LCCT

PROJECT HANDBOOK
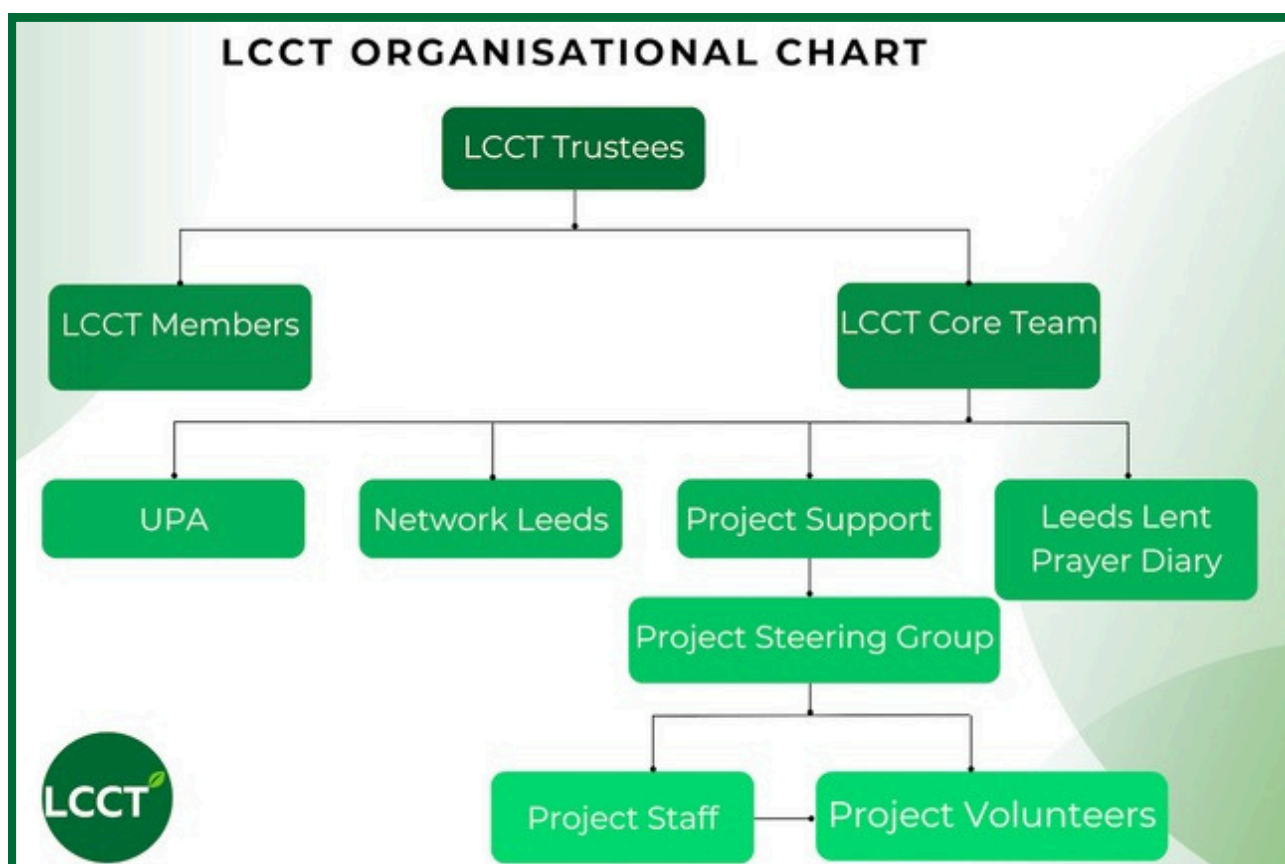
CONTENTS

Welcome

to the LCCT Project Handbook. Here you will find information on running a project of LCCT, links to internal documents and suggestions for external resources.

As this is a live document, accessing through the link sent to you from the core team, rather than using a downloaded version, will ensure you always see the most up to date version.

Core team and Trustees

LCCT Projects

LOOKING FOR A SPECIFIC LINK?

LCCT PROJECTS

Providing high quality, accessible English classes in a welcoming and friendlyatmosphere.
clare@sunfloweresol.co.uk

Our aim is to gather the saints to unite, pray, encourage and support one another to transform our city.
gatherleeds@gmail.com

Bringing together a diverse community of fathers for social interaction and support.
leedsdads@gmail.com
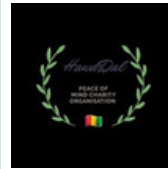
Awareness raising and providing support to victims of FGM and forced marriage.

