

Decisions taken by the Procurement Board on Wednesday, 19 February 2020

Agenda Item No	Topic	Decision
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Part A – Items considered in public

<p>A7</p>	<p>Request for Approval - Acceptance of a tender for timber cornice and roof repairs at Salford Museum and Art Gallery</p>	<p style="text-align: center;"><u>Salford City Council - Record of Decision</u></p> <p>I Councillor Bill Hinds in exercise of the powers conferred on me by the Scheme of Delegation of the Council do hereby approve:-</p> <p>(a) The award of the following contract for a project approved under the current Corporate Capital Programme:-</p> <p>(i) Acceptance of the tender from Schofield and Sons Limited in the sum of £228,329.00 to for the renewal of the timber cornice and associated roof repairs at Salford museum and Art Gallery (SMAG).</p> <table border="1" data-bbox="842 1011 2040 1426"> <thead> <tr> <th data-bbox="842 1011 1391 1050">Detail required</th> <th data-bbox="1391 1011 2040 1050"></th> </tr> </thead> <tbody> <tr> <td data-bbox="842 1050 1391 1123">Title/Description of Contracted Service/Supply/Project</td> <td data-bbox="1391 1050 2040 1123">Timber cornice and associated roof repairs at SMAG</td> </tr> <tr> <td data-bbox="842 1123 1391 1161">Name of Successful Contractor</td> <td data-bbox="1391 1123 2040 1161">Schofield and Sons Limited</td> </tr> <tr> <td data-bbox="842 1161 1391 1257">Supplier Registration Number <i>(to be supplied by Corporate Procurement)</i></td> <td data-bbox="1391 1161 2040 1257">2459259</td> </tr> <tr> <td data-bbox="842 1257 1391 1358">Type of organisation <i>(to be supplied by Corporate Procurement)</i></td> <td data-bbox="1391 1257 2040 1358">Private Limited Company</td> </tr> <tr> <td data-bbox="842 1358 1391 1426">Status of Organisation <i>(to be supplied by Corporate Procurement)</i></td> <td data-bbox="1391 1358 2040 1426">SME</td> </tr> </tbody> </table>	Detail required		Title/Description of Contracted Service/Supply/Project	Timber cornice and associated roof repairs at SMAG	Name of Successful Contractor	Schofield and Sons Limited	Supplier Registration Number <i>(to be supplied by Corporate Procurement)</i>	2459259	Type of organisation <i>(to be supplied by Corporate Procurement)</i>	Private Limited Company	Status of Organisation <i>(to be supplied by Corporate Procurement)</i>	SME
Detail required														
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		<table border="1"> <tbody> <tr> <td data-bbox="842 376 1391 459"><i>Procurement)</i></td> <td colspan="2" data-bbox="1391 376 2040 459"></td> </tr> <tr> <td data-bbox="842 459 1391 536">Contract Award Price</td> <td data-bbox="1391 459 1599 536">£228,329.00</td> <td data-bbox="1599 459 2040 536">Full Project</td> </tr> <tr> <td data-bbox="842 536 1391 641">Contract Value Including Fees and approved QRA (if applicable)</td> <td data-bbox="1391 536 1599 641">£260,000.00</td> <td data-bbox="1599 536 2040 641">Full Project</td> </tr> <tr> <td data-bbox="842 641 1391 679">Contract Duration</td> <td colspan="2" data-bbox="1391 641 2040 679">10 weeks</td> </tr> <tr> <td data-bbox="842 679 1391 718">Contract Start Date</td> <td colspan="2" data-bbox="1391 679 2040 718">02/03/2020</td> </tr> <tr> <td data-bbox="842 718 1391 756">Contract End Date</td> <td colspan="2" data-bbox="1391 718 2040 756">08/05/2020</td> </tr> <tr> <td data-bbox="842 756 1391 794">Optional Extension Period 1</td> <td colspan="2" data-bbox="1391 756 2040 794">months</td> </tr> <tr> <td data-bbox="842 794 1391 833">Optional Extension Period 2</td> <td colspan="2" data-bbox="1391 794 2040 833">months</td> </tr> <tr> <td data-bbox="842 833 1391 896">Who will approve each Extension Period?</td> <td colspan="2" data-bbox="1391 833 2040 896">Choose an item.</td> </tr> <tr> <td data-bbox="842 896 1391 935">Contact Officer (Name & number)</td> <td colspan="2" data-bbox="1391 896 2040 935">Gregory Durkin 0161 779 4942</td> </tr> <tr> <td data-bbox="842 935 1391 973">Lead Service Group</td> <td colspan="2" data-bbox="1391 935 2040 973">Place Directorate</td> </tr> <tr> <td data-bbox="842 973 1391 1078">How the contract was procured? <i>(to be supplied by Corporate Procurement)</i></td> <td colspan="2" data-bbox="1391 973 2040 1078">Framework Call-off (Mini Competition)</td> </tr> <tr> <td data-bbox="842 1078 1391 1241">Framework Details (where applicable) <i>(Procurement Body, Framework Reference & Title, Start/End Dates, Hyperlink, etc.)</i></td> <td colspan="2" data-bbox="1391 1078 2040 1241">Minor Building Works Framework lot 2 Agreement</td> </tr> <tr> <td data-bbox="842 1241 1391 1318">Funding Source</td> <td colspan="2" data-bbox="1391 1241 2040 1318">Capital Programme</td> </tr> </tbody> </table> <p data-bbox="842 1353 2080 1422">The Reasons are: to enable the works to progress as programmed to start on site and be completed at the earliest possible date.</p>	<i>Procurement)</i>			Contract Award Price	£228,329.00	Full Project	Contract Value Including Fees and approved QRA (if applicable)	£260,000.00	Full Project	Contract Duration	10 weeks		Contract Start Date	02/03/2020		Contract End Date	08/05/2020		Optional Extension Period 1	months		Optional Extension Period 2	months		Who will approve each Extension Period?	Choose an item.		Contact Officer (Name & number)	Gregory Durkin 0161 779 4942		Lead Service Group	Place Directorate		How the contract was procured? <i>(to be supplied by Corporate Procurement)</i>	Framework Call-off (Mini Competition)		Framework Details (where applicable) <i>(Procurement Body, Framework Reference & Title, Start/End Dates, Hyperlink, etc.)</i>	Minor Building Works Framework lot 2 Agreement		Funding Source	Capital Programme	
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Salford City Council – Decisions taken by the Procurement Board on Wednesday, 19 February 2020

