



Play Place Innov8 CIC

Constitution Document – Revised August 2020

Introduction

Play Place Innov8 CIC is a not for profit company that provides a range of community, educational and youth activities with people across Croydon, London and Kent. This document has been prepared to provide an overview and statement of our Community Interest objectives. A formal Memorandum and Articles is also available and has been delivered as part of our registration process to Companies House and the CIC Regulator.

What we do?

Our mission and role

Our ‘Big Idea’ is that ‘Everyone Counts’ and our mission is to offer people tailor-made activities that empower them to achieve their full potential – regardless of their circumstances.

Our work is planted in communities that have high levels of rural, social or financial deprivation and we put a high profile on Asset Based Community Development (Community adult and group engagement, volunteering and underused community resources).

Our company structure

Play Place’s work is supported by:

- Play Place Innov8 CIC (Since 2007) - Providing a range of targeted and specialist community activities.

Play Place Innov8 CIC own (Play Place Innov8 are the exclusive share holder of) a subsidiary company:

- Transitions Ltd (Since 2011) - Delivering commercial services that offer community impact, added value and raise funds that support the work of Play Place Innov8 CIC.

Profit and assets

The statement 'not for profit' means that reasonable and transparent salaries and/or costs are paid to staff and directors who deliver activities that advance our community interest objectives. However, any surpluses and capital assets made will be used for the benefit of the community and in line with our objectives.

Play Place Innov8 CIC's assets are 'locked' in line with the CIC Regulators guidelines (As at January 2007).

This means that all assets gained through the business of Play Place Innov8 CIC are:

- Retained within the CIC to be used for the community purposes for which they were obtained.

Play Place Innov8 CIC may only transfer assets if:

- A transfer is made for full consideration (i.e. at market value), so that the CIC retains the value of the assets transferred
- It is made to another asset locked body (A CIC or charity)
- It is made to another form of asset locked body with the consent of the Regulator.

Where staff are seconded to Play Place Innov8 CIC from Play Place Childcare Services Ltd an invoice will be raised, and payments made to cover seconded staff salaries.

In the event of the CIC being ended, Play Place Innov8 CIC have nominated the Health, Hope, Action Charity as our beneficiaries. This benefactor will receive any surplus on unspent funds:

<https://hopehealthaction.org/aboutCharity>

Number: 1117528

Delivery/principle business

Play Place Innov8 use experienced and qualified enhanced DBS checked staff.

Our values include:

- Supporting children, young people and adults - providing a broad range of educational activities
- Community development and participation - promoting services that get communities working together
- Helping those who want to get involved in the communities in which they live.
- Providing educational activities to vulnerable young people.

Our Projects

We provide targeted and universal youth and community activities for our beneficiaries. Activities may be delivered with a focus on a particular geographical area or may respond to a specifically identified need that is outlined by our funders or sponsors.

Our Unique Selling point (USP) is that whilst we support children and young people, we take a whole community approach to respond to need. Therefore, the activities we provide include a broad range of learning and fun opportunities including:

- Universal youth clubs and holiday schemes
- Targeted activities that reduce current and future poverty including projects that address gang, unemployment and criminal related issues
- Outreach and detached programmes including the Croydon Community Bus
- Community hubs management and activities
- Supporting volunteers and other third sector groups to set up local activities
- Providing resident and community groups with training (Through our AQA accredited programme)
- Working with organisations to develop community companies or projects
- Social enterprise projects that support CIC funds

2. Our Directors

Executive Development Director

A Business Director will maintain the day-to-day delivery and development of the Community Interest Company. Play Place Innov8 CIC will pay the Business Director a reasonable salary, which is transparent, agreed and reviewed on a yearly basis. Strategic planning, development of new opportunities and project management will be the responsibility of the Business Director.

Company Secretary

The company will retain a Company Secretary who will fulfil this function in line with Company House requirements.

Directors

For improved performance, monitoring and transparency, Play Place Innov8 CIC retain a group of directors (The Board of Directors). These directors have a range of skills such as: health and safety, film making and/or music, marketing skills, youth work, Early Years, Ofsted and finance skills.

