

**PROCUREMENT GOVERNANCE - PROTOCOL FOR INVOLVEMENT OF  
OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE**

This sets out a list of steps to be followed for the involvement of the relevant Overview and Scrutiny Management Committee (OSMC) in major procurement activities (as defined in the Action Plan attached to the Corporate Procurement Strategy).

1. An early paper to be prepared for the OSMC (and Cabinet) on the background, process, service benefits and timescale for the procurement/tendering exercise.
2. OSMC to ensure the approach is robust and best value will be achieved and to appoint a non-executive Member to serve on any Project Team established to manage and evaluate the tender exercise, on behalf of the OSMC. (The Member's role is one of constructive lay internal challenge to the process).
3. Mid-stage paper(s) if necessary to Cabinet or Cabinet Member only - with a copy to Scrutiny Member representative (and relevant Scrutiny Officer for information).
4. In exceptional circumstances the Scrutiny representative can report any serious mid-stage concerns that cannot be resolved within the Project Team to the relevant Scrutiny Chairman with a view to a paper being taken to the OSMC. (However, key progress can be reported briefly as appropriate by the representative at scheduled meetings of the relevant OSMC).
5. Paper on award of contract to Cabinet only (likely to be a confidential Part II item). Outcome paper to next available OSMC meeting with the Scrutiny representative taking the lead in reporting back on the exercise.
6. Annual review of service paper to be taken to relevant OSMC Committee at each anniversary of the contract with emphasis on performance against targets, and innovation. This to be produced by the contractor/partner with covering analysis by the client. OSMC to make any resulting recommendations to the relevant Cabinet Member for approval.

For further information please contact:

Mike Swabey  
Head of Procurement and Partnership  
Telephone 01225 713021  
email [mikeswabey@wiltshire.gov.uk](mailto:mikeswabey@wiltshire.gov.uk)