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		<p>Options considered and rejected were: None. All procedures are in accordance with normal Standing Orders.</p> <p>Assessment of Risk: High. The cornice and adjacent roof has reached the end of its economic life and the works are required to prevent the possibility of sections of cornice breaking away and further water penetration into the building. If the works are not undertaken there is a risk of the museum and art gallery becoming water damaged and being forced to close.</p> <p>The programme has been developed to achieve the delivery of the works to meet the necessary completion dates and minimise disruption to the facility</p> <p>The source of funding is: The funding source available is from within the 2019/20 Corporate Capital Programme and is detailed in reports previously submitted to Cabinet for approval.</p> <p>Legal Implications: Supplied by: Tony Hatton, Principal Solicitor, tel. 0161 219 6323.</p> <p>When commissioning contracts for the procurement of goods, services, or the execution of works, the Council must comply with the Public Contracts Regulations 2015 (PCR) and its own Contractual Standing Orders (CSO's), failing which a contract may be subject to legal challenge from an aggrieved provider. The proposed award of the contract follows a tender exercise by mini competition in accordance with the Council's Minor Building Works Lot 2 Framework Agreement.</p> <p>The purpose of a framework agreement is to select through a procurement/ evaluation process a number of providers who can meet the service requirements of the Council, as and when those services are required. If they are required then the Council will undertake an exercise to call off the services from one or more of the providers who have been selected to be on the</p>

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		<p>framework and this may be through any number of ways e.g. mini-competition, direct allocation etc. depending on the circumstances. A contract will then be formed between the Council and the chosen provider/s.</p> <p>The Council will need to have followed the procedure set out in the framework agreement for mini competition to ensure the procurement process is compliant. Two tenders were received from framework suppliers for this project, which have been evaluated on the most economically advantageous tender basis in line with procurement procedures resulting in the proposed award of the contract to Schofield and Sons Limited. The procurement procedures therefore appear robust and compliant with the requirements of the Council's CSO's and public procurement legislation.</p> <p>Legal Services will assist with preparing any contractual documentation upon receipt of instructions to ensure the Council's position and interest are protected.</p> <hr/> <p>Financial Implications: Supplied by Gemma Singleton (Finance Officer – Level 2) Tel: 0161 793 2578.</p> <p>There is funding available under the 2019/20 Capital Programme to meet the total scheme costs of £260,000.00. (Tender cost £228,329.00 plus professional fees and associated costs of £31,671.00).</p> <hr/> <p>Procurement Implications: Christine Flisk (Category Manager - Corporate Procurement Team) Tel 0161 686 6245</p>

