

OYC Internal Quality Assurance & Accountability Policy

This policy is linked to the overall quality assurance of Ocean Youth Connexions OYC and its activities. The policy relates to the quality assurance processes and procedures that are intended to ensure and improve the quality of project delivery to its intended client groups. With transparency being key funders and those with interest in the charity will be informed of any changes to projects during its delivery period at its earliest convenience.

In accordance with the organisations Code of Practice it promotes best practice in all areas of management and governance and ensures that the organisation conforms with all Charity Commission legal requirement.

To meet these objectives the management has developed structures and processes to ensure that management and funders have the ability to objectively and effectively assess organisational performance on delivery.

The management completes regular reviews of its policies and practices which is a central element to its philosophy on internal quality assurance.

The internal quality assurance of the organisation comprises the following elements:

Strategic and Corporate Planning

In carrying out this task, the management oversees the production of a Corporate Plan on a biennial basis which moves it strategically towards the achievement of the organisations aims and objectives.

Budgeting

Budgeting is the process where decisions are made on funding applications about the amount of resources that will be allocated over the period of the project life, ensuring that it implements the projects aims and objectives and achieve its desired outcomes in-line with that which have been identified in the Corporate Plan. Because resources are finite, the budgeting process will inevitably require clear identification of the priorities among the aims and objectives of the organisation and allocate additional resources if required to complete a project.

Budget forecasting is an annual process and is closely allied to the Corporate Plan.

Internal Audit and Risk Management

The management engages appropriate external audit experience which operates, on an annual basis, in accordance with the Code of Practice within UK law. During the course of the year it also collates financial statements and makes references to expenditure.

Risk management is reviewed annually in the context of the organisations internal audit and financial spend. The organisation uses the RAG rating system to measure risk and also has a risk and issue register in place.

External Audit and Reporting

The external audit of the organisation is carried out by directors with the working management to deliver the finance and annual report.

The organisation also publishes an annual report on its work, particularly relating to the implementation actions in its Corporate Plan. Reports are uploaded and available on the Charity Commission website as a method of increasing transparency.

Code of Conduct for Members and Employees

The Code of Conduct covers all the activities of the organisation for both members and employees and demonstrates that the organisation conducts all its business in a manner which is impartial and based on sound ethical principles. The Code is intended to establish an agreed set of ethical principles for the conduct of the organisation; promote and maintain confidence and trust in the organisation; and prevent the development or acceptance of unethical practices in the organisation.

Internal Structures

The following are the key structures that are used internally to ensure effective execution of the organisations aims and objectives:

Internal Structure	Purpose	Type and Frequency
Trustees/Directors	To meet, discuss and make decisions on matters of importance, including the organisations management and vision..	Meet Quarterly
Senior Management Team	To disseminate information amongst staff, to discuss current projects and policy developments and to exchange ideas.	Meet Bi-monthly
Development Team	To discuss specific project developments and explore new ideas for future development	Meet half yearly or more frequently
All Staff Briefings	To ensure that all members of staff are informed of policies, projects and future developments in all functional areas.	Meet bi-monthly
All staff policy sessions or "away days"	To provide staff with an opportunity to consider important information and to create an environment for staff to collectively feedback on specific items (eg. Quality Review)	Annually

Chairperson:..... **Signed:** **Date**.....