

**MEMBER PROCUREMENT ADVISORY BOARD**  
**Terms of Reference**

**1. Purpose**

The purpose of the Member Procurement Advisory Board ('the Board') is to advise the Policy & Resources Committee and other relevant Policy Committees on procurement matters, facilitating lawful and commercially robust decisions by the Committee relating to the council's procurement of high value services, supplies or works.

**2. Status**

The Board shall be an advisory board to Policy & Resources Committee. The Board will not have sub committee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply. However, it is expected that the Board will be established on a cross party basis.

**3. Areas of focus**

3.1 To review and advise on the procurement of council services, works or supplies where the estimated lifetime value of the contract to be awarded:-

3.1.1 exceeds £1,000,000; or

3.1.2 where, in the judgment of the relevant Executive Director or the s151 Officer, the procurement should be referred to the Board.

3.2 To review and advise with due regard to:

- (i) the law, in particular European and UK laws relating to public procurement;
- (ii) the council's Contract Standing Orders, Financial Regulations, and Standard Financial Procedures;
- (iii) relevant commercial considerations;
- (iv) the council's corporate procurement strategy;
- (v) the council's corporate priorities.

**4. Reporting**

4.1 The Board will report to the Policy & Resources Committee, or other relevant Committee, with recommendations.

**5. Membership**

5.1 Membership of the Board shall consist of 5 elected Members, following nominations by their Group Leader.

- 5.3 No Member may serve on the Board, whether as a substantive or substitute member, unless they have undergone the required training for Board members.

## **6. Review**

- 6.1 These terms of reference may be reviewed and amended by the Policy & Resources Committee from time to time.