Salford City Council – Decisions taken by the Procurement Board on Wednesday, 19 February 2020

Agenda Item No	Topic	Decision
		This decision will come in force on 26 February 2020 unless it is called-in in accordance with the Decision Making Process Rules.
A8	Request for Approval - Contract Award - New Classroom Block at Springwood Primary School (Craig Hall Site)	<p align="center"><u>Salford City Council - Record of Decision</u></p> <p>I Paul Dennett, City Mayor, in exercise of the powers conferred on me by the Scheme of Delegation of the Council do hereby approve:-</p> <p>(a) The direct award of the following Stage 1 contract for a project approved under the current Schools Basic Need Corporate Capital Programme in accordance with the following:-</p> <p>(i) _____A pproves the outcome of the mini-competition (Stage 1) procurement process conducted through the NHS Shared Business Services Framework to directly award the contract to MTX Contracts Limited as constructor partner to design and build a new modular classroom block for Springwood Primary School (Craig Hall site), Irlam.</p> <p>(ii) Approves that delegated officers acting on behalf of Salford City Council progressing with the constructor partner in selecting a design and finalising costs for the delivery of the school in line with the agreed budget as Stage 2 of the procurement process.</p> <p>(iii) Approves that a pre-construction agreement can be issued to cover the period of time between 20 January 2020 up to when the formal contract is executed.</p> <p>(iv) Authorises that interim payments be made to MTX Contracts Limited under the</p>

Salford City Council – Decisions taken by the Procurement Board on Wednesday, 19 February 2020

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terms and conditions of the pre-construction agreement for advance works costs accrued up to a value of £1,629,040.00 pending the agreement of a contract under the Stage 2 process.

Detail required	
Title/Description of Contracted Service/Supply/Project	Appoint by direct award a contractor to design and build a new modular classroom block for Springwood Primary school (Craig Hall site)
Name of Successful Contractor	MTX Construction Limited
Supplier Registration Number <i>(to be supplied by Corporate Procurement)</i>	04522396
Type of organisation <i>(to be supplied by Corporate Procurement)</i>	Private Limited Company
Status of Organisation <i>(to be supplied by Corporate Procurement)</i>	SME
Contract Award Price	£1,629,040.00 0 Full Project
Contract Value Including Fees and approved QRA <i>(if applicable)</i>	£1,784,573.00 0 Full Project
Contract Duration	31 weeks
Contract Start Date	20/01/2020
Contract End Date	24/08/2020
Optional Extension Period 1	months
Optional Extension Period 2	months
Who will approve each Extension	Choose an item.

