

MINUTES OF A MEETING OF THE CABINET PROCUREMENT AND INSOURCING COMMITTEE

MONDAY, 4 SEPTEMBER 2023

Councillors Present: **Councillor Robert Chapman in the Chair**

 **Cllr Christopher Kennedy, Cllr Caroline Woodley
 and Cllr Mete Coban**

Officers in Attendance: Rotimi Ajilore - Head of Procurement
 Leila Gillespie - Procurement Category Lead for
 Corporate Services
 Rabiya Khatun - Governance Officer
 Rob Miller - Strategic Director Customer & Workplace
 Jackie Moylan - Group Director, Finance

**Officers in Attendance
Virtually:** Joe Baxter - Contracts & Commissioning Officer
 Suhana Begum - Senior Public Health Specialist,
 Colin Cowdrey - Head of Colleague Experience
 Divine Ihekwoaba - Procurement Category Lead for
 Construction
 Justin Feltham - Programme Management Office
 Manager
 Merle Ferguson - Procurement Strategy and Systems
 Lead
 Hayley Craig - Major Capital Projects Delivery Lead
 Lesley Hill - Strategic Commissioner
 Louise Humphreys - Acting Director of Legal,
 Democratic and Electoral Services
 Timothy Lee - Procurement Category Lead for Health
 and Social Care
 Tessa Mitchell - Governance Services Team Leader
 Lola Olawole - Public Health Commissioning Manager
 Patrick Rodger - Senior Lawyer
 Paul Saunders - Facilities Operations and Contracts
 Manager
 Charlotte Smith - Senior Commissioning Officer
 Jayne Taylor - Consultant in Public Health
 Peter Varey - Commissioning Specialist in Public
 Health
 Monsur Zaman - Senior Digital Analyst

1.1 There were no apologies for absence.

2 Declarations of Interest

2.1 Councillor Chapman informed the Committee and it was recorded that Kings Hall Leisure Centre at item 11 of the agenda was in his Homerton Ward.

3 Urgent Business

3.1 There was no urgent business to consider.

4 Notice of Intention to Conduct Business in Private and Representations Received

4.1 There were no representations to consider.

5 Deputations/Petitions/Questions

5.1 There were no deputations, petitions or questions to consider

6 Unrestricted Minutes of the Cabinet Procurement and Insourcing Committee held on

RESOLVED

That the unrestricted minutes of the Cabinet Procurement and Insourcing Committee held on 3 July 2023 be agreed as a true and accurate record of proceedings.

7 AHI S186 Integrated Telecare Service Contract Extension Award Report

7.1 Charlotte Smith, Senior Commissioning Officer for Older People and Long Term Conditions, introduced the report seeking approval to extend the Hackney Integrated Telecare Service contract with the incumbent provider for a period of 18 months, plus 6 months plus 6 months options to allow for continued service delivery whilst the service completed the necessary transition from analogue to digital ensuring the continued safety of the most vulnerable residents and commissioned a future Technology-Enabled Care service enabling the move towards delivering a proactive and preventive digital offer that can help improve the quality of life for residents and reduce reactive care costs.

7.2 In response to a question from a Member of the Committee regarding why the contract extension had been requested retrospectively after the contract had expired in February 2023, it was stated that due to health funding issues it had not been possible to achieve a successful tender in February 2023. The City and Hackney Place-Based Partnership Delivery Group had been unable to agree to recurrent funding for any project or service due whilst transitioning to an Integrated Care System. A request for an increase in funding from the Better Care Fund contribution was submitted in August 2022 and a £50,000 recurrent increase to its annual contribution was agreed in May 2023. The budget was now sufficient to meet the forecast spend for a period of two and half years.

RESOLVED:

To award an extension to the contract with Millbrook Healthcare Limited for the delivery of the Hackney Integrated Telecare Service, for a period of 18-months + 6-months + 6-months options to extend; full 30-month contract extension period 26 February 2023 to 25 August 2025. The total projected contract value for the full period is c.£2,080k. This includes an estimated c.£204k cost of equipment that will be reimbursed by health partners.

8 AH1 S176 Stop Smoking Service Reprourement Business Case

8.1 Suhana Begum, Senior Public Health Specialist introduced the report requesting the authority to recommission the City and Hackney Stop Smoking Service for a further 5 years from the 1st of July 2024. The recommissioning would result in £124k savings annually and the specification included some insourcing of the service.

8.2 Members noted the error at paragraphs 6.10.3 and 6.10.4 of the report and the amendments to the KPIs. This should read that, 'as a minimum, 50% of people setting a quit date should achieve a 4 week quit and a stretch target of 60% will be in place'. The target for the service is to encourage 1600 people per year to set a quit date and that at least 50% of those achieve a successful quit.

8.3 In response to a question from a Member regarding managing and recycling e-cigarettes available under the Swap to Stop scheme, the officer replied that this service was under development and that this treatment would only be offered to smokers to help them quit. The service would educate and encourage smokers to use refills instead of single disposable e-cigarettes.

8.4 Members emphasised that the message to people should be that e-cigarettes or vaping should be used as an aid to quit smoking and to discourage the use of disposable e-cigarettes because of its environmental impact.

