

CABINET PROCUREMENT COMMITTEE

Monday, 9th November, 2020

at 5.00 pm

Under the current national emergency arrangements this meeting will be held remotely. The live stream can be viewed here:

https://youtu.be/Ew7cm5O3i_k

Members of the Committee :

Cllr Rebecca Rennison - Chair Deputy Mayor and Cabinet member for Finance, housing needs and supply

Cllr Anntoinette Bramble Deputy Mayor (Statutory) and Cabinet member for education, young people and children's social care

Cllr Caroline Woodley Cabinet Member for Families, Early Years, and play

Cllr Jon Burke Cabinet Member for Energy, waste, transport and public realm

Substitute Member: Mayor Phillip Glanville

Tim Shields - Chief Executive

Clifford Hart -Senior Governance Services Officer

Email: Clifford.hart@hackney.gov.uk AND governance@hackney.gov.uk

30 October 2020

The press and public are welcome to remotely join this meeting.

Hackney Council website: www.hackney.gov.uk

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

- Councillor contact details
- Agendas, reports and minutes from council meetings
- The council's constitution
- Overview and Scrutiny information
- Details and links to area forums and local consultations

CABINET PROCUREMENT COMMITTEE

Monday, 9th November , 2020

AGENDA

ORDER OF BUSINESS

Title of report /key Decision Number & Ward (where applicable)

1. Apologies for Absence
2. Urgent Business

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 13. New items of exempt urgent business will be dealt with at Item 21.

3. Declarations of Interest - Members to declare as appropriate

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:

i must disclose the interest at the start of the meeting or when or when the interest becomes apparent, and

ii. may not participate in any discussion or vote on the matter and must withdraw from the meeting proceedings in person or virtually.

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.

Disclosable pecuniary interests, personal interests and prejudicial interests are defined at paragraphs 8.1 - 15.2 of Section 2 of Part 5 of the constitution and Appendix A of the Members' Code of Conduct.

4. Notice of intention to conduct business in private, any representation received and the response to any such representations

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 members of the public.

This agenda contains exempt items as set out at Items 16-21

No representations with regard to these have been received.

This is the formal 5 day 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.

5. **To consider any deputations, questions or petitions referred to the Cabinet Procurement Committee by the Council's Monitoring Officer**
6. **Unrestricted Minutes of the Previous Meetings of Cabinet Procurement Committee held on a - 7 September, and b- 5 October 2020**
7. **Parking Services Enforcement - Business Case - Key Decision No. NH .12**

This report seeks Cabinet Procurement Committee approval to insource Parking Enforcement functions which will generate savings, improve service delivery and return the management of enforcement activities to the Council in full

8. **Parking Enforcement Agents Services CONTRACT APPROVAL - Key Decision No. NH R.9**

This report seeks Cabinet Procurement Committee approval to the award of contracts for the Enforcement Agents (previously known as bailiffs) services in respect of collection of unpaid parking Penalty Charge Notices (PCN), with the award being for a YPO Framework contract for four years with an option to extend for a further one year under the same YPO Framework.

9. **Provision of Vehicle Maintenance - Business Case - Key Decision No. FCR R.8**

This report seeks Cabinet Procurement Committee approval to insource the Vehicle Maintenance Service and for the in-house Service to be operational by April 2021

10. **Provision of insurance services for leasehold right to buy property (excluding provision of Insurance Broker Service) - Contract approval Key Decision No. FCR R.7**

This report advises the Cabinet Procurement Committee of the results of the Leasehold Buildings Insurance renewal procurement and recommends the award of a three year contract (with provision for a two year extension).

11. Telephony Procurement - Business case - Key Decision No FCR R 14

This report seeks Cabinet Procurement Committee approval for the preferred procurement route for telephony.

12. The General Construction Consultancy related framework)Framework 2) - Contract Award - Key Decision No. FCR R.15

This report seeks Cabinet Procurement Committee approval, following a competitive procurement process, to appoint a range of consultants to deliver four Lots of the Construction based Consultancy Framework (Framework 2)..

