

## **Cabinet Procurement & Insourcing Committee – 10 May 2021**

### **Agenda Item 2**

#### **Cabinet Procurement & Insourcing Committee - Terms of Reference**

(as at 28 April 2021)

#### **Cabinet Procurement & Insourcing Committee is responsible for the functions set out below:**

1. The Committee is authorised by Cabinet to give detailed consideration on all issues relating to procurement practice and policy and to award all high-risk contracts. The Committee may also reserve to itself the consideration contract award of any other procurement identified on the Forward Procurement Plan
2. The Committee will exercise the following functions and those matters which flow from them, which are executive functions and advise, as appropriate on:
  - Improving the quality of public services to better meet the needs of all local Citizens through the skilful use of procurement as a function to support Council priorities;
  - Ensuring the Council's procurement processes deliver Value for Money (VFM) outcomes where VFM is defined as the optimum combination of both whole life costs and quality (or fitness for purpose)
3. The Committee will oversee the progress of all contracting activities on the Forward Procurement Plan.
4. The Committee will oversee those procurements put before it under the Gateway process to ensure:
  - They are consistent with Hackney's procurement policy and procedures and the Council's statutory obligations as advised by Officers;
  - The "make or buy" decision is robust and consistent with achieving best value for the Council, where best value is defined as providing services that are efficient, effective and Value for Money.
  - The procurement approach will achieve best value for the Council, promoting procurement options that, where consistent with this duty, have regard to opportunities for collaborating with partners at local, regional, and national level, are designed to deliver a mixed economy of service provision, with ready access to a diverse, competitive range of suppliers providing quality services, including small firms, social enterprises, minority businesses and voluntary and community sector groups.

- Contract awards are made having regard to identification of the most economically advantageous tender (MEAT), considering issues such as quality, performance, delivery, continuity of supply and whole life costs.

- That the Benefits Realisation of contracts are considered and that lessons learned are captured.

5. The Committee will give consideration to proposals for insourcing of existing outsourced contracts as part of options appraisal for future service provision. Where there is a clear demonstration that this option will consistently achieve best value for the Council and its residents, the Committee will have the power to approve the insourcing of contracts.

6. The Committee will review contract variations as set out in Contract Standing Orders

7. The Committee will be responsible for considering any procurements that are referred by the Chair of Hackney Procurement Board (an officer panel established in accordance with Contract Standing Orders).

8. The Committee has the discretionary right to refer any Gateway 2 or 4 review for decision by Cabinet

9. The Committee will also consider and advise, as appropriate, on:

a) A corporate approach to best value in Procurement and ensuring all departments of the Council comply with these principles;

b) Value for Money studies following consideration by those bodies with appropriate responsibility for the specific area of work;

c) The use of procurement to support the Council's wider Equalities, Environmental, In-sourcing Services, Social and Community Benefit objectives

10. The Committee will be responsible for considering any procurements that arise from the acceptance of an Expression of Interest under Section 81 of the Localism Act 2011.

The quorum for the Cabinet Procurement & Insourcing Committee shall be two elected Councillors.