



Commercial and Commissioning Board – Terms of Reference

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1. PURPOSE OF GROUP

We have a duty to our communities to apply controls and consistent standards across all of our commercial activities. Applying good leadership and governance ensures that our key decisions, processes and procedures are legal, reflect best practice and manages risk.

Our procurement is subject to European law and we have to demonstrate that it is compliant with legislation and the principles of fairness, non-discrimination and equality. It is essential that all procurement complies with the Council's policies, procedures and transparency code.

2. ROLES

The Board represents all spend undertaken by the Council with third parties. Its remit is to:

- Review the Commissioning Plan
- Realise the outcomes of the Commercial strategy and to review and authorise:
 - Revisions to the Strategy, ensuring it aligns with the Council's approach to Strategic Commissioning
 - Procurement, Contract and Supplier Management Policies and Procedures
 - Category & Procurement Plans
- Own the targets, milestones and cost savings stated within the Commercial Strategy
- Identify and approve procurement projects to undergo a Health Check / Gateway review process (Local Partnerships Worcestershire Internal Assurance Toolkit (IAT))
- Review and approve all Contract Reviews
- Resolve major procurement project escalation issues as they arise
- Ensure all procurement complies with the Council's policies and procedures and transparency code.

3. OBJECTIVES

The objectives of the Board are to:

- Optimise, align and ensure consistent commissioning, procurement and commercial activity across the Council
- Develop and champion the Council's approach to strategic commissioning and procurement
- Align strategic commissioning activities with those of strategic procurement
- Review, challenge and approve the cost savings opportunities
- Review all contract reviews to determine the likelihood of successful delivery of the contract and forecasted benefits, including value for money
- Ensure robust cross-directorate scrutiny of all relevant contracts and projects is undertaken with full appraisal of relevant options.



4. MEMBERSHIP

All core members are to prioritise the Commercial and Commissioning Board and make a commitment to contribute to all meetings. Suitably briefed delegates will be accepted.

If a core member is unable to attend a meeting he/she should notify the Chair as soon as possible.

Core Members	
Name	Role
Andrew Spice (Chair)	Director – Commercial and Commissioning <ul style="list-style-type: none"> Chair of Board Executive direction
Michael Hudson	Chief Financial Officer – Finance <ul style="list-style-type: none"> Executive direction
Sarah Wilkins/Hannah Needham	Children, Families and Communities Commissioning (Service Head) <ul style="list-style-type: none"> Commissioning direction
Elaine Carolan	Adult Social Care Commissioning (Service Head) <ul style="list-style-type: none"> Commissioning direction
Rachel Hill/Nigel Hudson/Paul Smith	Economy and Infrastructure Commissioning (Service Head) <ul style="list-style-type: none"> Commissioning direction
Liz Altay	Public Health Commissioning (Service Head) <ul style="list-style-type: none"> Commissioning direction
David Griffiths	Strategic Procurement Manager <ul style="list-style-type: none"> Procurement expertise
Andrea Blake	Commercial Contracting Manager <ul style="list-style-type: none"> Contracting expertise
Katie Beddows	Project Manager <ul style="list-style-type: none"> Project management

The Board may invite additional participation from Directorates, as considered appropriate for the agenda.

A minimum of four Board members in total must be in attendance. This must include:

- Chair (Director of Commercial and Commissioning or Finance)
- 2 Service Heads (or authorised deputy)
- Strategic Procurement or Commercial Contracting Manager

5. FREQUENCY OF MEETINGS

The Board will meet weekly (face to face / conference call).

Documentation will be circulated 2 days prior to meetings. An action and decision log will be kept; the Strategic Procurement Manager will have responsibility for capturing and monitoring actions and decisions.

6. ACCOUNTABILITY

The board is accountable to SLT



7. STANDARD AGENDA ITEMS

- Welcome and Introductions
- Actions from previous meetings
- Contract review updates
- Procurement spend and savings
- Contract performance, targets and milestones
- Commissioning plan update
- Category and procurement plan update
- Commercial strategy update (quarterly)
- Category plan reviews (quarterly)
- AOB