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## 1. PURPOSE

- 1.1 The purpose of the procurement is for Ministry of Housing, Communities and Local Government (MHCLG) to secure secretariat services including technical services which will support the working of the 9 Aggregate Working Parties (AWPs).

## 2. BACKGROUND TO THE CONTRACTING AUTHORITY

- 2.1 MHCLG has responsibility for planning policy for minerals. National policy for minerals is set out in the National Planning Policy Framework.<sup>1</sup> Key to the operation of the National Planning Policy Framework on the provision of aggregates is the operation of the Managed Aggregates Supply System (MASS). An essential part of the MASS are the nine Aggregate Working Parties (AWPs). To ensure the effective functioning and support of the AWPs, MHCLG have required the support of a secretariat in each of the nine AWP areas. The MASS approach was last reviewed in 2010 and Ministerial approval given to continue the approach and to support the provision of AWP Secretaries. The MASS system is due for review and may result in a change in the function of the AWP and as a result the function of the AWP secretariat. Suppliers will be kept fully informed of this review as it progresses.

## 3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 3.1 The MASS is the mechanism which enables the geographical imbalance in aggregate mineral resources; (relative to areas of demand) to be evened out by supply system which is administered at a national level. It ensures that resource-rich mineral planning authorities which have adequate resources of aggregates make an appropriate contribution to national and local supply. It also ensures resource-poor areas still make some contribution to meeting local and national needs as set out in National and Sub-National Guidelines <sup>2</sup>where that can be done sustainably.
- 3.2 AWPs are joint local government-central government-industry bodies that monitor the supply, demand and reserves of, all aggregates including both primary aggregate and alternative (secondary and recycled aggregates) sources in Local Authority areas. They also consider the implications of supply to, and from, these areas. To function effectively each of the 9 AWP's require the services of an effective and impartial secretariat.
- 3.3 Each AWP covers an area of Mineral Planning Authorities in England. The area of Local Authorities and related Lots are set out at Appendix 1 to this Specification.
- 3.4 The requirement from the Secretariat under this contract is that they provide a range of technical, administration and secretarial services.

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## 4. DEFINITIONS

Expression or Acronym	Definition
MHCLG	Ministry of Housing, Communities and Local Government
MASS	Managed Aggregate Supply System
AWP	Aggregate Working Party
MPA	Mineral Planning Authority
NPPF	National Planning Policy Framework
GIS	Geographical Information System
AM Survey	Aggregate Minerals Survey
Aggregate Minerals Survey	Provides information on the national and regional sales, inter-regional flows, transportation, consumption and permitted reserves of primary aggregates in England. The surveys cover both land won and marine dredged aggregates.
National Planning Policy Framework	The National Planning Policy Framework sets out the Government's planning policies for England and how these should be applied. It provides a framework within which locally prepared plans for housing and other development can be produced.
AWP Secretariat	Provide a range of technical, administration and secretarial services to support the effective functioning of the Aggregate Working Party

## 5. SCOPE OF REQUIREMENT

5.1 The scope of the contract is for technical and administrative tasks associated with the AWP. This includes but is not limited to:

- Meetings
- Liaison
- Surveys
- Monitoring
- Reporting
- Mapping
- National Terms of Reference <sup>3</sup>

<sup>3</sup> The Terms of Reference (Appendix 2) are currently in draft format. Final ToR will be issued in advance of contract commencement.



- 5.2 Tasks associated with the Aggregate Minerals Survey such as the checking, chasing and verification of data for the survey.
- 5.3 Collation and analysis of the data provided back to the AWP Secretariats by the Aggregate Minerals Survey provider or MHCLG for the purpose of preparing the AWP annual report.

## 6. EXCLUSIONS

- 6.1 The scope does not include arranging and hosting meetings associated with AM Survey which will be arranged by the AM Survey contract provider. The work on AM Survey does not include preparation of the survey forms and the circulation of forms to participants and does not include the collation, analysis and reporting of the data for the purpose of the AM Survey, which is covered by the AM Survey contract.
- 6.2 The scope does not include arranging and hosting the annual MHCLG-AWP secretariat meeting. This will be arranged by MHCLG.

