenda for the Committees shall be decided by the Clerk and Committee Chairman as far as practicable following Standing Orders in paragraph 2. Any Conservator may, not less than three working days prior to the issue of the agenda in accordance with order 1.4 put forward an item of business to be included on an agenda for a Committee.
- 5.10 The Meetings of Committees shall be held after each Board Meeting and before the next following Board Meeting, to take place at the Ashdown Forest Centre except by agreement between the Clerk and the Committee Chairman.
- 5.11 All Conservators shall receive notice of ordinary Committee Meetings and shall be entitled to attend and may speak by permission of the Chairman. Only members of the Committee shall be entitled to vote.

6. URGENCY COMMITTEE

- 6.1 The Chairman and Vice Chairman of the Board and the Chairmen of the three Committees shall consider urgent business as an Urgency Committee where it is impracticable or where there is insufficient time to call a meeting of the full Board.
- 6.2 The quorum for this Meeting shall be three.
- 6.3 The decision as to whether the business constitutes urgent business shall be made by the Chairman of the Board or the Vice Chairman should the Chairman be unavailable.
- 6.4 No decision shall be made or instructions issued under this Standing Order that are contrary to an expressed resolution of the Board or an established practice.
- 6.5 Any decision shall require the unanimous agreement of the meeting. If any member of the Urgency Committee does not agree a proposed decision, the Chairman, or the Vice Chairman should the Chairman be unavailable, may immediately convene a meeting of the Board by notice in accordance with 1.4.
- 6.6 Any urgent decision taken shall be made known to other Board Members as soon as possible thereafter and reported to the next Board Meeting.

7. WORKING PARTIES

The Board may appoint a working party or parties to consider matters relevant to the Board to which it may appoint any Conservator and co-opt others and shall proceed on the following terms:

- each working party shall have clear terms of reference and objectives to be determined by the Board;
- the duration and size of the working party shall be decided by the Board at the time of its appointment;
- the Clerk may be a member of every working party;
- an interim report from the working party shall be made to the Board by a Member or the Clerk at a time to be agreed, and a final report shall be made at the end of the working party's terms of reference.

8. CONDUCT

All Councillors are required to sign the Model Code of Conduct made under The Local Authorities (Model Code of Conduct) Order 2007 which came into force on 3 May 2007. The Code has three parts: General Provisions, Interests and Registration of Members' Interests. Notwithstanding the fact that Conservators appointed by the Local Authorities sign the Model Code of Conduct, the following also apply, thereby covering those Conservators who are not Councillors.

- 8.1 No Conservator shall at a Meeting disregard the ruling of the Chairman, wilfully obstruct business, or behave in such a manner as to cause offence to any Conservator or any other person."
- 8.2 If, in the opinion of the Chairman, a member has broken the provisions of 8.1, the Chairman may move that the Conservator named be no longer heard or that the Conservator named do leave the Meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- 8.3 If either of the motions mentioned in 8.2 is disobeyed, the Chairman may suspend the Meeting or take such further steps as may reasonably be necessary to enforce them.
- 8.4 In the event of general disturbance which in the opinion of the Chairman renders the due and orderly dispatch of business impossible, the Chairman in addition to any other power vested in him/her may, without question put, adjourn the meeting of the Board for such period as he/she in his/her discretion shall consider expedient.
- 8.5 No Conservator shall, on any occasion outside any Board or Committee Meeting, disclose the content or nature of a Closed Session.
- 8.6 Conservators are elected or appointed under Sections 7 and 8, respectively, of the 1974 Ashdown Forest Act. The main duty and responsibility of each Conservator is to the Board as members of the body corporate and the Conservators' statutory rights and obligations must take precedence over everything else.
- 8.7 As a body corporate there is a requirement on individual Conservators to recognise when majority decisions have determined Conservator policy.
- 8.8 Board members must not conduct themselves in a manner which would reasonably be regarded as bringing the office of Conservator or the Board into disrepute.

9. DELEGATION TO THE CLERK TO CONSERVATORS

The Board delegates to the Clerk the authority to take such executive action as is necessary to manage the Forest in accordance with policies contained in resolutions of the Board and accordingly to sign any document relating to the management of the Forest for and on behalf of the Board; and in furtherance of which delegation to sign any cheque on behalf of the Board, subject to the limit from time to time determined by the Board in agreement with the District Auditor. See Appendix 1 for Financial Regulations.

