

PUBLIC MINUTES OF A MEETING OF THE CABINET PROCUREMENT AND INSOURCING COMMITTEE

MONDAY 3 OCTOBER 2022

Chair	Councillor Robert Chapman in the Chair
Councillors Present:	Councillors Deputy Mayor Anntoinette Bramble, Cllr Christopher Kennedy and Cllr Caroline Woodley
Officers in Attendance	Angela Birch (Principal Public Health Specialist), Timothy Brethwick (Interim Head of Facilities Management), Hayley Craig (Project Director, Britannia) , Lesley Hill (Strategic Commissioner Commissioning), Norman Harding (Fleet Manager) Sam Kirk (Head of Sustainability and Environmental Services), Andrew Laidler (Interim Head of Education Property, Chris Lovitt (Deputy Director of Public Health), Nurur Rahman (Group Accountant). Patrick Roger (Senior Lawyer), Carolyn Sharpe (Consultant - Public Health), Karina Wilks (Brokerage Officer - Brokerage)

1 Apologies for absence

1.1 There were no apologies for absence.

2 Urgent Business

2.1 There was no urgent business.

3 Declarations of interest - Members to declare as appropriate

3.1 Councillor Chapman (Chair) declared that Kings Hall Leisure Centre was located in his ward.

4 Notice of Intention to Conduct Business in Private, Any Representations Received and The Response to any such representations

4.1 There were no representations to consider.

5 Deputations/ Petitions/ Questions

5.1 There were no deputations/ Petitions or questions.

6 Minutes of the Previous Meeting

RESOLVED:

- To agree the minutes of the previous meeting as a correct record.

7 **Provision of Care at Limetree Court and St Peter's House Housing with Care Schemes - business case**

- 7.1 The Strategic Commissioner introduced the report to procure the provision of care and support at Limetree Court and St Peter's House as part of the Housing with Care scheme, together with an extension to the current contract to ensure a smooth transition.
- 7.2 Councillor Kennedy stressed that it was not appropriate to proceed with insourcing at these schemes at present.
- 7.3 The Chair reiterated the commitment to the insourcing of Council contracts.

RESOLVED:

- To agree to a competitive procurement for the delivery of a care and support service at Limetree Court and St Peter's House for up to 4 years in total (2+1+1 years), with a view to bringing the service in house at the end of the contract;
- To agree to the extension of the existing contracted provision with the incumbent provider, for a period of up to 9 months, in order to ensure service continuity during the final stages of the procurement process and subsequent implementation phase.

8. **Recommissioning - City & Hackney Enhanced Health Visiting Service**

- 8.1 The Deputy Director of Public Health introduced the report seeking to obtain approval to re-procure the Enhanced Health Visiting Service which would be an integration of existing individual health service contracts. The proposal was to integrate the service, taking in the Health Visitors Service and the Family Nurse Partnership which would improve outcomes for the Young People of City and Hackney. The officer informed members that recommendation 3.2 in the report was being withdrawn
- 8.2 Councillor Woodley asked for reassurance about the provision of the service, referring to the current challenges around recruitment and the impact on performance indicators.
- 8.3 Councillor Kennedy welcomed the removal of recommendation 3.2 from the report.
- 8.4 Councillor Bramble also welcomed the removal of recommendation 3.2 and thanked officers for meeting with her and others to discuss the report, providing reassurance.
- 8.5 Councillor Chapman referred to the advantages of having one contact for these schemes. He asked if local businesses and the community and voluntary would continue to be supported within a sustainable procurement plan.
- 8.6 The Deputy Director of Public Health referred to the recruitment crisis in the NHS specifically relating to Health Visitors. Work was ongoing to ensure that suitability qualified staff were provided, including with the Family Nurse Partnership. The new specification contained the requirement for high impact roles, giving the opportunity for other roles that may require a health visitor to have a slightly different qualification or service model. Work was also ongoing around apprenticeships, ensuring the local residents seek careers in the NHS. He confirmed that the NHS had been considering having a workforce strategy for some time. He told the Committee that local businesses were one of the social values sought in all contracts in how local businesses are used. Local procurement was carried out in such a way as to ensure that the investment in public services remained as local as possible. However, there were limitations to this in terms of complying with procurement legislation.

