

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

MONDAY, 5 FEBRUARY 2024

Councillors Present:	Councillor Robert Chapman in the Chair Cllr Christopher Kennedy and Mayor Caroline Woodley
Apologies:	Councillor Mete Coban MBE
Officers in Attendance:	Rotimi Ajilore - Assistant Director - Procurement & Energy Services Rabiya Khatun - Governance Officer
Officers in Attendance Virtually:	Pauline Adams - Principle Head of Service (Early Help & Prevention) Joe Baxter - Contracts & Commissioning Officer Nickie Bazell - Senior Public Health Specialist Merle Ferguson - Procurement Strategy and Systems Lead Leila Gillespie - Procurement Category Lead for Corporate Services Divine Ihekwoaba - Procurement Category Lead for Construction Timothy Lee - Procurement Category Lead for Health and Social Care Claudette Lewis- Contracts Officer (Children's Social Care) Tessa Mitchell – Governance Team Leader Jayne Taylor - Consultant in Public Health

1 **Apologies for Absence**

1.1 Apologies for absence were received on behalf of Cllr Coban.

2 **Declarations of Interest**

2.1 There were no declarations of interest.

3 **Urgent Business**

3.1 There was no urgent business to consider.

4 Notice if 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 8 January 2024

6.1 Members considered the previous unrestricted minutes of the Cabinet Procurement and Insourcing Committee held on 8 January 2024.

RESOLVED

That the unrestricted minutes of the Cabinet Procurement and Insourcing Committee held on 8 January 2024 be agreed as a true and accurate record of proceedings.

6.2 Actions Tracker

No.7 CED S286 Extension of Temporary Accommodation Dynamic Purchasing System - Members noted the actions and that the Head of Procurement would liaise with officers and provide an update of the submission date of the report.

7 AHI S210 Stop Smoking Service Re-procurement Contract Award

7.1 Jayne Taylor, Consultant in Public Health introduced the report relating to the award of the contract to deliver the City and Hackney Stop Smoking Service to Provider A. This contract has been based on a redesigned service model and specification including an insourced service element that took into consideration the NICE guidance and the current national policy context to create a smoke free generation. In addition, a corrigendum notice had been published providing an additional funding allocation for Hackney and the City combined of £339,978 per annum for five years from April 2024. Officers outlined proposed service model and rationale for selection of preferred Provider A.

7.2 Members noted the dedicated officer to be hosted by Hackney Council to undertake the insourced enhanced community engagement function and the ring fenced budget of £50,000 per year for work with Hackney's priority and high risk groups.

7.3 Following the introduction, Members of the Committee asked questions which were responded to as follows:

- In regard to the allocation of 5% to social value benefits, it was clarified that the total weighting for social value in the contract was approximately 19% and included other social value factors such as inequalities, building capacity, the communities and partnership which had been addressed in the report.
- In response to concerns about the environmental impact of single use vapes, it was stated that e- cigarettes were the most effective tool for adult smokers to

quit smoking (recognised through the national Swap to Stop scheme currently being implemented locally). A significant amount of work had been undertaken on enforcement including the funding of a Trading Standards Officer to take enforcement action on single use vapes and illegal tobacco, and the government's response to their recent consultation would also give more powers to deal with vapes.

- In response to a question regarding local opportunities and interaction with Voluntary and Community Sectors (VCS), it was emphasised that the preferred Provider had good provision for apprenticeships and local employment opportunities that included work experience, Royal Society of Public Health training. The ring fenced additional funding of £50,000 would be allocated for the specific work to be undertaken by local VCS organisations to deliver the Council's stop smoking service.
- The Chair confirmed that the refreshed insourcing and procurement policy would be considering incorporating a separate section on social value benefits and seeking a higher allocation in future reports.