10. CUSTODY OF THE BOARD'S RECORDS

Except where otherwise decided by the Board, the books, papers, plans, other documents and electronically stored data belonging to the Board shall be kept in the charge of the Clerk, but shall at reasonable times be open to inspection by the Conservators and, by appointment, the public. They shall not be taken from the Board's offices without the permission of the Clerk, and shall be returned as directed by the Clerk.

11. SUSPENSION OF STANDING ORDERS

These Standing Orders, with the exception of 2.6, 9 and 12, may be suspended without notice in case of an emergency so far as regards any business at the Meeting by a clear majority of Members present.

12. APPROVAL OF STANDING ORDERS

These Standing Orders were approved at a Meeting of the Board on 18 June 2007, and amended on 19 November 2007 and 8 September 2008, and remain in force until the Board otherwise determines.

APPENDIX 1 - FINANCIAL REGULATIONS

1. General

- 1.1 These Financial Regulations shall govern the conduct of the financial transactions of the Board, and may be amended only by the Board. It shall be the duty of the Finance and General Purposes Committee (FGP Committee) to review annually the continuing validity of these Regulations, and whenever appropriate, to make recommendations for changes to be agreed by the Board.
- 1.2 The Clerk to the Conservators is the Responsible Financial Officer (RFO), acting under the policy direction of the FGP Committee, and he shall be responsible for the proper administration of the Board's financial affairs, including the production of the Board's annual accounts and of financial management information during the financial year.
- 1.3 The Board's financial year shall start on 1 April each year and run to the following 31 March.
- 1.4 All monies received by the Conservators shall be credited to The Conservators of Ashdown Forest.

2. Financial policies

- 2.1 It shall be the Board's aim to avoid a deficit of current revenue over expenditure on revenue account in each financial year; and to cover expenditure on capital account by grants and other outside sources of funding whenever possible.
- 2.2 It shall be the Board's policy to maintain a General Reserve at a level sufficient to cover at least an estimated six months' expenditure on salaries and administration. However, that Reserve may be drawn down, by the specific approval of the FGP Committee, to meet an expected shortfall in income to fund expenditure on either current or capital account.

3. Budgetary control and management information

- 3.1 The RFO shall in November each year prepare detailed estimates of income and expenditure, on both revenue and capital account, for the coming financial year.
- 3.2 The FGP Committee shall review those estimates, and submit them to the Board for their approval at their meeting in November each year.
- 3.3 The approved revenue and capital estimates shall become the budgets for the coming year, against which financial control will be exercised and upon which management information reports will be based.
- 3.4 The RFO shall provide the FGP Committee with a full statement of actual income and expenditure under each head of the approved revenue and capital budgets:
 - for the first six months of the financial year, at the November Committee meeting;
 - for the full financial year, prior to audit by the District Auditor, at the May/June meeting.The RFO shall advise intervening meetings of the FGP Committee of any variances of > 10% and provide cash flow statements and budget reports as appropriate.
- 3.5 The Board shall at its June meeting consider, and approve, the Annual Accounts for the preceding financial year, subject to the subsequent audit of the accounts by the District Auditor.
- 3.6 The RFO may incur on behalf of the Board any expenditure which is necessary in order to undertake any repair, replacement or other work which is of such urgency that it must be done without delay, even if there is no budgetary provision for that expenditure - this permission to be subject to a limit of £5,000. The RFO shall advise the Chairman of the FGP Committee of his action as soon as practicable, and shall report on his action to the next meeting of the committee, indicating whether any such expenditure not previously approved in the year's budget will be met from savings elsewhere, from new income, or by the use of Reserves. In the event that urgent expenditure in excess of £5,000 is necessary, the RFO shall advise the Chairman of the Board and the Chairman of the FGP Committee who shall decide whether to sanction that expenditure or

whether to convene a meeting of the Board's Urgency Committee or a special meeting of the FGP Committee to approve the proposed expenditure. The action taken shall be reported to the next regular meeting of the FGP Committee.

