

## **Programme Management Arrangements**

### **Reporting**

The first report will cover 5 months – November 2023 – March 2024 – with subsequent reporting on a Quarterly basis.

Each report will include an update on each project and will include a RAG rating. The Red, Amber, and Green (RAG) rating is used to give an 'at-a-glance' rating of project performance and can be summarised as Green = On track, Amber = Issues that can be resolved with support and Red = serious issues that pose a risk that the project will not meet its lifetime aims, objectives and targets. Below are some areas that can lead to Red, Amber or Green rating. Note that these are not exhaustive and any one of the points below can lead to the rating. It is not a case that all bullet points will necessarily apply when a project is RAG rated.

#### **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

### **Measures to address under performance**

Two consecutive Red rated reporting periods will necessitate options brought to the committee to address under performance. The options will include withdrawal of funding, reduction of funding and / or agreed significant variation to the projects activity and targets to get back on track to achieve the aims of the project.

Three consecutive Amber rated reporting periods will trigger options being presented to the Committee as above.

## **Visits**

Each project will receive at least one visit in the year April – March.

Additional visits / meetings will depend on circumstances which could include:

- Follow up from the quarterly monitoring returns – clarify /discuss issues that have arisen
- A visit to look at the activity / talk to beneficiaries / attend an AGM
- An organisation development visit – to work with the organisation to build capacity, explore external funding opportunities

## **Monitoring Returns**

Monitoring Returns are submitted each quarter covering April-June, July-September, October-December and January-March (apart from the first return covering November 2023 – March 2024).

The Jan-Mar return will include additional information on equalities breakdown, a project evaluation report including updates on the outcomes achieved and a finance update. This will enable an annual report covering Apr-Mar to be presented to Grants Determination Sub-Committee.

## **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**

The grant recipient organisation occupies or use premises owned by the Council and they have not entered into a satisfactory premises agreement when the Council requires them to do so.

### **Debtors Condition**

The MCGP organisation should not be a debtor to the Council where the debt is over a month or is more than £1,000.

The MCGP procedure is to check what is showing on Agresso as a debt at the quarter end and if the condition is met then the payment in advance can be raised.

### **Project Conditions**

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

Additional conditions agreed following issues or under performance reported in the Quarterly Monitoring Returns should be met prior to payment.

The named VCS Development Officer 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.

### **Satisfactory Performance**

The named VCS Development Officer should confirm through their contact with the project – visits, monitoring submissions, emails, phone calls etc. that the project is performing satisfactorily.