

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Council		
<b>MEETING DATE AND TIME</b>	13 <sup>th</sup> June 2024 7.00 pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	David McGifford – Chief Officer		
<b>AGENDA ITEM REPORT TITLE</b>	<b>12 Town Hall Decarbonisation project</b>		
<b>Background</b>	<p>At the meeting of the Council on the 4<sup>th</sup> of April 2024 the Council made the following resolution <b>CTC/93/2324 Resolved</b></p> <ol style="list-style-type: none"><li>1. That the Council approves the signing of the Grant Offer as per Appendix 1 of the report.</li><li>2. That the Chief Officer creates the required Project Board with the membership and powers as stated within the report.</li></ol> <p>The report provided details of the need for a Project Board which would work under the following governance.</p> <p><b>Governance Project Board</b></p> <p>Part of the contractual conditions is for the council to provide monthly updates to the grant provider SALIX. As we are ultimately responsible for this project the main role of the council is to create a Project Board to work under delegated authority. The board will receive the monthly progress reports provided by the appointed Project Manager ensuring that the agreed programme of works is progressing as planned or noting any issues. Updates to the Council will be provided at the planned Council meetings for the year or at Emergency Meetings if there is a deviation of the plan that impacts on finance or outcomes.</p> <p>The Chief Officer will be the Senior Responsible Officer for the project and it is proposed that the Initial Project Board Members would be as follows:-</p> <p>The Chief Officer, the Town Mayor and the Chairs of the THAS, F&amp;P and Environment Committees, Congleton Town Council's RFO and Paul Williams who has been our internal advisor for environmental improvements and is the Technology Director - Dane Valley Community Energy.</p> <p>The first stage of the project requires the appointment of a Project Manager for phase 1 of the project whose role is to develop and agree on projects through to detailed designs and tender stage. This work is generally undertaken by a company rather than just an individual, the budget allocated for this work was set at £57,683 all of which is grant-funded by Salix.</p>		
<b>Updates</b>	<p>Aligned to our Financial Regulations this opportunity was posted on the Government Contract Finder website on the 5<sup>th</sup> April 2024 with the tender period ending on the 7<sup>th</sup> May 2024 - during this period we had 8 enquiries and 4 visits to the Town Hall.</p> <p>We received 5 proposals which were reviewed by available project Board members, Firkin, Wesley, Williams and the Chief Offer, 1 was discounted on the grounds of cost and another on lack of relative experience in delivering similar projects to those required at the Town Hall.</p> <p>The remaining 3 companies were contacted and invited for interview at the Town Hall or by remote access. At this stage the project board members were happy that any of the 3</p>		

	<p>remaining companies would be capable of delivering the required project management service.</p> <p>On the 29<sup>th</sup> of April 2024 Cllr Firkin, Cllr Wesley, Paul Williams and the Chief Officer received presentations from each company followed by a two-way question and answering session with each member of the project board scoring individually.</p> <p>Company A scored 318 points</p> <p>Company B scored 324 points</p> <p>Company C scored 318 points</p> <p>Each member of the interview panel was asked which two companies would they take forward thus potentially eliminating a company,</p> <p>Company C 4 votes</p> <p>Company B 3 votes</p> <p>Company A 1 vote</p> <p>As the point scoring was relatively close each company was contacted that evening and asked to provide references and clarification on various matters to enable the panel to come to a conclusion.</p> <p>At the time of writing, we are awaiting references however subject to those references the panel have agreed that the preferred option is Company C followed by Company B for the following reasons</p> <ol style="list-style-type: none"> <li>1. Their location,</li> <li>2. Greater understanding of the project having prepared the original bid via CEC</li> <li>3. The work they are already undertaking with CEC and being involved with their Planning department and conservation team.</li> <li>4. Cost – circa £8k cheaper than company B.</li> <li>5. A general feeling of a more “hands-on approach”.</li> <li>6. Based on the size of the company there is a likelihood we would get better value once we get to the delivery stage (phase 2).</li> </ol>
<b>Finance considerations</b>	The preferred option, Company C is circa £8,000 less than Company B which provides an option to deliver small projects within year 1.
<b>Environmental considerations</b>	The company are continually working on environmental projects and has the experience to develop this project. They are also doing a lot of work within this geographical area so there is no excessive travelling to and from the Town Hall.
<b>Equality considerations</b>	All the companies had reasonable responses when asked about their policies and approach to equality, diversity and inclusion. The team was reassured that Company C would take a local approach, for example, working with the community and schools to explain the project and the importance of decarbonisation.
<b>Decision Requested</b>	On the basis that The Chief Officer and 5 members of the Project Board (1 on holiday) are in agreement we would propose that we appoint company C as the company to deliver phase 1 Project Management subject to references and agreeing terms and conditions.