

**Town Hall Refurbishment Works – Project Manager Requirements**

Role term: September – to completion (estimated spring 2022)

Role description:

- To devise an Expression of Interest list of Reputable Contractors. This will involve telephone calls, emails etc.
- To coordinate the clients required service providers into the project such as CCTV, ICT etc.
- To ensure coordination between client and consultant team.
  - This should involve the Project Manager liaising between the various consultants (Quantity Surveyor, Structural Surveyor, M&E consultant, Building Control, Construction company etc.) and one client lead representative from the Staff/Working Group who can be available for the day-to-day decisions to ensure speed of programme is met.
- Adhering to the RIBA Stages of Work to ensure deadlines / checkout are agreed and delivered by all consultants.
- To devise a project programme based on the above and to indicate when meetings need to be held with the whole Working Group or delegates of the group.
  - It has been discussed that we should split the building into two to allow for works to start on the large rooms / entrance area. This can be discussed in further detail with the Project Manager
- To produce agendas and record the minutes for all the stages of work.
- To deal with other administration which is outside the appointed consultant's remit.
- To advise on the building contract.
  - It is proposed that one Contractor is appointed to provide the Phased Works.
- To understand the procurement rules and regulations, and to ensure all tender information produced by the consultants has been checked and approved by the client prior to submission.
- Agree who will be the key point of contact in receiving tender queries and to receive the tender return prices.
- Arrange pre-start /mobilisation meeting with the client and contractor.
- Arrange monthly project progress meetings with the team and the contractor.
- The Project Manager will need to Contract Admin and issue instruction on any variations to the contract.
- To check construction progress against cost and programme and provide reports to the client.
- To coordinate with service providers outside the contract i.e. CCTV, ICT to complete the installations as per design.
- To Liaise with:
  - Linc Cymru and contractors as the adjoining ownership and developer interests
  - BCBC (Highways)
  - BCBC (Local Planning Authority)
  - Building Regulations
  - Local Residents
- To evaluate and advise on any changes to specifications in relation to other policies of the local authorities Planning, Building Regulations, Highways, Health & Safety, BTC Policies if any.
- To advise on any increase/change to timescales and costs in relation to

- Council Budget
- Project Plan
- Provides reports suitable for Project Audit.

**To satisfy the criteria for the role, the Project Manager should:**

- Provide CV identifying career skills and experience in Project Management and associated professions.
- Confirm suitable Insurance cover 3<sup>rd</sup> Party and Professional Indemnity

**Notes:**

There has been a suggestion that an Elected Member from the Working Group could be asked to undertake this role to save time and budget.

In the past when an Elected Member has undertaken work on behalf of the Council it has been to undertake research, write reports or represent the Council at meetings.

I am not aware of an individual Councilor or Working Group having the authority under Local Government Law, Standing Orders any other Regulatory framework to manage projects or contracts. That function is undertaken by a member of staff, formal committee or outsourced in accordance with Financial Regulations.

I should therefore make Council aware of the following:

Standing Orders

*25 Restrictions on councillor activities*

- a. Unless authorised by a resolution, no councillor shall:*
- i. inspect any land and/or premises which the council has a right or duty to inspect; or*
  - ii. issue orders, instructions or directions.*

If appointed to the role of Project Manager, Elected members would need to be very careful to agreeing to any changes in the project without Council approval, particularly if this would incur any additional cost.

Leanne Edwards  
Town Clerk