



# CABINET PROCUREMENT COMMITTEE

Monday, 7th September, 2020

at 5.00 pm

Until further notice, all Council meetings will be held remotely - this meeting can be viewed by clicking on the following you tube link :  
<https://youtu.be/oHVOWxD50Lo>

**Members:** Deputy Mayor Rebecca Rennison - Chair  
Deputy Mayor Anntoinette Bramble  
Cllr Jon Burke  
Cllr Caroline Selman  
Deputy Mayor and Cabinet Member for Finance, Housing Needs and Supply  
Deputy Mayor and Cabinet Member for Education, Young People and Children's Social Care  
Cabinet Member for Energy, Waste, Transport and Public Realm  
Cabinet Member for Community Safety, Policy and the Voluntary Sector

**Substitute Member** Mayor Philip Glanville

**TIM SHIELDS**  
Chief Executive

Contact: Clifford Hart  
Senior Governance Services Officer  
Tel: 020 8356 3597  
[clifford.hart@hackney.gov.uk](mailto:clifford.hart@hackney.gov.uk)

27 August 2020

# AGENDA

## Monday, 7th September, 2020

### ORDER OF BUSINESS

<b>1</b>	<b>APOLOGIES FOR ABSENCE</b>	
	<b>Urgent Business</b>	
<b>2</b>	The Chair will consider the admission of any late items of Urgent Business. Late items of Urgent Business will be considered under the agenda item where they appear. New items of unrestricted urgent business will be dealt with under Item 10 below. New items of exempt urgent business will be dealt with at Item 16 below.	
	<b>DECLARATIONS OF INTEREST - Members to declare as appropriate</b>	
<b>3</b>	<p>A Member with a disclosable pecuniary interest or a prejudicial interest in a matter who attends a meeting of the authority at which the matter is considered:</p> <p>(i) must disclose the interest at the start of the meeting or when the interest becomes apparent, and</p> <p>(ii) may not participate in any discussion or vote on the matter and must withdraw from the meeting room.</p> <p>A Member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Register of Members' Interests or the subject of a pending notification must notify the Monitoring Officer of the interest within 28 days of the disclosure.</p> <p>Disclosable pecuniary interests, personal interests and prejudicial interests are defined at Paragraphs 8.1-15.2 of Section Two of Part 5 of the Constitution and Appendix A of the Members' Code of Conduct.</p>	
	<b>NOTICE OF INTENTION TO CONDUCT BUSINESS IN PRIVATE, ANY REPRESENTATION RECEIVED AND THE RESPONSE TO ANY SUCH REPRESENTATIONS</b>	

4	<p>On occasions part of the Cabinet Procurement Committee meeting will be held in private and will not be open to the public if an item is being considered that is likely to lead to the disclosure of exempt or confidential information. In accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (the "Regulations"), members of the public can make representations about why that part of the meeting should be open to the public.</p> <p>This agenda contains exempt items as set out at Item 13, 14, and 15:</p> <p>No representations with regard to these have been received.</p> <p>This is the formal 5 clear day notice under the Regulations to confirm that this Cabinet Procurement Committee meeting will be partly held in private for the reasons set out in this Agenda. Information) (England) Regulations 2012 (the "Regulations"), members of the public can make representations about why that part of the meeting should be open to the public.</p>	
5	<b>DEPUTATIONS/PETITIONS/QUESTIONS</b>	
	<b>UNRESTRICTED MINUTES OF THE PREVIOUS MEETING OF CABINET PROCUREMENT COMMITTEE HELD ON 6 JULY 2020</b>	
6	To confirm the unrestricted minutes of the meeting of Cabinet Procurement Committee held on 6 July 2020.	<b>(Pages 1 - 14)</b>
	<b>REQUEST TO ACCESS WALTHAM FOREST FRAMEWORK: FOR SUPPORTED LIVING SERVICES FOR PEOPLE WITH LEARNING DISABILITIES, MENTAL HEALTH AND/OR PHYSICAL DISABILITIES. - KEY DECISION NO. CACH Q98</b>	
7	<p>The London Borough of Waltham Forest (LBWF) seeks to procure a framework agreement for supported living services for people who have Care Act eligible needs for accommodation-based support arising from mental health, learning disability or physical disability.</p> <p>This report is seeking Cabinet Procurement Committee's approval to call off the London Borough of Hackney (LBH) framework agreement once in place, so as to commission outcome focused supporting living services.</p>	<b>(Pages 15 - 32)</b>
	<b>SINGLE HOMELESS PATHWAY SERVICE - CONTRACT AWARD REPORT - KEY DECISION CACH. Q.94</b>	

