

## **Appendix 1**

### **General Procurement Board (GPB)**

#### **Terms of Reference**

1. The GPB will consider the level of Member involvement for all contracts with a total value of £100,000 or more – these being the contracts that have to be agreed by Cabinet.
2. The procurement manager, with the input of the service manager will provide a brief report to the GPB outlining the scope of the contract, especially detailing any direct public interface as well as the proposed duration, estimated value and likely procurement route.
3. The GPB, with the input of the Chairman of the GPB and the Portfolio Holder for the service, will consider if :
  - a) the project will be monitored by the GPB
  - b) a specific Member Procurement Board (MPB) should be established for the project.
  - c) the project will have no member involvement (except for consideration of award by Cabinet)
4. If there is a decision to set up an individual Member Procurement Board, then Cabinet should consider this and nominate representatives to the MPB.
5. If the procurement is monitored by the GPB they will:
  - a) Agree the evaluation criteria for all stages.
  - b) Receive a tender evaluation report.
  - c) Agree the recommendation to Cabinet on award of contract.
  - d) Provide a strategic overview over relevant procurements and make any necessary recommendations to Cabinet.
- 6) If availability for meetings is likely to cause delay to the process, decisions can be made by exchange of e-mails between all relevant parties.
- 7) It is accepted as a general principle, that in the event of equality of votes, the Chairman shall exercise a casting vote.

#### **Membership of the GPB:**

##### **7 Councillors including:**

- Chairman: Executive Member, Resources
- Portfolio Holder for relevant Service contract (this is a rotating role) and this member will be able to vote on 'their' item.

The GPB will be supported by the following officers:

- Executive Director – Public protection, planning and governance
- Procurement Manager
- Service Manager for contract
- Governance Services Officer
- Legal representative (if required)

#### **Meeting Schedule**

- As required

