

## Procurement Panel

### Terms of Reference

Our aim is to ensure that we achieve quality of works and services, value for money and involve our tenants and leaseholders through the procurement process.

We are committed to investing in our homes and communities and want to ensure we are spending money wisely on the services that our residents and customers want and need. We are committed to generating savings to increase resources and bringing additional benefits to our community.

#### What is Procurement?

Procurement is the process of sourcing goods, services and works: from identifying a need for them, to buying them and reviewing them during the full life cycle of the contract.

#### Resident Involvement in Procurement

Our residents and customers know what's important to them when it comes to the work we do in their homes and neighbourhoods. They understand what we need from a contractor, so where procurement projects affect existing customers, we will make every effort to involve residents at every stage of a procurement process. Our team of trained residents will be involved to ensure that the needs and priorities of our customers are considered and that our money is spent in the right places.

We use different contractors to provide services and we will take steps to make sure that we involve our trained volunteers at every stage of procurement starting from pre-tender, during tender and at the contract management stage. This includes but is not limited to the specification of the contract and the selection of the provider.

This opportunity is available for any resident to take part in. Residents will be invited to attend relevant training, for example:

- Procurement Process
- Value for money
- Interviewing and negotiating skills
- Any other events

This is to build on residents' skills to assist them in undertaking the role.

We ask our residents to:

- Assess the tender for whether it is fit for purpose and meets residents' needs
- Review all tender documentation before any evaluation meetings
- Be actively involved in discussions on the merits of each individual tender
- Participate in the interview process
- Remember that the purpose of the Group is to benefit SHG residents generally and not specific individuals

#### Time needed:

This involvement may take between 6-10 hours over an extended period.

For more information contact the Resident Involvement Team:

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