



MEMORANDUM OF UNDERSTANDING

**THE INDEPENDENT FUNDRAISING STANDARDS
& ADJUDICATION PANEL FOR SCOTLAND**

AND

THE INSTITUTE OF FUNDRAISING

Adopted on: Tuesday, 3 October 2017

Section 1 – Purpose of the Memorandum

1. This Memorandum provides a framework for closer working between the Independent Fundraising Standards & Adjudication Panel for Scotland, also known as the Scottish Fundraising Standards Panel ("the Panel") and the Institute of Fundraising ("the Institute") to assist in their respective functions in the following ways:
 - to promote a common understanding of the Panel and the Institute's responsibilities and working procedures;
 - to promote co-operation between the Panel and the Institute's staff at a strategic and operational level;
 - to facilitate effective investigation and the disclosure of information with the objective of preventing, detecting and remedying poor fundraising practice within fundraising organisations;
 - to ensure appropriate consultation on matters of relevant and significant policy initiatives to ensure that fundraisers comply fully with their legal obligations and adopt best practice in fundraising; and
 - to work together to ensure the Code of Fundraising Practice continues to reflect the legal and fundraising landscape in Scotland.

Section 2 – The Role and Function of the Panel

2. The Panel was established in December 2016 for the purposes of overseeing enhanced self-regulation of charitable fundraising undertaken by charities registered in Scotland.
3. The Objectives of the Panel are:
 - to oversee fundraising standards in Scotland; and
 - to oversee fundraising complaints made about Scottish charities.

Section 3 – The Role and Function of the Institute

4. The IoF is the professional membership body for fundraising. It provides sector-leading certified qualifications for fundraisers, high quality events, training, networking and peer-support for the fundraising community. It also champions fundraising as a career choice and advocates for fundraisers to the media, elected officials, and public.
5. The Institute's vision is *Excellent fundraising for a better world*, and its mission is to support fundraisers, through leadership, representation, advice, training and education. It also champions and promotes the fundraising profession.
6. The Institute seeks to improve the environment for fundraisers through policy and support. It increases understanding by providing insight and resources for fundraisers and the general public, and it enables fundraisers to be the best they can be by providing training, skills development and qualifications.

Section 4 – Liaison and Representation on the Panel and Committees

7. An observer for the Institute, usually the Scotland Manager, will attend the quarterly meetings of the Panel to provide comments on agenda points raised and any updates relevant to the work of the Panel.
8. An observer for the Panel will attend the meetings of the Institute's Standards Advisory Board for Scotland to provide comments on agenda points raised and any updates relevant to the work of the Institute.
9. Representatives of the Panel and the Institute will hold formal strategic meetings at least once a year, supplementing these in a timely manner when relevant issues arise. The aims of these meetings will be to:
 - discuss common policies and strategies;
 - identify problem areas and developing trends in charity fundraising;
 - update or consult on development of relevant law, policy and practice, including changes to the Code of Fundraising Practice; and
 - review the provisions of the Memorandum and the overall effectiveness of the liaison and collaboration between both bodies.

Section 5 – Liaison over Adjudications

The Panel

10. Where an investigation is carried out on a charity that is also a member of the Institute and a report is published, the Panel will (subject to obtaining the necessary consent of the parties concerned) send a draft copy to the Institute in advance of the report being made public to give the Institute an opportunity to provide feedback.

The Institute

11. To enable the Panel to be aware of when a charity is a member of the Institute, the Institute will send the Panel a quarterly update of members that are Scottish registered charities.
12. The Panel shall give the Institute five business days' notice of the results of any adjudications conducted by the Panel prior to publication (subject to obtaining the necessary consent of the parties concerned), unless exceptional circumstances required shorter notice.

Section 6 – Compliance

13. The Panel and the Institute will work to support compliance with the Code of Fundraising Practice and associated rulebooks.
14. This includes, but is not limited to:
 - Sharing information where evidence of new fundraising practices or compliance issues may require additional support to the sector;
 - Collaborating on compliance campaigns to raise awareness where poor fundraising practice poses a risk to the public or to the reputation of charities;
 - Advancing compliance knowledge and skills through the IoF's Compliance work and its programme of training as well as a range of events, workshops, guidance and other sector engagement tools; and
 - Using existing IoF networks to disseminate knowledge throughout the sector.

Section 7 – Collaboration and support

Policy

15. The Panel and the Institute are committed to appropriate liaison on policy matters which are likely to have an impact upon the work of the other such as any new legislation, development of any new policy or relevant guidance, or policy arising in the context of novel or complex cases.

Training

16. As part of their respective staff training programmes, both the Panel and the Institute will ensure that staff are made aware of the differing organisational, operational and legal frameworks.
17. In order to support outreach and promote the highest standards in fundraising, the Panel and the Institute will explore opportunities to co-operate on presentations and seminars that aim to raise the profile of the work of the Panel and the role the Institute plays in supporting fundraisers and fundraising organisations to comply with standards through its networks, events and training.

Guidance, Communication and Research

18. The Panel and the Institute will inform each other of emerging trends identified in their research, from trends identified by charities and fundraising organisations and lessons highlighted by anonymised mystery shopping compliance programmes, and will agree strategies for the dissemination of advice and best practice. Building on the IoF's role as the exclusive partner of the Fundraising Regulator to produce official non-legal guidance for fundraisers on the Code of Fundraising Practice, the Panel will also work with the IoF to identify and develop particular guidance and advice for charities registered in Scotland. Where appropriate, we will also consider collaboration to produce research and guidance relating to fundraising that are of a mutual and wider public and sectoral interest.
19. Where appropriate, both organisations will collaborate on matters that are of mutual interest in terms of media relations and external communications; and in raising awareness of fundraising issues that are of interest to the sector the general public.
20. Through its communication channels, the Panel will promote the IoF's role in delivering training and guidance on good practice and compliance with the Code of Fundraising Practice and associated rulebooks. The IoF will actively promote the work of the Panel to its members and through its networks.