

# Grounds Maintenance Working Party – Terms of Reference

## Terms of Reference

**Date:** 10 February 2026

**Version:** 2

**Review Date:** May 2026

### 1. Purpose

The purpose of the Grounds Maintenance Working Party is to:

- Assess the Council's grounds maintenance requirements across all sites, including the Jubilee Community Centre, Town Square, Car Parks, and Town Hall.
- Draft a tender specification and contract for a 5-year grounds maintenance contract.
- Ensure all procurement and contract proposals comply with governance, legal, and safety requirements.
- Provide recommendations to Full Council regarding the contract and associated terms and conditions.
- Explore opportunities to maintain high-quality grounds and maximise value for the Council while considering community benefit.

**Note:** The Working Party is advisory only and has no delegated decision-making powers.

### 2. Scope

The Working Party will:

- Assess the Council's grounds maintenance requirements.
- Consider appropriate terms and conditions for the contract, including but not limited to:
  - Scope of work: grass cutting, hedge trimming, planting, litter collection, tree maintenance, tree shaping, and jet washing.
  - Duration and nature of the contract.
  - Responsibilities for equipment, staff, insurance, and compliance with health & safety regulations.
  - Financial arrangements, including contract value, payment schedule, and performance measures.
  - Environmental and sustainability considerations (e.g. peat-free compost, water conservation, and water-resistant planting).
  - Governance and legal compliance, including:
    - Contractor to be Safe Contractor certified
    - Minimum Public Liability Insurance (PLI) of £5 million
    - Risk assessments, including waste transfer management
- Draft a tender document detailing the above scope, terms, and specifications.

- Consult with relevant stakeholders, including Howdale PAX, Downham Town Football Club, Downham Market Boxing Club, local sports clubs, and community groups.
- Develop a Tender Evaluation Framework, including suggested categories such as:
  - Price / Financial Value
  - Experience & Track Record
  - Scope & Quality of Service
  - Health & Safety Compliance
  - Insurance & Governance
  - Environmental & Sustainability
  - Stakeholder Engagement

**Note:** Application of the framework must be in accordance with Financial Regulations.

- Draft a recommended set of contract terms for consideration by Full Council.

**Note:** The Working Party does not manage budgets and does not award contracts.

### **3. Membership**

The Working Party will consist of:

- **Chair / Lead:** Cllr Leivers
- **Members:**
  - Cllr C Pyatt
  - Cllr Jordan
  - Cllr Lane
  - Cllr Leivers

Additional advisers or specialists may be invited to attend meetings as required.

### **4. Roles and Responsibilities**

#### **Chair / Lead:**

- Facilitate meetings and ensure discussions remain focused on the objectives.
- Coordinate preparation of draft tender and contract documentation.
- Present findings and recommendations to Full Council.

#### **Members:**

- Contribute knowledge, experience, and local insight.
- Assist with stakeholder engagement and feedback.
- Ensure governance, health & safety, and legal considerations are reflected in recommendations.

## **5. Meetings**

- **Frequency:** Minimum Monthly
- **Format:** In person
- **Quorum:** Minimum of three members
- **Agenda / Notes:** Prepared by the Chair; notes (not formal minutes) maintained and circulated to the Town Clerk and all members.
  
- Absences should be communicated in advance to the Chair.

## **6. Reporting**

- The Working Party reports to Full Council.
- Reports may include draft tender documents, evaluation frameworks, findings, and recommendations.
- The Working Party cannot make decisions, award contracts, or enter into agreements.

## **7. Confidentiality**

- Members must maintain confidentiality regarding discussions, papers, and any sensitive or commercially confidential information.
- Information may only be shared outside the Working Party where authorised.
- Breach of confidentiality may result in removal from the Working Party.

## **8. Duration**

The Working Party will operate from 28 January 2026 until its objectives are completed or as determined by Full Council.

## **9. Review of Terms of Reference**

These Terms of Reference will be reviewed in May 2026.  
Any amendments must be approved by Full Council.