

Communities of Hope Project Committee Terms of Reference

Version 4.0 Final (PCC Approval 7 July 2020)

1. Purpose of Committee

The **Communities of Hope Project Committee** ("Committee") is convened for the purpose of Visioning, Resourcing, Directing, Planning and Managing the Communities of Hope Project ("CoH Project") jointly within the Central Hartlepool Group of Churches ("Group"), comprising St Aidan's with St Columba, St Luke's, and Stranton and Burbank Community Churches.

The Committee is responsible for the management and delivery of centrally funded CoH Project activities in Hartlepool: for Church growth, working with families and children, and tackling poverty and disadvantage in the areas served by the Group Churches. The Committee is responsible for Project Management.

It has been agreed by the Parochial Church Councils (PCCs) of the Group that Stranton PCC will act on behalf of the Group parishes in the operation and provision of financial and reporting services and payroll management for staff employed by the CoH Project, and the members of Stranton PCC (as charitable trustees) will be accountable for the management of the Committee and subject to Charity Commission Regulations. These Terms of Reference, whilst conferring effective operational autonomy to the Committee as a steering group for direction of the CoH Project, are intended also to provide a control framework for effective assurance, accountability and compliance with Charities Acts financial provisions, together with sufficient evidence of keeping adequate financial records, accounting controls and financial reporting for Audit or Independent Examination as required.

The Committee, working on behalf of the Group Parishes will have the wellbeing and safeguarding of all who come into contact with the CoH Project as their primary concern, whether members of the public, church visitors and members of congregations, volunteers or project staff. The committee will take all reasonable steps to protect from harm those who come into contact with the Charity and is committed to the Safer Recruitment of all paid staff and volunteers as required by the role they are to undertake.

The Committee is therefore formally constituted as a subcommittee of Stranton PCC, but has a responsibility to communicate its key decisions and the progress and outcomes of the CoH Project to the PCC's within the Group, and to the Group Council.

As the registered Charity accountable for the conduct of the Committee, Stranton PCC will at its absolute discretion determine any contingent matter not dealt with in these terms of reference, including convening any disciplinary or appeal committee required for employment purposes. It will consult with the other Group PCCs on the implementation and review of all PCC policies necessary for or relevant to the governance of the CoH Project.

The Committee may not undertake or resource any activity that is not consistent with the charitable status of Stranton PCC or the terms of Funding of the Communities of Hope Project award. On award of funding, the terms of funding are to be notified to the Group council and the Group PCCs and appended to these Terms of Reference.

2. Membership of committee

The membership of the Committee includes:

- The Vicar/Priest in Charge of each of the Parishes
- Two members nominated by each of the Parochial Church Councils of the Central Hartlepool Group of Churches from their membership (Electoral Roll).
- Up to two co-opted community members, who need not be members of any Parish electoral roll, whose appointment must be confirmed by resolution of all three participating PCCs.
- A Minute Secretary to record the proceedings and decisions, appointed by one of the PCCs with the agreement of the others.
- Safeguarding Lead for the project

Annual Declarations of interest shall be made by members of the committee in accordance with and in the form approved under Stranton PCC Standing Orders. Members shall declare any additional interests at the start of any meeting at which these may be relevant to the matters under consideration.

All members other than the Minute Secretary may vote, except on any matter on which they have a registered or notified personal interest. The Minute Secretary, if also appointed as one of the PCC representatives for his/her parish, will be entitled to vote in that capacity.

For clarity, membership of a group PCC, or the licensing of a Committee member as a stipendiary minister to one of the Group parishes, does not by itself constitute an interest preventing discussion and participation in a vote.

The Secretaries of the Group PCCs shall confirm in writing to the Committee chair and to each other their nominations for Membership, both on initial appointment, and for implementing any proposed changes.

One or more members of the Committee, not the Chair, may be designated "Line Manager" for the operational direction of the CoH Project staff.

3. Chair of meetings

A Chair and Vice Chair shall be appointed by the Committee members at the initial meeting and at least annually thereafter, or (in the absence of both from a properly convened meeting) on a casual basis for that meeting if necessary. The Vice Chair will have the delegated authority of the Chair in the Chair's absence or if the Chair has a declared interest in an item of business.

4. Frequency of meetings

Meetings will be called by the Chair not less frequently than quarterly.

At least two weeks' notice shall be given for each meeting.

A necessary urgent decision within the scope of the project may be made by the Chair at any time, provided that he/she consults with a majority of members by telephone or email in reaching that decision, and it is ratified either by email vote (see below) or in a formal meeting within two weeks. An urgent decision made by the Chair in relation to any immediate legal compliance, safeguarding or public safety matter does not need to be consulted but must be notified to members as soon as practicable.

