

Management of Harborough Energy / Harborough Solar One					Lasted Updated: 08JAN20 / ver 3 / DJR	
Key Area	Main Topics	HE	HS1	Admin ('Responsible')	Oversight ('Accountable')	Comments
<b>Governance</b>	<b>Overall</b>	Y	Y	GF and DH	GF / Board	
	Board Meetings (every 2/3 mths)	Y	Y	DH	Board	Venue, Agenda, Attendees, Minutes - incl HE AGM (approx. <b>August</b> )
	Risk Management (incl Risk Register)	Y	Y	DH supported by DJR	Board	<i>Needs to be formally reviewed, updated and actioned at least <b>Annually</b></i>
	Change of directors (HE)	Y	-	DH	Board	Note: HS1 Committee of Mgt ('Directors') reported in FCA Annual Return
	Annual Confirmation Statement (HE)	Y	-	MB	Board	Required by Companies House (CH) - each <b>December</b>
	Annual Return AR30 incl. Accts (HS1)	-	Y	DH	Board	Required by Financial Conduct Authority (FCA) - each <b>December</b>
	Host System Metering & Performance	-	Y	Automated	JT / DJR	JT - monitoring / technical, DJR - annual performance / generation / income
<b>Finance</b>	<b>Overall</b>	Y	Y	DH / SB	GF / Board	
	FITs (Generation & Export)	-	Y	DH supported by GF	GF	<i>Including submitting readings to Good Energy for all Hosts (incl. NBJ)</i>
	PPAs	-	Y	DH	GF	Including producing / sending Invoices to Hosts; <i>Rates reviewed annually?</i>
	Bookkeeping (HS1)	-	Y	MB	GF	Invoices copied to MB (and SB) by DH for HS1 VAT / Annual Accounts
	Bookkeeping (HE)	Y	-	DH	GF	See 'Warm Homes' section below; HE financial info to MB for Annual Accts
	Banking (Online, Payments, Reports)	Y	Y	SB / GF	GF	DJR has online access & holds paper files (including Statements, Chq Books)
	Debt Management and Reporting	Y	Y	DH / SB / RB ?	GF	<i>Needs to be formalised / implemented (qtrly?) to ensure invoices are paid / chased</i>
	Management accounts	Y	Y	GF / SB / MB ?	GF	<i>Frequency / format to agreed with Board and implemented (currently ad hoc)</i>
	VAT (HMRC - Customs & Excise)	-	Y	MB	GF	Note: HE is <b>not</b> VAT registered
	Tax (HMRC - Inland Revenue)	Y	Y	MB	GF	
	Annual accounts (production - Both)	Y	Y	MB	GF	After Year End: <b>HE (31st March) - HS1 (31st July)</b>
	Directors' Report (HE)	Y	-	GF / MB	PJ / Board	For inclusion in the HE Annual Accounts
	Annual accounts (submission - HE)	Y	-	MB	GF	Submission via Companies House (approx. <b>August</b> )
	Annual accounts (submission - HS1)	-	Y	DH	GF	Submission via FCA (included with the Annual Return in <b>December</b> )
<b>Investor Management / Membership</b>	<b>Overall</b>	-	Y	GF	GF / Board	All records held securely on Dropbox under ' <b>Governance/Investor Mgt</b> '
	Share Certificates (Issue)	-	Y	SB supported by DJR	GF	Created for Project 2 by SB using MS Word and Mailmerge (copies on Dropbox)
	Share Register Maintenance	-	Y	GF	GF	Set up (all projects and Mailing List), Security / DP, Changes (incl. Deaths)
	Share interest (calc/payment/waiver)	-	Y	GF	GF / Board	Rate agreed with Board and confirmed at AGM; paid annually approx. <b>February</b>
	Capital Repayment	-	Y	GF	Board	Including Recording and Reporting (to Board and the AGM)
	Tax Reporting / Payment (Int & Cap)	-	Y	GF	Board	
	Annual General Meeting	-	Y	DH supported by DJR	Board	Agenda, Invite, Attendees, Minutes - for HS1 AGM (in <b>November</b> )
<b>Project Management</b>	<b>Overall</b>	-	Y	TBA	Board	
	New Projects (Developmt / Feasibility)	-	Y	TBA	Board	Suitable resources will need to be located / funded (eg Grant supported)
	Host Engagement & Support	-	Y	TBA	Board	Develop and sign off ' <b>MOU</b> ', ' <b>Power Purchase Agreement / Licence</b> '
	Fund Raising and Share offers	-	Y	TBA	Board	Previous offers via Ethex (to ensure FCA rules / money laundering compliance)
	Tender Management	-	Y	TBA	Board	Develop and issue ' <b>ITT</b> ', assess responses, make recommendation to Board / Host
	Installer Relationship Mgt (Projects)	-	Y	TBA	TBA	Ref. ' <b>HE Tender Process</b> ' in Dropbox ('Development') incl. ' <b>Installer Framework</b> '
<b>Warm Homes</b>	<b>Overall</b>	Y	-	DH	GF	
	Referral Mgt and Reporting	Y	-	DH	GF	Including liaison with HDC, NWLDC, H&BDC (and direct enquiries)
	Invoicing	Y	-	DH	GF	Against the Purchase Orders provided by our agreed Installers
	Complaint Mgt and Reporting	Y	-	DH	GF	
	Installer Relationship Mgt (WH)	Y	-	TBA	TBA	Ref. ' <b>HE Tender Process</b> ' in Dropbox ('Development') incl. ' <b>Installer Framework</b> '
<b>Data Protection</b>		Y	Y	DJR / All	DJR	Includes GDPR compliance, ' <b>Privacy Policy</b> ' and ' <b>Data Protection Guide</b> '
<b>Insurance</b>	Public Liability / Directors' Cover	Y	Y	GF / DH	Board	Op/Public Liability (HS1) and Prof/Mgt (HE) via Naturesave (due early <b>September</b> )
<b>Legal</b>		Y	Y	All	Board	<i>We used to consult the RCC Legal team (eg PPA) or Ethex (Share Offers) ???</i>
<b>Marketing / PR</b>		Y	Y	TBA	Board	<i>If / when required, we could re-engage Ideal Marketing</i>
<b>Website / Social Media / News / IT</b>	Content Mgt, Brief News, Mins, Graphs	Y	Y	DJR	DJR / DW	Website hosted / operated via Ideal Marketing, Content managed by HE

Organisation / Position:

HE Director	HS1 Board of Mgt aka 'Director'	MyAdminSupport (MAS)	Master Accounting (Ashley)	Others
PJ - Peter Jones	PJ - Peter Jones (Chair)	DH - Donna Hanlon	MB - Mark Buckmaster	Legal - TBA
GF - Gavin Fletcher	GF - Gavin Fletcher (Treasurer)		RB - Rachel Buckmaster	Project Mgt - TBA
DJR - David Robbins	DJR - David Robbins			Marketing / PR - TBA
DW - Darren Woodiwiss	DW - Darren Woodiwiss			
JT - John Twidell	JT - John Twidell			
NB - Neil Burke	NB - Neil Burke (Secretary)			
SB - Sharon Burke	SB - Sharon Burke			