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		<table border="1"> <tr> <td data-bbox="842 376 1397 411">Period?</td> <td data-bbox="1397 376 2072 411"></td> </tr> <tr> <td data-bbox="842 411 1397 448">Contact Officer (Name & number)</td> <td data-bbox="1397 411 2072 448">Gregory Durkin 0161 779 4942</td> </tr> <tr> <td data-bbox="842 448 1397 485">Lead Service Group</td> <td data-bbox="1397 448 2072 485">Children's Services</td> </tr> <tr> <td data-bbox="842 485 1397 521"></td> <td data-bbox="1397 485 2072 521"></td> </tr> <tr> <td data-bbox="842 521 1397 624">How the contract was procured? <i>(to be supplied by Corporate Procurement)</i></td> <td data-bbox="1397 521 2072 624">Framework Call-off (Direct)</td> </tr> <tr> <td data-bbox="842 624 1397 751">Framework Details (where applicable) <i>(Procurement Body, Framework Reference & Title, Start/End Dates, Hyperlink, etc.)</i></td> <td data-bbox="1397 624 2072 751">NHS Shared Business Services Framework Agreement Schedule 5a Lot 7</td> </tr> <tr> <td data-bbox="842 751 1397 826">Funding Source</td> <td data-bbox="1397 751 2072 826">Capital Programme</td> </tr> <tr> <td data-bbox="842 826 1397 863"></td> <td data-bbox="1397 826 2072 863"></td> </tr> </table> <p data-bbox="842 898 2072 963">The Reasons are: To enable the works to progress as programmed to start on site and be completed in time for the start of the new school term in September 2020.</p> <p data-bbox="842 1018 2072 1083">Options considered and rejected were: None. All procedures are in accordance with normal Standing Orders.</p> <p data-bbox="842 1137 2072 1267">Assessment of Risk: High. The works have been identified as a priority under the Pupil Place Planning Basic Need criteria. If the City Council does not increase its SEN school provision to meet the projected demand then the Council would not be fulfilling its statutory duty in relation to the provision of sufficient school places.</p> <p data-bbox="842 1305 2072 1402">The works are required to be completed in time for the start of the new school term in September 2020 to provide sufficient capacity for pupil's education and the programme has been developed to achieve the delivery of the project to meet the necessary completion date.</p>	Period?		Contact Officer (Name & number)	Gregory Durkin 0161 779 4942	Lead Service Group	Children's Services			How the contract was procured? <i>(to be supplied by Corporate Procurement)</i>	Framework Call-off (Direct)	Framework Details (where applicable) <i>(Procurement Body, Framework Reference & Title, Start/End Dates, Hyperlink, etc.)</i>	NHS Shared Business Services Framework Agreement Schedule 5a Lot 7	Funding Source	Capital Programme		
Period?																		
Contact Officer (Name & number)	Gregory Durkin 0161 779 4942																	
Lead Service Group	Children's Services																	
How the contract was procured? <i>(to be supplied by Corporate Procurement)</i>	Framework Call-off (Direct)																	
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Funding Source	Capital Programme																	

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		<p>The source of funding is: The funding source available is from within the Schools Corporate Capital Programme and is detailed in reports previously submitted for approval.</p> <p>Legal Implications: Supplied by: Tony Hatton, Principal Solicitor, tel. 219 6323.</p> <p>When commissioning contracts for the procurement of goods, services or the execution of works, the Council must comply with the Public Contracts Regulations 2015 (PCR) and its own Contractual Standing Orders (CSO's), failing which a contract may be subject to legal challenge from an aggrieved provider. The proposed award of the contract follows an appointment by direct call-off in accordance with the NHS Business Services Framework Agreement Schedule 5a Lot 7 under criteria relating to reasons of urgency.</p> <p>The purpose of a framework agreement is to select through a procurement/evaluation process a number of providers who can meet the service requirements of the Council, as and when those services are required. If they are required then the Council will undertake an exercise to call off the services from one or more of the providers who have been selected to be on the Framework and this may be through any number of ways e.g. mini-competition, direct allocation etc depending on the circumstances. A contract will then be formed between the Council and the chosen provider/s.</p> <p>The Council will need to have followed the procedure set out in the framework agreement for direct allocation to ensure the procurement process is compliant. The NHS Shared Business Services Framework Agreement allows for the appointment of a single contractor without competition where, for reasons of urgency, it is not reasonably practical to award a contract by way of mini competition. There is an identified need to provide increased provision for special need school places for the start of the school term in September 2020 and the least risk to the Council to meet its statutory requirement is to directly engage with and appoint a suitable design and build contractor who could meet the programme requirements. The procurement procedures therefore appear robust and compliant with the requirements of the City Council's</p>

Salford City Council – Decisions taken by the Procurement Board on Wednesday, 19 February 2020

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		<p>contractual standing orders and public procurement legislation.</p> <p>In line with procurement procedures it is proposed to directly award the contract to MTX Contracts Limited for the design development, cost estimates and initial project delivery under a Stage 1 procurement process with the proviso that the full project costs will be reported back for contract agreement to Council under the completed Stage 2 process.</p> <p>The procurement procedures therefore appear robust and compliant with the requirements of the City Councils CSO's and public procurement legislation.</p> <p>The award of the contract will commit the City Council to the formal arrangement and upon receipt of instructions Legal Services will assist in preparing the necessary contractual documentation to ensure the City Council's position and interests are protected.</p> <hr/> <p>Financial Implications: Supplied by Alex Archer (Finance Manager) Tel: 778 0498</p> <p>The cost of the Phase 1 works can be met from within the budget provision for the scheme included under the approved 2019/20 Schools Corporate Capital Programme.</p> <hr/> <p>Procurement Implications: Heather Stanton (Category Manager – Corporate Procurement Team) Tel: 0161 686 6241</p> <p>The contract was procured in accordance with Contractual Standing Orders under the Council's Constitution governing contract procurement consistent with criteria for a direct call-off award to a single contractor under the NHS Shared Business Services Framework Agreement Schedule 5a Lot 7 for reasons of urgency.</p>