8	This report seeks the Cabinet Procurement Committee's approval to award a contract for a housing-related support service for single homeless adults in the London Borough of Hackney.	<b>(Pages 33 - 48)</b>
<b>ENERGY PROCUREMENT BUSINESS CASE - KEY DECISION NO. FCR Q.99</b>		
9	This report seeks the approval of the Cabinet Procurement Committee to the award of a contract under Lot 1 of the new PBO B electricity Framework for flexible procurement and supply of half hourly, non-half hourly metered and unmetered supply of electricity with meter operations and additional services.	<b>(Pages 49 - 62)</b>
10	<b>ANY OTHER UNRESTRICTED BUSINESS THE CHAIR CONSIDERS TO BE URGENT</b>	
<b>DATE OF FUTURE MEETINGS</b>		
11	<p>Meetings of the Cabinet Procurement Committee commencing at 5.00pm for the remainder of the Municipal Year 2020/21 as follows:</p> <p>5 October 2020  9 November 2020  7 December 2020  18 January 2021  8 March 2021  12 April 2021  10 May 2021</p>	
<b>EXCLUSION OF THE PUBLIC AND PRESS</b>		
12	<p>Note from the Governance Services Manager</p> <p>Item(s) 6, 8 &amp; 9 allows for the consideration of exempt information in relation to items 13, 14, and 15 respectively.</p> <p>Proposed resolution:</p> <p>THAT the press and public be excluded from the proceedings of the Cabinet Procurement Committee during consideration of Exempt items 13-16 on the agenda on the grounds that it is likely, in the view of the nature of the business to be transacted, that were members of the public to be present, there would be disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Local Government Act 1972 as amended.</p>	
<b>EXEMPT MINUTES OF THE PREVIOUS MEETING OF CABINET PROCUREMENT COMMITTEE HELD ON 6 JULY 2020</b>		

13	To confirm the exempt minutes of the meeting of Cabinet Procurement Committee held on 6 July 2020.	(Pages 63 - 64)
	<b>SINGLE HOMELESS PATHWAY SERVICE - CONTRACT AWARD REPORT - KEY DECISION CACH. Q.94</b>	
14	Item 8 refers  Appendices A & B are exempt from publication under para 3 of Part 1, Schedule 12a of the Local Government Act 1972 (as amended).	(Pages 65 - 80)
	<b>ENERGY PROCUREMENT BUSINESS CASE - KEY DECISION NO. FCR Q.99</b>	
15	Item 9 refers  Appendices 1 & 2 are exempt from publication under para 3 of Part 1, Schedule 12a of the Local Government Act 1972 (as amended).	(Pages 81 - 88)
16	<b>ANY OTHER EXEMPT BUSINESS THE CHAIR CONSIDERS TO BE URGENT</b>	

## Access and Information

### Copies of the Agenda

The Hackney website contains a full database of meeting agendas, reports and minutes. Log on at: [www.hackney.gov.uk](http://www.hackney.gov.uk)

Paper copies will not be available from Governance Services at the current time..