RESOLVED:

- To agree to procure the City and Hackney Enhanced Health Visiting Service for a period of up to 5 years (2 +1+1+1) at a maximum value of £35.4M (£7.07M per year)

9 Kings Hall Leisure Centre (KHLC) Project: Design Team Services Contract Award Report

9.1 The Project Director introduced the report, highlighting the following:

- That the Centre was in need of urgent repair;
- The paper was a business case and a contract award with a recommendation to appoint contractor A to provide core design services for the duration of the programme, including the instruction for planning and stage 3 design. At this time the project would be returned to Cabinet to consider the financial business case more holistically and the procurement approach;
- Alternatives had been considered, including other frameworks;
- There was current spend on remedial works as a team is set up.
- Minimising remedial works was important consideration;
- The team would be same as that which had carried out the feasibility work and had an in depth knowledge of the building;
- The proposals of supplier A had met the requirements of the brief, providing benchmark data, experience in wet leisure, together with experience in listed buildings. A comprehensive procurement proposal had been submitted, touching on all expected elements, including on Net Zero; the submission of a social value proposition and a nominated resource to be detailed as part of the performance indicators. Further, a commitment to a diverse and inclusive environment was included.

9.2 The Chair welcomed the report.

9.3 Councillor Woodley welcomed the report and supported the proposals to carry out the much needed work. The financial commitments could be reviewed at stages 4 to 7.

9.4 Councillor Kennedy welcomed the report and asked for reassurance on how the the framework would work to ensure that no challenge was made.

9.5 The Project Director responded, highlighting the following:

- The procurement had been carried out publicly and within a legal framework, fulfilling all the necessary requirements;
- Lot 1 specifically relates to Lead Design Services which the supplier was providing;
- Sub contract team members could be appointed to augment as necessary;
- Work would be required with the Core Design Team to procure and appoint any ancillary services required;

9.6 Deputy Mayor Bramble referred to the need for refurbishment at the Centre. She asked for clarification on meeting timescales and the impact of Brexit and the cost of living crisis on the scheme.

9.7 The Project Director responded, highlighting the following:

- In regard to timescales, a detailed programme had been submitted for the work up to the time of handover. The Cabinet review was scheduled for early 2024 with sufficient design information to make for effective consideration;
- The cost of the scheme would be considered and submitted to Cabinet.

RESOLVED:

- To award the contract for core Design Team Services for Kings Hall Leisure Centre (KHLC) refurbishment project to Supplier A by way of a call off from the Pagabo Professional Services Framework Lot 1 (OJEU - 2020/S 079-187629) in line with the fee set out in Exempt Appendix A - Tender Detail, and;
- To enter into a call off contract and any other ancillary legal documentation necessary relating thereto with Supplier A for the Services under such terms as shall be agreed by the Director of Legal, Democratic and Electoral Services, and authorise the Director of Legal, Democratic and Electoral Services to prepare, agree, settle and sign the necessary legal documentation to effect the proposals contained in this report.

10 Insourcing Report - Gully Cleansing and Winter Maintenance

10.1 The Head of Sustainability and Environment introduced the report, highlighting the following:

- Gully Cleansing had been brought in-house on 20 April 2020 and Winter Maintenance on 10 October 2020;
- There had been no issues with the mobilisation of either of these services;
- 2 Winter Vehicles and 1 Gully Cleansing Vehicle had been purchased;
- Staff have been trained to operate these vehicles;
- Accurate data for Gully Cleaning had been produced with 14000 gullies;
- Savings had resulted from the Insourcing of services;
- There had been a number of other advantages arising from the insourcing of services, including, faster response times, no call out charges, more regular cleaning, flexibility of working hours, improved performance indicators and availability of local knowledge.
- Next steps included automating data to the Council's 'Click', resulting in more proactive work and mapping.

10.2 Councillor Woodley asked for clarification on where gully cleaning would increase and what would the impact be on any Gully Cleansing saving?

