

## Public Sector Commissioning Board – Terms of Reference

### 1. Purpose

To oversee public sector commissioning in the Borough of Tamworth.

### 2. Function

The Board will:

- ensure joined up and collaborative approaches to public sector commissioning for Tamworth and its communities
- ensure fair and transparent processes in the commissioning cycle which includes: the needs analysis/assessment stage, tendering and procurement, the decision making, contractual agreements, the monitoring and evaluation of commissioned services
- report to relevant bodies including the Tamworth Strategic Partnership and Cabinet as required
- ensure that funding is used to improve outcomes for the residents of Tamworth
- challenge partners and service providers to deliver quality outcomes
- Meet twice a year or as required

### 3. Membership

The Public Sector Commissioning Board membership will consist of:

Voting members of the Board:

- Tamworth Borough Council Cabinet member
- Tamworth Borough Council Councillor representative from the administration
- Tamworth Borough Council Councillor representative from the opposition party
- Staffordshire County Councillor or the District Commissioning Lead for Staffordshire County Council
- Director of Communities, Planning and Partnerships

Substitutions will be allowed.

Advisory members:

The following may attend the Board:

- 2 representatives from the Voluntary and Community Sector
- Head of Partnerships and Commissioning
- Representatives from other TSP members i.e. CCG, PCC, Police, Fire Service as appropriate
- Tamworth Borough Council officers as necessary

Co-opted members:

The Board can co-opt additional voting members to the Board when funding from other agencies is included in a tender process under the Public Sector Commissioning Framework.

Support:

Administrative support to the Board will be provided by the Partnership Funding Officer.

#### 4. Quorum

A minimum of three Board members represents a quorum. One of the three Board members must include the Commissioning Sponsor; the Director of Communities, Planning and Partnerships.

#### 5. Chair

The Chair will be the Commissioning Sponsor; Director of Communities, Planning and Partnerships. The Chair will have the casting vote.

#### 6. Probity and Declaration of Interest

Should a member of the Board or adviser to the Board recognise that a conflict of interest may arise, they must advise the Chair as soon as possible. Depending on the nature of the potential conflict of interest the Chair may decide that there will be no further involvement by that member or adviser in that particular matter.

#### 7. Key Relationships and Accountabilities

The Commissioning Sponsor as chair of the Commissioning Board has delegated authority from Tamworth Borough Council to authorise funding proposals in conjunction with the Commissioning Board on behalf of Tamworth Borough Council.

Tamworth Borough Council's liability insurance will cover the Commissioning Board.

The Commissioning Sponsor will take reports to Tamworth Borough Council's Cabinet and Tamworth Strategic Partnership as appropriate.

#### 8. Complaints

Complaints relating to the Commissioning Board or any of its members and advisers will be dealt with via Tamworth Borough Council's complaints process.