

## **Procurement Working Group**

### **TERMS OF REFERENCE**

#### **1. Purpose of the Procurement Working Group (“the Group”)**

1.1 The Group will review and analyse past procurement projects and report back to Finance Sub-Committee (“the Sub-Committee”). The Group will report their observations on the process and the approach to Value for Money.

1.2 The Group will:

- 1.2.1 Review several (ideally 3 to 5) procurement projects from the past 12 months and report back to the Sub Committee.
- 1.2.2 Support the Sub-Committee in dispensing its responsibilities for procurement forward planning.

#### **2. Membership**

2.1 The Group shall normally consist of 5 members

3 elected members, drawn from the Finance Sub-Committee, the chair of the group shall be appointed by the Sub Committee.

- 2.1.1. 1 Officer representing Procurement
- 2.1.2. 1 Officer representing legal.

#### **3. In Attendance**

3.1 To support the work of the Group the Chair may invite additional individuals to attend each meeting as follows

- 3.1.1 Officer(s) representing the Commissioning in services; depending on the procurement projects being reviewed.

#### **4. Functions**

4.1 The core function of the Group is to:

- 4.1.1 Provide assurance that the procurement projects followed the Contract Procedure Rules and achieved value for money.
- 4.1.2 Provide assurance that the procurement projects comply with the Public Contract Regulations 2015;

4.2 The Working Group shall provide advice to the Sub-Committee on any potential risks to the Cheshire East Council associated with the current arrangements.

#### **5. Frequency of Meetings**

5.1 The Group will meet during the period September to November 2023. The number of meetings will be determined by the Group.

## Appendix 3 – Terms of Reference for Procurement Working Group

5.2 The Chair of the Group will report the Group's observations back to the Sub-Committee in accordance with the Sub-Committee Work Programme.

### **6. Administration**

6.1 Minutes and agendas will be distributed no later than 5 clear working days prior to the meeting.

### **7. Principal Information Management needs**

- Contracts Register
- All tender documentation
- Contractual information
- Review of Atamis