

How do we make decisions within EK360?

Board of Directors

Duty to the Company:

- To strive to make the company a success, using skills, experience, and judgment.
- Make sure EK360's accounts are a 'true and fair view' of the business' finances.
- To play a full part in enabling the Board to arrive at balanced and objective decisions in the performance of its agreed role and functions.
- To optimise both the short-term and long-term financial performance of EK360 and its contract areas; adopt and oversee the annual budget; and review monthly financial and operational reports from areas of service delivery.
- To ensure that contract area/ project governance structures and processes are in place and that services meet their contractual and statutory obligations. This is done via delegated areas of responsibility. Attend Steering groups, project governing bodies as observers.

Duty to Stakeholders and the people we serve

- To ensure that contracts and projects are fully, promptly, and properly carried out, applying good governance and clear strategic planning principles.
- To act in the best interests of the communities within which EK360 operates.
- To deal honestly and in good faith, especially in relation to creditors/ funders.
- To scrutinise that project / contract areas priorities and activity cohere with the contract performance framework and local stakeholder and national bodies' expectations of best practice.
- To ensure the organisation meets its Community Interest standards.

Duty to Employees

- To ensure EK360 and all its contracts function within the legal and regulatory framework.
- Annually evaluate the performance of the MD.
- To oversee development of policies and procedures in relation to employment practice.
- To uphold the value of people over profit.

Senior Management Team

- Oversee the wellbeing and development of the wider workforce.
- Use areas of expertise to develop and support the work of projects / contract areas, enabling them to build best practise and achieve contract / project goals.
- To grow and build a sustainable business.
- To shape the strategic direction of the company and ensure robust plans and processes are in place, providing inclusive leadership to the wider workforce.
- To maintain an oversight of the whole business, balancing pressure points and ensuring the annual budget and resource allocation plans meet the needs of the whole business.

Wider Management Team

- Forum to discuss how the strategic vision is translated into reality and sense check if things will or won't work in open and honest debate.

- Ensure clarity of purpose across the organisation and enhance joined up working planning and thinking, to achieve contract and project related goals and targets.
- To build consensus problem solving, and address pressure points and problems across the contract areas and projects.
- To foster grass roots ideas and concepts and enable them to inform and shape strategic planning.

Project specific governance / steering group

- To ensure there is collective responsibility for the stakeholders (public, volunteers, delivery partners, paid staff) in setting the priorities and workplan of the contract areas / project.
- To have active oversight of the process for setting annual priorities for the contract area / project and maintain oversight of this, adjusting throughout the year as required.
- Monitor the progress of project work, hold staff and volunteers to account if they are not progressing things effectively and ensure Stakeholders are aware of any significant delays in project timeframes.
- Be an active part of annual workforce reviews, informing how people and time resources are used to achieve project / contract area priorities.
- Evaluate whether we are effectively balancing how we raise the voices of the public and challenge services to improve, with ensuring we work in a professional, collegiate, constructive manner with stakeholders.

Summary of key decision making Accountability?

TASK	RESPONSIBILITY					
	workforce	Project Gov. bodies	WMT	MD/ SMT	MD	Board
Policy						
Draft policy	•	•	•	•		
Review and recommend for adoption			•	•		
Approve policy						•
Draft/revise operational procedures	•	•	•			
Review and recommend adoption			•	•		
Approve Operational procedures					•	
HR						
Employment contracts with staff					•	
Recruitment of staff	•		•	•		
Induction of staff			•	•		
Initiate new posts			•	•		
Sign off new posts and budget impact					•	X
Ongoing employee development			•	•		
Employment policies						•
Terms and conditions, contracts						•
Ending employment			•	•	•	

Evaluation/ supervision of MD						•
Supervision and appraisal of workforce	•		•	•		
Finance						
Principles and guidelines					•	•
Annual budget setting			•	•		
Annual budget sign off						•
Variance Budget revision up to £10k					•	
Authorise expenditure from agreed			•	•	•	
New business case recommendations				•	•	
New business sign-off						•
Investment fund recommendations			•	•	•	
Investment fund sign-off						•
Entering into agreements / contracts					•	
Strategic Planning						
3-year EK360 strategic plan	•		•	•	•	
3-year EK360 strategic plan sign off						•
Annual EK360 business plan	•	•	•	•	•	
Annual project workplans	•	•	•			
Performance						
Contract Management /Reporting			•			
Contract negotiations					•	
Contract relationship management		•	•		•	
Subcontract management monitoring			•			
Overview of project annual workplans	•	•	•			
Overview of EK360 annual plan				•		
Monitoring effective performance		•	•	•		•
Monitoring effective Governance	•	•	•	•		•
Annual reporting - projects	•	•	•			
Annual reporting sign-off				•		
Comms						
Project newsletter/ materials creation	•		•			
Project newsletter / materials signoff				•		
News/media releases				•		•
Brand development				•		
GDPR						
New project GDPR impact assessment			•			
Annual review data asset register				•		
Data sharing agreement drafted			•			
Data sharing agreement sign-off				•		