

APPENDIX 3

Procurement Board – Terms of Reference

The Procurement Board is the senior officer group responsible for overseeing contract letting and management within the Council.

The Procurement Board encourages contract policy development, provides strategic advice, and defines and disseminates best practice.

The Director of Customer Services is the Chair.

The quorum for the Procurement Board will be 3 members.

The role of the Procurement Board will be to:

- consider the award of all contracts over £50,000 in value at the award stage;
- consider letting strategy reports for contracts over £50,000 at least 9 months before the end of a contract (12 months in the case of OJEU contracts) or as soon as is practicable for initial contract lets;
- consider any contract reports which are to be presented to the Cabinet;
- review problems and issues raised by Directors and their Heads of Service, providing advice wherever possible;
- agree contract extensions, except where the original contract award report made provision to extend a contract;
- agree any waivers to the Contract Standing Orders;
- act as a forum for departments to exchange information on a regular basis on lessons learned as a result of their contract tendering, monitoring and management arrangements;
- consider cross-cutting contracting issues, i.e. all current and future contracting arrangements proposed by one department which may affect other departments, advising the Directors Team as necessary;
- approve new forms of contracts;
- ensure that contract monitoring guidelines are in place for all term contracts over £50,000;
- monitor contractual and financial performance of contracts over £50,000 on a 6 monthly basis;
- consider exception reports on all contracts where contract performance is poor or where serious issues have been identified;
- consider the first six months performance of a term contract which has been let for the first time or has been re-let with significant changes to general levels of service;
- consider the Corporate Annual Contracts Monitoring Report for contracts over £50,000 in value that were let or were “live” within the previous year; and
- manage and interpret the Contract Standing Orders and recommend to the Chief Executive any updates or revisions that may become necessary

The Procurement Board is made up of the following members:

- Director of Customer Services – permanent member;
- Director of Finance – permanent member;
- Director of Legal and Democratic Services – permanent member;
- Head of Human Resources – permanent member;
- Head of Procurement – permanent member;
- Head of Compliance – permanent member;
- Value for Money Officer
- A Director of Service – a rotating appointment, whose period of office shall be decided by the Chair.

It is proposed that the Board will meet initially on a fortnightly basis, the frequency to be determined once the level of workload is fully realised.

The meetings will be fully minuted and signed by the Chair.