13. ANY OTHER UNRESTRICTED BUSINESS THE CHAIR CONSIDERS TO BE URGENT

14. DATES OF FUTURE MEETINGS - Meetings of the Cabinet Procurement Committee commencing at 5.00pm for the remainder of the Municipal Year 2020/21 as follows:

**7 December 2020
18 January 2021
15 February 2021
8 March 2021
12 April 2021
10 May 2021**

15. EXCLUSION OF THE PUBLIC & PRESS

Note from the Director of Legal & Governance

Items 16 - 21, allow for the consideration of exempt information in relation to Items 7- 10, and 12 respectively.

Proposed resolution :

THAT the press and public be excluded from the proceedings of the

Cabinet Procurement Committee during consideration of Exempt Items 16 -21 on the agenda on the grounds that it is likely, in view of the nature of the business to be transacted, that were members of the public to be present , there would be a disclosure of exempt business as defined in paragraph 3 of Part 1 of schedule 12A of the Local Government Act 1972, as amended.

16. Parking Services Enforcement - Business Case - Key Decision No. NH R.12

Item 7 refers

Appendix 1 is exempt from publication under para 3 of part 1, schedule 12A of the Local Government Act 1972, as amended.

17. Parking Enforcement Agents Services CONTRACT APPROVAL - Key Decision No. NH R.9

Item 8 refers

Appendices 1 and 2 are exempt from publication under para 3 of part 1, schedule 12A of the Local Government Act 1972, as amended.

18. Provision of Vehicle Maintenance - Business Case - Key Decision No. FCR R.8

Item 9 refers

Appendices 1 - 5 are exempt from publication under para 3 of part 1, schedule 12A of the Local Government Act 1972, as amended.

19. Provision of insurance services for leasehold right to buy property (excluding provision of Insurance Broker Service) - Contract approval Key Decision No. FCR R.7

Item 10 refers

Appendices 2 and 3 are exempt from publication under para 3 of part 1, schedule 12A of the Local Government Act 1972, as amended.

20. The General Construction Consultancy related framework)Framework 2) - Contract Award - Key Decision No. FCR R.15

Item 12 refers

Appendices 1 - 3 are exempt from publication under para 3 of part 1, schedule 12A of the Local Government Act 1972, as amended.

21. Any other exempt business the Chair considers to be urgent.

RIGHTS OF PRESS AND PUBLIC TO REPORT

ON MEETINGS

Where a 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, may designate a set area from which all recording must take place at a meeting.

The Council will endeavour to provide reasonable space and seating to view, hear and record the meeting. If those intending to record a meeting require any other reasonable facilities, notice should be given to the Monitoring Officer in advance of the meeting and will only be provided if practicable to do so.

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 meeting. Disruptive behaviour may include: moving from any designated recording area; causing excessive noise; intrusive lighting; interrupting the meeting; or

filming members of the public who have asked not to be filmed.

All those visually recording a meeting are requested to only focus on recording councillors, officers and the public who are directly involved in the conduct of the meeting. The Chair of the meeting will ask any members of the public present if they have objections to being visually recorded. 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 and all recording equipment must be removed from the meeting. 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.

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:

- 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.

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

- i. 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;
- ii. 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

iii. 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.

- i. 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).
- ii. You must leave the meeting when the item in which you have an interest is being discussed. You cannot stay in the meeting 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.
- iii. If you have, however, obtained dispensation from the Monitoring Officer or Standards Committee you may remain in the meeting 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.

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.
-
- 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 meeting, 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 meeting unless you have obtained a

dispensation from the Monitoring Officer or Standards Committee. You cannot stay in the meeting 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 meeting. Once you have finished making your representation, you must leave the meeting 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 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 non pecuniary interest.

Advice can be obtained from Dawn Carter-McDonald, Director for Legal & Governance Services (Acting), via email dawn.carter-mcdonal@hackney.gov.uk