

Comhairle Contae
Fhine Gall
Fingal County
Council



Guidance Manual **For Fingal Community Facilities**





Guidance Manual
**For Fingal
Community
Facilities**

Purpose of the guide

- Need was identified
- Guide aims to provide practical advice on the main areas of facilities management and access to a range of resources that can be quickly accessed
- Primary aim is to create an easy pathway for managers / boards to effectively manage their facilities by providing clear information and access to links to support best practice
- To acknowledge the input from a wide range of resources and individuals who provided input into the guide

Working Group – established in 2021.

- Janet Ivers – FCC CDO
 - Jenny Gorman – Acacia
 - Eileen Cormac – Acacia
 - Emma Donegan – Acacia
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- Quality Matters – Consultancy
 - Designed by Mel Gardner
 - Supports from CFMSU and other key players





Process

- Through desk research, evaluating a wide range of existing information, templates and policies
- Online survey to members of the network of which there are currently 70 participating in the process
- Online focus group with centre managers and board members
- **How to use the guide**
 - Each chapter provides a detailed overview of the subject
 - In each chapter there are a wide range of links that can be accessed to provide more in-depth information, templates and resources to assist the tasks at hand
 - Link to **policy hub** on the FCFN web site

FACILITY MANAGEMENT T

- What is Facilities Management
- Why is facility Management important
- Main categories of Facilities Management
- Barriers to good facilities management
- Useful planning tools
- Health and Safety in FM
- Financial Management and FM



constitutes the legal and organisational scaffolding of an organisation. It sets out the rules, processes, and structures that must be adhered to in the operation and regulation of the company

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- A word cloud centered around the word "RULES". The word "RULES" is the largest and most prominent, rendered in a bold, dark red font. Surrounding it are various other words in different sizes, colors (including shades of red, orange, and purple), and orientations. The words include: "CRIMINAL", "REGULATIONS", "GOVERNMENT", "ENVIRONMENTAL", "PHILOSOPHY", "AUTHORITY", "STATUTES", "COURT", "PERMITS", "POLICIES", "FOLLOW", "SAFETY", "LAWMAKERS", "PENALTIES", "STANDARDS", "SO", "REF", "LOCAL", "ENFOR", "DE", "FEDERAL", "APPLIED", "WRITTEN", "CRIMINAL", "AUTHORITY", "ENVIRONMENTAL", "GOVERNMENT", "STATUTES", "COURT", "PERMITS", "POLICIES", "FOLLOW", "SAFETY", "LAWMAKERS", "PENALTIES", "STANDARDS", "SO", "REF", "LOCAL", "ENFOR".



Human Resources

- Human Resources guidebook / policy
 - Principals guiding HR management
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- Motivation and engagement among staff



