

HLF Landscape Partnership ‘Land of the Fanns’

Scheme Management Structure

&

Method of buying goods, work and services



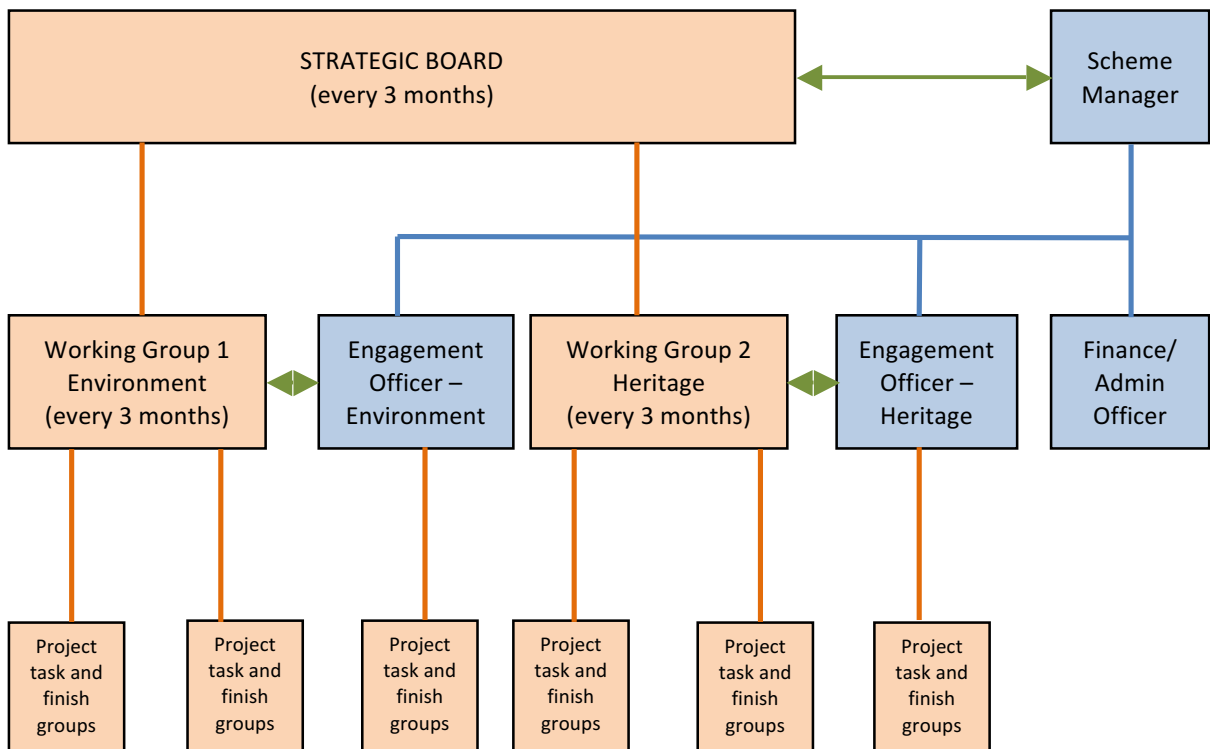
1. Scheme Management Structure

The structure of the Delivery Team has changed significantly since the Stage 1 proposals. These proposed a team of 2.5 Full Time Employees (FTE): 1 FTE Scheme Manager, 1 FTE Community Engagement Officer and a 0.6 FTE Tree Nursery Supervisor. However, these proposals have been significantly revised to reflect the Stage 2 programme and the staff resources needed to deliver it. The revised team includes:

- 1 x FTE Scheme Manager
- 1 x FTE Engagement Officer – Environment
- 1 x FTE Engagement Officer –Heritage
- 1 x 0.5 FTE Finance and Administration Officer

This revised structure reflects the broad engagement required with partners and community across both environmental and cultural heritage elements of the Scheme. At the same time, professional expertise is needed to effectively champion and support the projects relating to these two areas. Consequently, two outward facing engagement roles, each with a distinct specialism represent the core of the Delivery Team and the main change from Stage 1.

