

## SUPC Council Terms of Reference

### Responsibilities of the Council

The Council shall inform SUPC strategy and activities on procurement matters and act as a forum for SUPC Member engagement.

These Terms of Reference set out at a high-level the role of the Council.

<p><b>Purpose and Scope</b></p>	<p>The purpose and Scope of the SUPC Council is to:</p> <ol style="list-style-type: none"> <li>1. Act as a voice of the SUPC Membership</li> <li>2. Facilitate engagement between SUPC and its Members</li> <li>3. Inform the activities and strategic direction of SUPC</li> <li>4. Provide a forum to bring together procurement expertise within the Membership.</li> </ol>
<p><b>Terms of Reference</b></p>	<ol style="list-style-type: none"> <li>1. Support effective engagement between SUPC and its Members</li> <li>2. Appoint an SUPC Chair of the Council from among their number, to serve for a period of four years, subject to remaining a member of Council</li> <li>3. Ratify the appointment, subject to their remaining a member of Council, of:             <ol style="list-style-type: none"> <li>a. Two Members to serve on the SUMS Management Committee for a period of four years</li> <li>b. Two Members to serve on the Strategic Partnering Advisory Board for a period of four years</li> </ol> </li> <li>4. Set up and dissolve Working Groups as appropriate to inform the activities of SUPC, and determine their terms of reference and membership as appropriate</li> <li>5. Agree the appropriate vehicle for setting the level of Marketing Premium to be retained by SUPC, to part fund activities undertaken on behalf of SUPC membership</li> <li>6. The Council shall be mindful of the charitable status of Full members, Associate members, Affiliate members and of SUMS and do nothing to infringe such status</li> <li>7. Act as advocates of SUPC within their Member organisation and within the wider HE sector.</li> </ol>

<b>Membership</b>	<p>8. The Council members are to include:</p> <ul style="list-style-type: none"> <li>a. One representative from each Full member institution, nominated by the member institution and subject to the agreement of Council. This is normally the procurement manager or the most senior officer responsible for purchasing.</li> <li>b. CEO of SUMS</li> <li>c. SUPC Head of Category Management &amp; Services.</li> </ul> <p>9. Membership of Council will cease if the:</p> <ul style="list-style-type: none"> <li>a. Institution of which the member of Council is a member ceases to be a member of SUPC</li> <li>b. Member of Council leaves the employment of the member institution, substantively changes their terms of employment with the member institution, or is suspended.</li> <li>c. Member institution revokes their nomination and nominates another person in place of the current representative to serve as its representative</li> <li>d. Member of Council is excluded by vote of the Council in consequence of a failure to declare a direct or indirect personal interest in any framework agreement, arrangement or dealing with the Consortium discussed at a Council meeting where they are present</li> </ul> <p>10. In the event that the Chair of the Council is not present at an appointed meeting, the members of Council present may elect an Acting Chair from among those present</p> <p>11. Any member of the SUMS Management Committee who is not a Council member can attend a meeting of Council, but will not be entitled to vote.</p>
<b>Working Groups of the Council</b>	Set up and dissolve working groups to work on Council's behalf in specific areas, and determine their terms of reference, membership and Chair.
<b>Administrative arrangements</b>	<p>Ensure:</p> <ul style="list-style-type: none"> <li>12. Meetings take place at least twice a year</li> <li>13. Members to receive at least fourteen days' notice of the date and agenda for all meetings of the Council</li> <li>14. Minutes are taken at each meeting of Council and Working Group of Council recording names of Council members present, proceedings and decisions taken.</li> <li>15. The Council shall report minutes of its meetings and working groups to SUPC</li> <li>16. Minutes are made available to all members of the Council and SUPC</li> </ul>
<b>Review</b>	<p>Terms of reference:</p> <ul style="list-style-type: none"> <li>17. At least every two years</li> <li>18. Date of next review: June 2021</li> </ul>