

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

MONDAY, 13 MARCH 2023 (5PM)

THE MEETING WAS LIVE STREAMED AND CAN BE VIEWED HERE:

<https://youtu.be/cACg1RFFNBo>

Chair	Cllr Robert Chapman (Cabinet Member for Finance, Insourcing and Customer Services)
Councillors Present:	Cllr Anntoinette Bramble (Deputy Mayor (Statutory) and Cabinet Member for Education, Young People and Children’s Social Care) Cllr Chris Kennedy (Cabinet Member for Adult Social Care, Voluntary Sector and Culture) Cllr Caroline Woodley (Cabinet Member for Families, Parks and Leisure)
Officers in Attendance in Person:	Rotimi Ajilore (Head of Procurement), Peter Gray (Governance Officer), Tessa Mitchell (Governance Team Leader), Merle Ferguson (Procurement Strategy and Systems Lead)
Officers in Virtual Attendance:	Carol Gayle (Operations Manager) Leila Gillespie (Procurement Category Lead Commissioning Manager) Jade Mercieca (Procurement and Commercial Manager) Ian Jones (Legislation, Strategy and Projects Officer) Patrick Rodger (Senior Lawyer) Timothy Lee (Public Health Commissioning Manager) Divine Ihekwoaba (Category Lead - Construction and Environment) Charlotte Smith (Senior Commissioning Officer) Joe Wilson (Head of SEND)

1. Apologies for Absence

1.1 There were no apologies for absence.

2. Urgent Business

- 2.1 There were no items of urgent business.

3. Declarations of Interest - Members to declare as appropriate

- 3.1 There were no declarations of Interest.

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 received.

5. To Consider any Deputations, Questions or Petitions Referred to the Cabinet Procurement and Insourcing Committee by the Council's Monitoring Officer

- 5.1 There were none received.

6. Unrestricted Minutes of the Meeting Held on 16 February 2023

RESOLVED:

That the unrestricted minutes of the Cabinet meeting on 16 February 2023 be approved as a true and accurate record of proceedings.

It was noted that the actions tracker will be updated to remove completed actions.

7. HI S178 Hackney Integrated Community Equipment Service

- 7.1 The Senior Commissioning officer introduced the report, highlighting the following:

- The report recommended that the contract for a 5 year period with 1+1 year options be extended and commence from 1 August 2023;
- The estimated value of the contract is £13.3m with an estimated annual value of £1.85m rising to £1.975m;
- Community Equipment was a key preventative service enabling older people in Hackney to live independently and to support the timely transfer of care from Care Homes;
- The industry had been subject to inflationary increases and cost pressures with an increase in demand for the service;
- Value for Money could be achieved, in part, through an increase in economies of scale;
- The options appraisal had identified the London Community Equipment Consortium as the best option for the Council to achieve the best value for money and resilience;
- The recommendation was to retain the benefits of the current integrated service model joining the consortium with existing stakeholders.

- 7.2 Councillor Woodley referred to the procuring green and the recycled items and

the feedback on the survey on perceived cleanliness and suitability of some of the equipment. She asked the performance indicators that equipment is refurbished to a high level of quality.

- 7.3 The Chair referred to the fact that 1 in 5 involved in the survey had complained about the poor quality of the equipment used.
- 7.4 Councillor Kennedy highlighted that issues around the quality of equipment had been raised at the Health Care Board.
- 7.5 The Senior Commissioning Officer highlighted that:
- Performance issues with the current provider;
 - Difficulties existed with supply chains with the availability of equipment currently a problem;
 - It was anticipated that the new contract would enable improved buying power together with the ability to share equipment with the other Boroughs and to have access to increased shared staffing

8 CE S174 SEND DPS Transportation Contract Award Approval

- 8.1 The Head of SEND introduced the report, highlighting the following:
- The contract was for home ot school transport;
 - The contract would allow purchasers to join the Dynamic Purchasing System (DPS) on an ongoing basis throughout the live of the contract;
 - Efficiencies for the services in terms of routing journeys was anticipated;
 - Delegated authority was sought to enable various teams across the Council to award routes;
- 8.2 Councillor Kennedy asked that feedback on user satisfaction be built into the performance indicators for the service.
- 8.3 The Chair asked if there were performance indicators or processes in place to ensure compliance with the commitment to the use of low emission vehicles or alternative fuels to reduce the environmental impact.
- 8.4 The Head of Procurement confirmed that that user feedback can be included in the performance indicators as part of discussions with the suppliers.
- 8.5 The Head of SEND confirmed that specific clarification on these matters was to be sought from providers on the operation of fleets to ensure that standards around fuel emissions are met. The Chair asked that a progress report on this issue be made to a future meeting.

Action: That a report back to a future meeting on the development of performance indicators and processes to ensure compliance with the commitment to the use of low emission vehicles and alternative fuels to reduce the environmental impact.

Action: Head of SEND

9 FCR S180 Officer Key Decision Procurement of Core Insurance Provision

- 9.1 The Chair reported that the report was not currently available with additional work necessary to resolve matters. The report would be submitted to a future meeting of the Committee.

10 FCR S168 Provision of Advice and Support to Single Homeless Client at the Greenhouse

- 10.1 The Legislation, Strategy and Projects Officer introduced the report, highlighting the following:
- The contract had come up for renewal with a provider secured for a 5 years contract with an option for an additional year;
 - Greenhouse provided an advice service to single residents and was a separate service providing additional support and guidance with access to opportunities that were not available to the Council.
- 10.2 Councillor Woodley referred to the increase in individuals with multiple and complex needs and young people coming forward and whether training was in place across all relevant services to properly identify and understand these needs.
- 10.3 The Legislation, Strategy and Projects Officer told the Committee that there was an increase in the level of demand for the service and that the provision of training to attain a wide ranging understanding of these needs was to form part of the contract with the new provider.

11 Any Other Unrestricted Business the Chair Considers to be Urgent

- 11.1 There was no other business that the Chair considered urgent.

12 Date of the Next Meeting

The next meeting will be held at 5.00pm on 17 April 2023.

13 Exclusion of Press and Public

Note from the Governance Services Team Leader:

Items 14, 15, 16, 17 and 18 allowed for the consideration of exempt information in relation to items respectively.

RESOLVED:

THAT the press and public be excluded from the proceedings of the Cabinet Procurement Committee during consideration of Exempt items 14-18 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.

- 14 HI S178 Hackney Integrated Community Equipment Service**
- 15 CE S174 SEND DPS Transportation Contract Award Approval**
- 16 FCR S180 Officer Key Decision Procurement of Core Insurance Provision**
- 17 FCR S168 Provision of Advice and Support to Single Homeless Client at the Greenhouse**
- 18 Any Other Restricted Business that the Chair Considers Urgent.**

Chair: Councillor Robert Chapman,
Cabinet Member for Finance, Insourcing and Customer Service

Contact: Tessa Mitchell, Governance Team Leader governance@hackney.gov.uk

Attachment: Cabinet Procurement and Insourcing Committee Action Tracker