The Delivery Team is also aligned with the governance arrangements for the Scheme (see Partnership Agreement for terms of reference), ensuring that each member of the team has a sense of ownership over part of the partnership structure. The Scheme Manager will administer the Strategic Board as per the development phase. The two Engagement Officers will each administer a working group relating to their particular field of expertise. The Finance and Administration Officer will provide additional support as it is needed.



Summary of governance arrangements

Scheme Manager

The Scheme Manager will oversee the day-to-day management and work of the Landscape Partnership and staff. A senior position, the Scheme Manager will lead on partnership engagement, fundraising and the strategic projects within the Scheme (e.g. A1.1 Landscape Management Plan). They will also lead on ensuring that projects are being delivered in line with the vision and objectives, to budget and to a high standard. This includes being responsible for reporting to HLF on Scheme progress. They will report to the chair of the Thames Chase Trust.

Engagement Officer – Environment

The Engagement Officer – Environment will take a central role in working with partners, community groups and volunteers and coordinating the environmentally focussed projects. This includes championing the environmentally focussed Programme A: ‘Restoring and Reconnecting the Land of the Fanns’. In conjunction with the Engagement Officer –Heritage, they will support the delivery of Programme C ‘Attachment to the Land of the Fanns’ and Programme D ‘Enjoying the Land of the Fanns’.

Engagement Officer – Heritage

The Engagement Officer – Cultural Heritage will work in tandem with the Engagement Officer – Environment working with partners, community groups and volunteers in coordinating the built and cultural heritage related projects. This includes championing the built and cultural heritage focussed Programme B: ‘Understanding the Land of the Fanns’. In conjunction with the Engagement Officer – Environment, they will support the delivery of Programme C ‘Attachment to the Land of the Fanns’ and Programme D ‘Enjoying the Land of the Fanns’.

Finance and Administration Officer

The Finance and Administration Officer is a crucial role in ensuring that the financial reporting and monitoring of the Scheme is run smoothly. They will also support the wider team as needed, in particular with Programme C: ‘Attachment to the Land of the Fanns’ and Programme D ‘Enjoying the Land of the Fanns’ which includes marketing and co-ordination activity requiring consistent, methodical support.

Other overheads

Underpinning the Delivery Team are other essential costs including travel, recruitment, training, office housing costs and retention payments for Year 5 of the Scheme.

2. Method of buying goods, works and services

The Heritage Lottery Fund (HLF) has two general principles regarding procurement:

- If goods, work or services costing £10,000 or more, grantees must get at least three competitive tenders or quotes and show that you have selected the one which provides best value for money; and
- Grantees must provide proof of competitive tendering procedures where the value of goods, works and services is worth more than £50,000. HLF can also ask for proof of competitive tendering where the value is between £10,000 and £50,000.

For the purposes of this partnership, the Havering procurement guidelines will be adopted by all parties to ensure a consistent approach. However for procurement between £10,000 and £24,999, the Heritage Lottery Fund principles are more stringent (requiring three quotes instead of the Havering two). As such, **Heritage Lottery Fund guidelines will be applied for work valued between £10,000 and £24,999.**

The Havering procurement guidelines are summarised below:

SCHEDULES

Schedule A - Procurement *under £ 25,000*

1. Advertising – none required
2. Quotes & Procurement award

<u>Value</u>	<u>Number of quotes</u>	<u>Procurement awarded by</u>
Less than £5000	One quote	Council staff member authorised by Cost Centre Manager
£5000 to £24,999	Two quotes	Council staff member authorised by Cost Centre Manager

3. Award criteria – normally solely price once quality threshold achieved
4. Purchase order to be placed via the i-procurement system
5. Retain documents – all documentation to be retained for 3 years or the life of the contract whichever is the longer
6. Also check compliance with Rules 19, 20 & 23

