

ROLES OF THE LDF, THE PCC AND THE PROJECT MANAGER

The London Diocesan Fund as Custodian Trustee

The LDF's responsibility as Custodian Trustee is delegated to the Diocesan Finance Committee and the agreement of the Finance Committee must be obtained for any major Parish project.

Before giving approval the Finance Committee will need to ensure that the proposed project will deliver the desired result and that the resources required to deliver the project are in place.

The PCC as Managing Trustee

The PCC is responsible for ensuring that the Project remains on target to deliver the agreed outcome provide overall guidance and direction for the project and monitor and control the financial resources needed for the project.

The PCC may decide to appoint a smaller working group to deal with the running of the Project and to agree a 'contact person' who may or may not be the Incumbent/Priest – in – Charge to deal with urgent issues.

In order to fulfil its responsibilities the PCC or working group should:

- Ensure all members of the Professional Team (Architect, Quantity Surveyor etc) know the desired outcome of the project

- Monitor all expenditure against the agreed budget for the project

- Authorise all expenditure (any expenditure over the agreed budget / agreed timescale should be referred to the full PCC)

- Meet regularly with the Project Manager and other members of the Professional Team

- Monitor progress

- Monitor identified risks

- Approve any proposed changes and ensure any proposed changes will still deliver the outcomes identified in the Business Case

- At the end of the project report on the results achieved and identify any further actions needed.

The Project Manager appointed by the PCC

The Project Manager has the authority to run the project on a day to day basis on behalf of the PCC and is responsible for ensuring that the project delivers the results identified in the Business Case within the agreed time and cost limits.

To fulfil these responsibilities the Project Manager needs to:

Administer the project

Direct the Professional Team

Plan and monitor the project

Agree any changes with the PCC (or Working Group)

Manage and report any identified risks

Agree and monitor quality controls

Liaise with contractors and where appropriate suppliers

Take responsibility for overall progress and use of resources

Report regularly to the PCC (or Working Group)

At the end of the project evaluate and report results against the outcomes identified in the Business Case

Advise the PCC (working group) on any further actions needed.