

# Rottingdean Parish Council

## Project management

The Parish Council has identified the Strategy & Communications Advisory Group(SCAG) as the forum for reviewing and recommending project plans and risk assessments to the full Council

It is the policy of the Parish Council to create project teams reporting to the SCAG to enable us to draw on the skills and capacity of the wider Council, better identify risk and ensure compliance.

Projects are classified as non-recurring events that can be minor or major. A major project will incur Parish Council expenditure greater than £10,000 or have a significant strategic impact on the village

### Minor Projects

A minor project proposal to the Council will require;

- A written statement describing the project and the benefits to the Parish
- A project plan stating the timescales and the financial implications
- A description of the procurement process
- A risk assessment

The Council intends to take a practical approach to managing minor projects by scaling the effort to the size of the project. Minor projects may be managed within Advisory Groups once expenditure has been agreed or delegated to a small Task & Finish Group.

### Major Projects

A standard process for all major projects has been adopted by the Parish Council. Any project with a projected expenditure of £10k or over is regarded as a major project.

The standard process will include;

- Establishment of a Project Team or Board
- A design brief
- An explanation of how a major project will contribute to the Council's strategic objectives
- Statement of the specific tasks and responsibilities with identification of any additional supports required
- An explanation of the delivered outcomes and the major milestones
- Timescales
- Financial statements
  - Stage by stage costs
  - Overall costs
  - Income generation (if appropriate)
  - Impact on each financial year
  - Funding from all potential sources and the Parish proportion
  - Financial risks
- Proposed procurement process
  - Three named potential suppliers
  - Quotation brief to include specification, project plan, measurable deliverables, adherence to RPC equality and disability policies and a closed tender process

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- Risk assessment

An adherence to the standard process may not always be possible and any proposed variation will be put to the full Council for an agreement to deviate.

The full Council will identify the intended outcome(s) of the project, how key decisions on the project are to be taken, how approval from the Parish Council is sought, how financial sign-off is sought, and then how key mechanisms for delivery are put in place – including identification of risk. The more concise the Project Plan, the easier it will be to follow. A substantial project may come to full Council for outline approval before being passed back to a 'Task and Finish' group for detailed planning.

## Decision making

Project proposals can come from any of the Advisory Groups, where they relate to their area of remit. Where a Group, within its routine discussion, identifies the need for a project to deliver an outcome, the group will need to identify what it feels that outcome should look like and what objectives it should achieve, including key benefits to the village and the Parish Council's Neighbourhood Plan. The Chair of the Group will present a short Outline Business Case to the Parish Council. If the Parish Council agrees to the outline the Council will then agree a 'Task and Finish' Project Group from across the whole Council. Where appropriate, the Group may co-opt expertise from the wider community to form a Project Board. This enables:

- a) the avoidance of onerous workloads within the busier Advisory Groups,  
and
- b) to draw in broader expertise and resource

## Delivery

Once the Parish Council has agreed a project and selected a 'Task and Finish' Group, that group will be responsible for developing a Project Plan, including costings and a Risk Management Plan, which will then be assessed by the Strategy and Communications Advisory Group (SCAG) before being presented to the Parish Council for financial sign-off and to sign-off any risk. It will then become the responsibility of the 'Task and Finish' Group, via the Lead, to report back to SCAG on general progress, and to the full Council for major milestones or for further sign-off where further expenditure is required or where there are significant changes in the project's outcome.

This policy will be reviewed within 2 years of the date below.

**Approved by Council on May 2020**