

# **DRAFT MINUTES OF THE MEETING OF THE CABINET PROCUREMENT AND INSOURCING COMMITTEE**

**MONDAY 5 DECEMBER 2022**

Link to live stream link: <https://youtu.be/Hp4ArOiaeSQ>

## **Councillors Present:**

Councillor Robert Chapman in the Chair  
Cllr Caroline Woodley  
Cllr Christopher Kennedy

## **Apologies:**

Cllr Anntoinette Bramble

## **Also in Attendance:**

Rotimi Ajilore, Head of Procurement  
Tessa Mitchell, Governance Service Team Leader

## **Officers in Attendance**

### **Virtually:**

Bronwen Thomas, Project Manager, Estate Regeneration  
Carolyn Sharpe, Consultant in Public Health - CYP  
David Borrell, Senior Asset Manager - Strategic Property  
Divine Ihekwoaba, Procurement Category Lead  
Jayne Taylor, Consultant in Public Health  
Leila Gillespie, Procurement Category Lead  
Lola Olawole, Public Health Commissioning Manager  
Miranda Ferrier, Estate Regeneration  
Patrick Rodger, Senior Lawyer  
Rachel Bagenal, Head of Housing Supply Programme  
Rob Jack, Project Manager, Mechanical and Electrical  
Sinead Burke, Head of Property and Asset Management  
Suhana Begum, Senior Public Health Specialist  
Tina Sabz, Project Officer

## **1. APOLOGIES FOR ABSENCE**

1.1 Apologies were received from Cllr Annotinette Bramble

## **2. URGENT BUSINESS**

2.2 There was no urgent business to consider.

## **3. DECLARATION OF INTEREST - MEMBERS TO DECLARE AS APPROPRIATE**

3.1 With reference to Agenda Item 7, Councillor Kennedy declared that he is Chair of the Tobacco Control Alliance in Hackney. With reference to Agenda Item 10, Councillor Woodley declared that she is the ward councillor.

## **4. NOTICE OF INTENTION TO CONDUCT BUSINESS IN PRIVATE, ANY**

## **REPRESENTATION RECEIVED AND THE RESPONSE TO ANY SUCH REPRESENTATIONS**

- 4.1 There were no representations to consider.

## **5. DEPUTATIONS/PETITIONS/QUESTIONS**

- 5.1 The Chair advised that Cllr Garbett asked questions in relation to Agenda Item 9 to the Cabinet Member for Housing Services who will respond in writing.

## **6. UNRESTRICTED MINUTES OF THE PREVIOUS MEETING OF CABINET PROCUREMENT COMMITTEE HELD ON 7 NOVEMBER 2022**

### **RESOLVED**

That the unrestricted minutes of the Cabinet Procurement and Insourcing Committee held on 7 November 2022 be approved.

## **7. AHI S149 - STOP SMOKING SERVICE 1 YEAR EXTENSION: CONTRACT APPROVAL.**

Lola Olawole, Public Health Commissioning Manager introduced the report seeking approval for a one year extension of the Stop Smoking Service provision up to 30 June 2024. The extension would ensure the continuity of service for City & Hackney residents while a full recommissioning process is undertaken. The recommissioning will allow a full evidence review and service redesign and time for steps to be undertaken to ensure that the new Stop Smoking Service best meets residents needs.

Since the publication of the report and submission to City's DLT Board, the Public Health Commissioning Manager stated that paragraph 11.2 on Agenda for Change: funding will be paid via ICB which has now been confirmed and the points made in this section of the report no longer applies.

In response to the Chair's query on reassurances about the provider, Suhana Begum, Senior Public Health Specialist responded to state that the Council has an excellent relationship with the provider who have consistently met their targets for service delivery and kept the service going throughout COVID.

The Chair thanked the officers and the team for their work.

### **RESOLVED:**

**Agree the 1 year extension of the City and Hackney Stop Smoking Service until the 30th of June 2024 at a maximum value of £924,271.**

## **8. AHI S148 - YOUNG PEOPLE'S CLINICAL HEALTH AND WELLBEING SERVICE (CHYPS PLUS) 1 YEAR EXTENSION: CONTRACT APPROVAL**

Lola Olawole, Public Health Commissioning Manager introduced the report seeking approval for a one year extension of the Young People's Clinical Health and Wellbeing Service (CHYPS) up to 31 August 2024. The contract approval will enable the continuation of the vital services for City and Hackney residents and will allow for a full recommissioning process to be undertaken.

As set out in the report, the CHYPS Plus service is a children centred service. It is delivered out of six main sites for children and young people aged 11 - 19. Additionally, young people up to 25 years of age who are particularly vulnerable to poorer outcomes such as homelessness. It will provide access to a range of services such as stop smoking, sexual health screening, access to contraception, pregnancy testing and support.

The Public Health Commissioning Manager added that the one year extension will enable the procurement of the service which will support the wider comprehensive review and redesign to form part of the integration to the 'Super Youth Hub' project.