4. Accounting and audit

- 4.1 All accounting procedures and financial records of the Board shall be determined by the RFO as required by the Accounts and Audit Regulations 2003.
- 4.2 The RFO shall be responsible for completing the Annual Accounts of the Board as soon as practicable after the end of the financial year, and shall submit them and report thereon to the May/June meeting of the FGP Committee, prior to the submission of those Accounts to the Board at their June meeting. The RFO shall also be responsible for submitting the Board's accounts to the District Auditor, for responding to any enquiries by the Auditor and for meeting any recommendations by the Auditor; and shall report to the FGP Committee on the Auditor's comments.
- 4.3 The RFO shall be responsible for maintaining an adequate and effective system of internal audit of the Board's accounting, financial and other operations in accordance with regulation 6 of the Accounts and Audit Regulations 2003, subject to the oversight of the FGP Committee.
- 4.4 The RFO shall maintain a Fixed Assets Register, recording all assets with a purchase cost of > £1,000. It shall be the Board's policy to charge the total purchase cost of all assets in the financial year in which those assets are acquired, so writing off their book value to nil.

5. Banking arrangements and cheques

- 5.1 The Board's banking arrangements, as proposed by the RFO, shall be approved by the FGP Committee.
- 5.2 The RFO is authorised to sign cheques drawn or authorise internet payments hereafter on the current account up to a limit as shall be set by the FGP Committee. Thereafter the cheque is to be countersigned by one of the following: the Chairman or Vice-Chairman of the Board, or the Chairman of the FGP Committee. The Office Manager is authorised to sign cheques up to a limit as shall be set by the FGP Committee.

6. Payment of accounts

- 6.1 Apart from petty cash payments, all payments shall be effected by cheque drawn on the Board's current account or by credit card or internet, authorised by the RFO up to a limit as shall be set by the FGP Committee.
- 6.2 All invoices for payment shall be examined, verified and certified by the RFO. Before certifying an invoice, the RFO shall satisfy himself that the work, goods or services to which the invoice relates have been received or carried out, examined and approved.
- 6.3 The Office Manager shall examine the certified invoices with regard to arithmetical accuracy and authorisation; code them to the appropriate expenditure head; and prepare cheques for the RFO's signature. The Office Manager shall take all possible steps to settle all invoices submitted, and which are in order, within 30 days of their receipt.
- 6.4 The Office Manager shall provide petty cash to Forest staff for the purpose of defraying operational and other expenses. Vouchers for payments made shall be passed to the Office Manager with a claim for reimbursement. The Office Manager shall maintain a petty cash float to a limit of £250.00 for the purpose of defraying such operational and other expenses. Vouchers for payments made from petty cash shall be kept as the record of payments. Any income received shall be paid, not in to the petty cash float, but banked separately as provided under section 9 of these regulations.

6.5 Personal cheques shall not be cashed out of money held on behalf of the Board.

7. Payment of salaries and wages

7.1 The payment of all salaries for full-time staff shall be made in accordance with the payroll records, direct to individual staff bank accounts on the fourth Friday of each month. Wages for part-time staff may be paid by weekly cheque. All salaries and wages are to be drawn on the Board's current account.

8. Loans and investments

8.1 It is the Board's policy not to borrow monies, although loans are permitted under the Ashdown Forest Act 1974, and no loan may be negotiated without the prior consideration and approval of the Board. Any loans shall be negotiated by the RFO in the name of the Conservators of Ashdown Forest.

8.2 All investments of money or of other assets, under the control of the Board shall be in the name of the Conservators of Ashdown Forest Clerks Account.

8.3 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9. Income

9.1 The RFO shall supervise and be responsible for the collection of all sums due to the Board. Particulars of all charges to be made for work done, services rendered, or goods supplied shall be notified to the RFO.

9.2 All sums received on behalf of the Board shall be recorded by the Office Manager under the appropriate heading, and shall be banked weekly.

9.3 The FGP Committee shall review the Board's fees and charges annually.

9.4 Any debts outstanding for more than 12 months shall be reported to the FGP Committee, who may authorise such debts to be written off. The RFO may recommend that outstanding Forest rates and other charges should not be written off immediately after 12 months, but any such debt still outstanding after 3 years shall then be written off.

10. Orders for work, goods and services

10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared, or unless an official order would be inappropriate, e.g. purchases up to a limit as shall be set by the FGP Committee. Purchases greater than this must be authorised by the RFO or Office Manager. Copies of orders issued shall be retained, and the order book shall be controlled by the Office Manager.

10.2 A contract shall be deemed requisite for the continuing supply of goods and services required by the Board, or for the supply of particular goods and services of exceptional nature.

