

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

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

Report of: The Chief Executive

Wards(s) affected: All

Report for: key decision

1. Purpose

1.1 To appoint Cabinet Members to serve on the Procurement Committee and the Voluntary Sector Committee for the 2007/08 Municipal Year and to confirm the terms of reference of the two committees.

2. Introduction by Executive Member

- 2.1 This report sets out proposals for the appointment of Members to serve on two Executive decision-making committees, the Cabinet Procurement Committee and the Cabinet Voluntary Sector Committee. Their terms of reference are outlined for our confirmation.
- 2.2 The Procurement Committee will play an important part in enabling us 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.
- 2.3 The Voluntary Sector Committee will enable the Council to build on the constructive and positive relationships with our partners within the Voluntary Sector. The remit of this Committee now goes beyond the scope of solely allocating grant aid to that of issues relating to the Voluntary Sector in general.
- 2.4 These Cabinet decision-making Committees will continue to operate in the spirit of openness, transparency and accountability.

3. Recommendations

3.1 That the Cabinet appoint Members to serve on the Procurement Committee and on the Voluntary Sector Committee for the 2007/08 municipal year.

3.2 That the terms of reference of the Cabinet Procurement Committee and of the Cabinet Voluntary Sector Committee as outlined in paragraphs 8.2 and 8.3 below respectively be confirmed.

Report Authorised by: Dr. Ita O'Donovan, Chief Executive



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4. Executive Summary

4.1 Because of the need to arrange meetings of the Cabinet Procurement Committee and of the Cabinet Voluntary Sector Committee it is necessary to ensure the early appointment of Members to serve on these on these two sub-ordinate bodies of the Executive in the 2007/08 municipal year.

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

5.1 The Constitution sets out rules for the Responsibility for Functions as well as the terms of reference of the Cabinet and Cabinet Committees.

6. Local Government (Access to Information) Act 1985

6.1 Report to the meeting of the Executive on 13 June 2006 entitled 'Appointment of the Executive Procurement Committee' and the 'Appointment of Executive Voluntary Sector Committee'

6.2 Agenda for the Annual Meeting of the Council held on 21 May 2007.

7. Background

7.1 The Council at their Annual Meeting on 21 May 2007 adopted a revised Constitution which included, amongst other things, the terms of reference of the Cabinet and of Decision Making Committees of the Cabinet.

8. Description

8.1 As decision making Committees of the Cabinet, the membership of the Procurement Committee and the Voluntary Sector Committee may only include Cabinet Members.

8.2 It is proposed that for the municipal year 2007/08 the membership of the Procurement Committee be 4 with a quorum of 2 and consist of -

Cabinet Member Resources (Chair)
Leader of the Council
Cabinet Member Children and Young People
Cabinet Member Housing

It is also proposed that the Members appointed be entitled to name any other Member of the Cabinet as a substitute in the event of absence from a meeting and that substitutes, when attending in that capacity, be recorded in the minutes as so doing and be entitled to carry full voting and other rights and responsibilities.

The Terms of Reference of the Committee agreed by the Council were as follows

- a) To exercise the functions of the Cabinet in respect of all contracts for procurement for works, goods or services in accordance with the Contract Procedure Rules set out in Part Four Section J of 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 Adults, Culture and Community Services and the Director of the Children and Young People's Services in relation to 'spot contracts';
 - (vi) agreeing 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 Cabinet on all matters concerned with procurement generally.

8.3 It is proposed that for 2007/08 the membership of the Voluntary Sector Committee be 5 with a quorum of 2 and consist of-

Cabinet Member for Community Cohesion and Involvement (Chair)
Cabinet Member for Enforcement and Safer Communities
Cabinet Member Resources

Plus 2 other Members of the Cabinet (All Members of the Cabinet to act as a panel of substitutes with three to be selected according to whose

portfolio responsibilities were relevant to the particular areas of activity under review).

The Terms of Reference of the Committee agreed by the Council were 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 Cabinet on variations to the overall grant policy;
- d) To advise the Cabinet on all aspects of the Council's relationship with the Voluntary Sector including the management and use of the community buildings portfolio.

9. Comments of the Acting Head of Legal Services

- 9.1 The Council's Constitution sets out the relevant Cabinet arrangements at Part Three, Section D and confirms that the Cabinet may establish decision making committees, which may only include Cabinet Members. The Cabinet may establish advisory Committees, the membership of which need not be limited to Cabinet Members. The Cabinet may change them, abolish them, or create further ones, at its own discretion. Unless changed or abolished, the two decision-making Committees continue in operation without the need for formal renewal each year.

10. Comments of Director of Finance

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

11. Summary and Conclusions

- 11.1 This report sets out the provisions contained in the Constitution in relation to the establishment of Committees of the Cabinet and the appointments to the two decision making committees which were made in the 2006/07 Municipal Year. The Cabinet is asked to appoint Members to serve on the committees for 2007/08 and to confirm the terms of reference of the committees

12. Recommendations

- 12.1 That the Cabinet appoint Members to serve on the Procurement Committee and on the Voluntary Sector Committee for the 2007/08 municipal year.
- 12.2 That the terms of reference of the Cabinet Procurement Committee and of the Cabinet Voluntary Sector Committee as outlined in paragraphs 8.2 and 8.3 above respectively be confirmed.