With reference to 6.2 of the report and In response to Cllr Woodley's points on assurances and integration, Carolyn Sharpe, Consultant in Public Health for Children and Young People stated that the service is doing its best to ensure that the timelines align. The Public Health team are involved in the planning for the 'Super Youth Hub' work and have visions for a one stop shop for all children's and young people's needs. The extension will mean that the CHYPS recommissioning timelines will align with the plans for the 'Super Youth Hub'. The Consultant in Public Health also added that they are unable to guarantee that it will all work but are seeking to time it very closely and work hard to ensure that it does.

The Consultant in Public Health went on to add that the current service provider has not been performing as they wanted and have taken measures to address that by way of an informal letter being sent to the service provider. One of the big issues is around access as footfall dropped significantly around COVID which had not recovered. The service since taken some measures to make improvements such as change their leadership and governance, brought in an experienced sexual health consultant and recruited to some vacancies. As a result, the footfall has started to increase and the service is seeing better performance indicators. There is still work to do on increasing access to all parts of the borough and thinking about the groups the service needs to target and engaging new service users. The service has developed a communications plan and an outreach plan to reach young people who should be accessing the service.

The Chair drew reference to the key performance indicators and wanted to reiterate the need to understand the performance of existing contracts and stress the possibilities of Council insourcing opportunities.

The Chair thanked the officers for their work.

**RESOLVED**

**Agreed to extend the Young People's Clinical Health and Wellbeing Service contract for up to 1 year until 31 August 2024 at a maximum cost of £540,145.**

## **9. CHE S144 - COMMUNAL HEATING SYSTEMS: CONTRACT AWARD CONTRACT APPROVAL**

Sinead Burke, Head of Property and Asset Management introduced the report seeking approval for contract award for capital works heating systems. The contract is to cover capital works on any communal heating systems to include replacing the plant rooms, capital repairs, improving of the piping infrastructures and replacement of gas boilers and alternative fuel technologies heating systems.

The scope of the contract is for the whole of Hackney's council housing with a recommendation to award to a single tender for up to 10 years for an initial 5 year term, and up to 5 one-year extensions to a value of £20 million. The Head of Property and Asset Management stated that it follows a Business Case report done in 2019. The procurement process was delayed due to Covid and cyber attack.

The Head of Property and Asset Management drew the Committee's attention to the terms of the KPI and contract management pointing out that it is an initial five year term. Performance within each year of the five year term is required for each extension. It is a key contract mechanism to incentivise good performance against KPIs throughout the duration of the first five-year term and then informs the extensions that will be available.

Cllr Kennedy queried whether the Committee are being asked to effectively approve a 10 year contract if they are performing against their KPIs. Cllr Kennedy also queried the negotiations with leaseholders as the report sets out significant recharges.

In response, the Head of Property and Asset Management said that she will need to look at further details of the contract and reconfirm. The performance against the KPIs awards the contractor an additional term and that the Committee is being asked to approve up to a 10 year contract. The Leasehold Services team will handle consultations with the leaseholders to include evening meetings with residents.

The Chair thanked the officers for their work.

### **ACTIONS:**

- 1. Cabinet Member for Housing in consultation with Head of Property and Asset Management to respond to questions raised by Cllr Garbett on communal heating.**
- 2. Head of Property and Asset Management to provide a briefing note to Committee Members confirming the terms of the contract against key performance indicators.**

### **RESOLVED:**

**Agreed to approve the Award of the contract for Communal Heating Systems to Bidder 1 in Appendix A for a term of 5 years with an option to extend the contract for up to a further 5 years at a maximum value of £20m.**

**10. FCR S127 - AWARD OF CONSTRUCTION CONTRACT FOR THE CONSTRUCTION OF PRIMARY CARE SURGERIES AT: LAND TO REAR OF 2-28 BELFAST ROAD, N16 THE PORTICO, 34 LINSKOTT ROAD, E5.**

David Borrell, Senior Asset Manager within Strategic Property introduced this report for noting by the Committee.

The report updated on the construction of the two new primary care surgeries on Council owned sites being 38 Belfast Road and 34 Linscott Road (a Grade II listed building). The Senior Asset Manager apologised for the delay in bringing this update to the Committee which is owed to a busy period with projects and other pressing matters.

Cllr Woodley commented that she is content to note the report and is excited to see that one of the developments is in her ward and declared as such. Cllr Woodley also questioned the length of time it has taken and concerns about costs and difficulties with contractors and how it is kept within budget.

Senior Asset Manager advised that Linscott Road is on time and there are some delays with Belfast Road site due to archeology but confirmed that the developments remain within the provisional sums.

In response to the Chair's comments on point 7.8.2 on valuable sustainment policy if the tender was not approved. In response, the Senior Asset Manager apologised and stated that this was a typographical error in the document. He confirmed that the tenders have been approved and 25 percent local labour and contract value were part of the tender for contracts.

