

AUDIT AND RISK MANAGEMENT COMMITTEE 4 APRIL 2018 12.00 PM, FRYERN PAVILION.

Present: Councillor Scott [Chair from 12.15], Councillors Atkinson, Aubry, Grajewski and Hughes.

In Attendance: Cllr Boyes with Duncan Murray (Parish Clerk), Keith Hatch, John Godding (TKLS) and Richard Barnes (QS).

Public Participation: There were no members of the public present.

1. APOLOGIES:

There were none. As Cllr Scott had been delayed Cllr Atkinson as the Vice Chair of the Committee took the Chair until 12.15pm. It was confirmed the meeting was quorate.

2. DECLARATIONS OF INTEREST

There were none.

3. TO NOTE THE MINUTES OF THE AUDIT AND RISK COMMITTEE'S MEETING OF 13 APRIL 2017 PREVIOUSLY AGREED BY COUNCIL ON 8 MAY 2017.

These were noted.

4. TO AGREE TO EXEMPT THE MEETING FROM PUBLIC ATTENDANCE UNDER THE PUBLIC ACCESS TO MEETINGS ACT 1960 /C2 DUE TO THE CONFIDENTIAL NATURE OF THE ITEMS TO BE DISCUSSED.

Following proposal, seconding and on a show of hands this was AGREED.

5. TO DISCUSS AND AGREE MAKING A RECOMMENDATION TO THE ASSET MANAGEMENT COMMITTEE ABOUT INTERNAL PROJECT MANAGEMENT (EMPLOYER'S REPRESENTATIVE TO GIVE TECHNICAL ADVICE TO THE CLERK) FOR THE HILTINGBURY PAVILION REFURBISHMENT AND EXTENSION PROJECT.

Members enquired on the role and requested that the Terms of Engagement be appended to the A&R minutes as a record. It was seen as essential that the role of the Employer's Representative (ER) was clearly an in-house Project Manager to help keep the build contract on cost and on programme, providing additional input/reporting to the AMC meetings. It was clarified that deviations and authorisations would be recorded and these had to go through the Clerk. The Clerk reported that he had received 2 references for Mr Hatch which were excellent. Following proposal, seconding and on a show of hands it was AGREED to make a RECOMMENDATION to AMC as the project budget holder to engage the services of Keith Hatch Associates as an Employer's Representative.

6. TO DISCUSS AND AGREE THE INPUT FROM PROJECT MANAGEMENT AND THE PROFESSIONAL TEAM AS TO THE

- **PROCESS,**
- **VALUE ENGINEERING, AND**
- **QUESTIONS**

TO TAKE FORWARDS TO THE INTERVIEW STAGE OF THE TWO SHORT-LISTED TENDERERS.

Process: Following questions it was confirmed that the M&E tender documents gave a specification which followed Sport England guidelines which would have the proposed designs vetted by our M&E consultant as being within tolerances/performance specification. It was noted that major items were specified, and that alternatives would have to comply with specifications.

Value Engineering: It was concluded that this was not about paring down, that the cheapest route was not necessarily the best, and meeting guidelines was necessary, as well as making sure it worked.

It was noted that some value engineering was in the hands of Building Control (i.e. fire resistance suitability of cladding systems). With regards to the Kalzip vs Euroclad for the roofing it was known that the Kalzip would be suitable for the specification, green roof and PV array and that it was suggested potential adjustments to the Euroclad might make for a false economy in switching from the Kalzip.

Questions: It was agreed that the professional team and ER would liaise to draw up pre-prepared questions for the panel which would draw out objective results, and that the tenders were close enough to have both tenderers in contention. It was agreed that there would be a panel (Sub-committee) of 4 with others including the professional team in attendance (3 Members were required to be quorate). The first tenderer would be seen 11.30am to 12.30pm and the second 1.30pm to 2.30pm on Monday 16 April 2018.

7. DATE AND TIME OF THE NEXT MEETING

No date was set.

That being all the business the meeting closed at 1.20pm.

Chairman.....