

Memorandum of Understanding (MoU)

Date of signature
June 2021

Date of review 30th June 2022 and annually
thereafter (for MoU and all appendices)

Between:

1. **Social Workers Benevolent Trust (SWBT) and**
2. **The British Association of Social Workers (BASW)**

- A. The purpose of this memorandum of understanding is to clearly set out the ongoing arrangements between the two organisations and agree the ways of working, and a way of ensuring accountability on both sides. This will be reviewed every three years.
- B. This will be supported by an annual action plan. Appendix 2 sets out a template for this plan

1. Trustees

- 1.1 BASW seals and unseals all trustees following a selection process and recommendation from the trustees.
- 1.2 It is agreed that, to ensure and emphasise the independence of SWBT, no person should qualify to serve on the BASW Council and as a SWBT Trustee at the same time.

2. Finance

- 2.1 By negotiation and agreement, BASW UK will pay an agreed amount of member income into SWBT funds on a staged basis to enable it to discharge its charitable duties.
- 2.2 SWBT also raises its own money through bequests and appeals.
- 2.3 SWBT claims gift aid where possible on donations.
- 2.4 The SWBT accounts are kept by the SWBT treasurer, using the SWBT bank and investment accounts.
- 2.5 BASW provides assistance in fundraising (see Appendix 1).
- 2.6 SWBT prioritises its work based on criteria that are available to BASW members (see Appendix 2).

3. Governance

- 3.1 The accounts are audited by the auditors who are appointed to audit BASW.
- 3.2 The accounts and annual report are presented by SWBT Trustees to BASW members at the BASW UK AGM for approval.
- 3.3 The report includes an overview of the objectives, how we have met our priorities, our impact and plans for the future.
- 3.4 The operation of the Memorandum of Understanding and agreement and monitoring of the annual action plan are managed through twice yearly meetings

between the Co-chairs of the SWBT Trustees and BASW Member Leads, with ongoing operational issues managed with BASW executive staff.

4. BASW support and services to SWBT

4.1 BASW undertakes to provide reasonable support to SWBT to achieve the following tasks:

- Advertising its work
- Receiving and processing applications
- Holding appropriate records
- Reporting on its work
- Obtaining external funding

5. SWBT support and services to BASW

5.1 SWBT undertakes to provide reasonable information, for example data and information about sources of financial support, to BASW to assist with:

- Member support
- Campaigning and influence

6. Data Protection (under General Data Protection Regulations UK (GDPR)) & Privacy Policy

6.1 Information is held within the BASW system in a discrete area in accordance with BASW's GDPR policy and procedures

6.2 SWBT is the Data Owner, BASW is the Data Processor

6.3 SWBT is responsible for a Data Processing Agreement with BASW in addition to a Privacy Policy and Data Protection Statement to show that the Trust and BASW are GDPR compliant.

7. Communication

7.1 SWBT and BASW shall refer to their relationship substantively, as follows: *"SWBT is a charitable fund supported by BASW for people in the UK with social work qualifications and their families who are experiencing hardship"*.

Signed for and on behalf of The Social Workers' Benevolent Trust

Name: Bridget Robb

Name: Susan Roxburgh

Position: Co- Chair SWBT

Position: Co-Chair SWBT

Signed for and on behalf of The British Association of Social Workers

Name: Ruth Allen

Position: CEO BASW

Appendix 1: Background

- A. BASW is the –Professional Membership Association for social work and social workers in the UK.
- B. BASW was formed for the purposes inter alia of taking over the activities and functions of various organisations including The Association of Psychiatric Social Workers, The Institute of Medical Social Workers, and The Society of Mental Welfare Officers and of the unincorporated bodies known as The Association of Child Care Officers, The Association of Family Case Workers, The Association of Social Workers and The Moral Welfare Workers’ Association. BASW has grown and developed its purpose and operations considerably since its inception. Its Mission for 2020 – 2025 is to act ‘For Social Workers, For Social Work and For a Better Society’.
- C. When the original seven organisations came together to form BASW, “Various of the said organisations ...(had)... benevolent funds generally for the alleviation of poverty of their respective members and it is intended and desired by the members of BASW that a new fund for the time being be known as and called THE SOCIAL WORKERS BENEVOLENT TRUST should be established on the trusts set out below into which fund some or all of the first mentioned organisations (and any other persons or organisation) can divert their benevolent funds (or part of them)”.
(History (Taken from the Deed of Trust of SWBT).
- D. SWBT has the following Purposes (Objects) “NOW THIS DEED WITNESSETH as follows:
 1. THE Trustees shall hold any monies or property or whatever kind now or hereafter transferred to them UPON TRUST for the following charitable purposes (“the objects of the Trust”) that is to say for the relief of persons who are or have been engaged in professional social work (whether or not members or associate members of BASW) and the wives, widows, children and other dependants of such persons being in need of relief. In particular (but without in any way limiting the generality of the foregoing) the Trust may be used to relieve such persons in any of the following ways:
 - i. by making weekly or other periodical allowances
 - ii. by making grants and loans (with or without interest) including grants and loans for training or other educational purposes of such amounts and subject to such conditions as the Trustees shall from time to time decide
 - iii. by establishing and maintaining charitable homes and hostels and making grants and paying subscriptions towards the establishments of homes and hostels and making grants and paying subscriptions towards the establishment and maintenance of homes and hostels
 - iv. by making grants or allowances for the purposes of medical treatment and care not available under any National Health Service for the time being
 - v. by paying subscriptions and making donations to homes or institutions having amongst their objects the succour of such persons

vi. by making pension or other payments benefiting such persons after retirement or pursuant to indisposition of any kind”.

