

**DRAFT UNRESTRICTED MINUTES OF CABINET PROCUREMENT AND
INSOURCING COMMITTEE**

MONDAY 8 NOVEMBER 2021

Chair Cllr Robert Chapman, Cabinet Member for Finance

Councillors Present: Cllr Anntoinette Bramble, Deputy Mayor (Statutory) and Cabinet Member for Education, Young People and Children's Social Care
Cllr Christopher Kennedy, Cabinet Member for Health, Adult Social Care and Leisure
Cllr Caroline Woodley, Cabinet Member for Families, Early Years and Play

Apologies None

Officers in Attendance Rotimi Ajilore – Head of Procurement
Andrew Spragg – Governance Services Team Leader

Remote attendees

Candace Bloomfield, Directorate Procurement Manager

Dawn Cafferty, Category Lead (Social Care Services)

Merle Ferguson, Procurement Strategy and Systems Lead

Tony Gallagher, Design and Print Manager

Judith Hughes, Category Lead (Corporate Services)

Cate McLaurin, Head of Delivery

Jade Mercieca, Strategic Procurement Manager (Interim)

Ollie Parrish, Project Manager

Adi-Naitey Puplampu, Procurement Category Manager: Corporate Services

Patrick Rodger, Senior Lawyer

The meeting was live-streamed here:

<https://www.youtube.com/watch?v=1HaASDiFExQ>

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST - Members to declare as appropriate

There were no declarations of Interest.

3. URGENT BUSINESS

There were no items of urgent business.

4. NOTICE OF INTENTION TO CONDUCT BUSINESS IN PRIVATE, ANY REPRESENTATION RECEIVED AND THE RESPONSE TO ANY SUCH REPRESENTATIONS

There were no representations received.

5. TO CONSIDER ANY DEPUTATIONS, QUESTIONS OR PETITIONS REFERRED TO THE CABINET BY THE COUNCIL'S MONITORING OFFICER

There were none received.

6. Unrestricted Minutes of the previous meeting of Cabinet Procurement & Insourcing Committee held on 4 October 2021.

RESOLVED:

That the unrestricted minutes of the Cabinet Procurement & Insourcing Committee held on 4 October 2021 were approved.

7. FCR S024 Procurement of External Print (Non Variable Data) Services via a Framework Agreement for Hackney Council's Print Team

7.1 Tony Gallagher, Design and Print Manager, introduced the report. Cllr Kennedy raised a query about where it was practical to rely on external print services. The Design and Print Manager outlined that in most instances, print work could be delivered in-house, but occasions arose for specialist work or where it could not be delivered to deadline. It was agreed the officers would provide the Committee with the split of print work carried out in-house compared to what was procured externally. Cllr Woodley commented on the role of Small to Medium Enterprises (SME) and highlighted the balance being struck between cost and staying local in respect to printing.

7.2 The Committee was informed that the contract had been identified as being weighted toward 10% social value on the basis of what was considered deliverable by Procurement. The Head of Procurement gave assurances that social value remained a critical component of the procurement process and how decisions were weighted.

7.3 The Committee was assured that the tender had evaluated bidders for their green credentials, and all Council materials were printed on Forest Stewardship Council (FSC) certified paper.

RESOLVED:

i) To approve the award of a 4-year framework agreement, with a total estimated lifetime value of up to £2,078,000 (Lot 1a + Lot 1b + Lot 2), to the following suppliers, under the following service areas as follows :

• Lot 1: Bulk (Lithographic and Digital) Printing Services for an estimated total of up to £1,740,000 over the duration of the framework, broken down as:

○ **Lot 1a - Five (5) Suppliers, Suppliers A, C, D, E, F, to deliver 'Standard' Services for a total estimated value of up to £1,700,000.**

○ **Lot 1b - Two (2) Suppliers, Suppliers D and E to deliver 'Quick Turnaround' Services for a total estimated value of up to £40,000.**

• Lot 2: Printed Merchandise and Promotional items estimated at up to £338,000 over the 4-year duration of the framework agreement:

○ **Four (4) Suppliers: Suppliers G, H, I and K.**

ii) To note that, in relation to Bulk Printing, 'Standard' refers to work with a turn around time of more than 24 hours while 'Quick-Turnaround' refers to work with a delivery time of 24 hours or less.

