

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

MONDAY 7 JUNE 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
Councillor Christopher Kennedy, Cabinet Member for Health, Adult Social Care and Leisure
Councillor 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 – Category Lead (Construction and Environment)
Dawn Cafferty – Category Lead Social Care
Merle Ferguson – Procurement Strategy & Systems Lead
Judith Hughes – Category Lead – Corporate
Stephen Jahoda, Service Manager, Children and Families
Cate McLaurin – Head of Delivery, Finance and Corporate Resources
Jade Mercieca – Strategic Procurement Manager (Interim) Central Procurement Team
Lucja Paulinska, Head of Operations, Hackney Light and Power
Patrick Rodger – Senior Lawyer – Procurement - Legal & Governance

The meeting was live-streamed here:
https://www.youtube.com/watch?v=_Pcto_LYQds

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 Interest.

NOTED

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

There were no representations received.

NOTED

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

There were none received.

NOTED

6. To consider the unrestricted minutes of the meeting of Cabinet Procurement and Insourcing Committee held on 10 May 2021

RESOLVED:

That the unrestricted minutes of the Cabinet Procurement & Insourcing Committee held on 10 May 2021 were approved.

7. Hackney Residential On-Street Electric Vehicle Charging Points Procurement - Business Case - Key Decision No FCR R72

7.1 The report was introduced by Lucja Paulinska, Head of Operations - Hackney Light and Power. Cabinet Procurement and Insourcing Committee (CPIC) were informed that the Lead Members on the board of Hackney Light and Power were:

- Cllr McKenzie, Cabinet Member for Housing Services
- Cllr Coban, Cabinet Member for Energy, Waste, Transport and Public Realm

Officers on the delivery board included the Head of Procurement, the Group Director for Finance and Corporate Resources and other relevant strategic directors.

7.2 It was confirmed that the provider would be expected to use Hackney Light and Power branding on the charging points.

RESOLVED:

To agree the procurement strategy for the selection of the partner supplier/suppliers to support the Council in delivering on-street and residential electric vehicle infrastructure for the borough

REASONS FOR DECISION

The summary of our findings shows that the Council will require a minimum of 1,800 EVCPs by 2030 to meet demand, it would need to provide 3,000 EVCP by 2030 to lead demand and help accelerate the uptake of EVs, with a focus on front loaded, rapid deployment in the next two to three years.

An overarching aim of the Council is to achieve equalities for its citizens. Any approach to provide facilities for electric vehicles should recognise this. Currently EV drivers tend to be in the wealthiest income bracket but this will change over time.

The Council's ambition to deploy the large EVCP infrastructure is beyond doubt the most advanced across London. We are looking into innovative ways of procuring and in the long term working with the appointed supplier to ensure the sufficient dialogue in relation to the station location, tariff setting, profit share and risk management.

The Council deployment of EVCP is driven by the emerging Climate Declaration target for borough decarbonisation by 2040 and the Government plans to scrap the diesel and petrol vehicles from the market from 2030.

8. Abney Park Restoration Project - Main Contract Approval Key Decision No.NH R98

8.1 Mick Beanse introduced the report. Cllr Woodley welcomed the report as the lead member and commended it to CPIC. Deputy Mayor Bramble noted the engagement with education in particular as a benefit for residents.

8.2 Cllr Kennedy queried what portion of the capital investment was required for the Ground Source Heat Pump. He was informed that it represented £90 - £100 k of the overall investment, and was not substantial in context.

8.3 The Chair noted the difference in cost between the tenders, and asked whether it was sustainable in terms of resourcing. He was advised that the project team assessed the six tenders, three were judged non-compliant. Three tenders were close together in terms of cost, and the proposed supplier's tender was in line with the pre-tender estimate. Costs had been reviewed in detail with an external consultant, and there remained a large contingency within the project budget.

RESOLVED:

To approve the appointment of Supplier A (as shown in Exempt Appendix B) to deliver the Abney Park Restoration Project. The scope of the project includes restoration of Listed buildings, the construction of a new cafe and community education space and improvements to entrances and the Grade 2 Listed

landscape. The anticipated construction period is twelve months, therefore if the contract commences in July 2021 it will be completed by July 2022.

REASONS FOR DECISION

The National Lottery Heritage Fund awarded the Council a grant of £4,411,400 in December 2019 towards the Delivery Phase of the Abney Park Restoration Project. The Delivery Phase will include the restoration of the Grade 2 Listed Lodges and Chapel, improvements to the entrances to increase accessibility, improvement to the Grade 2 Listed landscape to increase biodiversity, the construction of a new cafe and community/education space and two new workshops/retail units.

The restored Chapel, managed by the Council's Venues Team, will be available to hire for community use, events and weddings. The new community education space will also be available for hire and the two new workshops/retail units will be available for rent. Other potential income streams include external events and corporate and social volunteering.

The project will also see creation and implementation of a full activity plan for Abney Park and a new management system that will see two new staffing roles created. All the positions will be funded in the first instance by the NLHF grant with the aspiration that the Park will generate enough income to fund them in the long-term.

9. Integrated Homecare for disabled children and young people - Contract Approval - Key Decision No. CACH R62

9.1 The report was introduced by Stephen Jahoda, Service Manager, Children and Families. It was noted that the report contained an error, and the timescale was September 2021 for business case approval and February 2022 for contract award.