RESOLVED:

1. Agree the commissioning of the City and Hackney Stop Smoking Service for a period of up to five (5) years (3+1+1) beginning 01/07/2024 at a maximum value of £4m (Option number 4 in section 6). This will include within this financial envelope, a budgeted amount of £80,000 per annum for an insourced PO7 post to provide an enhanced community engagement function and work with the provider to develop partnerships with high prevalence and high risk communities.

2. Such commissioning shall include the option to award further funding to the successful bidder of up to £500k (in total, over the lifespan of the contract, depending on allocation from central government) for optional additional work packages to deliver national initiatives. The potential scope of these work packages is described in section 6.5.7 of the submitted report.

9 FCR S230 Security Framework Extension

9.1 Members noted the Supplementary Papers circulated prior to the meeting.

9.2 Rob Miller, Strategic Director Customer and Workplace, introduced the report seeking approval to extend the current security framework contract for Council regular and reactive security requirements and concierge services for Hackney residential blocks for a 24 month period. This will provide the time required to retender service lots which have been assessed as not feasible for insourcing and develop further analysis of potential savings that can be achieved from this contract for reinvestment in insourcing elements of the service that are considered viable for insourcing (subject to expected cost increases set out in the report).

9.3 Following the introduction, in response to a query from a Member of the Committee regarding the insourcing of the service leading to an increase in staff from 120 to over 140, it was stated that based on the current service hours being delivered if the service was insourced under the Council's terms and conditions and 36 hour working week more permanent staff would be needed to employed to deliver this service.

RESOLVED:

1. To note the work undertaken on the possible insourcing of major parts of this service.

2. To agree a 24 months extension of the current Corporate Security contract with CIS Security Ltd with 12 and 18 month break clauses, while these options are actively pursued.

10 FCR S235 Replacement Unified Communication as a Service (UCaaS) & Contact Centre as a Service (CCaaS) Telephony System 2023

10.1 Rob Miller, Strategic Director Customer and Workplace introduced the report outlining the proposal to replace the current cloud based service for telephony and contact centre software and seeking to award a contract for the procurement of a new 'Unified Communication as a Service' telephony service that included an omnichannel contact centre solution.

10.2 Members noted the exempt appendices.

RESOLVED:

1. To authorise the award of a contract for the procurement of a new 'Unified Communication as a Service' telephony service that includes an omnichannel contact centre solution to Supplier 1.

11 FCR S244 Kings Hall Leisure Centre Refurbishment Project contractor Procurement Business Case Part 1

11.1 Hayley Graig, Major Capital Projects Delivery Lead, introduced the report setting out the case for the contractor procurement to support the delivery of the Kings Hall Leisure Centre refurbishment project, the two stage design and build and procurement process. The procurement would be split at 70% quality and 30% cost. The project governance and management structure put in place for this refurbishment project also ensured that lessons learned across the Council's broader capital delivery programmes including the Britannia Leisure Centre project could be fed into the

project team and help secure the project's success. The project was anticipated to be achieved within the existing budget.

11.2 Following the introduction, Members of the Committee noted the following:

- The importance of Kings Hall Leisure Centre to the local community and that doing nothing would not be an option, and that the staged approach would mitigate the risks for this complex site.
- It had been reassuring that the officers working on this project had previous experience of working on the successful multi award-winning Britannia Leisure Centre.
- In response to a question regarding the timeline of the report to Cabinet, the officer explained that the tender document would be issued in a few days which would enable a contractor to be appointed and a pre-construction services agreement to be signed by end of January 2024, the Stage three design would be reviewed from February to March 2024 and it was anticipated that a full business case including a better understanding of the risks and costs could be submitted to Cabinet by spring 2024.

11.3 The Chair thanked officers for their work on this project.

RESOLVED to:

1. Approve the commencement of a two stage design and build procurement for Kings Hall Leisure Centre Refurbishment Project through the Southern Construction Framework Lot 3.

2. Delegate authority to the Group Director, Finance, in consultation with the Hackney Kings Hall Leisure Centre Development Board, in respect of the award of a Pre-Construction Services Agreement (PCSA) to the recommended contractor.

3. Authorise the Director of Legal, Democratic and Electoral Services to agree and enter into all necessary legal documentations relating to a Pre-Construction Service Agreement with the recommended contractor.

CPIC is requested to note that:

4. Following a review of the Stage 3 cost plan by the PCSA contractor, a Full Business Case requesting budget approval for the whole project will be brought back to Cabinet for consideration.

5. Subject to Cabinet approving such Full Business Case, the project will proceed by submitting a planning application and continuing to complete the second stage of the procurement process (including the open book market testing of the Stage 4 design with the PCSA contractor's supply chain).

6. At the completion of the second stage of the procurement process, a report recommending the award of the main design and build contract to the recommended contractor will be brought back to CPIC for consideration and approval.

12 **Exclusion of the Public and Press**

RESOLVED

THAT the press and public be excluded from the proceedings of the Cabinet Procurement Insourcing Committee during consideration of Exempt Appendices at item 13 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.

13 **FCR S235 Replacement Unified Communication as a Service (UCaaS) & Contact Centre as a Service (CCaaS) Telephony System 2023 - Exempt Appendices**

13.1 The discussion and decision relating to this item are set out in item 10.

14 **Urgent Exempt Business**

14.1 There was no restricted urgent business to consider.

Duration of the meeting: 5.00 - 5.42pm

Cllr Robert Chapman
Chair of Cabinet Procurement and Insourcing Committee