## 7. THE REQUIREMENT

- 7.1 The Supplier shall undertake the following tasks (in relation to Meetings, Liaison, Surveys, Analysis, Reporting and Administration) which form part of the AWP Secretariat Services: -

### Meetings

- 7.2 To organise and service a minimum of two and a maximum of three AWP meetings per calendar year, of the AWP in liaison with the chair and members including:
  - 7.2.1 holding at least one meeting virtually;
  - 7.2.2 maintaining and circulating up to date lists of members and their contact details;
  - 7.2.3 consulting on and arranging the date(s) and venue(s) of meeting(s);
  - 7.2.4 preparing and circulating agendas and papers to all members at least one week before the meeting;
  - 7.2.5 briefing the AWP chairperson prior to the meeting;
  - 7.2.6 providing and circulating a draft minute of the meeting to all members within two weeks of the meeting;
  - 7.2.7 revising draft minutes to take account of members' comments;
  - 7.2.8 circulating final minutes to all members within two weeks of members' comments being received;
  - 7.2.9 making the minutes available to the public through an appropriate website; and
  - 7.2.10 undertaking the follow up actions such as submitting the AWP's views on consultation documents or correspondence with other Working Parties.



- 7.2.11 To substitute on exceptional circumstances for the AWP Chairperson, by agreement, at meetings and discussions.
- 7.2.12 To provide administrative functions in a professional and business-like manner, to fulfil what is expected of a secretarial role of this nature in carrying out the duties set out in section 7 Additional, particularly administrative functions, will be to:
- 7.2.12.1 provide, if necessary, new AWP members with sufficient papers and background information to allow them to participate fully in the first meeting that is attended.
  - 7.2.12.2 consult with all AWP members as to an appropriate Chairperson of the AWP in the event that a Chairperson stands down, in order to identify an agreed successor.
  - 7.2.12.3 To attend or arrange for suitable AWP attendance at local plan / mineral plan inquiries where necessary.
- 7.2.13 To attend an annual meeting between MCHLG and the AWP secretariat which will be arranged and hosted by MHCLG and will discuss consistent approaches nationally to data collection and annual report presentation, timetables for annual report preparation, intelligence on emerging sub regional and local issues, digital data collection and data standards and governance and any issues with the national Terms of Reference.

## Liaison

- 7.3 To proactively engage with the other 8 AWP secretaries, and to attend meetings of other AWP, by agreement, if significant inter-Working Parties issues arise; and to report exchanges to the next meeting of the AWP.
- 7.3.1 Work closely with MPAs and representatives of the minerals industry to develop a clear understanding of resourcing and capability issues. Where these are impacting on provision of timely and accurate data, providing feedback to MHCLG through the MHCLG- AWP secretariat meeting or in writing. The provision of information by MPAs and operators for both the preparation of the Annual Report and for the AM Survey is a key role for the secretariat and part of the role of the AWP secretaries will be to build strong relationships with MPAs and operators' representative bodies to ensure full participation and cooperation.
  - 7.3.2 Update MHCLG in a timely manner on any changes to AWP membership details in particular changes to Chair or secretary.

## Surveys

- 7.4 To organise an annual survey of listed sites, in conjunction with Mineral Planning Authorities, of the production of primary aggregates in the AWP area, including marine dredged aggregate as well as of non-energy minerals specific to the AWP area, where appropriate, and carry out calculations of reserves.

### Aggregate Minerals Survey



- 7.5 Supporting the National Aggregate Mineral Survey, typically run every four years, if it takes place over the duration of this contract. Activities will include but not be limited to:
- 7.5.1 Checking that the list of sites with relevant planning permissions is accurate and up to date with email contacts included. If necessary, working with site operators, their representatives and MPAs to ensure full lists of site contacts are prepared to enable electronic circulation of survey forms.
  - 7.5.2 Distributing AM Survey Form A and B as required to MPAs and operators.
  - 7.5.3 Working with operators and MPAs to ensure that rates of completion by operators and MPAs is consistent with previous surveys (90% for Form A and 100% for Form B) including chasing those MPAs or operators where returns have not been made.
  - 7.5.4 Inputting applications data on behalf of MPAs into AM Survey Form B where agreed with MPAs.
  - 7.5.5 Checking operator and MPA inputted data and where necessary estimating, correcting, verifying and completing data entry to ensure complete returns.
  - 7.5.6 Dealing with queries from the AM Survey Provider as necessary regarding form A and B data.
  - 7.5.7 Ensuring the raw data from the AM Survey Form A is deleted by no later than publication of the final report and after all checked data has been provided to MHCLG.
  - 7.5.8 Participate as a representative of AWPS at Aggregate Mineral Survey steering group with MHCLG and ensure that the views of AWP Secretaries are adequately represented.

