

Rottingdean Parish Council – revised Mar 2022

Project management

1. 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
2. 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.
3. 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

4. A minor project (value of less than £10,000) 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
 - Best efforts will be made to obtain 3 quotes for works or services required by the project.
 - A risk assessment, where deemed appropriate
5. 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

6. A standard process for all major projects has been adopted by the Parish Council. Any project with a projected expenditure of £15,000 or over is regarded as a major project.
7. 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 Control statements
 - Overall costs
 - Stage by stage costs
 - Impact on each financial year
 - Income generation (if appropriate)
 - Funding from all potential sources and the Parish proportion
 - Financial risks

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- 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
 - Risk assessment
8. 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.
 9. 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.
 10. 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

11. 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 (see Annex A) 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

12. 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.
13. This policy will be reviewed in April 2025

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Annex A

Business Case Template for Parish Council Projects over £1000

Summary

Reasons

Options

Do nothing

Do minimum

Do maximum

Expected Benefits

Benefit to the community e.g. how many/what proportion of residents are likely to benefit

What is the cost per resident benefitting

Financial benefits – savings in future costs/maintenance

Timescales

Resources (e.g. Requirements for Working Group, Councillor/Clerk monthly time commitment)

Costs

Project

Future operational/maintenance costs

Funding Source

Major Risks

Investment Appraisal (where appropriate)

	Year 1	Year 2	Year 3	Total
Project Costs				
Operations Costs				
Benefits				
Net benefits				

Approved by Council July 2022