Salford City Council – Decisions taken by the Procurement Board on Wednesday, 19 February 2020

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		<p>Contact Officer: Cathy Starbuck - Assistant Director Tel. 0161 778 0183</p> <p>This decision is not subject to consideration by another Lead Member</p> <p>The appropriate Scrutiny Committees to call-in the decision are Growth and Prosperity Scrutiny Panel and The Overview and Scrutiny Board.</p> <p>Signed: <u>PAUL DENNETT</u> Dated: <u>20 February 2020</u> City Mayor</p> <hr/> <p>This decision was published on 20 February 2020</p> <p>This decision will come in force at 4.00pm on 27 February 2020 unless it is called-in in accordance with the Decision Making Process Rules.</p>
A9	Extension of appointment of 2 project and programme managers	<p align="center"><i>Salford City Council - Record of Decision</i></p> <p>I Councillor Hinds, Lead Member for Finance and Support Services and chairman of the Procurement Board, in exercise of the powers contained within the Council Constitution do</p>

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		<p>hereby:</p> <p>Approve the extension of Contract for,</p> <p>(1) The extension of the appointment of 2 appropriately skilled consultant project and programme managers through the STAR Procurement Framework to provide support in connection with the City Council's growing workload of grant funded infrastructure projects. This will be for a 12 month period.</p> <p>(1) An option to extend the appointments for a further 12 month period, subject to future work load, availability of funding and reaching agreement with the Councils HR team.</p> <p>as detailed in the table below:</p> <table border="1" data-bbox="842 847 2067 1362"> <thead> <tr> <th colspan="4">Detail required</th> </tr> </thead> <tbody> <tr> <td>Contract Reference</td> <td colspan="3">01846493</td> </tr> <tr> <td>Title/Description of Contracted Service/Supply/Project</td> <td colspan="3">Appointment of 2 project & Programme managers</td> </tr> <tr> <td>Name of Contractor</td> <td colspan="3">AECOM</td> </tr> <tr> <td>Type of organisation <i>(to be supplied by Corporate Procurement)</i></td> <td colspan="3">Public Limited Company</td> </tr> <tr> <td>Status of Organisation <i>(to be supplied by Corporate Procurement)</i></td> <td colspan="3">SME</td> </tr> <tr> <td>Value of Contract Extension</td> <td>£200,000</td> <td colspan="2">Per Annum (estimated average)</td> </tr> <tr> <td>Existing Contract Term</td> <td>04/03/2019</td> <td>to</td> <td>04/03/2020</td> </tr> <tr> <td>Extension Period Requested</td> <td>04/03/2020</td> <td>to</td> <td>04/03/2021</td> </tr> </tbody> </table>	Detail required				Contract Reference	01846493			Title/Description of Contracted Service/Supply/Project	Appointment of 2 project & Programme managers			Name of Contractor	AECOM			Type of organisation <i>(to be supplied by Corporate Procurement)</i>	Public Limited Company			Status of Organisation <i>(to be supplied by Corporate Procurement)</i>	SME			Value of Contract Extension	£200,000	Per Annum (estimated average)		Existing Contract Term	04/03/2019	to	04/03/2020	Extension Period Requested	04/03/2020	to	04/03/2021
Detail required																																						
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Contact Officer (Name & number)	Perry Twigg							
Lead Service Group	Place							
Funding Source	Grant							

