



**Frodham Town Council  
Evaluation Panel - Options Appraisal**

Dear ...

Frodsham Town Council would like to invite you to participate in their options appraisal as a member of the evaluation panel.

The Council is undertaking an options appraisal to determine the best use of a decommissioned play area and has identified a number of options for consideration.

It is anticipated that our evaluation panel will comprise of a chairperson with the support of a small group of independent people with the collective relevant experience to be able to identify the best outcome.

The activities of the evaluation panel will include:

- Reviewing the objective and agreeing the evaluation plan
- Reviewing and assessing the identified options
- Identifying areas which require clarification
- Endorsing the recommendations presented in the evaluation report

It is expected that evaluation panel members will need approximately 8 hours to complete the evaluation process, part of which will be to attend a moderated evaluation panel meeting.

During the process, the evaluation panel will need to declare any conflicts of interest which may arise so that they can be managed. Members will be reminded to respect the confidentiality of commercial information both during and after the process. Above all and throughout the process, panel members are required to act with honesty and fairness and to make recommendations that are accountable, transparent and supported by the records of the evaluation process.

Timescales for the evaluation process are yet to be confirmed but expected to be between 26<sup>th</sup> March and 9<sup>th</sup> April 2020.

If you would like to discuss this invitation and any aspect of the options appraisal, please contact Jo O'Donoghue, Town Clerk or Helen Hayes, Councillor (options appraisal lead).

Yours faithfully,