Schedule B - Procurement between £ 25,000 and £ 99,999

1. Advertising – none required
2. Quotes & Procurement award – 3 written quotes sought, procurement awarded by 3rd or 4th tier manager or staff member authorised by Head of Service (see Appendix A for the 7 i-procurement levels)
3. Award criteria – compliance with specification and price
4. Purchase order to be placed via the i-procurement system.
5. Invoice must be via i-supplier
6. Retain documents – all documentation to be retained for 3 years after the end of the contract
7. Also check compliance with Rules 19, 20 & 23

Schedule C - Contracts between £ 100,000 and £174,000

1. Advertising – none required. Selection from existing approved list/existing contractors/Constructionline/
2. Process & contract award – Mini tender – one stage
 - (a) competitive tender against written specification of requirements
 - (b) minimum of three written tenders sought
 - (c) contract awarded by 3rd or 4th tier manager or staff member authorised by Head of Service and financial representative of Group Director, Finance & Commerce
3. Award criteria – compliance with the specification and price
4. Documentation - all such contracts (except construction works contracts and those covered by specific exceptions) shall have a written specification of the Council's requirements and the standard terms and conditions listed below:
 - (a) For supplies: the Council's Standard Terms AND CONDITIONS of Purchase for Goods
 - (b) For services: the Council's Standard Terms and Conditions for Services
 - (c) Purchase order to be placed via the i-procurement system
 - (d) Invoice must be via i-supplier

Contract to be signed by the duly authorised Head of Service or Member of CMT as appropriate or staff member authorised by the Head of Service

5. Retain documents – all documentation to be retained for 6 years after the end of the contract
6. Also check compliance with Rules 3, 5, 8, 9, 10, 14, 18, 19, 20 & 23

Schedule D - Contract between £174,000 and £5,000,000 which is not subject to European procurement legislation advertising requirements (i.e. Part B services, or works less than £4,340,000)

1. Pre tender Report – report to the appropriate Head of Service for up to £500,000 anything over this amount to be reported to CMT for approval unless an exception applies – see Rule 26
2. Advertising – it shall be advertised in either the local press, specialist trade press, or national press as appropriate to the contract. A minimum of 10 working days shall be allowed for interested providers to express interest in tendering for the contract
3. Process – Full tender – 2 stages
 - (a) Selection of potential tenderers from those who express interest as a result of the initial advert
 - (b) competitive tender against written specification of requirements
 - (c) a minimum of 10 working days shall be allowed for tenders
 - (d) minimum of three written tenders sought
 - (e) contract assessed by a project team reporting to Head of Service and including appropriate specialists e.g. legal, finance, procurement, health and safety
5. Pre – award Report – there must be a report to an individual Member of CMT for approval and award after the final evaluation of tenders by the evaluation team unless an exception applies – see Rule 26
6. Contract award - contract awarded by Member of CMT
7. Award criteria – compliance with the evaluation criteria (primarily specification & price) agreed prior to the dispatch of tender documentation
8. Documentation - all such contracts (except construction works contracts and those covered by specific exceptions) shall have a written specification of the Council's requirements and the standard terms and conditions listed below:

- (a) For supplies: the Council's Standard Terms and Conditions for Supplies
- (b) For services: the Council's Standard Terms and Conditions for Services
- (c) Purchase order to be placed via the i-procurement system

Contract to be executed under seal in accordance with Article 10.04 of this constitution. The Legal Document Execution Form must be duly completed.

9. Retain documents – all documentation to be retained in accordance with Rule 17
10. Also check compliance with Rules 3, 5, 8, 9, 10, 14, 18, 19, 20 & 23

Schedule E - Contract between £174,000 and £5,000,000 which is subject to European procurement legislation advertising requirements (i.e. contracts for supplies, EU Part A services and works above £4,348,350)