Contracts will not normally be required in the following cases:

- i) for the supply of gas, electricity, water, sewerage, and telephone services;
- ii) for specialist services such as are provided by solicitors, accountants, surveyors, and planning consultants;
- iii) for work to be executed, or goods and materials to be supplied, which consist of repairs to, or parts for, existing machinery or equipment or plant; or which constitute an extension of an existing contract with the Board;
- iv) for goods or materials to be purchased which are proprietary articles and/or which are sold only at a fixed price.

- 10.3 All staff shall be responsible for obtaining value for money at all times. The RFO or Office Manager, when issuing an official order for goods or services, shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction.

11 Tendering for contracts

- 11.1 Where it is intended to enter into a contract likely to exceed £25,000, formal written tenders will be invited from at least three sources. Where it is intended to enter into a contract likely to exceed £2,500, the RFO shall invite tenders from at least two suppliers, wherever possible. For contracts for expenditure below this figure, the RFO shall have power to select an appropriate supplier.
- 11.2 Any invitation to tender shall state the nature of the intended contract and the goods, materials, or services to be supplied, together with the last date by which the tender should reach the RFO; and the RFO may obtain any technical assistance necessary to prepare a specification in appropriate cases. Each tendering supplier shall be provided with a specially marked envelope in which the tender is to be sealed, and remain sealed until the prescribed date for opening tenders for the contract. All sealed tenders shall be opened at the same time on the prescribed date by the RFO or the Office Manager, in the presence of another member of staff.
- 11.3 If only two tenders are received for contracts above £2,500, or if the tenders are identical, the RFO shall have discretion to decide which he thinks fit to supply the goods or services but shall report his decision to the FGP Committee. Neither the RFO nor the Board shall be obliged to accept the lowest, or any, tender.
- 11.4 For tenders likely to exceed £25,000, the RFO will obtain written approval from the Chairman and the Vice Chairman of the Board before accepting other than the lowest tender. Full records will be kept in relation to all tender and contract documentation.
- 11.5 A contract may be made on the basis of a single tender where, in the opinion of the RFO, there is only one company who can properly supply the goods or services or execute the works for a contract above a limit, currently £10,000, as shall be set from time to time by the FGP Committee. The RFO will report his decision to the FGP Committee.

12 Payments under contracts for building or other construction works

- 12.1 Payments on account of the contract sum shall be made by the RFO within the time specified in the contract, upon authorised certificates of the architect or other consultants engaged to supervise the contract. Where contracts provide for payment by instalments, the RFO shall maintain a record of all such payments.
- 12.2 If it is estimated that the total cost of work being carried out under a contract (excluding fluctuation clauses) will exceed the contract price by 5% or more, this shall be reported to the FGP Committee. Any variation to a contract shall be approved by the RFO in writing and be reported to the FGP Committee.

13 Stores and equipment

- 13.1 The Rangers and Countryside Workers shall be responsible for the care, maintenance and security of those stores and equipment, including the Information Centre resources within their individual areas of responsibility.
- 13.2 Delivery notes must be obtained for all goods received into the Forest Centre, and goods must be checked as regards quality at the time that delivery is made. Delivery notes shall be passed to the Office Manager.
- 13.3 Stocks shall generally be maintained at the minimum levels consistent with operational requirements.
- 13.4 The RFO shall be responsible for an annual check of stocks for sale.

14 Properties and estates

- 14.1 The RFO shall make arrangements for the secure custody of all title deeds of land owned by the Board and shall ensure a record is maintained of all land owned by the Board.
- 14.2 No property or land shall be sold, leased, or otherwise disposed of without the authority of the Board.

15. Insurance

- 15.1 All buildings, vehicles and equipment shall be kept insured, at appropriate levels of cover at all times. All appropriate employees of the Board shall be included within a suitable fidelity guarantee insurance policy.
- 15.2 The RFO shall effect all insurance and negotiate all claims, with the Board's insurers. The RFO shall notify the Insurers promptly of all new risks, property, equipment, and vehicles which need to be covered, and of any alterations and events affecting the existing insurance policies. The RFO must be advised promptly of any loss, liability, or damage or of any event likely to lead to an insurance claim; and he shall advise the Insurers promptly of any potential claim.
- 15.3 The RFO shall review the level of the Board's insurance cover annually at renewal.