

Hollywood Shared Town Governance Procedures

Project and Activity Management Policy

INTRODUCTION

The purpose of Hollywood Shared Town's (HST) governance policies are to assist the directors/trustees in their duty to ensure that the organisation is well run, and is satisfying the requirements of its stakeholders including its members, beneficiaries, funders, regulatory bodies, the general public of Hollywood (and wider district) - and the directors themselves.

HST has a number of projects and activities and every director cannot be closely engaged in all of them at all times. Therefore, to provide clarity and to indicate who has the primary responsibility in the running of a project or activity, a lead 'manager' will be agreed/appointed, who will be responsible and accountable for the project or activity to be appropriately run. They will also sit as a member of HST Board. To do this, the following procedure will be adopted by HST.

PROJECT/ACTIVITY MANAGER DUTIES

The designated Project or Activity Manager (the Manager) will be responsible for carrying out the following tasks:

1. Management

- a. Exercise appropriate control over the project and ensure that the actions stipulated below are done (either by the Manager doing it themselves, or ensuring someone else completes it);
- b. Identify a deputy who can stand in should the Manager become incapacitated;
- c. Communicate with HST Chair on names and contact details of Management and deputy;
- d. Become a Trustee of HST Board and attend monthly meetings;
- e. Update the Project Management and Risk logs as appropriate.

2. Funders

- a. Liaise appropriately with the project's funders (potential/actual);
- b. Make the necessary grant/funding applications and keep an appropriate log of information;
- c. Check, and if appropriate, accept funding Letters of Offer (if not conducted by a Trustee of HST) and ensure communication to HST Trustees;
- d. Ensure that any grant and Letter of Offer conditions are met;
- e. Project project updates, reports and evaluations as required, to funders, and to HST Board for meetings and Annual Reports;
- f. Ensure that any necessary grant claims are properly submitted and the appropriate payment received. This must include communication with HST Chair and Treasurer.

3. Financial

- a. Ensure that the project is appropriately budgeted and funded;
- b. Ensure that any relevant invoices are issued and payment received;
- c. Approve all project expenditure (except for any reimbursement of expenses to him/herself) and include Chair/Treasurer of HST for information and approval where required;
- d. Provide the HST Treasurer with all relevant financial documents (originals or copies) where required;

4. Safeguarding

- a. Ensure that the appropriate risk assessments are carried out and any necessary recommendations implemented;
- b. Ensure the risk log is up to date;
- c. Ensure that there are appropriate safeguarding policies in place and that they are followed, including HST's Safeguarding Policy document;
- d. Ensure that project activity is properly insured and that confirmation has taken place with HST Trustees on the details of such;
- e. Ensure that that fixed assets purchased for the project or activity are properly housed, cared for and maintained, as well as being logged on the fixed assets register with the HST Trustees.

5. Other

- a. Ensure that the relevant project records and documentation are properly filed;
- b. Carry out appropriate project evaluations and reporting, including drafting appropriate sections for HST Annual Reports;
- c. Communicate effectively with HST where required and attend relevant Board meetings.
- d. Appoint a Project/Activity Treasurer and Safeguarding Officer, where appropriate, required and reasonable to do so.
- e. Keep an updated record of all Activity Members or Project Volunteers.

SUPPORT

The Manager should be able to call on assistance from appropriate others in HST to help with tasks, but the Manager retains the responsibility for seeing that they are done. For this, the following support will be provided:

- a. Financial - The Treasurer administer HST's financial system, bank account and procedures including the relevant projects accounts. Insurance cover will also be provided where relevant.
- b. Registration - HST will make the appropriate returns and update entries into Companies House and the Charity Commission NI, where appropriate.
- c. Policies - A list of policies and procedures will be maintained and the policies periodically reviewed and if necessary, updated by the Chair and HST Trustees.

CHECKS

The HST Trustees will also periodically ask for a review to be undertaken, usually annually, on the project and its management and report back to the HST Board. The reviewer will not be the Manager, or deputy, but someone outside of those involved. The reviewer should check on all points listed above in sections 1 to 5, in order to ascertain if the project is appropriately organised, run and administered; funded; safe and insured.

Date approved:

Signed: