

APPENDIX B

Professional Youth Work Tender – Workflow

December 2025 Councillors on Saltash Team for Youth to review, comment and approve the tender specification and timeline.	13 January 2026 Amended Tender Specification to be received at P&F	2 March 2026 Advertise tender for a period of 4 weeks following approval.	30 March 2026 @ 5pm Tender closed. Update Contracts Finder and Website. Scoring packs to be prepared.	31 March 2026 @ TBC Councillors on Saltash Team for Youth to meet at the Guildhall to open/score tender submissions with the Town Clerk.	April 2026 Following the scoring process, brief report written confirming funds awarded and why. To be received at April's FTC meeting.
April 2026 FTC – Date to be confirmed FTC to receive a report from Councillors on Saltash Team For Youth with their recommendations.					
April 2026 Letters of appointment to be issued by the Town Clerk and returned / signed in line with the terms of the tender. PO raised for annual payments in three separate lines and to be actioned by Administration Department over the three-year period.					
PAYMENT SCHEDULE					
June 2026 / 27 / 28 Quarterly payment to be invoiced and paid Report to be received at P&F	September 2026 / 27 / 28 Quarterly payment to be invoiced and paid Report to be received at P&F	January 2027 / 28 / 29 Quarterly payment to be invoiced and paid Report to be received at P&F			