

NETTLEHAM PARISH COUNCIL

APPOINTING CONTRACTORS & PROJECT REVIEW POLICY



POLICY AIMS

The aim of this policy is to:

- a) Provide a framework to assist the Council & staff when appointing contractors to carry out works;
- b) Recognise what went right and wrong so as to enable the Council to learn from the process;
- c) Enable the Parish Council to maintain a process of ongoing improvement to its knowledge, processes and systems.

BACKGROUND

Anyone undertaking work for the Council who is not an employee, a recognised Council volunteer or Councillor is a contractor.

The Council is committed to supporting the local economy and will endeavour to engage local contractors wherever practical. However, the Council will balance this alongside having due regard to Council Financial Regulations; also in the interests of securing best value for money for residents and in delivery of good quality services.

The Council will also undertake an automatic Project Review for contracts where expenditure has been set at £20,000 or above to establish lessons learned and to maintain continuous improvement.

THE LAW

The law requires that effective arrangements are implemented to ensure that the Council and its contractors have regard to Health & Safety. They can be done by undertaking risk assessments and use of the appropriate risk control measures whilst undertaking work, on behalf of the Parish Council.

The Health & Safety At Work Act 1974 sets out the general duties which the Council, as an employer have towards:

- Employees, visitors, contractors and members of the public generally.

The Council as the client also has legal duties under the Construction (Design and Management Regulations 2015 (CDM 2015) to ensure that construction work and repairs are undertaken safely and without damaging anyone's health.

EFFECTIVE PLANNING

Effective planning will help ensure that work is well managed with fewer unexpected costs and problems likely to arise that could also have an impact on health, safety and the welfare of workers or others affected by the work. Effective Planning can be achieved by initially taking steps to:

- Fully assess and define the work required
- Develop supporting documentation setting out requirements and expectations for the works;
- Identify potential hazards and any measures that can be introduced to reduce these e.g.
 - What can harm people?
 - Who might be harmed and how?
 - How will the Council and contractor control the risks?
- Identify and build in the appropriate timescales required to appoint a contractor and for completion of the works required;
- Ensure the necessary approval is in place before ordering works e.g. in line with Financial Regulations prior to appointment of a contractor;

CHOOSING A CONTRACTOR

As an employer, the Council must appoint competent persons to help us meet health and safety legal duties. The competency of contractors must be assessed in advance and helpful indicators may include: **(also see Appendix 1)**

- Are they already included on the Parish Council's List of approved contractors?
- Accredited by a trade organisation?
- What qualifications & skills do they have for the type of work?
- Do they have a health & safety policy?

- Does the policy adequately cover the hazards of the proposed work?
- The contractor's health & safety record – any prosecutions for H & S during last 5 years, reporting under RIDDOR regulations during the last 12 months?
- Have they previous experience of doing this type of work?
- Do they have Public Liability insurance in place?
- Is a risk assessment required? (depending on the job) & only required by law if five or more people are employed.

APPOINTING A CONTRACTOR

- Wherever possible the Facilities Manager or Assistant will meet with the contractor to discuss what the job entails;
- Provide the potential contractors with information and clear instructions about all aspects of the work required and that they understand what is required and expected of them;
- When appointing - Issue a Purchase Order setting out nature of work and any requirements;

KEEPING A CHECK WHILST WORK IS IN PROGRESS

- Maintain dialogue and depending on extent of works required, meet regularly throughout the job;
- Provide feedback and discuss corrective action if not proceeding as required;

REVIEW ON COMPLETION OF WORKS

- Was the planning adequate?
- Any serious problems and how these could have been mitigated?
- Would the Council use the contractor again?

PROJECT REVIEW

Key considerations

- The review should be limited to major matters of expenditure and a sum of £20,000 has been set, by Council, as a reasonable threshold above which an automatic review should be triggered.
- The review should, as a minimum, cover the following topics
 - The aims and objects of the project
 - The estimated cost and timescale of the project
 - Responsible persons
 - How decisions were made and recorded
 - How the cost was monitored against the budget estimate for the project
 - The outcomes, did they meet the aims and objectives in a timely fashion and within budget?
- The review should be undertaken by someone not associated directly with the project but with sufficient knowledge and authority to investigate the details of the process. At least 2 people should be involved, one of those being the Parish Council Chairman, or Vice Chairman.
- To make the review more straightforward the Project Manager should submit a short report to the Property Committee responding to the matters raised in section 2. This report should be submitted no later than 2 months after completion of the conclusion of the project, and sooner if possible.
- The review should take place as soon as practicable after the completion of the project, while all the facts are still fresh in peoples' minds and easily accessible. The review should normally be completed within 3 months of receipt of the Project Manager's report.
- Upon completion the reviewers should present their report at the earliest opportunity to the full Parish Council for formal sign-off.

Adopted by Nettleham Parish Council – 14 July 2020

Review Date: This Policy will be reviewed annually or sooner if legislation or events dictates.

APPENDIX 1 - CHECKLIST

QUESTIONS STAFF SHOULD ASK	YES/NO
Have you identified all aspects of the work you want the contractor to do?	
Have you included the health and safety implications of the work in the job specification?	
Is the work construction or building work? If so, do you know what more you need to do to comply with the Construction (Design and Management) Regulations 2015?	
Have you made enquiries about the competence of the contractor? If so, have you checked for evidence before they get the job?	
Have you assessed the risks of the work and agreed action to control the risks with the contractor?	
Have you provided the contractor and their employees with information about the risks?	
Have you provided the contractor and their employees with your emergency procedures?	
Have you provided instructions, information and training for your own employees?	
Have you put in place arrangements with the contractor to coordinate your activities during the work?	
Have you consulted your employees about the work and how they can raise any concerns?	
Have you identified who will be responsible for the work and what you will expect them to do?	
Have you identified who will supervise the work and how?	
Have you put in place arrangements to keep a check on how the work is going against what you have agreed with the contractor?	
Have you agreed how the job will be reviewed to learn any lessons from it?	