

## Role and Remit of CPT

- a) set out the strategic function, purpose and direction of procurement at the Council and in doing so develop, maintain, communicate and direct the implementation of a suitably comprehensive and robust policy framework, a Corporate Procurement Strategy and medium term action plan;
- b) devise, maintain and regularly review procurement regulations, processes, guidance (both internal and that intended for an external audience i.e. to suppliers and the general business community), all standard procurement documentation and e-forms and to develop and maintain a suitable Intranet site;
- c) tender, negotiate, implement and manage contracts for corporate supplies and services including commodities such as office supplies/stationery, print, agency staff, furniture, fixtures & fittings, taxis etc;
- d) provide best practice advice and guidance to staff involved in purchasing and procurement activities across all Council Directorates, and support and advise Chief Officers and Members as necessary in the decision making process;
- e) provide operational support to major projects and/or significant initiatives requiring specialist/expert procurement inputs as required across the organisation (e.g. Admin Accommodation, large works contracts such as Highways and other significant and complex procurements such as PFI schemes, shared service initiatives, regional procurement solutions etc);
- f) promote compliance and help to remedy and report non-compliance, ensuring the organisation is not placed in breach of its own regulations, legislation or EU directives;
- g) analyse corporate spend patterns and identify scope for efficiencies at the Council, working with the relevant Directorates to secure change, VFM and achieve year on year savings to support the Council's corporate budget requirements;
- h) keep up to date with developments in the national policy arena and assessing how the Council might best benefit from new initiatives and advise Chief Officers and Members accordingly;
- i) promote the use of the YPO and find new ways of 'remotely' directing best value purchasing options (i.e. introducing e-catalogues for managing all spend on common commodities);
- j) provide a single point of contact and liaison for external organisations (ie suppliers, Government departments and agencies, non-governmental bodies, best practice advisory groups, local authority networks etc).