

GODMANCHESTER TOWN COUNCIL

Infrastructure Acquisition Policy

This policy was formally adopted by the Town Council at the Town Council meeting held on 20 August 2020

GODMANCHESTER TOWN COUNCIL

INFRASTRUCTURE PROJECTS

The Council will constantly review potential infrastructure projects that might enhance both the facilities and quality of life in the Town.

Selected projects will normally be subject to Public Consultation and can only be implemented when appropriate funding and sufficient administrative capacity is available.

Potential projects should be selected and implemented according to the guidelines outlined in this Policy.

1. Project Justification.

An individual Councillor or Portfolio Group, hereafter referred to as the Sponsor, may propose adoption of an infrastructure project by Council. Notification that a case is being developed for a project must be notified at the earliest opportunity to the Town Clerk and Council, through Portfolio Group Minutes and, in any case, formally at Town Council Meetings.

In order for a Sponsor to provide a meaningful case to Council and thus gain approval for a project to be further investigated fully, headline detail including evidence of need and utility, siting, approximate costings for both acquisition and maintenance, and acquisition and implementation schedules will need to be provided. A Guideline for Presentations is at Annex A.

This indicative information must be obtained within strict guidelines:

- a. All queries to outside bodies are to be advised to the Town Clerk and are to be kept to a minimum necessary to obtain sufficient headline information and, at all times, declared to be unofficial and implying no commitment
- b. No financial information concerning potential budget or financial standing is to be revealed outside Council
- c. Councillors must avoid any contact that might be construed or perceived to contravene accepted norms concerning pecuniary and non-pecuniary interest
- d. The Town Clerk is kept aware of all communication and is to receive copies of all exploratory correspondence with outside bodies.

2. Project Development

If, following initial presentation by the Sponsor, Council provisionally approves the project, authority is thereby granted for:

- a. The Town Clerk and Office Staff (solely) to commence official negotiations through the appropriate Tender and/or Quotations Processes, to progress licensing and/or planning aspects and to interrogate funding sources.

- b. The Town Clerk to open a Project Log which will document all Correspondence and Decisions during the development of the Project from the outset.
- c. If applicable, a sum from CIL or General Reserve to be provisionally earmarked for the project. This would allow Council to demonstrate a commitment to partial financial contribution, if required to pursue grant funding.

By Financial Regulation, the Town Council Responsible Financial Officer (RFO) is obliged to verify the lawful nature of any proposed purchase before the issue of any order

3. Project Formal Approval

Once project research and planning has been completed and a preferred contractor has been identified, the Sponsor Group will Resubmit the Project for the final agreement of Council. The presentation will include the contract price and timescales and the process for managing the project.

4. Project Implementation

If the Town Council supports the project Final Submission and agrees the timetable for delivery, the Sponsor will then work with the Town Clerk to let the contracts, and monitor progress and commissioning during the Project Construction and Implementation Stage.

The Town Clerk, in association with the Sponsor, will monitor the delivery of the Project and will provide Council with regular Progress Reports, copies of which will be retained in the Project Log.

5. Variation

The Town Council reserves the right to vary these guidelines in exceptional circumstances

ANNEX A TO
ACQUISITION POLICY
DATED 20 AUG 20

A Project Presentation should aim to address the following areas:

NECESSITY
DELIVERABILITY AND TIME LINE
RISKS
PUBLIC SUPPORT
MAINTENANCE COSTS
LIABILITY ASPECTS
BENEFICIARIES
VALUE FOR MONEY
POTENTIAL FUNDING SOURCES

Amendment History:

Paragraph	Detail	Approval Date
Original	Initial Version	20 August 2020
Review	Review and Re-adopted	August 2023