

Appendix A

Officer Roles and Responsibilities on the Tarka Leisure Centre Project (construction phase)

1. Contracts Delivery Manager – Overall responsibility for overseeing the construction phase of the project on behalf of NDC. Attending regular progress meetings (monthly), co-ordinating the activities of the Authority Representative and Quantity Surveyor, authorising payments to the leisure contractor following receipt of monthly valuations & payment certifications. Liaising with finance dept so cash flow can be forecast appropriately. Organising regular updates for the public through the communications team and informing SMT of project progress highlighting any particular problems or risks as they arise.
2. Leisure & Recreation Officer – Act as back up to the Contracts Delivery Manager by maintaining a full understanding of project progress. Attend monthly progress meetings and Design Team meetings. Ensure compliance with NDC's Technical Specification and Sport England's funding criteria (design). Assist with all areas of project monitoring as required.
3. Project, Procurement and Section 106 Officer – To be familiar with all aspects of the project construction phase and be able to provide further back up to the Contracts Delivery Manager and Leisure & Recreation Officer if required.
4. Accountancy Manager – Liaise regularly with the officers listed above to monitor project spend and profile the councils borrowing in line with project progress.