

Lostwithiel Town Team Sustainable Transport Project Interview Panel/Contract Sub-Management Group Terms of Reference

Introduction

Evidence from both the public and private sectors demonstrates that proactive contract management improves the chances of successful contract delivery. The sub management group will ensure that all parties to the contract are delivering against their obligations so that ultimately the contract outputs are delivered without unnecessary difficulties or delays.

Contract management is the proactive monitoring, control and management of all activities necessary to ensure the contractor delivers the goods, works or services as defined in the contract. There are three core areas to be considered: -

- a) Managing performance and service delivery – this area of contract management will be delivered by the Contract sub-management group based on direction given by the full Town team at the monthly meetings.
 - (i) Managing the contractor to deliver their obligations
 - (ii) Ensure the Town Team meets its obligations and that individual TT Members do not inadvertently do anything that effectively relieves the contractor of their responsibilities or commits the TT to additional contractual commitments
 - (iii) Ensure the TT gets what it is paying for i.e., the contractor delivers on everything listed in the Cornwall Council agreed offer letter
- b) Contract Administration – This includes all of the tasks involved in keeping accurate records i.e., payments & any contract changes. In accordance with the Cornwall Council Offer letters this area of responsibility will be managed by the Town Clerk.
- c) Managing relationships – This should cover all of the activities needed to create and maintain effective behaviours and relationships. An effective relationship between the Town Team and the contractor is essential for good contract management. Open communication is one of the key areas that promotes co-operative relationships. This is fundamental to the success of the project and will be delivered by the Contract sub-management group.

Aim & Role

The Aim of the Town Team’s Sustainable Transport Project Interview Panel/Contract Sub-Management Group is to evaluate technical performance against the contract, manage the day-to-day relationship with the contractor, update the Town Team at the regular monthly meetings and advise the Town Team on the acceptability and impact of alternative solutions, proposals or amendments from the contractor. It is an essential requirement that detailed notes are kept of all Group discussions with the contractor to avoid future issues and confusion

In practice this means the sub management group has responsibility for: -

- (i) Keeping the project on time
- (ii) Taking minor decisions to reduce reliance on the standard Town Team meeting cycle ensuing that decisions must be made in accordance with the tender

- document and agreed contract and noting that substantial variations need to be agreed by the Town Team at an Extraordinary meeting if necessary
- (iii) Keeping open communication by regular virtual meetings to assess progress and provide local information which may not readily be available to the appointed contractor.

The Town Team Sustainable Transport Project Interview Panel/Contract Sub-Management Group does not have the delegated authority to change the terms of the contract or vary from the original tender brief.

This sub group will also be responsible for ensuring that the draft of the final report from the appointed consultants receives the consideration of the whole Town Team prior to be finalised.

Accountable Body

The Town Team Sustainable Transport Project Interview Panel/Contract Sub-Management Group is accountable to Lostwithiel Town Team which for finance purposes is accountable to Lostwithiel Town Council. Lostwithiel Town Council is the Accountable Body and all procurement will be strictly in accordance with the Council's Standing Orders & Financial Regulations. The relevant processes will be followed and applied in order to commission any work for goods/services which meet the requirements of the Council as the Accountable Body.

Record Keeping & Confidentially

Detailed records of the discussions at the regular Town Team Sustainable Transport Project Interview Panel/Contract Sub-Management Group and the contractor must be written up and agreed in writing by both parties prior to the next scheduled meeting.

Conduct & Conflicts of Interest

Town Team Sustainable Transport Project Interview Panel/Contract Sub-Management Group Members will strive to conduct themselves in line with Lostwithiel Town Council's Code of Conduct, treating each other with mutual respect at all times.

Review of Terms of Reference

These Terms of Reference were agreed at the Town Team meeting held on 16 August 2022 and will be reviewed periodically as required.