**RESOLVED:**

**That the report be noted.**

**11. NH Q74 - DELEGATED REPORT OF THE GROUP DIRECTOR, CHIEF EXECUTIVE'S DIRECTORATE :AUTHORITY TO APPOINT THE MAIN CONTRACTOR FOR BUCKLAND STREET.**

Bronwen Thomas, Project Manager for Estate Regeneration introduced the reports for Items 11 and 12 with the Chair's agreement. It is noted that both sites are geographically close to each other. The Project Manager for Estate Regeneration added that the projects have run in parallel to each other and started at the same time.

Approval was given in October 2020 for the procurement strategy and that included at the time delegated authority to award the construction contracts. Following the procurement process, a contractor has been appointed and this report is seeking to provide an update for the Committee to note. The report also sets out historic shifts as the Delegate Powers Report was approved by the Chief Executive as at the time the directorate was under his authority as Group Director when it was previously Neighbourhoods and Housing.

Cllr Kennedy queried the difference between the Hyde National framework Lot 6 and Hyde National Framework Lot 2. In response, the Project Manager stated that at the time of the Procurement Strategy being developed officers were able to use Hackney's framework because of the way it was streamlined. They carried out soft market testing of both contractors on the two frameworks, the results of which showed that there was a lot more interest in the Hyde National Framework and not Southern Housing.

With respect to both reports, Items 11 and 12, the Chair requested further details on what can be expected of both contracts in terms of the other sustainability procurement policy requirements for example local apprentices and delivering for green.

Cllr Chapman thanked the officer and looks forward to meeting the target of 1000 new homes by the end of this administration.

**ACTION:**

**The Project Manager for Estate Regeneration to prepare a briefing note to Committee Members with details of the Sustainability Procurement Policy terms to be delivered.**

**RESOLVED:**

**That the report be noted.**

**12. NH Q80 - DELEGATED REPORT OF THE GROUP DIRECTOR, CHIEF EXECUTIVE'S DIRECTORATE: AUTHORITY TO APPOINT THE MAIN CONTRACTOR FOR WIMBOURNE STREET**

As set out under Agenda Item 11.

**ACTION:**

The Project Manager for Estate Regeneration to prepare a briefing note to Committee Members with details of the Sustainability Procurement Policy terms to be delivered.

**RESOLVED:**

**That the report be noted.**

**13. PROCUREMENT OF A DESIGN AND BUILD CONTRACTOR FOR COLVILLE ESTATE PHASE 2C**

Mirander Ferrier, Colville Estate Regeneration Programme Manager introduced the report for noting which follows the approval of the delegated powers report at Appendix 1.

The report sets out the procurement that has been undertaken to appoint a third contractor and completes the first of a two-stage approval strategy which was approved by the Committee in July 2021.

The project comprises of the second and final part of Phase 2 Colville regeneration programme and will provide 93 new mixed tenure homes and supports substantial improvements to the public realm on the estate. The Colville Estate Regeneration Programme Manager also stated that there will be a new community centre and low carbon energy centre as part of the provision of this phase.

The Chair made reference to Point 5.1.6 of Appendix 1 and sought clarity on which option was being proceeded with as it appears to be unclear from the report. The Chair also queried plans for the Energy Centre.

In response, Colville Estate Regeneration Programme Manager clarified that option B is being proceeded with. Plans for the Energy Centre are being reviewed and procured via a separate route within the Energy Management Team. The team are looking at the procurement of a specialist contractor who would actually deliver the Energy Centre.

Thanked officers for their work on the report.

**RESOLVED:**

**That the report be noted.**

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

There was no urgent business to consider.

**15. 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 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.

**16. EXEMPT MINUTES OF THE PREVIOUS MEETING OF CABINET PROCUREMENT AND INSOURCING COMMITTEE HELD ON 7 NOVEMBER 2022**

**RESOLVED**

Approved the restricted minutes of the Cabinet Procurement and Insourcing Committee held on 7 November 2022.

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

22.1 There was no urgent business to consider.

**Duration of the meeting: 5.00 - 6.03 pm**

Councillor Robert Chapman  
Chair of the Committee



## CABINET PROCUREMENT AND INSOURCING COMMITTEE

### ACTIONS TRACKER

Ref	Meeting Date	Agenda Item	Action	Assigned to	To be completed by	Status
1	7/11/22	7 - Housing Repairs Material Framework	To prepare a briefing note in consultation with the Procurement team addressing the sustainability issued and to circulate to Committee Members.	Peter Lovell	Tbc - Jan 2023	Completed
2	5/12/22	9 - Communal Heating Systems	(1) Cabinet Member for Housing in consultation with Head of Property and Asset Management to respond to questions raised by Cllr Garbett on communal heating.  (2) To provide a briefing note to Committee Members confirming the terms of the contract against key performance indicators.	Cllr McKenzie  Sinead Burke	Tbc - Jan 2023	Outstanding
3	5/12/22	11 - Buckland Street	Briefing note to be provided to Committee Members with details of the Sustainability Procurement Policy terms to be delivered.	Brownwen Thomas	Tbc - Jan 2023	Outstanding
4	5/12/22	12 - Wimbourne Street	Briefing note to be provided to Committee Members with details of the Sustainability Procurement Policy terms to be delivered.	Brownwen Thomas	Tbc - Jan 2023	Outstanding

