

Horspath Village Infrastructure Fund



2022 – 2027

Organisation Prequalification Assessment

Horspath Stone Pit Charity

Introduction

Horspath Stone Pit Charity is exclusively for the benefit of residents and village organisations within the Village and Parish of Horspath in Oxfordshire.

Horspath Stone Pit was given to the residents of the village by virtue of the Inclosure award of 1858 and was incorporated into a registered charity in 1988. The original land is leased by Stagecoach PLC as their Oxford Bus Depot with an internal section being sub-leased to Hanson.

The charity is established for such charitable purposes for the general benefit of the inhabitants of the area of the ancient parish of Horspath as the trustees think fit. The charity however is under no circumstances able offer benefit to any government or local government structure in an attempt to reduce normal taxation.

The charity trustee feels it is important to continually review how best to support the residents of Horspath in line with the charitable objectives of the charity. To date this has focused on organisational, individual and hardship grants.

The charity has recently agreed to provide more focused strategic support to a number of village organisations allowing them to invest in infrastructure that will benefit Horspath and its residents over the long term.

This fund will be run concurrently with the current grants but allow organisations to apply for grants over £4,500 if it is to improve the infrastructure of the village.

Horspath Stone Pit Charity is required to ensure that successful organisations have a high level of organizational governance and internal controls to ensure that the grant is spent effectively, and the planned benefits are delivered to the residents of Horspath.

“Investing in the Future of Horspath”

Organisation Prequalification Assessment

Application Process

The application process will be split into the following stages:

1. Partner organisation's governance and ability to efficiently deliver the project
2. The value the scheme will bring to the residents of Horspath and specific delivery assurance
3. Presentation to HSPC Trustee

This pack outlines the steps required for stage one of the assessments.

The assessment will look at the organisations ability to operate within good governance and successfully manage projects.

Organisations will be assessed in terms of:

- Organisational introduction
- Leadership
- Integrity
- Decision Making, Risk and control
- Committee Effectiveness
- Equality, Diversity and Inclusion
- Openness and Accountability

Assessment Process

The assessment will be undertaken by a HSPC subcommittee managing the infrastructure fund. The assessment outcome of the assessment will be passed to the trustees of HSPC for ratification. The criteria for the Organisation Pre-qualification Assessment will be pass or fail.

Applicants will be given a 14 day period to appeal the decision of HSPC. Appeals will be heard by the Trustee independent advisors. To appeal, organisations will need to respond directly to the areas they have failed to demonstrate effective management of the process. All appeals will need to be supported by evidence to demonstrate that the organisation is actively fulfilling and achieving the assessment criteria.

Feedback

Organisations will be invited to a meeting to receive feedback on their application and notification if they met the criteria to progress to the next round.

Feedback will be given to successful and unsuccessful applicants on what they can do to improve applications.

Engagement, Clarifications and Support

HSPC is happy to help and support your organisations application at each stage of the process. To achieve this in the most efficient and open manner the following process will be implemented:

1. Engagement Event

An engagement event will be held to launch the fund and talk potential applicants through the process and explain what HSPC expect applicants to be able to demonstrate and why this process is needed.

2. Clarifications

Following the engagement event and launch of application documents, a clarifications period will be open for a period of two weeks. In this time organisations can ask questions regarding the application process and expectations of HSPC. All responses will be collated and answered within a week. For transparency questions and response will be made anonymous and shared with other applicants.

All questions should be sent to:

Mrs Hayley Kogel
63 Bowyer road
Abingdon
Oxon
OX14 2EP
parish.council@horspath.org.uk

Application Form

Organisational introduction

1. Organisation Name	
2. Status of organisation i.e. charity / club	
3. Purpose and scope of your organisation	
4. How long has your organisation been running?	
5. Key organisational appointments:	
Chair	
Financial officer / treasurer	
Secretary	
Other members of the management committee	
Other key roles please detail	
<p>To support your assessment you may wish to provide us with copies of existing management documents. By providing these it may be easier to reference from them in your responses.</p> <p>When references documents please clearly state document name, section, page and paragraph.</p>	
6. Please provide if required any of the following documents:	
Constitution / managing document	
Latest annual report	
Aims and values	
GDPR policy	
Development plan	
Membership criteria	
Other	

For all questions:

- ✓ Your responses to each question should be no more than **two pages** (A4) formatted in Arial no smaller than point 12.
- ✓ Tables and illustrations can be used to aid HSPC gain a better understanding of how the applicants organisation is managed.
- ✓ The applicant can reference any information provided as part of the 'Organisational Introduction' section of this application.
- ✓ For each question we have provided some guidance as to what to include.

