



Colne Town Council Terms of Reference

Contracts Committee

The Contracts Committee is a Sub-Committee of the Finance, Employment & Services (FES) Committee and will operate in accordance with the Council's Standing Orders and Scheme of Delegation.

1. Membership

- a) All Members, the Chairman, and the Vice-Chairman of the Contracts Committee will be appointed at the Annual General Meeting of the Council and will operate under formal standing order procedures regarding meetings including formal attendance recording, minuting of meetings and quorate minima.
- b) To provide continuity, the Member chosen to be the Chairman of the Contracts Committee, must be a member of the FES Committee, but cannot be the current Chairman of FES.
- c) All serving Councillors may request to be appointed to the Committee which will be composed of a maximum of six voting Members of the Council.
- d) Representatives for the current grounds' maintenance contractors will be asked to attend once a quarter but will not be voting members of the Sub-Committee.
- e) The Contract Committee can vote to co-opt other Councillors for fixed periods if additional expertise is needed, however these members will not have a right to vote or to move and second a motion.

2. Purpose of the Committee

The Contracts Committee will take the lead role in all matters relating to the ongoing contracts of Colne Town Council.

3. Aims & Objectives

The role of the Contracts Committee is to oversee the general management, maintenance, and administration of Council Contracts.

To provide an early review process to determine if the current contracts are operating effectively and to determine if the level of service being delivered is adequate for the Council's needs.

To rectify any issues arising by recommending appropriate actions to be taken to ensure that the Colne Taxpayer is receiving value for money.

4. Areas of Responsibility

To make recommendations to the FES Committee on any contract due for renewal or extension. This is including, but not limited to, Insurance, Christmas Lights, IT & Networking, Grounds Maintenance, CCTV, Security, Fire Prevention, Health & Safety and Human Resources Management.

To make recommendations to the FES Committee on any management contract due for renewal.

To make recommendations to the FES Committee on policies, objectives and priorities.

To review the effectiveness and efficiency of the Council's existing contracts in terms of quality, quantity, levels of service and value for money, at least six months before they are due to be renewed. And similarly with the management contracts to review relevancy and effectiveness so that any modifications can be dealt with in good time.

To differentiate between the contracts which will require a formal tender process and those that would just need an invitation to quote, and to discuss and draft the appropriate form of documentation for approval by the FES Committee.

5. Meeting arrangements and frequency

The Contracts Committee will aim to meet either bi-monthly or as and when deemed necessary with meetings scheduled within each quarter as a minimum.

6. Reporting and accountability

By its very nature, this Committee may have to discuss personal information or sensitive information from private organisations and businesses from time to time. Therefore, any discussions deemed confidential will be discussed in the private section of the meeting and any public or press in attendance, will be asked to leave the meeting.

The Contracts Committee will report directly to the FES Committee.