1. Pre tender Report – report to the appropriate individual Member of CMT for approval unless an exception applies – see Rule 26
2. Advertising – it shall be advertised in the Official Journal of the European Community. A minimum of 37 calendar days shall be provided for expressions of interest in accordance with EU procurement legislation, except where the legislative requirements permit a shorter time scale. In addition there shall be at least 1 advertisement in either the specialist trade, local or national press, if appropriate to the contract.
3. Process– Full EU advertised competitive tender process
 - (a) competitive tender against written specification of requirements
 - (b) a minimum of 40 calendar days shall be allowed for tenders
 - (c) minimum of three written tenders sought
 - (d) contract assessed by a project team reporting to Head of Service and including appropriate specialists e.g. legal, finance, procurement, health and safety
4. Pre – award Report – there must be a report to an individual Member of CMT for approval and award after the final evaluation of tenders by the evaluation team unless an exception applies – see Rule 26.
5. Contract award - contract awarded by Member of CMT

6. Award criteria – compliance with the evaluation criteria (primarily specification & price) agreed prior to the dispatch of tender documentation
7. Documentation - all such contracts (except construction works contracts and those covered by specific exceptions) shall have a written specification of the Council's requirements and the standard terms and conditions listed below:
 - (a) For supplies: the Council's Standard Terms and Conditions for Supplies
 - (b) For services: the Council's Standard Terms and Conditions for Services
 - (c) Purchase order to be placed via the i-procurement system
 - (d) Invoice must be via i-supplier

Contract to be executed under seal in accordance with Article 10.04 of this constitution. The Legal Document Execution Form must be duly completed.

8. Retain documents – all documentation to be retained in accordance with Rule 17
9. Also check compliance with Rules 3, 5, 8, 9, 10, 14, 18, 19, 20 & 23

Schedule F - Contract between £5,000,000 and £10,000,000 which is not subject to European procurement legislation advertising requirements (i.e. Part B services)

1. Pre tender Report – report to the appropriate individual Member of CMT for approval unless an exception applies – see Rule 26
2. Advertising – it shall be advertised in either the local press, specialist trade press, or national press as appropriate to the contract. A minimum of 10 working days shall be allowed for interested providers to express interest in tendering for the contract
3. Process – Full tender – 2 stages
 - (a) Selection of potential tenderers from those who express interest as a result of the initial advert
 - (b) competitive tender against written specification of requirements
 - (c) a minimum of 10 working days shall be allowed for tenders
 - (d) minimum of three written tenders sought
 - (e) contract assessed by a project team reporting to Head of Service and including appropriate specialists e.g. legal, finance, procurement, health and safety

4. Pre – award Report – there must be a report to an individual Cabinet Member for approval and award after the final evaluation of tenders by the evaluation team unless an exception applies – see Rule 26
5. Contract award - contract awarded by Cabinet Member approval
6. Award criteria – compliance with the evaluation criteria (primarily specification & price) agreed prior to the dispatch of tender documentation
7. Documentation - all such contracts (except construction works contracts and those covered by specific exceptions) shall have a written specification of the Council’s requirements and the standard terms and conditions listed below:
 - (a) For supplies: the Council’s Standard Terms and Conditions for Supplies
 - (b) For services: the Council’s Standard Terms and Conditions for Services
 - (c) Purchase order to be placed via the i-procurement system
 - (d) Invoice must be via i-supplier

Contract to be executed under seal in accordance with Article 10.04 of this constitution. The Legal Document Execution Form must be duly completed.

8. Retain documents – all documentation to be retained in accordance with Rule 17
9. Also check compliance with Rules 3, 5, 8, 9, 10, 14, 18, 19, 20 & 23

Schedule G - Contract between £5,000,000 and £10,000,000 which is subject to European procurement legislation advertising requirements (i.e. contracts for supplies, EU Part A services and works)

1. Pre tender Report – report to the appropriate individual Member of CMT for approval unless an exception applies – see Rule 26
2. Advertising – it shall be advertised in the Official Journal of the European Community. A minimum of 37 calendar days shall be provided for expressions of interest in accordance with EU procurement legislation, except where the legislative requirements permit a shorter time scale. In addition there shall be at least 1 advertisement in either the specialist trade, local or national press, if appropriate to the contract.
3. Process – Full EU advertised competitive tender process
 - (a) competitive tender against written specification of requirements