Leadership

Please provide an overview of how your organisation provides strategic leadership in line with the organisations aims and values.

- The approach the organisation will take to ensure it has the required skills, expertise and experience to manage infrastructure projects in excess of £4,500.
- How the organisation and individuals take collective responsibility for its decisions.
- The approach the organisation takes to ensuring the organisation has agreed priorities, appropriate structures, processes and a productive culture and has a committee who are able to govern well and therefore add value to the organisation.
- How the organisation makes sure that there are proper arrangements for their appointment, supervision, support, appraisal, remuneration and, if necessary, dismissal of volunteers and employees.
- How decisions are formally recorded and reported.

Integrity

Please outline how your organisation acts with integrity, how it adopts values, applies ethical principles to decisions and creates a welcoming and supportive culture which helps achieve the organisations purposes.

- How the organisation ensures that all of its decisions and actions are consistent with the organisation's values.
- How organisation implements and monitors compliance with a suitable code of conduct that reflects the organisations values and details expected standards of ethics, probity and behaviour.
- How the organisation ensures that it follows the law. It also considers non-binding rules, codes and standards, for example regulatory guidance, the 'Nolan Principles' or Charity Ethical Principles and other good practice initiatives.

Organisation Prequalification Assessment

Decision Making, Risk and control

Please outline how your organisation makes sure that its decision-making processes are informed, rigorous and timely, and that effective delegation, control and risk-assessment, and management systems are set up and monitored.

- How your organisation uses or plans to use external third-party organisations.
- How the organisation selects and engages external third-party organisations and how agreements are regularly reviewed to make sure they are still appropriate.
- How does your organisation monitor operational plans and budgets to ensure they are achieving the organisations purposes, strategic aims and resources.
- How your organisation retains overall responsibility for risk management and discusses and decides the level of risk it is prepared to accept for specific activities and investment.
- How your organisation oversees an effective process for appointing and reviewing its external examiners or auditors.

Please detail how your organisation plans to identify, regularly review and mitigate the specific significant risks associated with this application.

- Controlling costs and the scope of the project
- Management of change and discovery of unforeseen circumstances
- Fluctuating professional services, supply chain and material costs
- Legal requirements including health & safety, environmental, sustainability, diversity and social value

Committee Effectiveness

Please detail how your organisation works as an effective team, using the appropriate balance of skills, experience, backgrounds and knowledge to make informed decisions.

- How the organisation decides how it meets as often as it needs to be effective and how delivering an infrastructure project may change this.
- How the organisation plans to manage significant differences of opinion or conflict of interest, if they arise.
- How your organisation plans to get independent, professional advice in areas such as project management, governance, the law and finance. This is either on a pro-bono basis or at the organisations expense if needed for the organisation to discharge its duties.

Equality, Diversity and Inclusion

Please detail how your organisation establishes an effective approach to supporting equality, diversity and inclusion throughout the organisation and in its own practice. This approach supports good governance and the delivery of the organisation's purposes.

- The organisation has and regularly considers, the skills, knowledge and experience it needs to govern, lead and deliver the organisations purposes effectively.
- How you ensure that your organisation and management committee is big enough that the needs of the organisation work can be carried out.
- How members of your management committee are selected and the duration of their appointment.
- How this will change if you deliver an infrastructure project.

Please detail how your organisation benefits the residents of Horspath.

- Who can be a member of the organisation or how Horspath residents benefit from the organisations aims.
- An overview of the benefits delivered to the residents of Horspath (within 5 years).
- How accurate and up-to-date membership records are maintained.
- What changes or activities your organisation has planned over the next three years.

Openness and Accountability

Please detail how your organisation approaches being transparent and accountable. The organisation is open in its work, unless there is good reason for it not to be.

- How your organisation identifies the key stakeholders with an interest in your work.
- How you ensure that there is a strategy for regular and effective communication with these stakeholders about the organisations purposes, values, work and achievements, including information that enables them to measure the success in achieving its purposes.
- How you ensure that stakeholders have an opportunity to hold the committee to account through agreed processes and routes, for example question and answer sessions.
- The committee makes sure it speaks to stakeholders about significant changes to the organisations services or policies.