LANDSCAPE MAINTENANCE CONTRACT - PRE-TENDER PREPARATION PROGRAMME

	DATE	MARCH 13	APRIL 13	MAY 13	JUN 13	JUL 13	AUG 13	SEP 13	OCT 13	NOV 13	DEC 13	JAN 14	FEB 14	MAR-14
1	**CDC PROJECT DELIVERY TEAM**													
a)	Project Manager - Paul Almond													
b)	Landscape & Arboricultural Officers													
c)	Procurement - Viv Hichens													
d)	Legal - Richard Hawtin													
e)	Finance - Karen Curtin													
f)	Head of Environmental Services - Ed Potter													
g)	Lead Member - Councillor Morris													
2	**KEY STAGES**													
a)	Plan Programme													
b)	Outline Programme to Clients													
c)	Request Client Feedback and Future Requirements													
d)	Investigate/Explore Delivery Options													
e)	Feed Back Delivery Options and Outcomes													
f)	Confirm External Client Buy In													
g)	Consult on Contract Standards and Documentations													
h)	Consult on Draft Service Level Agreements													
i)	Agree Changes to Contract Documents													
j)	Agree Draft Service Level Agreements													
k)	Prepare Documentation													
l)	Report to Executive													
3	**SCRUTINY COMMITTEE ENGAGEMENT**													
a)	Committee Report - Outline Programme													
b)	Appoint Working Group Members													
c)	Working Group - Progress/Input Meetings													
d)	Committee Report - Outcomes													
4	**CLIENT ENGAGEMENT**													
a)	**External Clients**													
	Bicester Town Council													
	Kidlington Parish Council													
	Oxfordshire County Council													
b)	**Internal Clients**													
	Car Parks													
	Regeneration & Estates													
	Sports & Recreation													
	Arts & Tourism													
	Housing													