

Hartlebury Parish Council: Project Management Team Terms of Reference

- Name:** Project Management Team
- Membership:** 3 nominated Parish Councillors
2 nominated members of the Parish Hall Management Committee
R Greenway (Landscape Architect) as required
- Purpose:** The aim of the Project Management Team will be to ensure that the Hartlebury Community Project is successfully completed on time and within budget.
- Objectives:** The group will:
1. Assist the Landscape Architect in implementing any final amendments to Concept Design drawings, to incorporate any minor changes arising from consultation events.
 2. Continue to monitor design progress and to action payments to the Landscape Architect.
 3. Assist Landscape Architect with planning applications as required including approval of any changes required.
 4. Monitor production of Developed Design and Technical Design drawings to ensure compliance with the approved Concept Design and the scheme budget.
 5. Assist Landscape Architect in completing specifications and tender documentation, including agreeing probable construction durations and phasing.
 6. Liaise with Landscape Architect in drawing-up a select list of tenderers in line with Parish Council procurement regulations for the agreed size tender
 7. Manage tender invitations, tender support and selection of contractor with input from Landscape Architect
 8. Award the contract, subject to ratification by the Parish Council, and execute contract documents.
 9. Arrange and attend pre-start and programme meetings with selected contractor; with input from Landscape Architect.
 10. Monitor the construction progress and standards, authorising payments and agreeing variations; with input of Landscape Architect as and when required.
 11. Give instruction to the RFO to liaise with funders, obtain draw-down funding, raise and pay invoices and reclaim VAT, with oversight from the agreed Council 'financial consultant' and within approved funding limits.
 12. Complete inspections and certification, defects period monitoring, agreeing accounts and final payment; with input of Landscape Architect as and when required.
- Roles:** There will be an agreed Senior Project Officer from within the team.
- Meeting Schedule:** Meetings will be on an ad hoc basis in response to need. Meetings may take place in a variety of venues.
- Reporting:** The team will report bi-monthly to the Parish Council and the Parish Hall Management Committee on progress and bring proposals and/or ratification of decisions to the Parish Council as required.

The Project Management Team will run for a limited time period.