

Everyone Everyday Governance Arrangements

Introduction

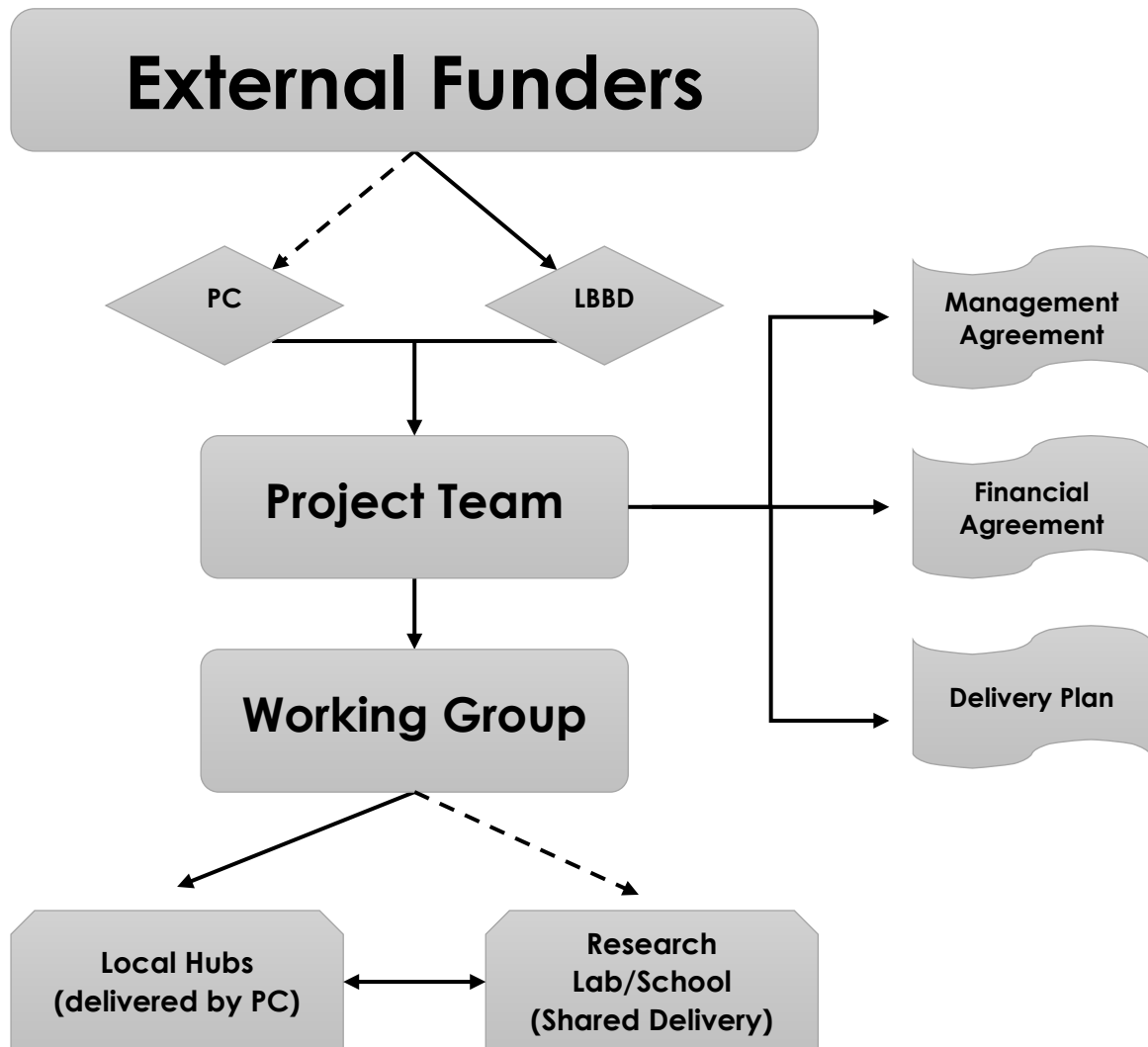
Everyone Everyday is a five-year project to be delivered in partnership by the London Borough of Barking and Dagenham (LBBD) and Participatory City community interest company (CIC) (PC).

Funding, both external and council, will be received and held by LBBD. Funding will be distributed where necessary and predominantly to PC, in accordance with the Management Agreement, Delivery Plan and Financial Plan, on a quarterly basis.

Delivery will be presided over by the Project Team. Local delivery in the borough will be the primary responsibility of PC, in accordance with the Working Group, while research and monitoring will be jointly delivered by PC and LBBD, also in accordance with the Working Group.

