



Bourdillon Playground Evaluation Work Group

TERMS OF REFERENCE

1 Remit

To recommend to the Playgrounds Committee a preferred supplier and design, **or preferred suppliers & designs for a range of costs** 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 **suggested** by the Playgrounds Committee **to the Full Council**. 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 and design **or preferred suppliers and designs for a range of costs** 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, **and design** the down-selection will be passed to the Playgrounds Committee.
- To document a recommended solution, **or solutions for a range of costs** 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