- (b) a minimum of 40 calendar days shall be allowed for tenders
 - (c) minimum of three written tenders sought
 - (d) contract assessed by a project team reporting to Head of Service and including appropriate specialists e.g. legal, finance, procurement, health and safety
4. Pre – award Report – there must be a report to an individual Cabinet Member for approval and award after the final evaluation of tenders by the evaluation team unless an exception applies – see Rule 26.
 5. Contract award - contract awarded by Cabinet Member approval
 6. Award criteria – compliance with the evaluation criteria (primarily specification & price) agreed prior to the dispatch of tender documentation
 7. Documentation - all such contracts (except construction works contracts and those covered by specific exceptions) shall have a written specification of the Council's requirements and the standard terms and conditions listed below:
 - (a) For supplies: the Council's Standard Terms and Conditions for Supplies
 - (b) For services: the Council's Standard Terms and Conditions for Services
 - (c) Purchase order to be placed via the i-procurement system
 - (d) Invoice must be via i-supplier

Contract to be executed under seal in accordance with Article 10.04 of this constitution. The Legal Document Execution Form must be duly completed.

8. Retain documents – all documentation to be retained in accordance with Rule 17
9. Also check compliance with Rules 3, 5, 8, 9, 10, 14, 18, 19, 20 & 23

Schedule H - Contract above £10,000,000 which is not subject to European procurement legislation advertising requirements (i.e. Part B services)

1. Pre tender Report – report to individual Member of CMT for approval unless an exception applies
2. Advertising – it shall be advertised in either the local press, specialist trade press, or national press as appropriate to the contract. A minimum of 10 working days shall be allowed for interested providers to express interest in tendering for the contract

3. Process – Full tender – 2 stages
 - (a) competitive tender against written specification of requirements
 - (b) a minimum of 15 working days shall be allowed for tenders
 - (c) a minimum of 3 tenders should be sought
 - (d) contract assessed by a project team reporting to Head of Service and including appropriate specialists e.g. legal, finance, procurement, health and safety
4. Pre – award Report – there must be a report to Cabinet for approval and award after the final evaluation of tenders by the evaluation team unless an exception applies.
5. Contract award - contract awarded by the Leader or Cabinet.
6. Award criteria – compliance with the evaluation criteria (primarily specification & price) agreed prior to the dispatch of tender documentation
7. Documentation - all such contracts (except construction works contracts and those covered by specific exceptions) shall have a written specification of the Council's requirements and the standard terms and conditions listed below:
 - (a) For supplies: the Council's Standard Terms and Conditions for Supplies
 - (b) For services: the Council's Standard Terms and Conditions for Services
 - (c) Purchase order to be placed via the i-procurement system
 - (d) Invoice must be via i-supplier

Contract to be executed under seal in accordance with Article 10.04 of this constitution. The Legal Document Execution Form must be duly completed.
8. Retain documents – all documentation to be retained in accordance with Rule 17
9. Also check compliance with Rules 3, 5, 8, 9, 10, 14, 18, 19, 20 & 23

Schedule I - Contract above £10,000,000 which is subject to European procurement legislation advertising requirements (i.e. contracts for supplies, EU Part A services and works)

