

**DRAFT UNRESTRICTED MINUTES OF A MEETING OF THE  
CABINET PROCUREMENT COMMITTEE****MONDAY 12 APRIL 2021**

<b>Chair</b>	<b>Cllr Rob Chapman in the Chair</b>
<b>Councillors Present:</b>	<b>Cllr Deputy Mayor Anntoinette Bramble, Cllr Chris Kennedy, and Cllr Caroline Woodley</b>
<b>Also in attendance:</b>	<b>NIL</b>
<b>Apologies:</b>	<b>nil</b>

<b>Officers in Attendance</b>	<b>Mr Rotimi Ajilore – Head of Procurement Ms Dawn Cafferty – Category Lead Social Care Ms Judith Hughes – Category Lead – Corporate Ms Candace Bloomfield - Category Lead -Category Lead (Construction and Environment) Mr Patrick Rodger - Senior Lawyer – Procurement - Legal &amp; Governance Ms Anisah Hilali - Procurement Lawyer - Legal &amp; Governance Ms Maria Zazovskaya - Resource Manager- Children &amp; Families Placement Management Unit Ms Sinead Burke - Head of Property &amp; Asset Management Ms Jade Mercieca -Strategic Procurement Manager (Interim) Central Procurement Team Ms Merle Ferguson - Procurement Strategy &amp; Systems Lead Mr Clifford Hart – Senior Governance Services Officer – Legal &amp; Governance</b>
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The recording for this meeting which was live streamed here [https://youtu.be/mXhLKF-dW\\_M](https://youtu.be/mXhLKF-dW_M)

Therefore the minutes as stated are a summary of the proceedings.

**COUNCILLOR CHAPMAN IN THE CHAIR**

**The Chair advised that following the death of HRH Prince Philip - The Duke of Edinburgh on Friday 9 April, as the United Kingdom had now entered an official period of mourning there would be a two minutes silence observed now.**

The Chair also advised that following the two minute silence the meeting would proceed but in accordance with the protocol for meetings during the official period of mourning, there would be only a very brief introduction to each of the reports on the agenda by the respective report authors and no discussion or points of clarification on either item, and the recommendations as detailed in each report would be **MOVED** without discussion.

The Committee observed a two minute silence.

**1 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**NOTED**

**2. Urgent Business**

There were no items of urgent business.

**NOTED**

**3. DECLARATIONS OF INTEREST - Members to declare as appropriate**

There were no declarations of interests.

**NOTED**

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

There were no representations.

**NOTED**

**5. DEPUTATIONS/PETITIONS/QUESTIONS**

There were no deputations, petitions or questions.

**NOTED**

**6. DRAFT UNRESTRICTED MINUTES OF THE CABINET PROCUREMENT COMMITTEE HELD ON 8 MARCH 2021**

**RESOLVED**

**That the unrestricted minutes of the meeting of Cabinet Procurement Committee held on 8 March 2021 be confirmed as an accurate record of the proceedings.**

**7. Housing Related Support Services for Young People and Young Parents - Contract approval - Key Decision No. CACH R.60**

Following a brief introduction of the report by Ms Maria Zazovskaya - Resource Manager- Children & Families Placement Management Unit, on a **MOTION** by the Chair it was:

**RESOLVED:**

**That approval be given to the extension of two contracts for the provision of 'Accommodation Based Support for Young People' for the period 1st January 2021 to 31 January 2022, with the total contract value for the extension period being £911,617 (Provider A £602,859 + Provider B £308,758).**

**RELATED DECISIONS**

**Key Decision No. CACH Q51 BUSINESS CASE:** Young People's Supported Accommodation Pathway. February 2020.

**Key Decision No. CACH Q29** Mental Health - Accommodation Based Housing Related Support, Contract Approval. December 2019

**Key Decision No. CACH P72** Hackney Housing Related Floating Support Service, Contract Award Report. March 2019

**Key Decision No. CACH P9** Re-Tendering of Housing Related Support Contracts, Business case. September 2018

**REASONS FOR DECISION/OPTIONS APPRAISAL.**

The extension of these two contracts for 13 months will ensure that the Children and Families service continues to provide supported accommodation for looked after children, care leavers and homeless young people whilst the procurement of the new service is underway. By continuing these services we are minimizing the disruption of services to vulnerable young people and avoiding any unnecessary moves out of the service.

