

Appendix 1

Role of Elected Members in the Area Council Commissioning Process

Determine the challenge to be addressed and the outcomes which are sought (this could include involvement in working groups, workshops etc as well as discussions at formal Area Council meetings).



Approve (at a formal Area Council meeting) a specification against which goods or services can be procured or commissioned - dependent upon value and nature of requirements.

If the decision is to be made on price and quality, particular consideration of the quality criteria and the weighting is required.

Where a tender evaluation panel is required Members (without an interest as defined in the Members Code of Conduct) will be invited to put themselves forward for this.



Members who are not part of the tender evaluation panel can then promote the tender opportunities to local businesses/organisations.



Members who are part of the tender evaluation panel will meet with relevant officers to assess the submissions against the pre-agreed quality criteria.

The outcome of this assessment will then be independently evaluated with the price element (utilising the weighting previously agreed by the Area Council) in order to determine the successful company.



Members will receive a report *for information* to the subsequent Area Council of the outcome of this process. A specific report to Cabinet on the outcome of each decision is not required.



Members will have a monitoring role over the commissioned goods/service in order to evidence whether outcomes are being achieved. This may just involve reports to Area Council meetings but proactive investigation and/or involvement by Members will be encouraged so that the success or otherwise of the commissioned service can be experienced first-hand. Members will also receive a review of the commissioned service as part of formal project close-down.

