

Report Title: Appointment of the Executive Procurement Committee and the Executive Voluntary Sector Grants Committee

Forward Plan reference number (if applicable): n/a

Report of: The Chief Executive

Wards(s) affected: All

Report for: non key decision

### **1. Purpose**

1.1 To propose the establishment of two Executive decision-making committees - Procurement Committee and the Voluntary Sector Grants Committee for the 2006/07 Municipal Year, their membership and quorum.

### **2. Introduction by the Leader of the Council**

This report sets out proposals for the establishment of two Executive decision-making committees:

- Executive Procurement Committee
- Executive Voluntary Sector Committee

Their terms of reference, membership and quorum are outlined in this report.

The Executive Procurement Committee will play an important part in enabling the Executive to undertake our responsibilities in relation to contract and procurement decisions. Good procurement decisions are central to sound financial management and our continued commitment to achieving value for money and the delivery of excellent services to Haringey's communities.

The Executive Voluntary Sector Committee will enable this Council to build on the constructive and positive relationships with our partners within the Voluntary Sector. The remit of this body is broader than in previous years and goes beyond the scope of solely allocating grant aid to that of issues relating to the Voluntary Sector in general.

These Executive decision-making Committees will continue to operate in the spirit of openness, transparency and accountability.

### **3. Recommendations**

- 3.1 That the Executive Procurement Committee be established in the 2006/07 Municipal Year with the membership, quorum and terms of reference as outlined in paragraph 8 below.
- 3.2 That the Executive Voluntary Sector Committee be established in the 2006/07 Municipal Year with the membership and terms of reference as outlined in paragraph 9 below.

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### **4. Executive Summary**

- 4.1 If the Executive wishes to establish Executive Committees to which it will be delegating decision-making powers, this must be formally agreed by the full Executive in order for it to be a lawful delegation. It is therefore proposed that the Executive establishes an Executive Procurement Committee and Executive Voluntary Sector Committee to undertake procurement and voluntary sector related decisions respectively.

### **5. Reasons for any change in policy or for new policy development (if applicable)**

- 5.1 The Constitution sets out rules for the Terms of Reference and Delegation of Powers as well as provisions with respect to the proceedings of the Executive and Executive Committees.

### **6. Local Government (Access to Information) Act 1985**

- 6.1 Reports to the meetings of the Executive on 2 and 14 June 2005 entitled 'Appointment of Procurement Committee' and 'Appointment of Executive Committees and Other Bodies'
- 6.2 Agenda for the Annual Meeting of the Council held on 22 May 2006.

### **7. Background**

- 7.1. The Council at their Annual Meeting on 22 May 2006 referred to the Executive decisions on the establishment of Executive Committees and the appointment of Members to serve on them.

- 7.2. If the Executive wishes to establish committees to which it will be delegating decision-making powers, this must be formally agreed by the full Executive in order for it to be a lawful delegation. It is therefore proposed that the Executive establishes an Executive Procurement Committee and Executive Voluntary Sector Committee to undertake procurement and voluntary sector related decisions respectively.
- 7.3. Decision making Committees of the Executive may only include Executive Members.

## **8. Executive Procurement Committee**

- 8.1. The proposed membership for the Executive Procurement Committee is 4 with a quorum of 2. Membership to consist of -

Executive Member Finance (Chair)  
Leader of the Council  
Executive Member Environment & Conservation  
Executive Member Housing

- 8.2. Appointed Members will be entitled to name any other Member of the Executive as a substitute in the event of absence. The substitute when attending in that capacity is to be recorded in the minutes as so doing and will have full voting and other rights and responsibilities.
- 8.3. The proposed Terms of Reference for the Committee are as follows -
- a) To exercise the functions of the Executive in respect of all contracts for procurement for works, goods or services in accordance with the Contract Procedure Rules set out in the Constitution except for those matters expressly delegated to any other body or person.
  - b) To undertake particular powers included within (a) as follows:
    - (i) waiver of Contract Procedure Rules where appropriate;
    - (ii) acceptance of tenders/award of contracts where appropriate;
    - (iii) approving variations, extensions and novations of contracts where appropriate;
    - (iv) annual review of Contract Procedure Rules;
    - (v) receive quarterly reports of the Director of Social Services and the Director of Children's Services in relation to 'spot contracts';
    - (vi) agreement of approved lists of contractors.
  - c) To oversee the process and receive reports at key milestones in respect of procurement of strategic service areas,
  - d) To advise the Executive on all matters concerned with procurement generally.

## **9. Executive Voluntary Sector Committee**

- 9.1. The proposed membership for the Executive Voluntary Sector Committee is 5 with a quorum of 2. Membership to consist of -

Executive Member for Community Involvement (Chair)

Executive Member for Crime and Community Safety

Executive Member for Finance

Plus 2 other Members of the Executive (All Members of the Executive to act as a panel of substitutes) selected according to whose portfolio responsibilities were relevant to the particular areas of activity under review).

- 9.2. The proposed Terms of Reference for the Committee are as follows –

- a) To consider officer recommendations for future funding and agree the awarding of grant aid to the voluntary and community sector
- b) To review funding to organisations where there is a potential breach of conditions of grant aid and/or service level agreement
- c) To advise the Executive on variations to the overall grant aid policy
- d) To advise the Executive on all aspects of the Council's relationship with the Voluntary Sector including the management and use of the community buildings portfolio.

## **10. Comments of Head of Legal Services**

- 10.1. The Council's Constitution sets out the relevant Executive arrangements at Part H4 Section 2 and confirms that it is for the Executive to determine its own decision making committees. Where changes to the nature of decision making committees are proposed these should be reported to the next Council meeting so that any changes can be incorporated into the Council's Constitution.

## **11. Comments of Director of Finance**

- 11.1. The Director of Finance has been consulted on this report and has no comments to add.

## **12. Summary and Conclusions**

- 12.1. The Executive is asked to consider the establishment of the Executive Procurement Committee and the Executive Voluntary Sector Committee in the 2006/07 Municipal Year.