

STAR Procurement Shared Service Joint Committee

Terms of Reference

The proposal is to retain the Terms of Reference previously approved for the current STAR Joint Committee and which were subsequently incorporated into Stockport's, Trafford's and Rochdale's constitutions.

It is proposed that the following Terms of Reference are approved for the new Joint Committee and that any new partner will incorporate such into their own Constitutions:

- To manage the procurement operations of the Councils except for any procurement activity carried on by each Council that is specifically excluded by each Council from being dealt with by the STAR on its behalf.
- To agree any changes to the cost and income sharing arrangements set out in the inter-authority agreement.
- To agree the organisational structure of the STAR to carry out those operations.
- To recommend to Trafford Council the person to be appointed as Director of STAR and the salary for the post.
- To consider the policies and procedures for procurement activities carried out by the STAR recommended to it by its Board including the contract procedure rules under which it will operate for each of the Councils.
- To recommend the business plans and budgets of the STAR for approval by the Councils.
- To monitor the budget and performance of the STAR.
- To approve major changes to standard tender documentation and procedures.
- Such other matters as the Councils (for non-executive matters) and/or the Executive Leaders jointly agree. To the extent that the activities of the STAR Joint Committee are not executive functions the council delegates to the joint committee the power to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of the procurement functions delegated to it – in particular the power to make staffing appointments and the power to make draft standing orders as to contracts for agreement and incorporation into the constitution of each participating STAR Council but not the power to set budgets.

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