

# The Devon Procurement Partnership

## Terms of Reference

**Vision:** To achieve procurement excellence throughout Devon authorities by working together to cultivate a cohesive and collaborative environment, this will support:

- the strategic priorities of member organisations
- the Devon Community Strategy; and
- the modernisation agenda

**Mission:** To embark on a “joined up” approach to public sector procurement within the County that facilitates, where appropriate:

- collaborative procurement activity
- benchmarking
- sharing of procurement related expertise, knowledge and best practice
- working towards commonality of procurement related systems and tools (e-procurement)
- standardisation (of documentation, equipment, processes)
- support of local market development
- cultivating a commercial environment of continuous improvement and supply chain innovation
- championing sustainable procurement activity within the community

**Objectives:** The objectives of the partnership will include:

- (i) the creation of a strategic plan that will set out timeline **targets** for achieving Partnership initiatives
- (ii) identification of areas of **synergy and collaborative opportunity** for the purpose of:
  - maximising Devon’s purchasing influence (cash savings)
  - achieving ‘process’ and ‘resource’ savings for Authorities by dividing the responsibility for pre-contract procurement activity for ‘common commodities’

- achieving 'process' and 'resource' savings for suppliers by eliminating the requirement to compete individually for each Authority's 'common' business
- (iii) to jointly consider, appraise, select, implement and manage appropriate and cost-effective **e-procurement solutions** which will support the partnership's efforts in:
- achieving savings in commodity and transaction cost
  - accessing 'spend' data for usage and trend analysis
  - contract monitoring and management
- (iv) **supporting the economic and social infrastructure of Devon** by encouraging local supply solutions (where possible, and in strict compliance with legislation and best value principles) by:
- ensuring visibility of contract opportunities
  - working with stakeholder organisations to communicate a better understanding of the way in which the Authorities do business and increase the commercial viability of SME's in contracting to public sector organisations
  - introducing "community benefits" into the contracting process in line with EU guidance
  - ensuring that sustainability, equality and diversity is inherent in the procurement process and in the working practices of suppliers
- (v) identifying and reviewing **alternative procurement opportunities** which may complement the work of the Partnership and/or deliver additional benefits to the member organisations, such as:-
- The South West Procurement Federation
  - other eligible framework agreements, eg. Emergency Services or University contracts

- (vi) **raising the profile of procurement** both internally and in the wider community by:
  - marketing collaborative procurement initiatives and successes
  - giving wide and transparent access to partnership activities (eg. Chief Officers, members, the community, the private sector)
  - encouraging a broad range of stakeholder and/or external expertise to take part in activities or sub-group consultation (as appropriate)

- Operations:**
- (i) The Partnership will meet on a regular basis (every 6-8 weeks)
  - (ii) In the interests of expediency and progress, the Partnership may appoint a sub-group or working party to undertake research into particular initiatives and report back to the main meeting. Any such sub-group will be formed from the membership (or their appointed representative within their Authority) and may also include other stakeholders or internal/external expertise if appropriate
  - (iii) For each major activity the Partnership will consider how best to engage a broader range of stakeholder to ensure inclusiveness of requirements and range of expertise and knowledge
  - (iv) The Partnership will work openly and transparently. Agenda, minutes of meetings and working papers will be retained electronically and may be viewed by any member of any of the organisations forming the Partnership.
  - (v) Progress towards achieving objectives will be reviewed annually and will inform the strategic plan for the following year

**Membership:** The membership will be drawn from procurement representatives of Devon Councils, Devon emergency services organisations and any other Devon public sector bodies wishing to be involved.

**Leadership:** A Chair will be elected to co-ordinate and officiate Partnership meetings and progress strategic priorities. A Deputy Chair will be appointed to work closely with the Chair and to officiate meetings when the Chair is unavailable. (The Chair and the Deputy Chair should be elected from different organisations)

Those eligible to stand for the position of Chair and Deputy Chair will be any permanent member of the Devon Procurement Partnership.

Those eligible to vote for Chair and Deputy Chair will be any permanent member of the Devon Procurement Partnership group.