Gathering people together for good in Crossgates and East Leeds.
karen@connectingcrossgates.com

Part of a national UK movement to build a culture of welcome to all people seeking sanctuary
hello@leeds.cityofsanctuary.org

An outward-looking expression of churches working together in Horsforth.
duncan@horsforthchaplaincy.org

Mobilising all God's people into meaningful involvement in God's mission purposes.
info@simplymobilising.org.uk

Weekly groups for young people led by volunteers from churches acrossLeeds.
aeospace@gmail.com

Counselling for all.

pathwayscounsellingleeds@gmail.com

Organises the annual Global Day of Prayer.

Disciple-making movement putting Luke 10 into practice.
peopleofpeaceleeds@gmail.com

Currently taking a break.

To honour, empower and equip Afghan women and others to be the best they can be.
womenarise@gmail.com

Financial Procedures

All staff and steering group members should familiarise themselves with LCCT'S **Financial Procedures Manual** which can be found <u>HERE</u>.

A summary of the manual can be found from the link at the bottom of this page

- Our financial year runs from January to December.
- Timesheets/changes to hours worked should be submitted to the Finance Officer by the 5th of each month.
- Steering Groups should monitor income and expenditure and report any concerns to the Finance Officer as they arise.
- Any queries relating to finance should be made to Helen Coutie our Finance Officer

The role of the finance officer

- Annual budget meetings to include: budget for the coming year; cash flow forecast; identification of risk, Monthly review of Project balances.
- Alert steering groups if and when there is a risk of inadequate funds to maintain services or cover redundancy and wind up costs.
- Processing payments and generating invoices.
- Paying expenses.

Expense Plus

This is the accounting software we use to pay expenses and track funds. When you join LCCT you will be given access to Expense Plus so that you can claim expenses and view financial transactions and funds balance. Click the icon to learn more about using Expense Plus.

<u>Pay Policy</u>

<u>Annual Accounts</u>

<u>Financial Procedures Summary</u>

FUND**RAISING**

LCCT and its member projects share one charity number. Most grant funders will not make multiple grants to the same charity, this means that if one project has a grant from a funder it could prevent other projects from applying to that funder until the grant is spent and any stated intervals before re-applying have passed.

Before applying for a grant, please check the Applications by Project spreadsheet to make sure no other projects are applying to that funder

Please let us know about any funding applications you are planning to make so that we can add them to the spreadsheet

Funds may be raised through donations, grants, public sector contracts, or trading. It is good practice to ensure a mix of these for your Project income.

If your donors are tax payers we can claim gift aid from HMRC which means your project receives an extra 25p for every £1 donated. Donors will need to complete a gift aid form

Before looking for funding you should have a fundraising strategy in place, this should include a budget for the next 3-5 years.

For help with writing a fundraising strategy follow the links below to:

Developing a fundraising strategy

Being bid ready

Doing Good Leeds produce a list of available funds which is updated each month. You can access it HERE or through their website

Funders often ask for additional information. Documents most frequently requested can be found HERE.

Policies and Procedures

LCCT policies cover every area of project work. They exist to ensure we are compliant with charity law, to provide appropriate controls, to enable effective governance, and to limit risk. LCCT Trustees are responsible for writing and reviewing our policies.

All LCCT projects are expected to follow LCCT policies at all times and in all areas of work. Sometimes projects may need to adapt the policies slightly to better reflect their specific circumstances. The central staff team can help with this if required.

Evidence of relevant policies is often required to support applications for grant funding, if a funder asks for a policy you can download it from the link below.

When working in partnership with other organisations, or when working in a venue owned by another organisation, you should make sure they have their own policies in place relevant to the work you are doing.

Procedures describe how the policies are put into action. They are shorter and easier to read than policies and provide a quick and practical guide on how to apply the policies in your day-to-day work.

LCCT Policies
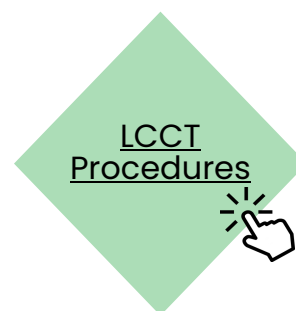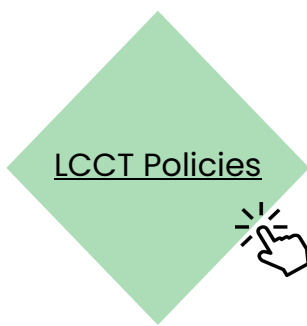
LCCT Procedures

SAFEGUARDING

All staff, volunteers, Trustees and Steering Group members should familiarise themselves with the following LCCT Safeguarding polices and procedures:

- Safeguarding Children and Young People
- Safeguarding Adults at Risk
- Safer Recruitment Procedure
- Recruitment of ex-offenders
- Code of Behaviour
- Dealing with Allegations or Concerns
- Recruitment
- Safeguarding Incident report form
- How to request a DBS Check

All staff and volunteers should be recruited according to the principles set out in the LCCT Recruitment Policy and Safer Recruitment Procedure.

