

Epping Forest District Council

Contract Standing Orders Working Party

TERMS OF REFERENCE

(Approved by Management Board on 3rd June 2015)

Purpose

To fundamentally review the Council's Contract Standing Orders and to formulate new ones - that adopt a more modern and flexible approach, are simpler to understand and comply with, are more responsive to the current and future procurement needs of the Council and that meet current EU Procurement Regulations, whilst ensuring appropriate controls and probity to safeguard the use of public money.

Terms of Reference

- 1) To review and consider the current Contract Standing Orders and identify areas of improvement, in accordance with the Working Party's Purpose.
- 2) To understand the implications that EU Procurement Regulations, and particularly the recent changes, have on procurement by the Council and its Contract Standing Orders.
- 3) To formulate new draft Contract Standing Orders that achieve the Working Party's Purpose.
- 4) To report regularly to Management Board on the Working Party's progress and to present new draft Contract Standing Orders to Management Board, prior to submission to members.
- 5) To present the new draft Contract Standing Orders to the Constitution Working Group for consideration and to oversee their onward progression to Full Council.
- 6) To disseminate information and arrange appropriate training on the new Contract Standing Orders to all staff involved with procurement activities.

Chairman

The Working Party will be chaired by the Director of Communities.

In his absence, the meeting will be chaired by a member of the Working Group nominated by the Chairman or the members present.

Membership

Chairman	- Alan Hall
Dem. Services (Constitution)	- Simon Hill
Procurement	- Shane McNamara
Internal Audit	- Sarah Marsh
Accountancy	- Peter Maddock
Legal Services	- Alison Mitchell
Communities (Client)	- Paul Pledger
Facilities Management (Client)	- Mike Hobbs
Neighbourhoods (Client)	- Jim Nolan (initially) / Business Manager (subsequently)

Officer Support / Secretariat

Mark Jenkins – Democratic Services.

Other Attendances

The Working Party can invite other officers to attend meetings as appropriate. Working Party Members may arrange for substitutes to attend in their absence

Frequency of Meetings

Meetings will be held as required – but at least monthly

Target Date for Adoption of New Contract Standing Orders by Full Council

March 2016