## Monitoring

- 7.6 To pro-actively monitor the obligation of Mineral Planning Authorities to:
- 7.6.1 prepare Local Aggregates Assessments;
  - 7.6.2 participate in the operation of the Aggregate Working Party;
  - 7.6.3 take the advice of the Aggregates Working Party into account when preparing their Local Aggregate Assessment;
  - 7.6.4 take account of the advice of the Aggregate Working Party as appropriate when preparing their mineral plans;
  - 7.6.5 to advise MHCLG of any issues arising from the above.

## Reporting

- 7.7 To prepare draft and finalise annual reports using a standard and consistent format in a template which will be provided by MHCLG, the minimum content of which should include:



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- 7.7.1 an annual assessment of the position of the overall demand and supply of aggregates in the AWP area.
- 7.7.2 the contribution that secondary and recycled aggregates can make to supply.
- 7.7.3 a statement on whether it is making a full contribution to meeting national and local needs. This assessment should take into account Local Aggregate Assessments and National and Sub-National Guidelines;
- 7.7.4 a statement of reserves, production and agreed allocations of primary aggregates and of the landbanks within the AWP area as at 31 December for the calendar year;
- 7.7.5 a comprehensive list of sites with valid planning permission containing aggregates (and non-energy minerals) in the Aggregate Working Party area, and of active rail depots, marine wharves and fixed sites for recycling of construction, demolition and excavation wastes within the Area, as at the 31 December for the calendar year;
- 7.7.6 the amount of alternative sources of aggregate (including recycled and secondary sources), landings of marine dredged aggregates, imports to and exports from the AWP area where available, and transport of aggregates;
- 7.7.7 a summary of progress in preparing relevant local authority development framework documents in respect of mineral aggregates policy;
- 7.7.8 a list of, and comments on, major construction projects or significant developments within each Aggregate Working Party area that had a greater than local influence on the demand for aggregates;
- 7.7.9 a set of key conclusions and their relevance for national supply and reserves
- 7.7.10 to include a summary table of defined key data outputs set out in a standard format.
- 7.7.11 The completed draft annual report shall be sent to MHCLG no later than 10 months after the end of the calendar year for which data is being collated. This draft should detail data gaps where Local Aggregate Assessments have not been completed.
- 7.7.12 The final report shall be provided to MHCLG for publication on GOV.UK by no later than 12 months after the end of the calendar year for which the data is being collected of each year. The report should be in a format which can be printed as a paper copy if needed. AWP's may choose to publish their report on an appropriate website, but this is not a requirement. The final report should include data estimates agreed by AWP members where Local Aggregate Assessment data is not available in order to avoid delays in publishing annual report.
- 7.7.13 To annually review the format and content of the annual report in line with any changes in requirement resulting from national policy changes or revisions or changes to the MASS.
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7.7.13.1 To provide updates on the current position of each Mineral Plan in the AWP area and an insight of minerals policy in the AWP area.

7.7.13.2 To include a map including but not limited to Mineral Planning Authority areas, mineral sites, rail depots and marine wharves.

## Mapping

7.8 The supplier should demonstrate Geographical Information System (GIS) capability to be able to provide the relevant map(s) in their annual report and underlying GIS data.

## National Terms of Reference

7.9 To adhere to the nationally set Terms of Reference which will be provided by MHCLG. Local specifications for the Terms of Reference should be provided to MHCLG no later than 3 months from the commencement of the contract.

