



PORTREATH

PARISH COUNCIL

Terms of Reference (ToR)

**Tendering Working Group: *Management of the Public
Toilets 01/04/26-31/03/29***

Adopted: 6th October 2025

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Tendering Working Group: *Management of the Public Toilets 01/04/26-31/03/29*

The Tendering Working Group has been established by Portreath Parish Council to oversee the preparation and management of a tendering process for the *Management of the Public Toilets 01/04/26-31/03/29*

The group will:

- Draft the Invitation to Tender (ITT).
- Recommend and oversee the tendering timescale.
- Write the contract specification.
- Prepare the final contract for Council approval.

The group holds no decision-making powers. It will prepare recommendations for consideration and approval by the Full Council.

1. Membership

The Working Group shall consist of a minimum of three representatives of the council (councillors or officers) appointed by the council.

Membership may include up to eight persons, including community members or external advisers if their expertise is required.

Membership shall continue until the tendering process and contract award are completed, unless otherwise determined by Full Council.

2. Leader

A leader will be appointed for the Working Group by the Parish Council.

The leader will act as the main point of contact for the Clerk, councillors, contractors, and members of the public.

The leader must be a councillor or officer of the Council unless otherwise agreed by Full Council.

3. Powers

Working Groups cannot make decisions on behalf of the Parish Council.

Any recommendations must be referred to the Full Council for approval.

No funds may be spent or committed, or contracts awarded without the prior approval of the Full Council.

4. Responsibilities and Areas of Operation

The Working Group will:

- Tender Documentation
 - Draft an Invitation to Tender (ITT) that is transparent, fair, and compliant with relevant procurement rules.
 - Develop the contract specification, clearly defining the scope of works, performance standards, and compliance requirements.
 - Draft the final contract for consideration and adoption by Full Council.
- Tendering Timescale
 - Recommend a realistic timescale for the tendering process, including issue date, submission deadline, evaluation period, and contract award date.
 - Ensure sufficient time is built in for advertising, submissions, evaluation, and Full Council approval.

- **Evaluation Preparation**
 - Define evaluation criteria in consultation with Full Council.
 - Recommend appropriate methods for assessing tenders.
- **Reporting and Recommendations**
 - Provide regular updates to Full Council meetings.
 - Present the final tender documentation and recommended timetable to the Full Council for approval.
 - Present the final contract to Full Council for adoption and execution.

6. Meetings of the Working Group

Working Groups are not required to meet in public; Standing Orders do not apply. However, The Council's Code of Conduct and Financial Regulations apply to all members.

Formal agendas and minutes are not required, though records of key outcomes must be kept.

The quorum shall be three members.

Reports will be made to the Full Council at each ordinary meeting and formally when presenting the final contract.

7. Members' Conduct

All members must comply with the Council's Code of Conduct and uphold the principles of the Civility & Respect Pledge.

8. Review

This ToR will automatically lapse once the contract has been awarded and signed. A review will be undertaken if required by Full Council prior to that date.

Date	Recommendation/ Amendment/Changes	Approved by Full Council	Sign