7.4 The Committee thanked officers for securing the additional funding of £1.6m and their work on this project.

RESOLVED:

- 1. To agree an award of the City and Hackney Stop Smoking Service contract to Provider A for a period of up to five years (3+1+1) from the 1st of July 2024. The total value of the contract will be a maximum of £5,698,595. This will be made up of up to £3,583,700 in core service spending (An average of £716,740 per year). There will also be up to £500,000 of central government funding to be allocated towards Optional Additional Work Packages and up to £339,978 per annum of additional central government funding to support local stop smoking services (as described in section 6.1 of the report).**

The Decision Notice sets out the decision, the reasons for the decision and alternative options considered.

8 CE S187 Universal Youth Services Centre Based (locality), Outreach and Detached Youth Programmes

8.1 Noted the revised Key Milestones timeline within the supplementary papers circulated prior to the meeting.

8.2 Pauline Adams, Principle Head of Service, introduced the report seeking to contract with a range of providers to continue to complement the in-house offer to provide a range of universal youth work programmes for children and young people aged 6-19 and secure a comprehensive system of support and opportunity for young people including key target groups such as Black and Global Majority, SEN etc and also seeking approval for an extension of seven months for the current 13 existing Connecting Young Hackney providers at Lot 1 in order to ensure continuity of service whilst the procurement process was completed. The services would be provided up to 25 years old for young people with special educational needs and disabilities. The social value element was 15% Young people from Youth Parliament and Hackney Young Futures had been involved in this procurement process.

8.3 Following the introduction, Members of the Committee asked questions which were responded to as follows:

- In response to a question about the providers, it was stated that there had been a good response from the market and in excess of 60 providers had bid for this service.
- In response to a question regarding employment and training opportunities, it was explained that it would be useful to have the skills set of young researchers and Young Hackney to understand the needs and deliver appropriate employment access and training for young people.
- In response to a question about insourcing, it was stated that insourcing has not been recommended due to an increase in management and delivery costs as well as the Council not having the infrastructure to facilitate this service.
- With regard to the impact on new providers delivering a service from the age of 6 years olds, it was stated that Hackney Council had separately commissioned adventure play provisions that covered children from 6 years plus. If there were any changes that impacted on the youth service then the Council would prefer to look at a separate process to review the existing provision and enhance delivery.
- With regard to all providers being treated fairly, especially new providers and existing providers potentially bidding for a contract, it was stated to ensure fair treatment the technical ability to deliver in terms of youth work practice and methodology and experience were clearly being set out in the procurement process and if the scores were equal then a presentation would be held. In addition, the requirement and ability to deliver projects of this size and specification would be embedded in the Invitation to Tender to ensure best outcomes for young people.
- In response to a question about the management model for this contract, it was clarified that this contract was specifically focused on localities and their primary care networks and existing youth hub provision, which was partly delivered in-house and by the VCS which was commissioned through a separate tender process. The key neighbourhoods that could benefit from the additional provision had been identified as part of complementing the existing landscape and also culturally specific groups such as the Charedi community to involve them in youth work.

RESOLVED:

- 1. To agree the procurement of up to 11 individual contracts for youth provision that are delivered through centre based (locality), outreach, peripatetic or detached youth work arrangements. Each contract will run for a period of 3 years from 1st November 2024 with an option to extend for 2 years in yearly increments. The maximum budget for the services over five (5) years will be £3.5m (£700,000 p.a.).**
- 2. To agree to the extension of 13 existing Connecting Young Hackney, Lot 1 contracts for a maximum period of seven (7) months until the end of October 2024 at a maximum cost of £545K.**

The Decision Notice sets out the decision, the reasons for the decision and alternative options considered.

9 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 items 10-12 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.

10 AHI S210 Stop Smoking Service Re-procurement Contract Award (Exempt Appendices)

10.1 The exempt appendices relating to item 7 were noted.

11 CE S187 Universal Youth Services Centre Based (locality), Outreach and Detached Youth Programmes (Exempt Appendices)

11.1 The exempt appendices relating to item 8 were noted.

12 Urgent Exempt Business

12.1 There was no urgent business to consider.

Duration of the meeting: 5.00 - 5.30pm

Cllr Robert Chapman.
Chair of Cabinet Procurement and Insourcing Committee