## 8. KEY MILESTONES AND DELIVERABLES

8.1 The following Contract milestones/deliverables shall apply:

Milestone / Deliverable	Description	Timeframe or Delivery Date
1	To prepare a programme/project plan indicating timing of meeting milestones.	By May of each year
2	Collection of annual survey data and preparation of annual report draft in agreed consistent format.	By October of each year.
3	To provide advice, scrutiny and consideration of all LAAs in AWP area.	By October of each year
4	Provision of final agreed annual report including clear conclusions on implications of results in relation to national policy and MASS	By December of each year
5	Provision of additional data to support annual report.	By December of each year.
6	Organise and hold AWP Meetings	By end of year
7	Publish agenda and minutes of AWP meetings.	Within 2 weeks of receiving members comments at AWP meeting.





8	Attend annual MHCLG- AWP Secretariat meeting.	By end of year
9	To provide support to the AM survey as specified.	During AM Survey year.

## 9. MANAGEMENT INFORMATION/REPORTING

- 9.1 The Specification sets out deliverables in relation to reporting of data and information associated with the contract as detailed in section 7.7.
- 9.2 The Supplier required to submit a programme/project plan to MHCLG setting out when key milestones will be reached and when meetings will be taking place to ratify reports. This should be with MHCLG by no later than May of each year. The Supplier should update the programme quarterly.
- 9.3 Every 2 months the Supplier should send updates on progress and issues to MHCLG.
- 9.4 An annual report should be sent to MHCLG by October of each year in draft as with a covering email which indicates any issues the annual report raises in relation to Local Authority capacity and capability but more importantly in relation to supply and reserves levels.

## 10. CONTINUOUS IMPROVEMENT

- 10.1 The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration and amend services in line with changes to national policy changes and new data collection techniques.
- 10.2 Changes to the way in which the Services are to be delivered including changes to personnel must be brought to the MHCLGs attention and agreed prior to any changes being implemented.

## 11. QUALITY

- 11.1 Quality assurance procedures must be adhered to in line with the Supplier's policy.

## 12. PRICE

- 12.1 A separate price schedule should be submitted for the whole contract. There will be a right to review the contract at the end of each year of the contract period. The contract can be terminated at the end of the first year or thereafter as the standard contractual clauses include a break clause.
- 12.2 Potential Providers are requested to submit hourly rates in for up to 390 hours per year (pro-rated hours for periods of less than one year) described in this section for all nine of the AWP Local Authority areas and related Lots detailed in Appendix I.
- 12.3 The figures of 390 hours are provided without prejudice and based on the MHCLG's previous knowledge and experience and are the MHCLG's best estimate of the effort required to complete the work to a satisfactory standard. However, this figure is not to be taken as a billing target but more of a capped limit which must not be exceeded without prior authorisation.



## 13. STAFF AND CUSTOMER SERVICE

- 13.1 The Supplier shall provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service.
- 13.2 The Supplier's staff assigned to the Contract shall have the relevant qualifications and/or experience to deliver the Contract to the required standard.
- 13.3 The Supplier shall ensure that staff understand MHCLG's vision and objectives and will provide excellent customer service to MHCLG throughout the duration of the Contract.

## 14. SERVICE LEVELS AND PERFORMANCE

- 14.1 Upon implementation the Supplier should have everything in place to commence the contract. Including setting up a relevant website and any other practical requirements as set out in Section 7 in order to meet the deliverables.
- 14.2 The successful providers should ensure that they inform MHCLG in writing of any change in circumstances or personnel which will adversely affect their ability to meet agreed milestones and service levels.
- 14.3 The Supplier should provide a short update on progress towards meeting milestones and performance targets every two months highlighting any risks and the mitigation measures identified to meet such risks.
- 14.4 In accordance with Schedule 10 of the Terms and Conditions of the Contract, MHCLG will measure the successful providers delivery by:

KPI / SLA	Service Area	KPI/SLA description	Target
1.	Service delivery	AWP meetings	Agenda and minutes to be publicly available within two week of receiving members comments at AWP meeting.
2.	Service delivery	Annual report	To be available in final form by December of each reporting year
3.	Report quality	Annual Report	To be completed in the agreed consistent format to include all agreed information, providing clear conclusions to MHCLG on implications of results for national policy including MASS
4.	Data Quality	Annual report data	To provide complete dataset conforming to data standards completed by timescales as in table 8.1 above
5.	Data quality and service delivery	Mineral Plan information	To provide an update of position of Mineral Plan in AWP area with annual report.