1. Pre tender Report – report to individual Member of CMT

2. Advertising – it shall be advertised in the Official Journal of the European Community. A minimum of 37 calendar days shall be provided for expressions of interest in accordance with EU procurement legislation, except where the legislative requirements permit a shorter time scale. In addition there shall be at least 1 advertisement in either the specialist trade, local or national press, if appropriate to the contract.
3. Process– Full EU advertised competitive tender process
 - (a) competitive tender against written specification of requirements
 - (b) a minimum of 40 calendar days shall be allowed for tenders
 - (c) three tenders sought
 - (d) contract assessed by a project team reporting to Head of Service and including appropriate specialists e.g. legal, finance, procurement, health and safety
4. Pre – award Report – there must be a report to Cabinet for approval pre-award after the final evaluation of tenders by the evaluation team unless an exception applies.
5. Contract award - contract awarded by the Leader or Cabinet
6. Award criteria – compliance with the evaluation criteria (primarily specification & price) agreed prior to the dispatch of tender documentation
7. Documentation - all such contracts (except construction works contracts and those covered by specific exceptions) shall have a written specification of the Council’s requirements and the standard terms and conditions listed below:
 - (a) For supplies: the Council’s Standard Terms and Conditions for Supplies
 - (b) For services: the Council’s Standard Terms and Conditions for Services
 - (c) Purchase order to be placed via the i-procurement system
 - (d) Invoice must be via i-supplier

Contract to be executed under seal in accordance with Article 10.04 of this constitution. The Legal Document Execution Form must be duly completed.
8. Retain documents – all documentation to be retained in accordance with Rule 17
9. Also check compliance with Rules 3, 5, 8, 9, 10, 14, 18, 19, 20 & 23

Schedule J – Government Procurement Service Framework Contracts

1. Pre tender Report– report to the appropriate individual Member of CMT. If above the EU threshold
2. Advertising –it shall be notified to those suppliers accredited by the Government Procurement Service (GPS) as having been accepted as part of the GPS tender process A minimum of 10 working days shall be allowed for interested providers to express interest in tendering for the contract
3. Process & contract award – Full tender – two stages
 - (a) competitive tender against written specification of requirements
 - (b) a minimum of 10 working days shall be allowed for tenders
 - (c) three tenders sought
 - (d) if below £173,934 contract awarded by Head of Service on report from 3rd or 4th tier manager or staff member authorised by Head of Service and financial representative of Member of CMT Finance & Commerce
 - (e) if between £174,000 and £5,000,000 contract awarded by an individual Member of CMT, if between £5,000,000 and £10,000,000 awarded by individual Cabinet member on a report from the relevant Head of Service
 - (f) if above £10,000,000 contract awarded by the Leader or Cabinet via a Pre-award Report
4. Award criteria – compliance with the evaluation criteria (usually set out in the framework documents) agreed prior to the dispatch of tender documentation
5. Documentation - all such contracts shall have a written specification of the Council's requirements and the standard terms and conditions approved by the GPS for that particular contract
6. Contracts over £100,000 to be executed under seal in accordance with Article 10.04 of this constitution. The Legal Document Execution Form must be duly completed.
7. Retain documents – all documentation to be retained for in accordance with Rule 17
8. Also check compliance with Rules 3, 5, 8, 9, 10, 14, 18, 19, 20 & 23

Schedule K - Consortium Arrangements (where LBH is not a member)

1. Pre-tender Report – report to individual Member of CMT for approval to use a consortium if above the EU threshold. Report to include details of the procurement process used by the consortium and confirmation that Havering's involvement will be within the terms of the consortium and will not breach

European procurement requirements in addition to the standard requirements for such reports.

2. There should be a minimum of three suppliers to the consortium who can be invited to provide quotations for the goods or services
3. Award criteria - compliance with the evaluation criteria (primarily specification & price) either as set out in the consortium documentation or if none agreed prior to the dispatch of tender documentation
4. Pre-award Report – there must be a report to an individual Member of CMT if below £5,000,000, to an individual Cabinet Member (if £5,000,000 or more but below £10,000,000) or to the Leader or Cabinet (£10,000,000 or more) for approval after the final evaluation of tenders by the evaluation team unless an exception applies – see Rule 26.
5. Documentation - all such contracts shall have a written specification of the Council's requirements and the standard terms and conditions of the Consortium for that particular contract
6. Contracts over £100,000 to be executed under seal in accordance with Article 10.04 of this constitution. The Legal Document Execution Form must be duly completed.
7. Retain documents – all documentation to be retained for in accordance with Rule 17
8. Also check compliance with Rules 3, 5, 8, 9, 10, 14, 18, 19, 20 & 23