

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.
<p style="text-align: center;">Thursday 9 April 2026 FTC</p> <p style="text-align: center;">FTC to receive a report from Councillors on Saltash Team For Youth with their recommendations. As the next P&F meeting is not scheduled until May, and funding for professional youth work is required sooner, it is recommended that Full Town Council approve this as the corporate body.</p>					
<p style="text-align: center;">April 2026</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>					
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		