

Appendix 2 – Programme Management arrangements

Appendix 2.1 - RAG Rating

Project performance and progress will be reported using the Red, Amber, and Green (RAG) rating as follows:

RED

The organisation has not signed their funding agreement

Significant planned delivery has not taken place

There are serious project management issues – for example: unable to contact organisation, performance reports are not submitted, organisation not able to provide evidence of activity

There is a high risk that the project will not achieve planned outcomes

AMBER

Significant under performance against planned targets – is expected that the organisation can get back on track, action plan to be created and followed

Some planned delivery has not taken place – will need explanation and plan to get back on track

Project management issues – for example: late returns, slow to follow up on requests for information

GREEN

On track to achieve project objectives

Delivery has taken place

Any performance issues are resolved

Satisfactory project management

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Appendix 2.2 – Visits / Monitoring / Reporting schedule

| Programme Period | Visits (by Communities Team Officers) | Monitoring Reports (by Projects) | Reporting (to GDSC) |
|---|--|---|--|
| October 2019 – September 2020 (12 months) | Initial Engagement Visit | Quarterly KPI reports Annual Report | Performance Update report to GDSC 9 September 2020 Annual Report to GDSC – December / January 2020 /21 |
| October 2020 – September 2021 (12 months) | Minimum of 1 visit to each project Additional visits based on risk analysis / support needs | Quarterly KPI reports Annual Report | Performance Update report to GDSC – June / July 2021 Annual Report to GDSC – December / January 2021/22 |
| October 2021 – September 2022 (12 months) | Minimum of 1 visit to each project Additional visits based on risk analysis / support needs | Quarterly KPI reports Annual Report | Performance Update report to GDSC – June / July 2022 Annual Report to GDSC – December / January 2022/23 |
| October 2022 – March 2023 (6 months) | Minimum of 1 visit to each project Additional visits based on risk analysis / support needs | Quarterly KPI reports Closure Report | Performance Update report to GDSC – June / July 2023 Closure Report to GDSC – November 2023 |

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Appendix 2.3 – Payments

Payments should be made quarterly in advance subject to the following conditions:

First payment – signed Funding Agreement by the organisation, meets Premises conditions, meets Debtors condition

Subsequent payments – meets premises, debtors, project and performance conditions

Premises Condition

LCF funded organisation in a Council building should have an appropriate premises arrangement in place – for example: a lease or a licence

Exceptions to this to be agreed by Divisional Director for Strategy, Policy and Performance in consultation with Corporate Director Place and Cabinet Member for Resources and the Voluntary Sector

Exceptions could include:

Timing issue – Everything is in agreement between the organisation and the Council but the lease has not yet been drawn up by Legal Services, so the organisation is unable to sign

Strategic – The Council is not offering a lease to an organisation in a Council building but wants them to deliver LCF activity

Operational – negotiations are proceeding between the Council and Asset Management but have not reached agreement. The organisation is negotiating in good faith.

Debtors Condition

The LCF organisation should not be a debtor to the Council.

Exceptions to this to be agreed by Division Director for Strategy, Policy and Performance in consultation with Cabinet Member for Resources and the Voluntary Sector

Note – the Council's debtors' policy is that any payment that is past the due date is considered a debt and this takes no account of the amount.

The LCF procedure is to check what is showing on Agresso as a debt at the quarter end. It is not the intention to delay LCF payments for 'debts' less than a month old or for minimal amounts (less than £500).

Project Conditions

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Conditions set out in the Funding Agreement both general conditions and project specific should be met prior to payment.

The named Project Officer in the Corporate Strategy & Policy / Communities Team should confirm that all conditions due to be met in the quarter have been met before the advance payment for the next quarter is raised.

Any exceptions should be signed off by the Head of Service with explanation on why the condition has not been met and why the payment should not be delayed.

Satisfactory Performance

The named Project Officer in the Corporate Strategy & Policy / Communities Team should confirm through their contact with the project – visits, monitoring submissions, emails, phone calls etc. that the project is performing satisfactorily.

Any exceptions should be signed off by the Head of Service with explanation on why the performance is not satisfactory and why the payment should not be delayed.