6.	Service delivery	AM support	Survey	To provide checking and chasing services in order to meet the timeline of the AM Survey. To distribute relevant elements of the survey. To have a clear plan for the security, protection and maintaining the confidentiality of all data and ensure no loss or release of personal data. The removal of raw data from their systems by the end of the project.
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## 15. SECURITY AND CONFIDENTIALITY REQUIREMENTS

- 15.1 The data collection for the aggregate minerals survey includes both commercially confidential and personal data. The raw uncollated data will be provided to the Aggregate Working Party secretaries for checking and therefore it is essential they have comprehensive policies and procedures in place to keep data secure and confidential and to ensure that data is not lost or disclosed.
- 15.2 It is also essential that the data is not used for any other purposes than that which it is intended. For example, if the Supplier acts on behalf of commercial clients they should ensure policies are in place to prevent the use or wider circulation of the data for purposes other than those associated with the preparation of the AM Survey.
- 15.3 The circulation of data for checking purposes should be only be to Mineral Planning Authorities. The AWP Secretaries will be responsible for highlighting the MPAs responsibility for keeping this data safe. Collated data will be provided back to the AWP secretaries by the AM Survey provider for the purposes of the Annual Report preparation. AWP Secretaries need to ensure all raw uncollated data is removed from systems and destroyed by the publication of the report.
- 15.4 Information that the AWP Secretaries handle and hold in relation to the AM Survey data collection, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 2018 (DPA), the EU General Data Protection Regulation, and the Environmental Information Regulations 2004. A request for disclosure of the information, will need to take full account of the commercial confidentiality of the sales and reserves information, but it is appreciated that public bodies cannot give an assurance that confidentiality can be maintained in all circumstances.
- 15.5 The AWP Secretariat will process personal data in accordance with the law. They need to ensure that they have appropriate procedures and systems in place and appropriately trained staff to ensure the security of the raw AM Survey data including personal data and need to ensure its deletion from their systems at the end of the project.

## 16. PAYMENT AND INVOICING

- 16.1 The unit of billing shall be the hourly rate submitted in Annex C – Pricing (which will form Schedule 3 Charges to the Contract) for undertaking the tasks as set out in section 6 in this Specification.
- 16.2 Invoices will be submitted quarterly in arrears.
- 16.3 All invoices submitted shall, as appropriate, be supported with sufficient records of actual time expended itemised across the range of activities as set out in section 7 in



this Specification. Invoices must include the number of hours and the task category such as reporting or analysis as a minimum.

- 16.4 Where a contractor holds a contract with multiple lots, invoices must be made separately for each lot and should not be amalgamated into one invoice for all lots, hours and services covered.
- 16.5 All invoices submitted bearing claims travel and expenses incurred shall, as appropriate, be supported with receipts or other relevant documentation as evidence of the costs actually incurred.

## 17. OUT OF SCOPE

- 17.1 The work does not relate to consideration of minerals or uses of minerals, other than primary, secondary or recycled aggregate materials, other than to the extent that other uses may need to be taken into account when considering potential uses of permitted reserves (for instance industrial limestone).

- 17.2 Invoices should be submitted to:

CP2P Team,  
MHCLG,  
4th Floor,  
High Trees,  
Hillfield Road,  
Hemel Hempstead,  
HP2 4XN.

Email address:

[CLGInvoices@communities.gov.uk](mailto:CLGInvoices@communities.gov.uk)

Copying in Hannah Henderson e-mail address [Hannah.henderson@communities.gov.uk](mailto:Hannah.henderson@communities.gov.uk)

## 18. CONTRACT MANAGEMENT

- 18.1 Day to day management of the work, and the scope of the work to be undertaken by the secretariat should be referred to the Ministry for Housing, Communities and Local Government contract manager work additional to that specified in the contract will not be paid for unless authorised in advance by the MHCLG contract manager.
- 18.2 Attendance at Contract Review meetings shall be at the Supplier's own expense.

## 19. LOCATION

- 19.1 The location of the Services will be carried out at the contractor's premises and at the Supplier's home where appropriate.
- 19.2 All aspects of the supplier's work are expected to be planned and delivered in line with the relevant Working safely during coronavirus (COVID-19)<sup>4</sup> guidance.<sup>4</sup>

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<sup>4</sup> <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>