

# **BISHTON COMMUNITY COUNCIL**

## **CYNGOR CYMUNED TRESEFGOB**

### **Extension Project Management Committee**

#### **Terms of Reference**

Bishton Community Council (BCC) Extension Project Management Committee (PMC) is a Council Committee of designated Councillors established to oversee the planning and management of the building of an extension to Underwood Community Centre (UCC).

The construction of the UCC Extension is a joint project between BCC and Active Underwood community group.

The Extension Project Management Committee will consist of a minimum of 3 council members.

A member will be allocated the responsibility of chairing the meetings and leading the project.

Another member will act as secretary, appointed to record the relevant information.

All other roles within the project will be allocated to members of the Committee as appropriate.

The main role is to recommend the most appropriate supplier(s) to undertake the project based on price, quality, etc, and to project manage the process to completion.

The roles and responsibilities of the PMC will include as a minimum the following;

- To manage the project within the financial restraints of available funding.
- To develop technical specifications for the requirement.
- To advertise the requirement.
- To analyse quotations, evaluate and approve winning tenders.
- To ensure all documentation is accurately completed.
- To seek clarification from suppliers/service providers where necessary.
- To request technical input from relevant staff as required.
- To ensure transparency, accountability and fairness in the procurement process
- To ensure all necessary procurement procedures are properly followed.