Appendix 2. List of SWBT policies and procedure documents

Policies

Code of Conduct
Communications Policy
Complains Policy
Ethical Investments Policy
Grant Making Policy
Induction and Training Policy
Investments and Reserves Policy
Privacy Policy
Recruitment of Trustees Policy
Register of Interests Policy
Safeguarding Policy
Vulnerable Beneficiaries Policy

Forms

Register of Trustee Interests form
Trustee Application form
Trustee Equal Opportunities form
Trustee Personal Declaration form
Trustee Skills Audit form

Appendix 3: Annual Action Plan Template.

BASW undertakes to provide reasonable support to SWBT to achieve the following tasks:

Advertise its work

All information about SWBT is written by or with the agreement of SWBT.

BASW provides communication support as follows:

- BASW hosts the SWBT website which links to the main BASW website.
- BASW publishes a leaflet about the work of SWBT, written by SWBT.
- BASW displays information about SWBT at UK and National events.
- BASW includes adverts in Professional Social Work magazine and newsletters.
- BASW publishes a blog or article on SWBT's work at least once a year.
- BASW and SWBT together will develop a social media presence and reach for SWBT

The working of the Board

SWBT is independently accountable to the Charities Commission for its work and reviews its work in line with their guidance.

The SWBT Board establishes its own operational policies and procedures. These will be influenced through discussions with BASW.

BASW supports the Board as follows:

- BASW provides a physical or online meeting space for Trustee meetings.
- BASW provides and hosts email for SWBT Trustees.
- BASW will endeavour to inform SWBT of key service developments and of any training opportunities impacting directly on their discharging of their charitable function.

Receive and process applications

SWBT receives all applications and makes decisions about eligibility and disbursement of funds. .

BASW provides discrete and confidential administrative support as follows:

- BASW to receive and input all applications forms and associated documents so that they are available for SWBT Trustees.

Maintain effective records

SWBT is accountable for all records.

BASW provides support as follows:

- BASW provides a discrete and protected area of its IT system for SWBT records, which is accessible to all trustees.
- BASW ensures backup of SWBT records.
- BASW to upload SWBT written reports into the protected area.

Report on its work

SWBT is responsible for audit and reporting of its work.

BASW supports as follows:

- BASW provides a platform at its AGM for SWBT to report on its activity.
- BASW provides space in its annual meeting for BASW members to vote on the SWBT annual report.
- BASW's auditors audit the SWBT accounts.

Obtain funding

SWBT is responsible for identifying opportunities for other funding sources.

BASW provides input as follows:

- BASW includes adverts for donating in Professional Social Work magazine and newsletters.
- BASW displays information about donating SWBT at UK and National events.
- BASW includes an option on its website to donate to SWBT.
- BASW identifies activities in its programme that could raise funds for SWBT.
- BASW can provide advice on possible fundraising and grant making opportunities. These may require SWBT to develop its work plans and reporting on its activities in order to attract more external funding.

1. SWBT support and services to BASW

SWBT undertakes to provide reasonable information, for example data and information about sources of financial support, to BASW to assist with:

Member support

SWBT provides information about the following areas:

- Sources of guidance, advice and financial help that social workers can access.

Campaigning and influence

SWBT provides information about the following areas:

- Data about the numbers, reasons and equality characteristics of applicants and beneficiaries of SWBT.
- Anonymised case studies.
- Trends in applicants circumstances and how these relates to policy contexts (e.g. cost of living, welfare support, employer poor practices etc).

Action Plan for 2020/2021

BASW undertakes to provide reasonable support to SWBT to achieve the following specific additional tasks:

Advertise its work

SWBT to refresh all its advertising in line with its 50th Anniversary year.

SWBT to run 50:4:50 fund raising activities

SWBT to show online its Video made in 2019 on its activities in March linked to World Social Work month.

BASW to host an online celebration in June 2021 with SWBT and SWET

Professional Social Work to run special anniversary edition

The working of the Board

SWBT to work with BASW to update its Deeds of Trust for approval in September 2021

SWBT to transfer its website to be hosted by BASW and work to update its presentation

Maintain effective records

BASW and SWBT to develop and agree a Data Processing Agreement

Obtain funding

SWBT to support BASW in exploring the development of its charitable objectives, including fundraising options