

## Strategic Commissioning and Commercial Board

### Terms of Reference

#### 1. Background

As a key element of the Blaenau Gwent County Borough Council Commercial Strategy, the Strategic Commissioning and Commercial Board (SCCB), will provide strategic guidance to the Commissioning and Procurement community and assess major commercial and procurement projects that are on-going within the Council. The goal of the SCCB is to ensure shared ownership for the realisation of desired outcomes and efficiencies across the Council and to ensure that commercial activities become an enabling function and that fully supports Council priorities.

#### 2. Purpose

The SCCB is an Officer Board which will:

- provide oversight and scrutiny of the Council's commercial activities, primarily commissioning, procurement, investments and trading;
- review and approve commercial activities at key stages of the commissioning and procurement lifecycle;
  - o Assess the intended outcomes and benefits of critical commissioning and procurement activities and their link to corporate priorities;
  - o Review procurement activity or contracts not performing against agreed standards;
  - o Ensure appropriate Contract Management resources are allocated;
  - o Review the performance of key commissioned and procured services to aid future scoping;
  - o Ensure adherence to constitutional requirements for all commercial activities;
- ensure alignment with corporate priorities, corporate objectives and ensure value for money;
- provide commercial expertise offering advice and support;
- inform best practice in the Council's commercial activities and ensure continuous development;

#### 3. Objectives

The SCCB will focus on the strategic direction of the Council's commercial activities including the commissioning and procurement of the organisation's 3<sup>rd</sup> party spend,

#### 4. Board Membership and Structure

- The SCCB is Chaired by the Managing Director;

## Appendix 1

- Membership includes Directors and/or nominated deputies for each Directorate and Chief Officer Service plus representatives from Procurement, Commercial Services and Finance officers and where agenda items require, Legal and OD representation;
- Board members are required to attend meetings regularly for continuity and consistency but may nominate deputies to attend by exception. Decisions will be taken by attendees of the meeting without referral to absentees wherever possible.

### **5. Authority**

The Group's authority comes from the Corporate Leadership Team and the Executive as part of the Council's Commercial Strategy. The chair of the Group will report to Corporate Leadership Team after each meeting, normally by tabling minutes from the Group at the following meeting of the Corporate Leadership Team. Corporate Leadership Team may ask the SCCB to include specific reviews to seek assurances on value of money and delivery of intended outcomes. The work of this group will be reported through Corporate Overview Scrutiny on a quarterly basis and on an annual basis on the Commercial Strategy Council as part of the regular reporting on the Commercial Strategy.

### **6. Budget**

The Group has a delegate budget of £496k. This is to be awarded where purchasing manager or commissioners need to supplement their budgets to meet additional inflationary uplifts where the allocated budget does not meet the uplift.

### **7. Quorum**

The Group will be quorate with the Chair, representation for each directorate (Environment and Regeneration, Education, Social Services, Commercial Services and Resources), and representatives from the organisation's Commercial and Procurement team.

### **8. The Role of the Secretariat (Blaenau Gwent County Borough Council Commercial and Procurement Service)**

- The Secretariat is responsible for:
  - a. Development of the Forward Plan;
  - b. Ensuring that the Corporate Contracts Register is completed and maintained;
  - c. Initial assessment and acceptance or rejection of all submissions from the commercial lead;
  - d. Selection and submission of items for the Board agenda (in consultation with the Chair);
  - e. Providing commercial advice and guidance for papers/commercial issues which do not get included on the Board Agenda;
  - f. Reviewing and providing quality assurance for waiver requests prior to submission to Commercial and Procurement Services;
  - g. Providing feedback to the commercial lead on outcomes and issues discussed by the Board;
  - h. Dissemination of information and guidance to officers involved in commercial activities;

- i. Supporting the standardisation and continuous improvement of Council's commercial approaches;

## **9. Submission Process**

- a) All pre-contract activity (such as early thoughts or initial plans for commercial activities and sourcing strategies), contract award recommendations and all variations to contracts subject to the criteria outlined within the Council's Contract Procedure Rules (CPRs) must be submitted to the Board for review and approval to proceed. A checklist and template for presenting information will be provided to all commercial leads in advance.
- b) The commercial lead must submit a report to the Board Secretariat in advance of the meeting (for early thought or initial plans this must be done in the quarter before the intended start date for the procurement process. Other timings will be dictated by the forward plan allowing sufficient time for due diligence and challenge).
- c) The Board Chair and Secretariat will review the Contracts Register and Forward Plan at or before each meeting and may also request progress reports or information on any of the commercial activities identified.

## **10. Frequency of meetings**

The Group will meet quarterly in February, May, September and November. Special meetings may be called if required.

## **11. Evaluation**

The Group's effectiveness and terms of reference will be reviewed annually by Corporate Leadership Team and the Group, including a review of membership and relevant skills. Changes to the terms of reference must be agreed by Corporate Leadership Team. The Group will review its handling of any significant project it manages within three months of the end of the project and will report back to Corporate Leadership Team on any lessons learned.