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		<p>Assessment of Risk .</p> <ul style="list-style-type: none"> • This is based on the bullet point immediately above, which relate to the council not being able to deliver externally funded projects. <p>The source of funding is .</p> <ul style="list-style-type: none"> • The proposal to extend the appointment of 2 programme managers (for a 12 month period) who will be working on projects which are funded from the Growth deal grant and the Majors challenge fund, allow all costs to be re-claimed on a staged basis from the grant funding body at the Greater Manchester Combined Authority (GMCA). <p>Legal Advice obtained from Tony Hatton- 0161 219 6323</p> <p>Financial Advice obtained from Natalie Birchall – ext 2316</p> <p>Procurement Advice obtained from Christine Flisk – ext 6245</p> <p>HR Advice obtained from Neelum Mahmood – ext 8683</p> <p>Climate Change advice obtained from Mike Hemmingway – ext 3209</p> <p>Contact Officer: Perry Twigg ext 6053</p>

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		<p>The following documents have been used to assist the decision process.</p> <p>Report of Strategic Director for Place 19 February 2020 – Extension of appointment of 2 Project and Programme managers through the STAR procurement framework to take a client lead on grant funded infrastructure projects.</p> <p>Contact Officer: Perry Twigg Tel No ext 6053</p> <p>* This decision is not subject to consideration by another Lead Member</p> <p>* The appropriate scrutiny committee to call-in the decision is the Growth & Prosperity Scrutiny Scrutiny Panel.</p>

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		<p>4. The creation of purchase orders totalling £1,192,000.00 to enable payments to TfGM to be made for traffic signal works, SMART Technology, VMS & CCTV installation & Bus Shelter Relocation works.</p> <p>5. A risk allocation totalling £1,916,810.00 based on the Quantitative Risk Assessment (QRA) which has been produced which can be drawn down on by the Project Team.</p> <p>The Reasons are to enable the A5063 Trafford Road Growth Deal Scheme to be delivered</p> <p>Assessment of Risk is: low</p> <p>The source of funding is: unsupported borrowing</p> <p>Legal Advice: obtained</p> <p>Financial Advice: obtained</p> <p>Procurement Advice: obtained</p> <p>The following documents have been used to assist the decision process:</p> <p>Report of the Strategic Director Place submitted to the Property/Regeneration Briefing held on 19 February 2020</p> <p>Contact Officer: Richard Tindall Tel No 0161 7794866</p> <p> </p> <p>This decision is not subject to consideration by another Lead Member</p>

Salford City Council – Decisions taken by the Procurement Board on Wednesday, 19 February 2020

Agenda Item No	Topic	Decision
		<p>Approve the award of selected contracts within the Skills and Work Commissioned programme for the period: 1st April 2020 to 31st March 2021, subject to the confirmation of final budgets for 2020/21.</p> <p>The individual contracts and budget values are detailed in the Skills and Work Programme report dated 19th February 2020.</p> <p>The Reasons are: In September 2016 Procurement Board gave approval to go out to competition for the delivery of services within this proposed programme. Following a competitive tendering process, contracts were awarded to successful providers and delivery commenced on 1st April 2017 on a two year, plus one contract basis. These contracts will be time-expired by the end of March 2020.</p> <p>For value for money reasons and in order to retain service stability it is proposed that selected contracts are extended for a further 12 months, for the period 1st April 2020 to March 31st 2021. The options to extend within the contracts have been exercised and as such they therefore require an exception to contractual standing orders in order to continue into 2020/21.</p> <p>Options considered and rejected were:</p> <ul style="list-style-type: none"> - Develop new specifications and go out to tender - Decommission current services <p>Assessment of Risk:</p> <p>The current Skills and Work programme delivers a suite of targeted services to support local residents to progress in to education, training or work. The programme is also strongly aligned</p>

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		<p>to support the wider outcomes of Early Help and the Helping Families programme.</p> <p>There will be a gap in provision if these services are not continued.</p> <p>The source of funding is:</p> <p>These services are funded by the City Council revenue budget (Skills and Work), Section 106 and Troubled Families grant.</p> <p>Legal Advice obtained from:</p> <p>Tony Hatton, Principal Solicitor, Tel. 0161 219 6323</p> <p>Financial Advice obtained from:</p> <p>Chris Mee Strategic Finance Manager, Ext 0434</p> <p>Procurement Advice obtained from:</p> <p>Christopher Conway, Procurement Category Manager, Tel 0161 686 6248</p> <p>CLIMATE CHANGE IMPLICATIONS CONSIDERED: ADVICE FROM MICHAEL HEMINGWAY, PRINCIPAL OFFICER – CLIMATE CHANGE, TEL: 0161 793 3209</p> <p>Contact Officer: Alison Burnett Tel No: 0161 793 2535</p>