REASONS FOR DECISION

In arriving at this recommendation the following options were considered: (a) Do nothing, (b) In-source service provision, (c) call-off services from existing framework agreements, (d) set up a Dynamic Purchasing System (DPS) and (e) set up a Council specific Framework Agreement.

As set out in the Business Case, 'doing nothing' will prevent the Council from meeting its need for print services in a way that is compliant with its procurement standing orders (the current contracts will expire in October 2021) and deny the Council of the protections that the contract provides.

Furthermore, the changes in the marketplace, such as failing Bulk Printers, the size of the investment in equipment, staff and premises required for Bulk Printing, as well as the variable nature of Merchandise Printing and demand in general, do not argue in favour of investing in the development of internal capacity to meet all demand.

In addition, the existing framework agreements were found to be either 'Managed Services' (which would duplicate the work of the 'management' provided by the internal Print Team) or mainly serving regional markets outside London. Also, the administrative costs of running a DPS would exceed the benefits of setting it up.

The setting-up of a Framework Agreement by the Council will enable the Council to

tailor the framework to its specific needs (including in terms of sustainability and data security), ensure service continuity and provide contractual mechanisms to manage the quality of services and the variation of supplier prices over the next 4 years, in accordance with Council requirements and budgets, as set out in paragraph 6.2 of this report

8. FCR S27 Google Workspace Licences

8.1 Ollie Parrish, Project Manager, introduced the report. Deputy Mayor Bramble welcomed the inclusion of Hackney Education and associated schools in the proposals.

8.2 The Committee was informed that the Council estimated it needed around 6,000 user accounts at any one time. It was explained that the Google Workspace option allowed closer monitoring of when accounts were not being used, and it had led to a reduction in the number of surplus licenses. Officers agreed to provide members of the Committee with an update to show workers against the number of licences in use.

8.3 In order to discuss the exempt appendix, the Committee **RESOLVED:**

THAT the press and public be excluded from the proceedings of Cabinet during consideration of Exempt Items 13 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.

8.4 Cllr Kennedy raised a point of clarification about the different estimated costs between the suppliers. The Committee was also assured that the options under consideration were suitable in light of the cyber-attack in October 2020.

RESOLVED:

i) To note the Digital Marketplace G-Cloud procurement process used for the procurement of Google Workspace licences.

ii) To progress the award of a contract to Supplier C to provide Google Workspace licences for a period of 2 years with a Council option to extend for two further one year periods (2+1+1).

REASONS FOR DECISION:

Google Workspace and Microsoft Office continue to be the leading productivity platforms used by large organisations on the market. As with the technology strategy in 2017, other platforms identified continue to be discounted when evaluated against our user needs, enterprise architecture principles and digital service standard principles.

As set out in the Business Case, the Council's adoption of Google Workspace to support new, modern ways of working - and the associated reduction in the use of Microsoft Office - has been extremely positive over the 4 years since we set our

strategy.

The move to Google Chrome OS devices provides the Council with the flexibility to consider alternative directions in future, decoupling the devices that users use from the software they use (any web based software tools can operate equally effectively on Chrome OS devices), and also providing the Council with best-in-class device security (removing the security risks that are common with Windows devices).

9. Any Other Unrestricted Business the Chair Considers To Be Urgent

There was no other urgent business to consider.

10. Dates Of Future Meetings

CPIC noted the dates of future meetings.

2021

6 December

2022

17 January

14 February

7 March

11 April

11. Exclusion Of The Public & Press

The Committee agreed that no further consideration was required in respect to the exempt appendices.

End of Meeting

Duration of the meeting: 5pm - 5.35pm

Contact:

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