

## Procurement Arrangements

Further to the Audit carried out by Staffordshire County Council and reviewed by KPMG, one of the recommendations contained in the Audit Report (copy attached) is as follows:-

The LINK currently adheres to the County Council's procurement regulations. Given that the LINK is a £300,000 turnover organisation these limits may be considered to be too high.

As a result, below are suggested procurement levels for discussion by the Staffordshire LINK Co-ordinating Group at Co-ordinating Group meeting on 14<sup>th</sup> October 2011.

**1. Expenditure of £1 - £750**

Deferred responsibility to the LINK Manager from the Co-ordinating Group provided that that the expenditure is for activity/resources in the pursuance of an agreed LINK business plan and work plan.

**2. Expenditure of £751 - £3,000**

Expenditure based on receipt of a minimum of 3 competitive quotes/proposals from a relevant competitive market. Quotes/proposals will be assessed against set criteria by the Chair of the Tender Board and Jackie Owen, LINK Manager.

**3. Expenditure of £3,001 and above**

Expenditure following a tendering process offered via the LINK on-line tendering system which would set out the deliverables, outcomes and success measures.

It is proposed that the Co-ordinating Group set up a Tendering Board and that a member of the Group lead that Board with the following remit:

- Set specifications for tender opportunities
- Set deliverables, timescale for delivery and budget
- Set success/outcome measures and how the contract would be monitored/evaluated both during and post completion of the contract.

It is proposed that Sue Baknak would provide support for this activity.

Terms of reference for the Tendering Board need to be agreed including:

- Membership of the Board
- Number of members – it is suggested a minimum of 3 and max of 5 with quoracy being met with 3 members present.
- To ensure financial probity it is suggested that Peter Shakespear (County Council Finance Officer) attend the Board meetings.
- Conflict of Interests Declarations.
- Training