

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 4 members

2 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 July to August 2022. 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