### Council & Democracy- [www.hackney.gov.uk](http://www.hackney.gov.uk)

The Council & Democracy section of the Hackney Council website contains details about the democratic process at Hackney, including:

- Mayor of Hackney
- Your Councillors
- Cabinet
- Speaker
- MPs, MEPs and GLA
- Committee Reports
- Council Meetings
- Executive Meetings & Key Decisions Notice
- Register to Vote
- Introduction to the Council
- Council Departments

## DEMOCRATIC PROCESS

### Rights of Press and Public to Report on Meetings

Where a remote meeting of the Council and its committees are open to the public, the press and public are welcome to report on meetings of the Council and its committees, through any audio, visual or written methods and may use digital and social media providing they do not disturb the conduct of the meeting and providing that the person reporting or providing the commentary is present at the meeting.

Those wishing to film, photograph or audio record a meeting are asked to notify the Council's Monitoring Officer by noon on the day of the meeting, if possible, or any time prior to the start of the meeting or notify the Chair at the start of the meeting.

The Monitoring Officer, or the Chair of the meeting, will advise that this meeting is being held remotely.

The Chair shall have discretion to regulate the behaviour of all those present recording a meeting in the interests of the efficient conduct of the meeting. Anyone acting in a disruptive manner may be required by the Chair to cease recording or may be excluded from the remote meeting. Disruptive behaviour may include: causing excessive noise; intrusive lighting; interrupting the meeting; or filming members of the public who have asked not to be filmed.

Those visually recording a meeting are asked to respect the wishes of those who do not wish to be filmed or photographed. Failure by someone recording a meeting to respect the wishes of those who do not wish to be filmed and photographed may result in the Chair instructing them to cease recording or in their exclusion from the meeting.

If a meeting passes a motion to exclude the press and public then in order to consider confidential or exempt information, all recording must cease.. The press and public are not permitted to use any means which might enable them to see or hear the proceedings whilst they are excluded from a meeting and confidential or exempt information is under consideration.

Providing oral commentary during a meeting is not permitted.

### Representation

Contact details for all Councillors are available on the website or by calling 020 8356 3207.

Ward Councillors may be contacted at their surgeries or at the Town Hall (020 8356 3207).

You may also write to any Councillor or a member of the Cabinet c/o Hackney Town Hall, Mare Street, London E8 1EA.

## Scrutiny Procedures

Details are listed in Part 4 of the Council's constitution, see the website for more details or contact Overview and Scrutiny on 020 8356 3029

## Executive Meetings and Key Decisions Notice

The procedure for taking Key Decisions is listed in Part 4 of the Council's Constitution, available on the website ([www.hackney.gov.uk](http://www.hackney.gov.uk)).

The Executive Meetings and Key Decisions Notice showing Key Decisions to be taken is available on the Council's website. If you would like to receive a paper copy please contact Governance Services (Tel: 020 8356 3302). Or email: [governance@hackney.gov.uk](mailto:governance@hackney.gov.uk)

## Emergency Procedures

In case of fire or any other emergency the Head of Governance Services or his/her nominated officer will ensure orderly evacuation of all those present in the meeting room. All Members Officers and members of the public should proceed without delay to the assembly meeting point near the car park at the back of the Town Hall where the nominated officer will conduct a count of all who have been evacuated to ensure that all are safe.

## Advice To Members And Officers On Handling Exempt Papers

- Do not photocopy
- Store securely for as long as you hold it
- All papers can be given to Governance Services Officers who will dispose of them appropriately and arrange for them to be recycled
- Note that copies of all exempt papers are held by Governance Services staff.

## Public Involvement

The public have the right to ask questions or submit petitions or deputations to Cabinet Procurement Committee meetings.

Contact Governance Services (Tel: 020 8356 3432) for further information on how this can be arranged. Or email: [governance@hackney.gov.uk](mailto:governance@hackney.gov.uk)

Further information can also be found within Part 4 of the Council's Constitution (which can be seen on the website [www.hackney.gov.uk](http://www.hackney.gov.uk) at this link) –

<http://mginternet.hackney.gov.uk/documents/s36746/4.4%20-%20Executive%20Procedure%20Rules.pdf>

## ADVICE TO MEMBERS ON DECLARING INTERESTS

Hackney Council's Code of Conduct applies to **all** Members of the Council, the Mayor and co-opted Members.

