



Bourdillon Playground Evaluation Work Group

TERMS OF REFERENCE

1 Remit

To recommend to the Playgrounds Committee a preferred supplier and design including equipment, surfacing, hard landscaping, fencing, seating, costs/cost phasing and project management for refurbishment of the Bourdillon play areas.

2 Meetings

To meet frequently from January until March (or later until a preferred supplier has been identified) as required to meet timescales.

3 Appointment of Members and Process

Work Group members will be appointed by the Playgrounds Committee. The Chair of the Work Group will be elected by the Playgrounds Committee, and it may also appoint a Vice Chair.

The Work Group will be comprised of three councillor members and up to three non-councillor members who are electors of the Parish of Goring-on-Thames. Quorum will be two councillors and one non-councillor member. The non-councillor members shall meet the eligibility criteria to be a Councillor in the Parish of Goring-on-Thames.

The Work Group may subdivide the evaluation into smaller work parcels as appropriate and delegate the evaluation of these work parcels to a sub-group of its members. A sub-group must have a minimum of 3 Work Group members including at least one councillor. Any recommendation by any sub-groups must be approved by the Work Group.

4 Scope

- To define and document an objective evaluation process including criterion for each area of the assessment, and a scoring mechanism to evaluate all Tenders received in an identical and objective manner.
- To fully evaluate all Tenders.
 - To document the detailed evaluation of each criterion for each Tender with a brief explanation for all evaluations.
 - To reach a unanimous decision on the evaluation of each criterion by the members present but if this is not possible, by a majority of the Work Group members in attendance.



- To keep a written record of the evaluation of each criterion and any difference of evaluation between members present.

- Having weighed up the evaluation of all criteria for all Tenders, to recommend a preferred supplier by a unanimous vote of the full Work Group.
- If a recommendation on the preferred supplier cannot be agreed unanimously, to identify the additional information required (note that the Work Group may recommend a different supplier for the children’s play area, the open sports area and hard landscaping).
- In the event that it is still not possible to unanimously recommend a preferred supplier, the down-selection will be passed to the Playgrounds Committee.
- To document a recommended solution, including the preferred supplier(s), design(s), fully costed proposal and implementation plan to be presented to the Playgrounds Committee for approval, for subsequent presentation to the Full Council for approval.

5 Review

This Terms of Reference document was approved for use at the meeting of the Parish Council on 9th December 2024. It shall be reviewed periodically.

Signed:

Dated: 9th December 2024

_____, Chair of the Council