The Board of Directors has the following responsibilities:

- Supporting the development of the company and agreeing strategic planning targets
- Assessing each project to ensure that each one remains in accordance with our community interest objectives.
- Reviewing the yearly budget and management accounts
- Monitoring progress and outcomes
- Marketing and profile raising of the company
- Offering advice and support
- Support with recruitment of staff
- Reviewing and agreeing policies, procedures and systems

The Board of Directors' meetings

At least four meetings will be held each year of which one meeting will be an Annual General Meeting (AGM). Additional extraordinary meetings may be called through the chair or clerk in cases where urgent and/or time constrained business needs to be addressed. The AGM meeting will include voting to replace any outgoing Board Members. A quorum of five people (in person or by representation) is required for an AGM to be valid.

Voting

The day-to-day management of the company remains the responsibility of the Business Director. In cases where a particular management or strategic issues requires addressing by the Board of Directors, a proposal will be made; this proposal must then be seconded. The chair may then ask for a vote via a 'show of hands' to carry or reject a proposal. All members are entitled to one vote. Absent members may provide a pre meeting vote as long as notice is given ahead of the meeting.

A unanimous decision

The Directors take a unanimous decision when they all indicate to each other that they share a common view on a matter.

A majority decision

At the Chairperson's discretion, if every Director has been made aware of a matter to be decided, and all Directors have had a reasonable opportunity to communicate their views, a majority vote may be accepted.

Volunteer and user forums

The company hold a twice-yearly Volunteer/User Forum. This meeting is used to ensure that users and volunteers are able to identify need and influence the strategic direction of the company.

Project and service delivery staff

Play Place Innov8 will recruit appropriate people on a sessional or contracted basis to deliver services and projects that are required.

The Business Director may retain 'core' Development Manager/s or staff in accordance with the growth of the company. All positions will be recruited in accordance with Play Place Innov8 CIC Equal Opportunities and Recruitment Policies and Procedures. Reasonable and transparent session/hourly pay will be made to all staff in line with market rates.

Policies and procedures

Play Place Innov8 will retain a full set of appropriate policies and procedures. The Board of Directors will review all policies and procedures on a yearly basis as a minimum.

Equality and Access

Play Place Innov8 CIC puts great emphasis on valuing our beneficiaries and we are committed to working positively with them. Play Place promote a positive approach, an awareness of our diverse community and caters for each individual's needs. We will work at a pace and level appropriate to each individual or group.

Finance and Accounting

We manage our income and expenditure through the SAGE finance management system. Our finance management system is split into setting headings (one for each of our settings). Each cost is given a centre and cost code allocation. Play Place Innov8 retain a dedicated Finance Director who keeps our accounts up to date and provides the Company Directors with regular finance reports. Expenditure information is made available to funders and sponsors as required. A qualified accountant files our accounts on a yearly basis.

Central Costs

Project budgets will be worked out on the basis that, as far as possible, full cost of recovery (FCR) for delivery is achieved. Therefore, budgets will include a notional amount for central costs. Central costs will be worked out and based on the anticipated needs of central service at any given time and as agreed (or limited by) funders or sponsors. FCR contributions will be identified in individual project budgets. FCR is an essential requirement to ensure that the CIC continues to be viable and is offering sensible cost-effective services.

The FCR contribution by each project is used to help towards:

- A percentage of the Business and Finance Directors salaries
- A percentage of project managers salaries (Who are not otherwise funded by specific project budgets)
- HR and admin support staff
- Finance and accounting costs
- A percentage for rent of office space for central staff
- Core training provision.

In cases where funders are unwilling to cover FCR contributions the board may take the decision to deliver a project on a direct delivery costs only basis. In this case, the Business Director must undertake a risk assessment relating the potential 'drain' on central staff time. The Executive Business Director must then explain the circumstances of this at the next full board meeting.

Insurance

Play Place Innov8 retains insurance for all activities. We retain cover for public liability of £5million and employee's liability of £10million.

Ending the company

The company may be wound up by the Board of Directors, Business Director and Company Secretary if:

- The company is not able to develop any further
- If it is financially not viable
- The company converts to a charity.