

**CONTRACTS UNIT - TERMS OF REFERENCE**

1. To monitor the application of the Council's policy and strategy on contracts, CCT, and Best Value. To report periodically to committee on service delivery performance, (independently of any Directorate contract performance reports).
2. To make recommendations on the contractual elements of the Council's formal rules, including Standing Orders; Contracts, Quotations and Tenders Handbook; Financial Regulations and the Contract Framework Good Practice Guide.
3. To establish procedures and develop documentation for corporate use.
4. To establish procedures to ensure compliance with the law and best practice, especially with regard to :
  - achieving value for money;
  - health and safety;
  - equality of opportunity;
  - environmental considerations;
  - selection/assessment of contractors and award of contracts;
  - contractual roles and responsibilities;
  - management of contracts;
  - regulations and guidance on CCT and Best Value.
5. To develop and maintain computer systems for the General List of Contractors, Contract Database and Contract Letting and Monitoring.

# CONTRACTS UNIT

## Contract work to be undertaken

1. The Unit will provide advice and guidance or take the lead role on:
  - a) Timetables (EEC and other deadlines);
  - b) Review of the performance of existing contracts;
  - c) Compliance with Council policies and procedures;
  - d) Development of specifications (Corporate overview) including:
    - Establishing MEAT criteria;
    - Establishing quality standards (Performance Monitoring reporting);
    - Identifying levels of control required;
    - Establishing contract duration;
    - Seeking Legal approval;
  - e) Investigation and development of the option of contractor 'self monitoring';
  - f) Ensuring compliance with corporate contract standards;
  - g) Seeking Committee approval where necessary;
  - h) Specialist tender evaluation (including tenderer presentations);
  - i) Contract award;
  - j) Developing Best Value procedures and systems.

## Criteria identifying contracts to be monitored.

1. The Contracts Unit will concentrate on those contracts that are identified as requiring advice and/or monitoring using the following criteria :
  - contracts to the value of £100,000 and above;
  - CCT/Best Value contracts.
2. The value limit stated in (a) above will include contracts where the annual cost may be below this limit but where the total vale of the contract would exceed this limit.