**ALTERNATIVE OPTIONS (CONSIDERED AND REJECTED)**

**Insourcing** - This was explored and not economically advantageous largely due to the inability to source suitable accommodation in borough for the delivery of these services (**Exempt Appendix 2**)

**Do Nothing** - This is not recommended as the young people's supported accommodation offer within the borough would be substantially reduced resulting in a negative impact on young people, families and communities. The Council would not meet its statutory obligations in terms of providing supported accommodation for vulnerable young people in the borough and reducing homelessness and would put the

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Council's reputation at risk. This will also not address the increase in demand on these services by Children and Families and issues with lack of consistency in quality and cost. If current contracts are not extended, 64 service users will require housing advice and assistance from either CFS or Housing. This would place significant resource and financial pressure on both departments. Approximately 50% of clients are looked after children or care leavers and approximately 20% of clients are vulnerable parents. Due to the lack of suitable accommodation in Hackney, all of these clients are likely to be placed out of Borough with private providers where the cost is considerably higher than within the existing contract arrangements. By extending current contracts, the Council will continue to secure accommodation at rates that are more competitive than spot purchasing arrangements.

**8. Lift Maintenance Contract to Hackney Council's Housing Stock - Business case Key Decision No: NH R59**

Following a brief introduction of the report by Ms Sinead Burke - Head of Property & Asset Management - Property & Asset Management, on a **MOTION** by the Chair it was:

**RESOLVED**

**That approval be given to the procurement business case for the Lift Maintenance Contract to Hackney Council's Housing Stock as a 4 year framework contract including servicing, repair and capital works, with the contract to have 3-5 contractors, a duration of 4 years, and a maximum combined spend of up to £30m; £10m revenue and £20m capital.**

**RELATED DECISIONS**

March 2019: Approval of the Housing Asset Management Strategy 2019-2027, by Cabinet on 25 March 2019. This provides an overarching framework for investment decision-making across the Council's homes and estates. It sets out the ambitions that Hackney has for the quality of its homes and the priorities that will be established to ensure that the limited available resources are directed at the greatest need.

<http://mginternet.hackney.gov.uk/ieListDocuments.aspx?CId=111&MID=4332#AI32478>

June 2015: Approval to award the TPC and/or PPC contracts for lots 2, 3, 4, 5, 6, 8 and 9 for an initial five year term, with an option for the Council to terminate at year 3 and an option of extending the contracts for a further two years at year 5, and a further two years at year 7, up to a maximum of nine year contract terms, was taken by Cabinet Procurement Committee at its June 2015 meeting. The relevant minutes along with the full report can be downloaded from the attached:

<http://mginternet.hackney.gov.uk/ieListDocuments.aspx?CId=113&MID=3392#AI22646>

February 2021: A decision to approve a one year interim lift servicing and repair contract was taken by Hackney Procurement Board in February 2021.

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This is to ensure the council's lifts are maintained between the end of the ELA contract and the start of the contract proposed by this business case.

### **OPTIONS APPRAISAL AND BUSINESS CASE (REASONS FOR DECISION)**

The reason for this decision is as the current contract covering lift servicing, maintenance and capital works, is ending in June 2021, and a replacement contract is essential. The contract end has been as a result of termination by the current service provider. The current contract was let in September 2015, and extended by two years in September 2020 for two years.

### **ALTERNATIVE OPTIONS (CONSIDERED AND REJECTED)**

In order to consider options for this procurement, the project team carefully considered some key decisions relating to contract types, and the context of wider housing strategy. This report will initially consider these, and then explore the various specific options that were developed as a result.

### **9. ANY OTHER UNRESTRICTED BUSINESS THE CHAIR CONSIDERS TO BE URGENT**

There were no items of unrestricted urgent business.

**NOTED**

### **10.. DATE OF FUTURE MEETINGS**

**NOTED** – the remaining meeting for the Municipal Year 2020/21 of the Cabinet Procurement Committee commencing at 5.00pm as follows:

10 May 2021

### **11. EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED**

THAT the press and public be excluded from the proceedings of the Cabinet Procurement Committee during consideration of Exempt items 12-13 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.

### **SUMMARY OF EXEMPT PROCEEDINGS**

### **12. Home Care Framework Extension to Support Re-Tender Process - Contract approval - Key Decision No. CACH R50**

AGREED to note and agree the exempt appendices 1-3 in relation to agenda item 7.

### **13. ANY OTHER EXEMPT BUSINESS THE CHAIR CONSIDERS TO BE URGENT**

There were no exempt items of urgent business.

**NOTED**

**Duration of the meeting:** 17:00HRS – 17:08HRS

Contact:

Clifford Hart - Senior Governance Officer - Clifford.hart@hackney.gov.uk

Clifford.hart@hackney.gov.uk