

CABINET PROCUREMENT & INSOURCING COMMITTEE

Monday, 7 June 2021

At 5.00pm

**Venue : Committee Room 1/2 - Hackney
Town Hall, Mare Street, London E8 1EA**

**The live stream for this meeting can be viewed
here:https://youtu.be/_Pcto_LYQds**

Members of the Committee :

Cllr Robert Chapman - Chair	Cabinet Member for Finance
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
Substitute Member:	Mayor Phillip Glanville

Tim Shields - Chief Executive

27 May 2021

**Clifford Hart - Senior Governance Services
Officer
Email: Clifford.hart@hackney.gov.uk AND
governance@hackney.gov.uk**

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

Hackney Council website: <https://hackney.gov.uk/council-business>

The Governance 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

CABINET PROCUREMENT & INSOURCING COMMITTEE

Monday, 7 June 2021

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 18.

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 & Insourcing 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 Item 15.

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 & Insourcing Committee by the Council's Monitoring Officer**

6. **Unrestricted Minutes of the previous meeting of Cabinet Procurement & Insourcing Committee held on 10 May 2021**

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

This report seeks the Cabinet Procurement & Insourcing Committee's approval to 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

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

This report seeks the Cabinet Procurement & Insourcing Committee approval to appoint a contractor to deliver the restoration project in Abney Park.

9. **Integrated Homecare for Disabled Children and Young People - Contract Approval - Key Decision No. CACH R62**

This report seeks Cabinet Procurement & Insourcing Committee's approval to extend the current Framework Agreement for Integrated Homecare & Nursing to enable a service redesign and procurement.

10. **Variable Data Print Re-procurement - Business Case - Key Decision No: FCR R 99**

This report seeks Cabinet Procurement & Insourcing Committee's approval to start the re-tender process for the reprocurement of the current variable data print services contract.

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

This report seeks Cabinet Procurement & Insourcing Committee's approval to extend the current variable data print services contract.

12. **INFORMATION ITEM - Sustainable Procurement Strategy Update briefing**
13. **ANY OTHER UNRESTRICTED BUSINESS THE CHAIR CONSIDERS TO BE URGENT**
14. **DATES OF FUTURE MEETINGS - Meetings of the Cabinet Procurement & Insourcing Committee commencing at 5.00pm for the remainder of the Municipal Year 2021/22 as follows:**

2021

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

2022

17 January 14 February , 7 March , 11 April

15. **EXCLUSION OF THE PUBLIC & PRESS**

Note from the Director of Legal & Governance

Item 16 - 17 allows for the consideration of exempt information in relation to Items 8 & 9.

Proposed resolution :

THAT the press and public be excluded from the proceedings of the Cabinet Procurement Committee during consideration of Exempt Items 16-17 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. Abney Park Restoration Project - Main Contract Approval Key Decision No.NH R98

Item 8 refers - Appendices A-C are exempt from publication under para 3 of part 1, schedule 12A of the Local Government Act 1972, as amended.

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

Item 9 refers - Appendix A is exempt from publication under para 3 of part 1, schedule 12A of the Local Government Act 1972, as amended.

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

Public Attendance

The Town Hall is not presently open to the general public, and there is limited capacity within the meeting rooms. However, the High Court has ruled that where meetings are required to be 'open to the public' or 'held in public' then members of the public are entitled to have access by way of physical attendance at the meeting. The Council will need to ensure that access by the public is in line with any Covid-19 restrictions that may be in force from time to time and also in line with public health advice.

Those members of the public who wish to observe a meeting are still encouraged to make use of the live-stream facility in the first instance. You can find the link on the agenda front sheet.

Members of the public who would ordinarily attend a meeting to ask a question, make a deputation or present a petition will be able to attend if they wish. They may also let the relevant committee support officer know that they would like the Chair of the meeting to ask the question, make the deputation or present the petition on their behalf (in line with current Constitutional arrangements).

In the case of the Planning Sub-Committee, those wishing to make representations at the meeting should attend in person where possible.

Regardless of why a member of the public wishes to attend a meeting, they will need to advise the relevant committee support officer of their intention in advance of the meeting date. You can find contact details for the committee support officer on the agenda front page. This is to support track

and trace. The committee support officer will be able to confirm whether the proposed attendance can be accommodated with the room capacities that exist to ensure that the meeting is covid-secure.

As there will be a maximum capacity in each meeting room, priority will be given to those who are attending to participate in a meeting rather than observe.

Members of the public who are attending a meeting for a specific purpose, rather than general observation, are encouraged to leave the meeting at the end of the item for which they are present. This is particularly important in the case of the Planning Sub-Committee, as it may have a number of items on the agenda involving public representation.

Before attending the meeting

The public, staff and councillors are asked to review the information below as this is important in minimising the risk for everyone.

If you are experiencing [covid symptoms](#), you should follow government guidance. Under no circumstances should you attend a meeting if you are experiencing covid symptoms.

Anyone experiencing symptoms of Coronavirus is eligible to book a swab test to find out if they have the virus. You can register for a test after checking your symptoms [through the NHS website](#). If you do not have access to the internet, or have difficulty with the digital portals, you are able to call the 119 service to book a test.

If you're an essential worker and you are experiencing Coronavirus symptoms, you can apply for priority testing through GOV.UK by following the [guidance for essential workers](#). You can also get tested through this route if you have symptoms of coronavirus and live with an essential worker.

Availability of home testing in the case of people with symptoms is limited, so please use testing centres where you can.

Even if you are not experiencing [covid symptoms](#), you are requested to take an asymptomatic test (lateral flow test) in the 24 hours before attending the meeting.

You can do so by visiting any lateral flow test centre; details of the rapid testing sites in Hackney can be found [here](#). Alternatively, you can obtain home testing kits from pharmacies or order them [here](#).

You must not attend a lateral flow test site if you have Coronavirus symptoms; rather you must book a test appointment at your nearest walk-through or drive-through centre.

Lateral flow tests take around 30 minutes to deliver a result, so please factor the time it will take to administer the test and then wait for the result when deciding when to take the test.

If your lateral flow test returns a positive result then you must follow Government guidance; self-isolate and make arrangements for a PCR test. Under no circumstances should you attend the meeting.

Attending the Town Hall for meetings

To make our buildings Covid-safe, it is very important that you observe the rules and guidance on social distancing, one-way systems, hand washing, and the wearing of masks (unless you are exempt from doing so). You must follow all the signage and measures that have been put in place. They are there to keep you and others safe.

To minimise risk, we ask that Councillors arrive fifteen minutes before the meeting starts and leave the meeting room immediately after the meeting has concluded. The public will be invited into the room five minutes before the meeting starts.

Members of the public will be permitted to enter the building via the front entrance of the Town Hall no earlier than ten minutes before the meeting is scheduled to start. They will be required to sign in and have their temperature checked as they enter the building. Security will direct them to the Chamber or Committee Room as appropriate.

Seats will be allocated, and people must remain in the seat that has been allocated to them.

Refreshments will not be provided, so it is recommended that you bring a bottle of water with you.

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:

- Director of Legal & Governance;
- 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 , via email dawn.carter-mcdonal@hackney.gov.uk