

**CABINET PROCUREMENT COMMITTEE
TERMS OF REFERENCE**

1 Terms of Reference

To exercise the functions of the Cabinet in respect of all contracts for procurement of works, goods or services.

2 Membership

- (a) **Appointment.** The Cabinet Procurement Committee will consist of three to five members appointed by the Leader. There is no power to co-opt.
- (b) **Chair.** The Leader or Deputy Leader, if present, will take the role of Chair and Vice-Chair of the Committee.
- (c) **Quorum.** Except where decisions are to be made by the Leader as advised by the Committee, business shall not be transacted at a meeting of the Committee unless at least three members are present.

3 Functions

The Cabinet Procurement Committee will exercise the following functions and those matters which flow from them, which are executive functions.

- a) To undertake initial consideration of large procurement related projects, defined as non-property related projects between the value of £1,000,000 and £20,000,000, including the consideration of initiation documents, full business cases and specification and the consideration of procurement projects where there is a TUPE transfer by the Council.
- b) To authorise officers to issue specification and invitations to tender and, where within budget, to make an award of contract to the tenderer assessed as providing the highest score against the agreed MEAT (most economically advantageous tender) criteria in respect of large procurement projects
- c) To promote, oversee and monitor performance improvement regarding the full range of procurement activities, including Capital, Social Care and ICT projects, involving receipt of reports concerning
- d) To oversee and monitor procurement and contract activity, including:

- (i) reviewing the S151 Officers decisions to waive Contract Procedure Rules;
 - (ii) review of tenders and award of contracts on behalf of Cabinet in accordance with the Scheme of Delegation;
 - (iii) approval of contract variations, extensions and novations;
 - (iv) benefit realisation (post implementation) reviews;
 - (v) contract performance management; and
 - (vi) the commissioning cycle.
- e) To review, approve or make recommendations to Cabinet concerning the Procurement Strategic Plan and the Procurement Forward Plan
 - f) To review the Contract Procedure Rules from time to time and make recommendations for change to Council;
 - g) To advise the Cabinet on all matters concerned with procurement generally and to make recommendations on any of the above matters to (as appropriate) the Cabinet or Council

In acting under the Committee's terms of reference and in exercising responsibility for those functions listed above, the Authority's Procedure Rules, any limitations on authority and all legislative requirements and applicable rules of law must be complied with.