10.3 The Head of Sustainability and Environment told the Committee that the mapping exercise was ongoing in terms of flooding. There had been concerns around response times. In terms of winter maintenance, there had not been severe winters and there would not be an impact on the Budget and it was confirmed that this was within budget. In any event this could be covered by reserves. She undertook to provide the Committee with details of where gully cleaning was to be increased.

Action: Head of Sustainability and Environment

10.4 The Chair asked for clarification on whether payment of the London Living Wage. He asked for details of the insourcing achieved through insourcing.

10.5 The Head of Sustainability and Environment confirmed that the Council was paying above the London Living Wage. She outlined to the Committee the savings that had been achieved through the insourcing of these services:

- Winter Maintenance - Year 1: £30,500/ Previously £100,000
- Gully Cleaning - Year 1: £130,000/Previously £200,000

RESOLVED:

- To note the report

11 Insourcing Annual Briefing Report - In house provision of cleaning services to Hackney BSF School

- 11.1 The interim Head of Facilities Management – Property and Capital Team introduced the report, highlighting the following:
- The service was insourced in 2020 with efficiencies arising in the service;
 - Facilities Management staff transferred to schools and the cleaning and support staff transferred to the Council;
 - Productivity and performance had improved since moving provision from the third party;
 - The London living wage was being paid. Details of when the 10 percent increase would be implemented was awaited.
- 11.2 Councillor Kennedy asked if there were plans for Legal compliance service to be insourced. Deputy Mayor Bramble stressed that insourcing was a commitment in the Council's manifesto and that with the addition of more schools it may be feasible to insource the service.
- 11.3 The Interim Head of Facilities Management – Property and Capital Team reported that currently it was more cost effective to use a sub-contractor given the number of schools involved. However, efforts were being made to encourage other schools to take the compliance service, thereby justifying the employment of staff by the Council.
- 11.4 The Chair thanked officers for the report and asked that a report back to the Committee be made at the appropriate time on the next steps to be carried out.
- 11.5 The Interim Head of Facilities Management – Property and Capital Team told the Committee that the next steps included the harmonisation of the terms and conditions of the Tupe transferred staff and the implementation of the new contract from 1 April 2023. It appeared that all 10 BSF schools were to remain with 5 primary schools expressing an interest. It was agreed that an update on next steps be made to the Committee at the appropriate time.

Action: The interim Head of Facilities Management – Property and Capital Team

RESOLVED:

- To note the report

12 Insourcing Annual Briefing Report - Building Cleaning Services

- 12.1 The Head of Sustainability and Environmental Services introduced the report, highlighting the following;
- The contract was insourced on 1 January 2021;
 - All but 3 staff had transferred to the Hackney terms and conditions;
 - Servest had been cooperative in the transfer process. The service had run smoothly throughout the change;
 - There had been proposals for the service but following fuller assessment it was decided not to take these forward;
 - A wider review of the service was being carried out;

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- Savings of £75,000 had been made in year 1 with year 2 on course for this level of saving;
- Some buildings were closed because of COVID-19 and renovations;
- Performance had not been impacted by the transfer in-house;
- Building cleaning services was under review, with consideration being given to targets and performance indicators carried over from Servest;
- Work was ongoing with Facilities Management on the longer term arrangements now that staff were returning to the office.

12.2 The Chair asked clarification on the high level of staff turnover referred to in the report.

12.3 The Head of Sustainability and Environment confirmed the high staff turnover was carried over from Servest and formed part of the rationale for the review of the service

RESOLVED:

- To note the report.

13 Any Other Unrestricted Business the Chair considers Urgent

13.1 There were no unrestricted business that the Chair consider urgent

14. Date of Future Meetings

- 7 November 2022
- 5 December 2022
- 16 January 2023
- 13 February 2023
- 13 March 2023 (4:00pm start)
- 17 April 2023

15 Exclusion of Public and Press

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

End of Meeting

Duration of the meeting; 5pm - 5:50pm

Chair of the meeting - Councillor Robert Chapman

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