

## APPENDIX B

### Professional Youth Work Tender – Workflow

|   |   |   |  |  |  |
|---|---|---|--|--|--|
| <b>December 2025</b><br><br>Councillors on Saltash Team for Youth to review, comment and approve the tender specification and timeline.   | <b>13 January 2026</b><br><br>Amended Tender Specification to be received at P&F  | <b>2 March 2026</b><br>Advertise tender for a period of 4 weeks following approval.   | <b>30 March 2026 @ 5pm</b><br>Tender closed.<br><br>Update Contracts Finder and Website. Scoring packs to be prepared. | <b>31 March 2026 @ TBC</b><br><br>Councillors on Saltash Team for Youth to meet at the Guildhall to open/score tender submissions with the Town Clerk. | <b>April 2026</b><br>Following the scoring process, brief report written confirming funds awarded and why.<br><br>To be received at April's FTC meeting. |
| <p style="text-align: center;"><b>April 2026 FTC – Date to be confirmed</b></p> <p style="text-align: center;">FTC to receive a report from Councillors on Saltash Team For Youth with their recommendations.</p>   |   |   |  |  |  |
| <p style="text-align: center;"><b>April 2026</b></p> <p style="text-align: center;">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.</p> |   |   |  |  |  |
| <p style="text-align: center;"><b>PAYMENT SCHEDULE</b></p>  |   |   |  |  |  |
| <p style="text-align: center;"><b>June 2026 / 27 / 28</b></p> <p style="text-align: center;">Quarterly payment to be invoiced and paid</p> <p style="text-align: center;">Report to be received at P&amp;F</p>  | <p style="text-align: center;"><b>September 2026 / 27 / 28</b></p> <p style="text-align: center;">Quarterly payment to be invoiced and paid</p> <p style="text-align: center;">Report to be received at P&amp;F</p> | <p style="text-align: center;"><b>January 2027 / 28 / 29</b></p> <p style="text-align: center;">Quarterly payment to be invoiced and paid</p> <p style="text-align: center;">Report to be received at P&amp;F</p> |  |  |  |