



## **Campaigns and Political Activity Policy and Procedure**

### **Policy Statement**

Lost Chord UK (LCUK) is committed to fulfilling its charitable objectives while maintaining compliance with the UK Charity Commission regulations regarding campaigns and political activities. This policy outlines the procedures and guidelines for conducting campaigns and political activities.

### **Scope**

This policy applies to all LCUK trustees, staff, musicians volunteers, and anyone acting on behalf of the charity.

### **Objective**

The objective of this policy is to ensure that LCUK's campaigns and political activities are conducted within the legal framework while advancing the charity's charitable objectives.

### **Campaigns and Political Activity Procedures**

#### **Step 1: Charitable Objectives**

1. Lost Chord UK will ensure that any campaign or political activity is directly related to and supports the achievement of the charity's charitable objectives.

#### **Step 2: Legal Compliance**

1. All campaigns and political activities will comply with the UK Charity Commission's guidelines and relevant legal requirements.

#### **Step 3: Impartiality**

Lost Chord UK Charity Number 1099385 Company Number 4793062

Campaigns and Political Activity Policy and Procedure

1. LCUK will remain impartial and not support or oppose any political party or candidate.

#### Step 4: **Risk Assessment**

1. LCUK will conduct a risk assessment before engaging in campaigns or political activities to identify potential risks and develop mitigation strategies.

#### Step 5: **Campaign Strategy**

1. LCUK will develop a clear campaign strategy outlining goals, target audiences, key messages, and activities.

#### Step 6: **Transparency**

1. All campaigns and political activities will be conducted transparently, and information about the charity's involvement will be readily available to the public.

#### Step 7: **Record-Keeping**

1. Detailed records of campaign and political activity will be maintained, including financial records, correspondence, and any relevant documentation.

#### Step 8: **Public Statements**

1. LCUK will be cautious when making public statements to ensure they do not inadvertently support or oppose political parties or candidates.

#### Step 9: **Public Benefit**

1. LCUK will ensure that campaigns and political activities promote the public benefit without promoting party political interests.

#### Step 10: **Monitoring and Evaluation**

1. Regular monitoring and evaluation will be conducted to assess the impact and effectiveness of campaigns and political activities.

## Step 11: **Compliance Reporting**

1. In case of concerns or questions about compliance, staff and trustees will report them to the responsible individual designated for overseeing this policy.

### **Conflict of Interest**

Any trustee or staff member with a potential conflict of interest regarding campaigns or political activities must disclose such conflicts and abstain from related decision-making.

### **Annual Review**

This policy will be **reviewed annually** to ensure alignment with the UK Charity Commission's rules and guidelines and any changes in charity operations.

Last Review Date: 25.02.2024

Note: This policy outlines the procedures and guidelines for campaigns and political activities at, ensuring compliance with the UK Charity Commission regulations while advancing the charity's charitable objectives.