

Terms of Reference for Primary Care Trust Sustainable Commissioning and Procurement Group

1 Aim

The aim of the Sustainable Commissioning and Procurement Group is to develop policies, arrangements and practices which will enable PCT to meet its needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment.

This will enable the Trust to achieve maximum health outcome while minimising any damage to the environment that may arise from its commissioning and procurement activities.

We take sustainability to mean;

- Working in a way that meets the needs of the present without compromising the ability of future generations to meet their own needs.

2 Objectives

The objective of the group is to champion Sustainable commissioning and procurement in the PCT and among stakeholder organisations;

It will achieve this by:

1. Influencing stakeholders
2. Collaborating to identify, develop and promote good practice for all stakeholders
3. Supporting stakeholders

Influencing

- a. To influence PCT and stakeholder organisations to implement sustainable commissioning and procurement
- b. To promote awareness of the benefits of sustainable commissioning and procurement
- c. To champion the ambition of the PCT to be a leading trust in the application of sustainable commissioning and procurement

- d. To promote the use of PCT's definition of sustainable development

Sharing

- e. To share good practice including, research, policy, strategy, action plans, toolkits and other standard processes between commissioning and procurement functions and stakeholder organisations
- f. To provide a structure that co-ordinates the application of sustainable commissioning and procurement within PCT.
- g. To monitor PCT's progress on sustainable commissioning and procurement

Supporting

- h. To enhance the capability and capacity of PCT and stakeholder organisations to implement sustainable commissioning and procurement
- i. To contribute to PCT sustainable development agenda, including climate change and sustainable consumption and production
- j. To contribute as required to other strategic corporate objectives

3 Membership and Reporting

The Group will report to the Climate Change and Sustainability Steering Group.

The Chair of the Sustainable Commissioning and Procurement Group will be appointed by the Climate Change and Sustainability Steering Group and will be a member of the Climate Change and Sustainability Steering Group.

The Sustainable Procurement and Commissioning Group will include relevant staff from;

- Commissioning Directorate
- Procurement
- Public Health
- Bristol Community Health Senior Management
- Finance
- Strategic Development
- Communications

Additional members will be included as necessary.

4 Ways of working

The Group will meet at least monthly from April 2010 to April 2011. The meeting frequency will then be reviewed. Agendas and action lists will be communicated by email, and efficient communication methods will be by agreement of the group.

5 Responsibilities

Main responsibilities will be;

- Identifying and describing the current system of policies, arrangements, practices and data collection in relation to Sustainable Commissioning and Procurement
- Identifying good practice from elsewhere
- Understanding the barriers and levers for achieving change
- Making proposals to the Steering Group relating to policies, arrangements and practices that can achieve the objectives
- Assisting and guiding implementation of agreed policies arrangements and practices
- Assisting with evaluation, and providing reports on progress to the Steering Group