



PROCUREMENT ENGLAND LTD

PEL Advisory Committee Terms of Reference

Membership

Head or Director of the PEL Ltd members, 1 purchasing professional who is a member nominated by each of the English Regional Purchasing Consortia and who is a member of that purchasing consortium.

Heads or Directors of PEL Ltd Members shall serve on the PEL advisory committee for the same term as they hold office in their member organisation. The purchasing professional representative shall hold office for a period of three years, extendable by a further three years by their nominating consortium.

Chair

The Chair shall be a head or director from a PEL Ltd member nominated by the PEL members and shall hold office for one year. They shall ensure that at least seven working days notice of a meeting has been given and that minutes of meetings are made available to all members of the advisory committee and the PEL Board. The advisory committee should normally meet at least three times per annum.

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1. To develop and implement an operating plan for approval by the PEL Ltd Board
2. To make recommendations to the PEL Ltd Board on the resources required to deliver the operating plan
3. To prepare reports for the PEL Ltd Board as requested
4. To co-ordinate activities between the members of PEL Ltd to ensure that there is minimum duplication
5. To work towards common systems and procedures between the PEL Ltd members
6. To facilitate the provision of a seamless high performing national procurement service to English higher education institutions