9.2 Cllr Woodley thanked the current providers for their response during the pandemic, and welcomed the extension. The Chair was informed that savings would be delivered through identifying where there were better value for money options within the framework agreement.

RESOLVED:

i) To extend the Framework Agreement for the delivery of home care services with the 5 companies listed in Appendix A.

ii) To note estimated annual expenditure under the Homecare Framework Agreement is an estimated £1.15 million. The total expenditure for this extension for the period of 26 months is estimated to be £2.56 million.

REASONS FOR DECISION

The agreement to extend the current Framework will allow commissioners: time to look at designing new home care services to meet the changing needs of the system, providers, service users and their families; to ensure the service is future proof and; to offer value for money, and choice. A high-level timeline for this work and subsequent procurement exercise is provided as Appendix B.

The future business case will also explore the viability of insourcing home care services, either fully or partially. The extension will provide time to conduct comprehensive benchmarking around the contract and service delivery models, and undertake a SWOT analysis of the options available.

The current framework is structured as follows:

- The framework consists of two Lots:
 - Lot 1: Personal Care and Social Activities Service for Disabled Children.
 - Lot 2: Continuing Care in the Home for Disabled Children.

The advantages of extending the Framework will be to:

- Ensure continuity of existing provision for service users, which is particularly important at this critical time.
- Avoid short term TUPE transfers of care workers to new providers.
- Provide a straightforward system for awarding new packages required during the extension period.

The Commissioning team has been, and will continue to be, engaging with Providers throughout the recommissioning process in order to make an informed decision as to the ability of the market to respond once the tender is ready to be published. This engagement will avoid placing extra pressure on the market, which is working hard to support residents during the pandemic and smaller businesses in particular, are unlikely to have the capacity to continue to provide services during a pandemic whilst taking part in a tender process.

10. Variable Data Print Re-procurement BUSINESS CASE - MEDIUM RISK Key Decision No: FCR R 99

10.1 Cate McLaurin – Head of Delivery, Finance and Corporate Resources introduced the report. Cllr Kennedy queried what opportunities existed in the contract for obtaining social value through apprenticeships and ensuring the provider paid the London Living wage. It was agreed that a note would be circulated outside the meeting informing CPIC how this contract would maximise social value.

10.2 CPIC was informed that the contract length of four years was to ensure the supplier could deliver a sustainable service over a period of time. It was noted that costs were based on estimated print requirements, though there were options to deliver savings through reducing printing costs over the life of the contract. Officers were exploring how technology could assist with this.

RESOLVED:

That a further competition be undertaken via the Crown Commercial Services framework RM6017 for Postal Goods, Services and Solutions (Lot 7: Hybrid Mail, Digital And Transformational Communications). This would result in a 4 year contract being awarded to the successful bidder.

REASONS FOR THE DECISION

The Council continues to have a requirement for these additional specialist print services and with the current contract having expired in March 2020, there is a need to procure via an appropriate framework. This contract will be a call off contract that

enables a wide range of council services to use the contract when needed and when appropriate. The procurement and subsequent contract award does not commit the council to any spend for printing, notwithstanding any potential set up costs that could be charged by a new supplier as part of their commercial bid.

These specialist print services form part of our overall communications with residents. In recent years alternative avenues of communicating with residents have been explored and introduced, for example we are also making use of Gov.Notify built into new digital services to send bulk emails/SMS messages and letters to residents). The proposed future approach is to continue to use an effective mix of our in-house print, the Gov.Notify service and the external variable data print contract which is detailed in this paper to meet the Council's varied written communication needs with the residents and local businesses.

11. Variable Data Print Extension - Key Decision No: FCR S 001

11.1 Cate McLaurin – Head of Delivery, Finance and Corporate Resources introduced the report. It was noted that the proposal was linked to item 10, and that they would be looking to appoint a new supplier in 2022. CPIC had no further comments.

Resolved:

To extend the contract from 1st April 2020 to 30th June 2022 with the cost for the proposed variation to be £1.048M approximately. This time will allow for a re procurement to be undertaken.

REASON FOR DECISION

The Council continues to have a requirement for these additional specialist print services and with the current contract having expired in March 2020, there is a need to reprocure via an appropriate framework. This contract will be a call off contract that enables a wide range of council services to use the contract when needed and when appropriate. The procurement and subsequent contract award does not commit the council to any spend for printing, notwithstanding any potential set up costs that could be charged by a new supplier as part of their commercial bid.

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12. INFORMATION ITEM - Sustainable Procurement Strategy Update briefing

12.1 Jade Mercieca – Strategic Procurement Manager (Interim) Central Procurement Team introduced the item. The paper was intended to report progress since the Sustainable Procurement Strategy was approved in November 2019. It was noted that the cyber-attack had meant reporting on activity prior to October 2020 was difficult, though officers were confident that the outcomes were in line with the

Monday, 7 June 2021

achievements they had identified. CPIC expressed support for the approach and welcomed the briefing. The Chair thanked officers for their continued work in this area.

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

There was no other urgent business to consider.

14. Dates Of Future Meetings

14.1 CPIC noted the dates of future meetings, and that the July 2021 meeting was in the process of being rescheduled.

2021

7 July,
9 September,
4 October,
8 November, and
6 December

2022

17 January,
14 February,
7 March, and
11 April

End of Meeting

Duration of the meeting: 17:00 - 17:50

Contact:

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