The LCCT Safeguarding Officer is Janice Brown

The LCCT Safeguarding Trustee is Theo Sheridan-Watts

Safeguarding Training can be accessed from :
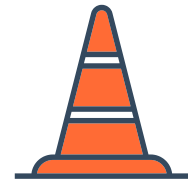
Leeds Safeguarding Children Partnership

Leeds Safeguarding Adults Board

If you have any questions about anything to do with safeguarding please contact the LCCT Safeguarding Officer or the LCCT Manager and we will be happy to help.

Health & Safety

The Health and Safety at Work Act 1974 sets out the general duties which:

- Employers have towards employees and members of the public
- Employees have to themselves and each other
- Self-employed people have to themselves and others

The responsibilities of LCCT include:

- Maintaining a safe and healthy working environment
- Ensuring policies and procedures are relevant and up to date
- Providing information, instruction and training to all LCCT staff and volunteers

The LCCT Health & Safety Officer is Janice Brown

The responsibilities of Project leaders and steering groups include:

- Carrying out regular safety inspections
- Reporting accidents, incidents and near misses
- Ensuring all people using the premises are aware of fire escapes, fire extinguishers and fire evacuation procedures
- Carrying out risk assessments for all project activities
- Ensuring there is a first aid kit on the premises and at least one trained first aider present at project activities

Areas covered by Health and Safety legislation:

- Display Screen Equipment / VDU
- Safe use of hazardous substances (COSHH)
- Manual handling
- Equipment : Portable Appliance Testing (PAT) testing

- Home Working
- Lone working
- Driving whilst at work
- Accidents and first aid (RIDDOR)
- Work related stress
- Fire/emergency and evacuation
- Risks specific to certain groups of people

Health and Safety Policy

LCCT Health and SafetyTraining Slides

Completing a risk assessment

GENERAL DATA PROTECTION REGULATION (GDPR)

All LCCT projects are required to comply with data protection law, failure to do so may lead to disciplinary action

LCCT is registered with the Information Commissioners Office (ICO) Registration number ZB020569

The data protection act 1998 and the general data protection regulation 2018 govern how we collect, store, process and use data

✓ **Project leaders** are responsible for making sure that any procedures that involve personal data follow the rules set out in the LCCT Data Protection Policy.

✓ **All staff, volunteers, and trustees** have a personal responsibility to comply with GDPR legislation. If any person thinks they have accidently breached the policy it is important that they contact the LCCT Manager or Administrator immediately.

✓ **All members of staff and volunteers** are responsible for ensuring that any personal data which they handle is stored securely and not disclosed to any unauthorised third parties.

Definition of terms

Associated Policies

Retention & Deletion Periods

GDPR Procedures

Supporting Staff and Volunteers

Policies relevent to Volunteers

- Equality, Diversity and Inclusion
- Code of Conduct
- Confidentiality
- Grievance
- Health and Safety
- Volunteering
- Whistleblowing

Policies relevent to Staff

- Appraisal
- Code of Conduct
- Confidentiality
- Disciplinary
- Equality, Diversity and Inclusion
- Grievance
- Health and Safety
- Lone Working
- Pay
- Performance Management
- Recruitment
- Redundancy
- Whistleblowing

LCCT commitment to volunteers

- All volunteers will be treated in an equal, fair and just manner.
- Volunteers will be actively encouraged to be fully involved in the work of the Project.
- We will aim to provide opportunities for satisfying work and personal development.
- We will provide training to enable the volunteer to perform their role well and for personal development.
- We will provide each volunteer with a role description which outlines duties and responsibilities.
- When recruiting volunteers, we will follow Safer Recruitment policies and procedures.
- We will provide ongoing support to all volunteers

LCCT Supporting Staff and Volunteers Training Slides

The NCVO website contains useful information on supporting staff and volunteers

Quarterly Monitoring

In March, June, September and December, we ask Projects to complete a quarterly monitoring form. The purpose of the questions are to ensure that as a charity we are compliant with charity law, to ensure that we have the right level of insurance cover in place and to measure impact. You will receive a link to a partially pre-filled form (based on previous answers) at least one month before the deadline for submission.

Questions relating to compliance

- Terms of Reference
- Safeguarding and DBS checks
- Freelance workers agreements
- Anti virus software
- Data storage and retention
- Privacy policy
- LCCT Logo and details on literature and online platforms
- Risk assessments

Questions relating to insurance

- Description and location of activities
- Freelance workers agreement
- Insurance audit form
- Project equipment
- Risk assessments

Questions relating to impact

- Number of service users
- Number of volunteers
- Fund raising

Documents we ask you to upload to your Google Drive folder:

- Signed Terms of Reference
- Steering group meeting minutes
- Safeguarding policy procedure
- Freelance workers agreement

- Insurance audit form
- Data inventory form
- Risk assessments
- Fund raising applications
- Grant agreements

How to upload documents to your Google Drive folder

Governance

All our projects sit under the LCCT charity number: 1096860 and this should be shown along with the LCCT logo on all paperwork and electronic communications.