The flow of resource and accountabilities is outlined in fig.1:

Fig.1



Memorandum of Understanding

The Memorandum of Understanding shall:

- Establish the Project Team and Working Group, and specify the functions of both
- Outline the key roles and responsibilities of LBBB and PC
- Describe the background, key objectives, principles of collaboration and guiding principles of Everyone Everyday

Management Agreement

The Management Agreement shall:

- Define the Delivery and Financial Plans, including listing all performance indicators, monitoring metrics and outcomes
- Outline the working relationship between LBBB and PC, and the functions of the Project Team and Working Group existing between them
- Outline the means by which LBBB will distribute and use all appropriated funds
- Outline the means by which PC will locally deliver the Project, in collaboration with the Project Team and Working Group

Project Team

The Project Team shall be responsible for:

- Drafting and agreeing the Management Agreement, Delivery Plan and Financial Plan
- Broad strategy and financial oversight of the delivery of the Project
- Reporting to and discussing with external funders
- Reviewing research and learning to inform the model

The Project Team shall consist of:

- The Director of PC
- Two Trustees of PC
- Strategic Director for Finance and Investment, LBBB
- Strategy and Programmes Director, LBBB
- Community Enterprise Manager, LBBB
- The Cabinet Member for Community Leadership & Engagement, LBBB
- The CEO of LBBB shall have a standing invitation, but shall not be a member

The Project Team shall meet on a quarterly basis.

Working Group

The Working Group shall be responsible for:

- Overseeing and ensuring the delivery plan

- Small-scale strategy and financial oversight
- Responding to issues and problems faced in delivery of the project

The Working Group shall consist of all relevant council officers and employees of PC.

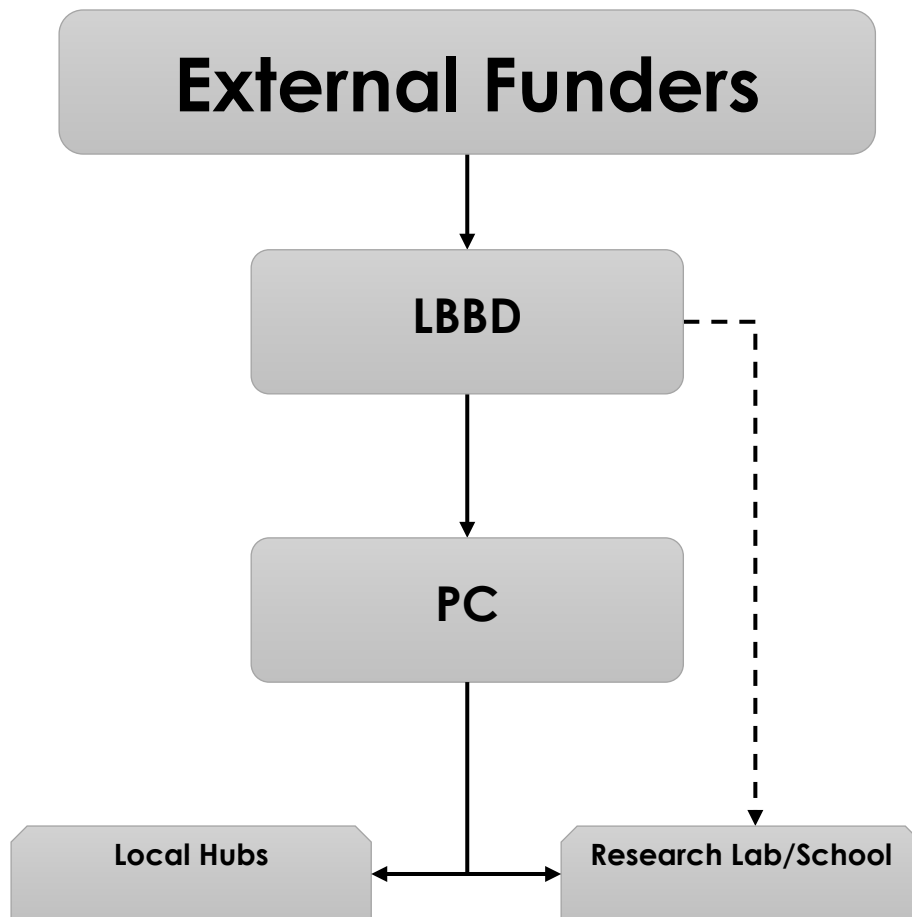
The Working Group shall meet on a monthly basis.

Money

A joint bid by LBBD and PC will be made. All external funding shall be received and held by LBBD, who shall distribute it to PC – or spend it – in accordance with the Delivery Plan, Financial Plan, Management Agreement and in liaison with the Project Team. LBBD will also be funding the project as an investor.

The Flow of money is shown in Fig.2.

Fig.2:



Local delivery

The management of the Local Hubs shall be the responsibility of PC, in accordance with the Delivery and Financial Plans and in liaison with the Working Group.

The management of the Research Lab and School shall be jointly delivered by LBBD and PC, in accordance with the Delivery and Financial Plans and in liaison with the Working Group.

Conclusion

While these governance arrangements will be suitable for the establishment and delivery of Everyone Everyday, it is acknowledged that this is an innovative approach to the voluntary and community sector, and will entail a new and unique working relationship. Therefore, the governance arrangements may change over the course of the project.