



**LLANDRILLO COLLEGE
FURTHER EDUCATION CORPORATION**

**TERMS OF REFERENCE OF THE
TENDERS COMMITTEE**

Recommended by Governance & Quality Committee: 16 November, 2005

Approved by Corporation Board: 7 December, 2005

LLANDRILLO COLLEGE FURTHER EDUCATION CORPORATION

TENDERS COMMITTEE TERMS OF REFERENCE

- 1 A Tenders Committee shall comprise two persons consisting of:
 - Corporation Chair and/or Vice Chair *ex officio*; in matters of pressing urgency when both the Chair and Vice Chair are unavailable, the Clerk may invite a member from the business, co-opted, local authority or local community membership category.
 - One member from the business, co-opted, local authority or local community Corporation membership category.
- 2 Save for the *ex-officio* member, other members shall be appointed for each meeting by the Clerk to the Corporation using an alphabetical schedule of eligible members. Each member will be contacted sequentially until a total of two members is achieved. The Clerk to the Corporation will be required to compile and retain a schedule of such contacts.

Where meetings are adjourned pending evaluations of tenders the original membership should be convened except in exceptional circumstances.
- 3 In the eventuality of a conflict of interest arising between a member and the tender process under consideration, the meeting shall be terminated immediately. A reconvened meeting shall be organised as soon as is practicable, with new members, as required, being selected as indicated in Item 2 above.
- 4 The Committee shall have the power to employ the services of such external advisers as they deem necessary to fulfil their responsibilities and to secure the attendance of non-members with relevant experience and expertise if it considers this necessary.
- 5 The Corporation's Chair or Vice Chair or their representative shall chair the Committee.
- 6 The quorum for meetings of the Committee shall be two persons.
- 7 The Committee shall meet as and when tenders have been invited.
- 8 The Clerk to the Corporation shall act as Clerk to the Committee and shall keep appropriate records of their proceedings.
- 9 The Committee shall oversee the opening and recording of tenders on approved documentation in accordance with the Corporation's Financial Regulations.

These Terms of Reference shall be subject to the provisions of the Instrument and Articles of Government.

10 The Committee shall be make recommendations to the College Corporation on the result of the tendering process.

Revision History

Recommended by Governance & Quality Committee:-
5 November, 2003

Approved by Corporation Board:-
10 December, 2003

Recommended by Governance & Quality Committee:-
24 November, 2004

Approved by Corporation Board:-
8 December, 2004

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16 November, 2005

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7 December, 2005

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