

# Development Monitoring and Management Services Framework

## General Scope of Services

The General Scope of Services apply to the whole of the Development Monitoring and Management Services Framework.

### Management of team

1. Act as lead consultant, manage sub-consultants and other consultants appointed directly by the client where instructed.
2. Directly employ and manage relevant third-party companies and contractors as required to undertake the discharge of any of this service.
3. Provide a single point of contact to report to the client.
4. Liaise as necessary with client, consultant(s), legal and project teams and advise as necessary.
5. Adhere to all policies of Homes England and any issued ways of working and protocols. Respond to any consultations/queries issued.

### Stakeholder Management

6. Liaise, negotiate and work collaboratively with statutory and other stakeholders.

### Research Studies

7. Advise, prepare, organise and submit desk top studies and reports.
8. Research, advise and present impacts of emerging legislation.
9. Assist the client with the preparation of good practice guidance and research.
10. Providing lessons learned and market intelligence.

### Health and Safety

11. Adhere to all Health & Safety, Environmental and other relevant statutory requirements and/or regulations and advise the client of any obligations, restrictions or areas where enforcement action may arise thereof.

## Policy and Strategy Advice and Reports

12. Monitor and reporting on existing and emerging government policy, innovation, research and practice in relation to all aspects of housing, regeneration and development.
13. Monitor and advise the client on Government legislation relating to the specific areas of services delivered.
14. Advise, support and represent the client at public enquiries.

## Contract Advice

15. Provide advice on contractual matters (excluding legal advice).

## Procurement

16. Maintain a full working knowledge of public competition, tendering and financial rules in order to advise clients appropriately.
17. Prepare tender documents, manage tender process including site visits by bidders, assess and shortlist bidders and recommend proposed winning bidder.
18. Manage construction appointments, including programme and financial control.

## Training

19. Development of and provision of training for Homes England Staff and stakeholders.

## Staffing

20. Provision of secondees to Homes England on a temporary basis.