PROJECT GOVERNANCE POLICY

The Parish Council is responsible for the delivery of local projects and to ensure that good governance is followed during the process.

Direction

The Council will ensure that it sets a strategic direction that aligns with the need of the Council to make robust and informed decisions.

Oversight

The Council will ensure that the project is conforming to the plan and will continue to follow all policies and procurement constraints to deliver the project

Project Sponsor

The Council will ensure, if appropriate that a Steering or Working Group is formed to select projects/ oversee projects / and agree to recommend projects to Full Council to gain full approval. The Clerk will be responsible to ensure the day-to-day tasks are conducted but the responsibility to manage and oversee the project overall and consider larger decisions for the approval of Council will lie with the Steering or Working Group.

Terms of Reference

A term of reference will be set out by the Steering or Working Group for approve of Full Council before any business is transacted. These will be distributed to all parties involved in the group for clarification of the scope of business to be considered.

Communication, Engagement & Consultation and Stakeholder Management

The Steering or Working Group will ensure a Project Communication Plan is drawn up to suit the needs of the project. **Appendix 1** delivers the requirements that each group will follow ensuring that effective communication, engagement with the community/stakeholders etc., and good consultation takes place.
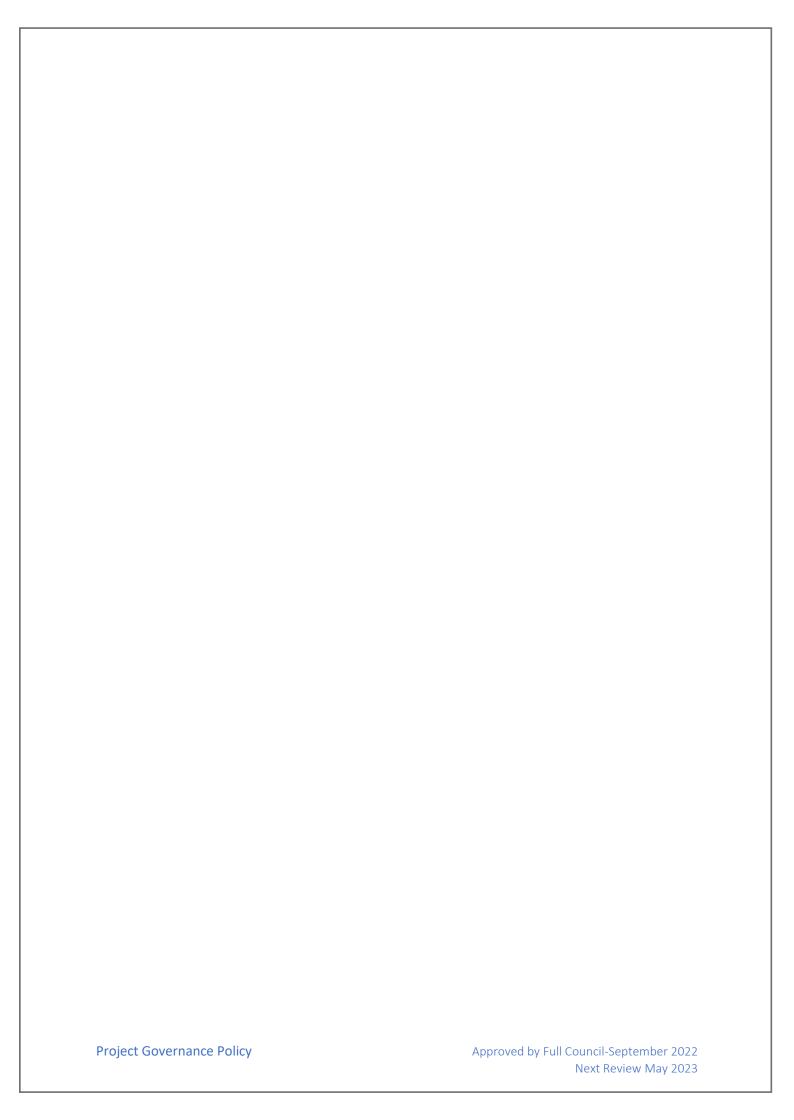
Business Case

The group will ensure that a business case to demonstrate cost, benefit analysis is performed. This will prevent work being performed on a particular project only to realise there is not budget or funding. It will also demonstrate if there is in fact a need for the project in the community

Funding/Grants

The Council will ensure that, whenever possible, it maximises all funding opportunities open to the Council to prioritise projects and avoid any funding clashes. If funding is not available and a loan is considered the Council will follow the process of applying, including consulting the community, therefore informing the parish of the potential impact on the budget/precept.

Project Management

The Council will ensure robust project management of all projects. It will ensure to foster good management practice to be able to deliver on time, quality, and all objectives.

Appendix 1

Theme	Topic	Target	Tool	Tone	Timing	Test	Teller	Tick ✓
Project title and what the project is about	What is the story or message to be communicated	Who is to receive this information?	What medium will be used to communicate this information. Age range should be considered when using social media platforms and or other means.	Are you informing or consulting? Are you courting ideas or opinion? Are you asking or requiring them to do something?	Consider the timing of your communications. Are they regular and if so, state the frequency? Will they be adhoc in which case consider a space on the website or fb that you can provide updates too. Consider the best time to inform/engage or communicate. The project could be seasonal for instance.	How will you measure and assess the feedback? Consider the type of reply require.	Who is responsible for all comms? Who is responsible?	Who will have authority to oversee and sign off each communication?

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