The LCCT trustees are legally responsible for your project, but strategy and day-to-day management of your work will be the responsibility of your steering group. Any staff working for your project will be employees of LCCT.

Each project needs to have its own steering group to support the project workers and volunteers and to oversee strategy and the day-to-day running of your project.

The Project **Terms of Reference** sets out your agreement with LCCT. This should be signed by your Steering Group

Your finances will be held by LCCT and audited as part of the LCCT accounts, this means that all your funds must be processed through the LCCT bank account.

We expect from you:

Regular communication
Regular reporting
Adherence to LCCT policies
Secure funds for your work
Manage your budget
A financial contribution to cover the cost of the support you receive

We offer:

Legal Structure
HR Support
Insurance
Financial Oversight
Policies
Development Support
Networking Opportunities

NATIONAL COUNCIL FOR VOLUNTARY ORGANISATIONS

LCCT membership of NCVO is available to all LCCT projects. See below for instructions on how to access member content through the LCCT subscription

Under the services and support tab you will find advice and guidance on running your project plus useful templates and project management tools.

* Go to the ncvo website: ncvo.org.uk

* In the top right hand corner click on sign in/up and choose register

* After you have entered your details you will be sent an email asking you to activate your account

* Once you have activated your account log in and link your account to LCCT

* Click the person shaped icon in the top right hand corner and choose dashboard

* Fill in your details and, at the bottom under organisation click 'add'

* You will then need to enter the following information:

  Name: Leeds Christian Community Trust
  Member ID: Member/26435
  Company Number: 4632481
  Charity Number: 1096860
  Post Code: LS6 3HN

* Once complete you will need to wait for approval before accessing the member area on the NCVO site

Leaving LCCT

If you are thinking of leeaving please inform the core team. If you are closing you may need advice about redundancies and/or what to do with funds and other assets. If you are leaving LCCT to set up as an independent charity read on.

Choose a legal structure

The first thing to do is decide which legal structure will be best for your project. Most projects leaving LCCT will find that Charitable Incorporated Organisation (CIO) or Charitable Company works best, but you should carefully read through all the different structures available on the <u>Charity Commission website</u> Helpful information about choosing a structure can also be found on the NCVO website

Prepare:

Before registering your charity you will need to have the following in place:

- At least 3 Trustees. They will need to be DBS checked and to complete a <u>Trustee Eligibility Declaration Form</u> Helpful guidance for Trustees can be found in <u>The Essential Trustee.</u>

- A Charity bank account. You should also ensure you have adequate and appropriate financial controls in place. See <u>Internal Financial Controls for Charities</u> on the Government Website

- A Governing Document. This is your constitution or set of rules and determines how you will run your charity. It is best to use one of the Charity Commission's <u>model governing documents,</u> this will ensure you use the right governing document for the structure you have chosen.

Register:

Register your charity with the appropriate regulatory body, for most this will be the Charity Commission.

<u>Follow this link for more information on how to register a charity.</u>

The time it takes for the Charity Commission to process your application varies but you should allow at least 3 months

Transfer:

Once you have your new charity number LCCT will transfer your restricted funds within the LCCT account into your new charity bank account. The outstanding project contribution to core LCCT costs will be discussed with you before being deducted from the

Running your new charity:

- Annual accounts must be examined/audited and filed .
- You must have insurance cover.
- You will need to set up payroll for employees. LCCT uses VAL YOU payroll
- You should register with the Infomation Commissioners Office
- You will need a number of written policies and procedures, more information on policies can be found on the NCVO website

OUR TEAM

Catherine Beaumont
Operations Manager

Anna Bland
Trustee

Janice Brown
Project Support

Helen Coutie
Finance Officer

Trustee

Dave Paterson
Project Manager

Jean-Louis Pecher
Trustee

Emma Rice
Information &
Communications
Officer

Kulwant Sandhu
Trustee

Theo Sheridan-Watts
Trustee

David Smith
Admin Support

Trustee

CONTACT US

🌐 lcct.org.uk

☎ 0113 350 8622

📍 Vineyard House
11 Bennett Rd
Headingley
Leeds
LS6 3HN

@ catherine@lcct.org.uk

helen@lcct.org.uk

info@lcct.org.uk
(Janice)

comms@lcct.org.uk
(Emma)

davepaterson.upa@gmail.com

15