

LYDIARD MILLICENT PARISH COUNCIL

Project Procedures

1. Introduction

- a. **This Project Procedure will be used by Councillors and Officers working on behalf of Lydiard Millicent Parish Council.**
- b. **The adoption of this procedure will allow for uniformity, and transparency within the Council.**
- c. **By following this procedure projects can be measured for their success, or otherwise.**
- d. **A project is defined as a single item of work; although it may have many smaller parts. There will be a definite end and/or outcome.**

2. When this procedure is to be used

- a. This procedure must be followed for all projects, in conjunction with the Councils Standing Orders and Financial Regulations.
- b. General maintenance within the parish, or areas of work that could be considered as on-going, will not follow this procedure.

3. Rationale for this procedure

- a. **The intention of this document is to create a uniform approach when considering project work.**
- b. **It will aid transparency for residents of the parish,**
- c. **Provide all Councillors and Officers with a structure within which to work.**
- d. **Set out clear targets and/or aspirations which the Council can measure against.**

4. Council Authority

- a. **All projects must have Council approval before any financial outlay.**
- b. **Any preparatory work carried out by individual Councillors is not in the name of the Council. This stage is to be considered informal, residents are asked to note that any discussions at this stage will not automatically result in a Council project.**
- c. The Councils first decision for any project will be an *in principle* decision; depending on the complexity of the project the Council may not at this time be completely obligated to continue to completion.
- d. Any delegated authority to progress the project must be clearly recorded in the Council minutes. When considering delegation the Council should be mindful of LGA 1972 s 101.

5. Project Plan

- a. On a positive resolution *in principle* the project will

5. Project Plan

- a. On a positive resolution *in principle* the project will become a Council project.
- b. Progression of the project will be in accordance with 4d above.
- c. Dependent on complexity of project, an action plan will be drawn up for all members' information; this will include a general estimate of cost which can be used as a total budget figure.
- d. The Action Plan will detail SMART targets, in order that the Council can determine effectiveness, or otherwise, on completion of project.
- e. Financial Regulations and Standing Orders must be followed when drawing up project plan.
- f. Must be in sufficient detail for Council to make a meaningful resolution; in this way projects can progress in a timely manner.

6. Carrying out the Work

- a. **Project must be referred back to the Council if material changes are required; this could include, but are not limited to, larger financial implications, change of site, change of intentions.**
- b. **All contracts must be awarded through a meeting of Full Council.**
- c. **On Council acceptance of the Project Plan it should be possible, in some instances to continue to completion under delegated authority. This is reliant on the Council being clear about the outcome it wishes to see.**
- d. Officers and Councillors must be clear *at the Council meeting* as to what has been resolved.
- e. For each project a file should be compiled identifying:
 - i. The project specification,
 - ii. Project Tender process, including details of those invited to supply a quotation, or if relevant dates for publication on the Government Contract Finder websites.
 - iii. Method Statements, Health & Safety Risk Assessments, Contractor insurance details and proof of ability to carry out the work.
 - iiii. Evaluation of project, including comparisons to SMART targets.
- f. There should be only one point of contact with outside contractors.
- g. Payment of invoices will be via the Councils Accounts, the RFO will arrange payment as agreed within other policies.

7. Back to Council

- a. **Initial resolutions will indicate the frequency any project should be considered at a Full Council meeting. This would usually be:**

- a. **Initial resolutions will indicate the frequency any project should be considered at a Full Council meeting. This would usually be:**
- i. At the *in principle* stage, when parameters are laid giving the structure
 - ii. Formal Project Plan adoption, this will include budgets and a list of “things to be done”
 - iii. Awarding of contracts and/or agreeing outcome of competitive procurement process
 - iiii. At any time there are material changes, this is at the discretion of the Proper Officer in consultation with either chairman or other councillor overseeing the project work.
 - v. On completion of project.
- b. **It will be for the Council to agree the successful completion of a project.**
- c. **Responsibility lies with individual Councillors to follow progress of any projects, rather than rely on monthly updates during Council meetings.**

8. Reflections

- a. On completion Councillors should gather views of residents,
- b. Visit project site, to experience finished results,
- c. Consider value of project to community, be prepared to discuss with other Councillors at informal meeting.
- d. Consider what should be repeated, and what should be changed for next projects. This could include involvement of Residents, reporting to Council meetings, delegated authority guidelines.

9. Conclusion

The purpose of this procedure is to give structure and uniformity. It will allow the work of the Parish Council to be completed in a more timely manner, guiding the Council to give detailed resolutions and aiding transparency.

Projects should ideally be put forward early, so that adequate funding can be included in the budget for the following year. The *in principle decisions* can include approximate time guides, allowing for cost to be over two financial years if needed.

A budget must always be put against projects, irrespective of whether grants may be available. If members consider a project should only be carried out if a grant application is successful, is this project sufficiently important for the Parish Council to become involved in?

The attached list identifies each stage of the procedure.

Guidance summary to the 14 stages of project planning and delivery at Lydiard Millicent Parish Council.

Project stage (Note 1)	
1	Early project idea is discussed between councillors / clerk leading to Council agenda item.
2	Councillor brings a project proposal in principle to Council with a recommended budget ceiling
3	Council approves work to be done to develop the idea into a project and report back. A budget ceiling is recorded in the Minutes.
4	Clerk, with help of Councillor, develops a project specification in sufficient detail for voting and brings it back to Council with a budget recommendation (Note 2)
5	Council Resolves to proceed with project
<i>If the project is not a highways related project proceed to step 8</i>	
6	Refer the project to Wiltshire Council's CATG and await outcome of CATG deliberations.
7	If the PC is applying for WC funding, refer to Wiltshire Council Area Board with grant funding application.
8	A specification is developed in sufficient detail for contractor procurement papers (Note 2)
9	Developed project with a budget is brought to Council for approval.
10	Project goes through competitive procurement process (See note 3)
11	Clerk arranges tender evaluation in accordance with Standing Orders and Financial Regulations
12	Council awards contract
13	Clerk checks delivery of contract against specification
14	Clerk reports to Council that project is completed

Note 1. Ideally WG chairs liaise with the Clerk so that up-to-date reports of progress can be presented at Council meetings, with a written report and / or a verbal report.

Note 2. The Clerk may seek the assistance of a person (who may be a LMPC councillor but not acting in that capacity) at this stage.

Note 3. Chairs of Working Groups may seek quotations or competitive tenders (as instructed by the PC Chairman 27.02.19). This must be done in compliance with Standing Orders and the Clerk must be informed.