An Agenda, Minutes of the previous meeting for approval, and whenever possible (time permitting) papers and correspondence relevant to the Agenda items shall be made available to Committee members not less than one week prior to the date of the meeting.

Meetings may be arranged to take place by remote video or telephone access, and at the Chair's discretion, proposals and votes by email may also be taken to constitute valid meetings subject to the safeguards in Section 5 below.

5. Conduct and records of meetings

- A meeting will be quorate to make decisions if at least half plus one of its members are present.
- Or, all members having received an email proposal from the Chair, for which at least one week has been provided for a response, if half (plus one) vote in favour by email or in writing, it shall be deemed to be a resolution of the Committee.
- The Chair has a casting vote in the event of a tie.
- Formal minutes of meetings and email decisions will be kept: minutes will be forwarded by the Committee Secretary (when approved as draft minutes for information by the Chair) to each PCC Secretary within the Group. Draft Minutes of the Committee shall not however be published by any PCC until final approval has been recorded by the Committee,
- Minutes and other papers sent for information to PCCs must not include any sensitive or personal information relating to an individual without their express consent. Minutes will be redacted accordingly and the redacted version only sent to Group PCCs.
- If a material change is made to minutes in the process for approval of the final minutes, the secretary will notify the Group PCC secretaries.
- A written report on the CoH Project, addressing finances and key performance indicators will be made annually to each PCC Secretary by the Committee Chair for inclusion in PCC Annual reports.
- Meetings of the Committee will receive and minute information on project use of resources and the delivery of agreed Key Performance Indicators (KPIs) as required under CoH Project funding agreements (and additionally if required will be distributed to the Group PCCs).
- Each constituent PCC of the Group may, at its discretion, request presentation by a Committee member of progress reports on resourcing and project delivery at least quarterly at a scheduled PCC meeting, and exceptionally at other times by agreement with the Committee.

6. Resources.

The Committee has access to the following resources:

- Financial

- All Grants received from Central Church Funds specific to the CoH Project, without deduction for overheads by any PCC.
 - Such gifts donations and bequests that any of the PCCs may receive as restricted or endowment funds for the CoH Project.
 - Such additional funds as each PCC may set from time to time as a budget within its annual financial plan, for use by the CoH Project.
- Material
 - Buildings and use of facilities and equipment, from the available resources of Group Parishes, subject to the CoH Project making a financial contribution to the PCC concerned for additional direct costs incurred).
 - Individual
 - Volunteer support from all Group parishes including membership of and attendance at the Committee and in the provision of reporting, financial and secretarial services in addition to directly contributing to CoH Project activities.
 - Technical and Administrative support (through Stranton PCC),
 - as needed for the employment, remuneration and day to day practical support of paid staff and volunteers, including the provision of employers and third party liability insurance, and availability of DBS clearance, Health and Safety at Work requirements, statutory pension provision, and training and induction.
 - Procurement
 - Information Technology
 - For the draw – down, management, accounting, analysis and reporting of project funding in accordance with the CoH funding agreement.

7 Delegated powers and limits

7.1 Delegated Powers

Stranton PCC Policies will generally govern the Committee (See also Section 8). The Committee may additionally agree and implement local policies (i.e. only for matters NOT pertaining to legal or regulatory compliance in recruitment, employment, health and safety, fire safety, safeguarding and data protection) provided that such local policies do not conflict with other Stranton PCC policies or conditions of CoH funding agreements.

The Committee will work with the Safeguarding Officer of Stranton PCC on the application of its Safeguarding Policy to all relevant aspects of project recruitment, training, reporting, and the design and management of project activities: and will

work with the Safeguarding Officers of each of the Group parishes on the safe delivery of Project activities within their parishes. The safeguarding representative of the Committee will be assigned the responsibility to liaise with Parish Safeguarding Officers to ensure full compliance with Diocesan and Parish Safeguarding Policies.

The Committee has the following delegated powers, which it may exercise within the scope of relevant policies and available resources.

- To approve an annual Capital and Revenue (pay and non-pay expenditure) budget, based on the grants and any other funds available, which shall be notified to the Central Hartlepool Group of Churches Treasurers.
- To advertise, interview, select, appoint and manage paid staff, tasking them for the CoH Project Lead and support roles approved under the bid on fixed term appointments that shall not exceed the duration of the CoH Project and to ensure that this is done in line with the Safer Recruitment Practice Guidance.
- To organise and oversee the line management, including welfare and discipline of staff and volunteers engaged in CoH Project activities approved by the Committee.
- To incur non-pay expenditure within the approved budget in connection with support for and the delivery of approved project activities, including materials equipment and consumables necessary for CoH Project delivery and administration, advertising, printing, publicity, necessary travel and subsistence costs of staff and volunteers, information technology and telecommunications licences and equipment, office accommodation, sessional payments to casual staff, room hire, hire of equipment, postage and stationery.
- To agree bids for Diocesan capital funding through the CoH Project by means of a business case proposal that shall identify, as a minimum, the option appraisal supporting the bid, the amount of the bid including VAT if applicable, the outcomes and anticipated benefits (in relation to the CoH Project objectives) to be derived from the expenditure, and a recommendation for the procurement route to be followed.
- To enter into contracts with third party organisations for the provision of services and delivery of project objectives.

