

## **Commissioning and Procurement Sub Committee Terms of Reference**

### **Purpose**

To approve and oversee the delivery of the Council's commissioning and procurement work programme

### **Responsibilities**

- a. To review the implementation of the Commissioning Framework and Procurement Strategy across the City Council
- b. to evaluate the impact of the Commissioning Framework
- c. to evaluate the impact of the Procurement Strategy
- d. to approve the Council's annual commissioning work programme
- e. to approve the Council's annual procurement plan
- f. to approve procurement, commissioning and de-commissioning proposals at key decision level identified for review in the annual work programme and occasional urgent decisions not included in the work programme;
- g. to review, by exception, outcomes achieved and delivery against the Nottingham City Council Commissioning Framework's Guiding Principles
- h. to review, by exception, outcomes achieved and delivery against the Nottingham City Council Procurement Strategy Guiding Principles
- i. to approve and oversee the commissioning and implementation of the third sector Area Based Grant programme and any other voluntary sector grants of £25,000 and above

The Committee is accountable to the Executive Board.

The Committee meets monthly and the membership comprises:

- a. The Portfolio Holder whose remit includes Commissioning – if not included in a portfolio listed below
- b. The Leader of the Council;
- c. The Portfolio Holder whose remit includes Procurement
- d. The Portfolio Holder for Adults and Health
- e. The Portfolio Holder for Children's
- f. The Portfolio Holder for Community Safety, Housing and Voluntary Sector
- g. The Portfolio Holder for Leisure and Culture

The Chair of the Committee will be the portfolio whose remit specifically includes Commissioning.

If the Chair of the Health and Wellbeing Board is not a member under any of the above categories, s/he will be a non-voting co-opted member.

Standing invitations, with speaking but not voting rights, are made to representatives of the Voluntary Sector, namely Nottingham Community and Voluntary Service and Nottingham Equal

The quorum for this Committee has been fixed at 2.

**Commissioning and Procurement Sub Committee Members (6)**

(No substitutes allowed)

Councillor Jon Collins

Councillor Dave Liversidge

Councillor David Mellen

Councillor Alex Norris

Councillor David Trimble

Councillor Nick McDonald

**Standing invites to:**

Safdar Azam Nottingham Equal

Helen Kearsley-Cree Nottingham Community and Voluntary Service (NCVS)