

Proposed Public Realm Task and Finish Group Draft Terms of Reference

Members of the Group:

1. Sashi Mylvaganam (Chair)
2. Valerie White
3. Sharon Galliford
4. Officers
 - Gavin Ramtohal, Head of Legal

Review to cover the following areas:

1. The tender process.
 - a. Whether this process was followed through properly.
 - b. Whether the tenders submitted on time.
2. Did the presentation take place on equitable basis?
 - a. Was any contractor, Consultant treated differently?
 - b. If so, where the other Bidders / contractors informed of this and were they happy?
 - c. Did the final Selection of the consultant, approved by the exec if so did the full council approve it?
3. What is the role played by
 - a. Us (SHBC) the local council and
 - b. SCC, In the selection of the...
 - i. Consultant & Contractors of the. Project.
4. How often were the report submitted by re Consultants / Contactors of the progress to the officers?
 - a. In turn submitted to the Councils Exec?
5. When was the contract price reached, by the Contractor / Consultant?
 - a. Was there a quantity surveyor (Cost accountant allocated to this project?)
6. When was the exec informed of the overspend?
7. Has the council, paid the overspend to the contractor / Consultant?
 - a. If so, under whose authority was he overspent paid?
 - b. Also from what budget was this paid. (Reserves?)
8. How was this project initially funded?
 - a. If there was money received from other bodies for this work, were they informed of the overspend.
9. Did the Contractors comply with statutory standard set out in law to build the roads & pavements?
 - a. With any flaws reported back the council & SCC.
10. You have already started work on the governance process.
 - a. Did we breach any governance, Based on the above and your findings?
11. Recommendation.
 - a. On how best to avoid any pitfalls we may have found.

12. Finally, do we need to employ a qualified engineer / consultant?
 - a. To look at the drawings and the actual work itself.
 - b. To see if there have been any breaches of law & standards.
13. Legal - If there have been breaches, what remedies do we have?
14. Public - Are there any complaints received from the public re the Realm work?
(Accidents/ design etc...)