

Briefing Note: Role of Members in Procurement

Members' Roles

The extent to which Members are involved in the procurement process is largely dependent upon the Member's role. The following provides a brief overview in relation to the main roles:

Members of the Executive Board

- Adopting the Council's Procurement and Commissioning Strategies, ensuring it is aligned with strategic objectives and monitoring its implementation.
- Overseeing the corporate arrangements for procurement and contract management to ensure they are operating effectively.
- Making key decisions in the procurement cycle for major projects.
- Endorsing the use of gateway reviews established with the Council's "delivering successful change" programme and project management.
- Monitoring the performance of partnerships and other key contracts.
- Learning lessons from major projects and partnerships.

Members of a Scrutiny Board

- Conducting enquiries into new models of service delivery.
- Reviewing areas of high spend to identify opportunities for improved value for money.
- Challenging the progress of major procurement projects.
- Reviewing the performance of partnerships and other key contracts.
- Ensuring that lessons are learnt from major projects and partnerships.

In addition, Members may have individual roles which see them having some involvement in the procurement process:

Executive or Lead Member Responsible for a Particular Service or Policy Area

- Receiving updates on procurement activity within their area of responsibility e.g. future procurement plans, significant changes to procurement arrangements, current performance on key contracts, etc.

Ward Member Responsibility

- Inputting into the process of determining needs, by representing the views of people and business in their wards.
- Challenging issues of poor performance on existing contracts where their wards are affected

Limits to Involvement

In the main, Members are responsible for determining the strategic framework within which procurement operates. They determine policy and strategy around procurement activity and input into determining needs. They also have a monitoring role in relation to the procurement process and the resulting contractual arrangements.

However, Members are excluded from the operational aspects of individual procurement projects. This is to ensure that Members are, and are seen to be, totally independent from the procurement process. This protects Members from any accusations of inappropriate influence over procurement decisions. The Members' Code of Conduct makes further reference to this.

Further Guidance

Further guidance is available from the Council's intranet site and from the IDeA

- Procurement Guide for Members - [<Click Here – LCC Intranet>](#)
- Members' Guide to Procurement - [<Click Here - IDeA Website>](#)

Wayne Baxter
Chief Procurement Officer
Tel: 0113 22 43353