This note is intended to provide general guidance for Members on declaring interests. However, you may need to obtain specific advice on whether you have an interest in a particular matter. If you need advice, you can contact:

- The Interim Director of Legal;
- The Legal Adviser to the committee; or
- Governance Services.

If at all possible, you should try to identify any potential interest you may have before the meeting so that you and the person you ask for advice can fully consider all the circumstances before reaching a conclusion on what action you should take.

### **1. Do you have a disclosable pecuniary interest in any matter on the agenda or which is being considered at the meeting?**

You will have a disclosable pecuniary interest in a matter if it:

- relates to an interest that you have already registered in Parts A and C of the Register of Pecuniary Interests of you or your spouse/civil partner, or anyone living with you as if they were your spouse/civil partner;
- relates to an interest that should be registered in Parts A and C of the Register of Pecuniary Interests of your spouse/civil partner, or anyone living with you as if they were your spouse/civil partner, but you have not yet done so; or
- affects your well-being or financial position or that of your spouse/civil partner, or anyone living with you as if they were your spouse/civil partner.

### **2. If you have a disclosable pecuniary interest in an item on the agenda you must:**

- Declare the existence and nature of the interest (in relation to the relevant agenda item) as soon as it becomes apparent to you (subject to the rules regarding sensitive interests).
- You must leave the room when the item in which you have an interest is being discussed. You cannot stay in the meeting room or public gallery whilst discussion of the item takes place and you cannot vote on the matter. In addition, you must not seek to improperly influence the decision.
- If you have, however, obtained dispensation from the Monitoring Officer or Standards Committee you may remain in the room and participate in the meeting. If dispensation has been granted it will stipulate the extent of your involvement, such as whether you can only be present to make representations, provide evidence or whether you are able to fully participate and vote on the matter in which you have a pecuniary interest.

### **3. Do you have any other non-pecuniary interest on any matter on the agenda which is being considered at the meeting?**



You will have 'other non-pecuniary interest' in a matter if:

- i. It relates to an external body that you have been appointed to as a Member or in another capacity; or
- ii. It relates to an organisation or individual which you have actively engaged in supporting.

#### **4. If you have other non-pecuniary interest in an item on the agenda you must:**

- i. Declare the existence and nature of the interest (in relation to the relevant agenda item) as soon as it becomes apparent to you.
- ii. You may remain in the room, participate in any discussion or vote provided that contractual, financial, consent, permission or licence matters are not under consideration relating to the item in which you have an interest.
- iii. If you have an interest in a contractual, financial, consent, permission or licence matter under consideration, you must leave the room unless you have obtained a dispensation from the Monitoring Officer or Standards Committee. You cannot stay in the room or public gallery whilst discussion of the item takes place and you cannot vote on the matter. In addition, you must not seek to improperly influence the decision. Where members of the public are allowed to make representations, or to give evidence or answer questions about the matter you may, with the permission of the meeting, speak on a matter then leave the room. Once you have finished making your representation, you must leave the room whilst the matter is being discussed.
- iv. If you have been granted dispensation, in accordance with the Council's dispensation procedure you may remain in the room. If dispensation has been granted it will stipulate the extent of your involvement, such as whether you can only be present to make representations, provide evidence or whether you are able to fully participate and vote on the matter in which you have a non pecuniary interest.

#### **Further Information**

Advice can be obtained from Dawn Carter-McDonald, Interim Director of Legal & Governance on 020 8356 6234 or email: [dawn.carter-mcdonald@hackney.gov.uk](mailto:dawn.carter-mcdonald@hackney.gov.uk)



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