7.2 Delegated limits for Expenditure

Stranton PCC financial delegations shall not apply to the Committee or CoH Project staff. The following equivalent delegations and financial regulations are made, for expenditure falling within the overall agreed CoH Project funded budget.

Up to £100

Each of: the Committee Chair, the senior paid CoH Project Lead and Line Manager may individually approve expenditure including applicable VAT) on single items of expenditure up to £100 subject to informal price comparison

Above £100 up to £399:

- Single items of Expenditure in the range £101 - £399 are subject to at least two written quotes being invited and approval granted by at least two independent members of the Committee, e.g. the Chair and Line Manager.

From £400 up to £1,000

- Single items of Expenditure in the range £400 - £1,000 are subject to at least three written quotes being invited and approval granted by at least three members of the Committee, e.g. the Chair, Line Manager and one other (excluding the Minute Secretary, in that role).

Items over £1,000 (whether capital or revenue) are subject to Committee Business Case approval, including for the procurement method (which may include negotiation with an approved preferred supplier).

7.3 Definition of Capital

The definition of Capital for funding within the CoH project is: investment in a single asset, or group of linked assets (such as computers operating on a shared network, or building alterations, or items of equipment installed in a building) purchased together: but excluding stocks of consumables such office supplies: and having a value in excess of £1,000 and an expected useful economic life of two or more years. (Unless advised otherwise by a CoH Diocesan adviser or specified under the CoH funding agreement),

7.4 Adequacy of Accounting Records

The CoH Project Lead may at the Line Manager's discretion have a petty cash float for minor expenditure with a float of up to £100, on an "imprest" (receipted) basis to be arranged with the Treasurer.

Only receipted expenditure will be reimbursed. Payment of personal claims for travel and subsistence expenses will be at current Diocesan rates.

Invoices for payment must be submitted to the Stranton PCC Assistant Treasurer of clearly marked or identified e.g. as "Communities of Hope Project Approved Expenditure", coded in accordance with CoH Project requirements for analysis and reporting, and signed (or email supported) as approved in accordance with the delegated limits, with supplier/contractor bank details for invoice payment by direct credit transfer.

Salaries, staff expenses and adjustments e.g. for Sick pay or unpaid leave will be notified to the Treasurer at least one week before the end of each month by the line manager. Salary and expenses payments of CoH Project paid employees will be made by Credit Transfer.

Staff timesheets shall be submitted and approved in a form and level of detail to be approved by the Committee in support of payroll, line management and reporting.

For each salaried employee appointed to the project the Stranton PCC Treasurer ("Treasurer") shall be notified by the Line Manager of the name, date of birth, date of appointment, home address, National Insurance number and confirmed proof of eligibility for UK employment, together with the contracted hours and salary (pro rata if required).

For sessional staff, a signed declaration must be received of their address and NI number and that they will declare their income from the Communities of Hope Project in compliance with current tax and benefit regulations.

Staff must not claim reimbursement of general project expenditure on personal expenses claims.

Advances for salary or expenses to members of staff will only be made exceptionally and only if approved beforehand by the Chair and Line Manager and signed for as deductible from pay or the reimbursement of receipted actual costs, and forwarded to the Treasurer.

Any income received in cash or cheques for project activities must be handed in to and accounted at the Stranton Parish Office as soon as possible, and banked intact. The following details must be applied in the income receipt issued by the Stranton Parish Office and communicated to the Stranton PCC Assistant Treasurer or Treasurer.

- The date received
- The reason for the income (e.g. donation, contribution for a specific activity)
- From whom received
- To whom receipt issued.

A financial budget update will be presented at each scheduled Committee meeting by the Treasurer.

8 Reserved powers:

CoH Project Resources shall be directed and managed in accordance with Communities of Hope Diocesan and National Church Policies and Procedures, as stated in funding agreements appended to these Terms of reference

The Committee may not vary its constitution or membership without approval of a formal change request by each of the PCCs in the Group.

9 Approval – these terms of reference were approved by the PCCs on:

St Luke's PCC
St Aidan with St Columba PCC
Stranton PCC

June 2020
June 2020
7 July 2020