

Warwick District Council Procurement Champions

Terms of Reference

1. Summary

Procurement Champions will provide guidance in shaping policies for on-going and future procurement activities by:

- Supporting the Procurement Strategy to ensure the vision of the Council can be delivered in accordance with the Council's Corporate Strategy.
- Support and promote continuous improvement in procurement activity by providing oversight that key messages are followed.

2. Membership

- One member from each political group as appointed by Council.
- Resources Portfolio Holder
Strategic Procurement & Creditors Manager

3. Corporate Procurement Champions Strategic Responsibility

- Raising the awareness of the 'Code of Procurement Practice' and ensure that procurement is properly considered within all committee decisions.
- Review and advise on Procurement strategy objectives and outcomes, covering the whole procurement cycle, including contract management
- Review of Procurement Pipeline to advise on prioritisation of projects and consider resourcing implications.
- Ensure a commercial approach is applied throughout procurement process, including Contract Management and Commissioning;
- Consider cross-cutting procurement issues, i.e. time allocated for contract management in staff roles, ensuring appropriate levels of professional expertise within projects, building up the skill base of the organisation, ensuring sufficient time allocation for best value procurement exercises

Frequency of meetings

Quarterly, to start in January 2024.