Finance / procurement

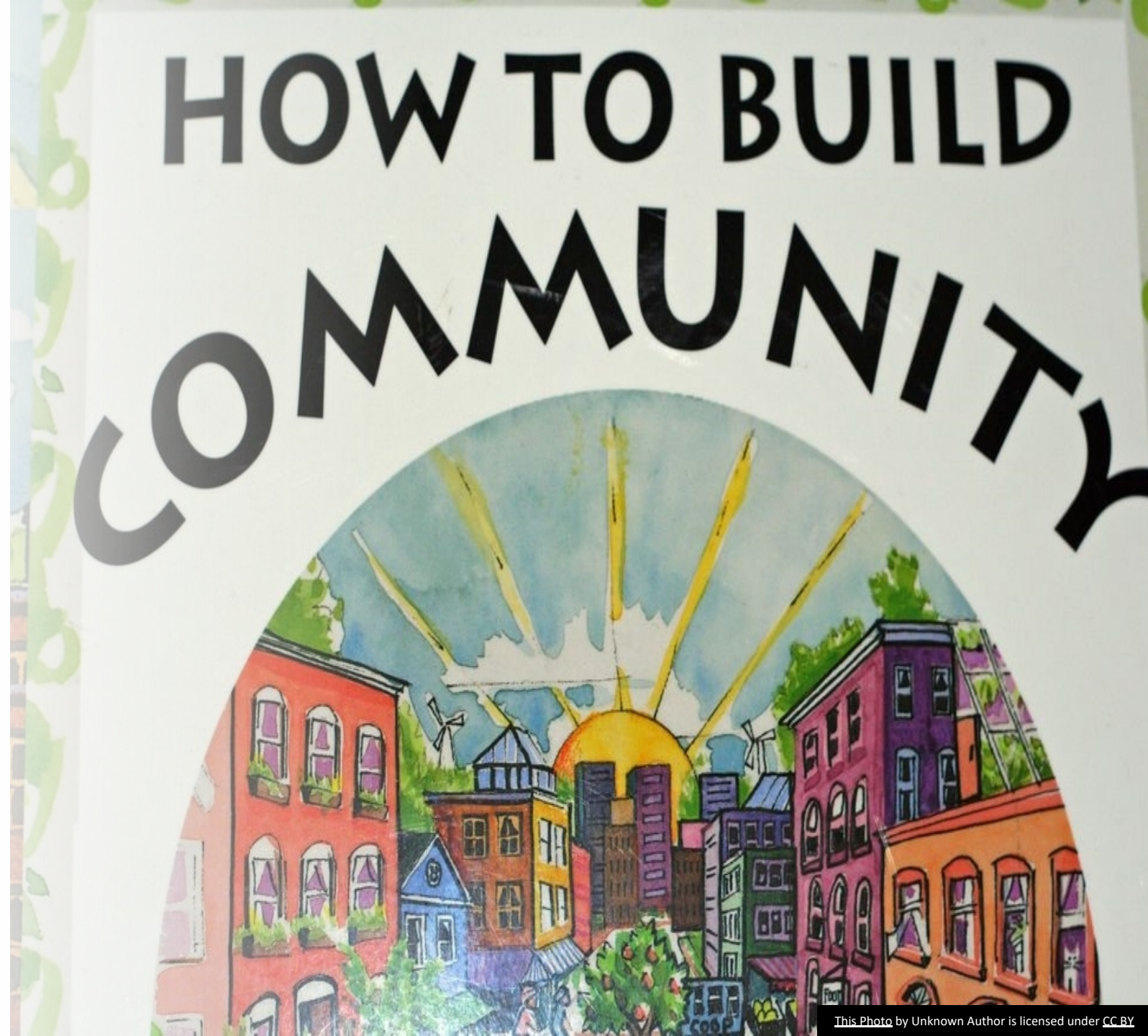
- Basic good practice
- Introduction to planning and budgeting
- Financial roles and responsibilities
- Audit of financial statements
- Finance and audit resources
- Procurement
- Procurement and tendering resources
- **(financial policy and procedures)**



- Fundraising for core costs using a cost recovery model
- Options for funding
- Securing statutory funding
- Securing philanthropy and EU grants
- Resources to support writing winning funding applications
- Engaging corporate sponsorship
- Resources available

Community Development

- Impact of a community centre based in a local community
- Defining community development
- Community needs assessment
- Desk top analysis of relevant policies and strategies
- Developing a strategic action plan
- Over of FCC community development office supports





Risk Management

- Overview of Risk Categories
- Establishing a Risk Assessment and Management Process
- Risk Management Resources
- (sample risk management policy) - Resources from the Wheel and Carmichael and others

Marketing & Social Media

- Newsletters
- Target groups segmentation
- Social media
- Resources marketing and social media
- (sample FCRS holywell cc marketing plan)





Policy Hub

Community Centre Guidance Manual

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Search...

-All Categories-



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Clear Filters



Policies and Procedures

- Developing and writing policies
- Implementation communication and monitoring policies
- Resources policies and procedures

Links from Carmichael /
Wheel and PPN Policy Hub