

NOTTINGHAM CITY COUNCIL

COMMISSIONING AND PROCUREMENT SUB-COMMITTEE

MINUTES of the meeting held at LB31 - Loxley House, Station Street, Nottingham, NG2 3NG on 15 July 2015 from 14.00 - 14.48

Membership

Present

Councillor Alex Norris (Chair)
Councillor Nick McDonald (Vice Chair)
Councillor Jon Collins
Councillor David Mellen
Councillor Nicola Heaton
Councillor Dave Trimble

Absent

Councillor Jane Urquhart

Colleagues, partners and others in attendance:

Noel McMenamin	- Governance Officer
Alex Cox	- Commercialisation and Contracting Manager
Antony Dixon	- Strategic Commissioning Manager
Rachel Doherty	- Lead Contracting Manager
Lynne McNiven	- Consultant in Public Health
Christine Oliver	- Head of Service, Crime and Drugs Partnership
Dave Robinson	- Nottingham Voluntary and Community Services

Call-in

Unless stated otherwise, all decisions are subject to call-in and cannot be implemented until 28 July 2015

10 APOLOGIES FOR ABSENCE

Councillor Jane Urquhart (work commitments)
Helen Kearsley-Cree (substitute: Dave Robinson)

11 DECLARATIONS OF INTERESTS

None.

12 MINUTES

The minutes of the meeting held on 10 June 2015 were confirmed as a true record and they were signed by the Chair.

13 VOLUNTARY SECTOR UPDATE

Dave Robinson of Nottingham Community and Voluntary Services (NCVS) provided an update for the Sub-Committee on work carried out to determine the economic value of the voluntary and community sector to Nottingham. The full report will be available shortly, but headlines include:

- (a) The 45 groups surveyed said they provide a total of nearly 400 different services to Nottingham, equating to more than 8 services per organisation. Groups support almost 450 different client groups;
- (b) Investment in volunteering among the 35 organisations responding to the survey on the value of volunteering is over £1 million, while NCVS calculates that the economic value of volunteering is over £1.5 million, representing a very healthy return on investment;
- (c) On funding, it is estimated that for every £1 invested locally, £5 is brought into Nottingham by the voluntary sector;
- (d) Over 60% of money spent by the voluntary sector in Nottingham stays in Nottingham, while less than 20% of all expenditure goes on 'backroom' costs.

RESOLVED to note the update.

14 WORK PROGRAMME

RESOLVED to approve the Work Programme, noting that forthcoming items related to both commissioning and procurement.

15 RE-PROCUREMENT OF STOP SMOKING SERVICES AND ADULT HEALTHY LIFESTYLES - KEY DECISION

Lynne McNiven, Consultant in Public Health, presented the report of the Interim Director of Public Health, requesting an extension of several public health contracts to enable the completion of the strategic review of Adult Healthy Lifestyle services. Ms McNiven highlighted the following points and responded to councillors' questions:

- (a) significant savings have already been made in respect of these services since Nottingham City Council took over responsibility for their delivery from NHS England;
- (b) the services involved are specifically targeted at citizens at a high risk of developing Cardio-Vascular Disease, and the contract extensions will ensure continuity of service while the strategic review is carried out;
- (c) the strategic review will in due course lead to further significant savings.

RESOLVED to

(1) give approval to:

- (a) extend those Public Health contracts listed in the exempt Appendix 1 Tables A & B, for for up to 1 year, at a cost not exceeding their current contract values;**
- (b) grant dispensation from sections 5.1.1 and 5.1.2 of the Council's Contract Procedure Rules, in accordance with section 3.29 of the Council's Financial Regulations, in respect of the Public Health contracts indicated in exempt Appendix 1, Table B, noting that the Chief Finance Officer has been consulted on and agrees to this request;**

(2) delegate authority to the Interim Director of Public Health in consultation with the Portfolio Holder of Adults and Health, to agree the final values and award contracts for the services listed in exempt Appendix 1, Tables A and B, providing

these do not exceed their current values, noting that a Delegated Decision Making Form would need to be completed to record this decision;

- (3) delegate authority to the Head of Quality and Efficiency to sign the final contracts and contract extensions in respect of all services detailed in exempt Appendix 1 Tables A and B following approval by the Director of Public Health to the agreed contract awards;**
- (4) give approval to spend the budget to support the contractual values set out in exempt Appendix 1 Tables A and B . If the contractual values are over and above current indicative values a separate report will be presented for approval.**

Reasons for recommendations

- (1) extending the contracts listed in exempt Appendix 1, Table A and B, for one year will ensure that continuity of service provision is maintained and citizens can continue to access these Public Health Services from April 2016; and that the recommendations of commissioning review during 2015/16-2016/17 can be implemented in a timely manner. It will also enable procurement to be undertaken during 2016/17 to ensure that service and cost improvements can be achieved from April 2017 onwards;
- (2) A commissioning review is required to ensure that health and wellbeing benefits for citizens from these services are maximised and that the services provide the best value for money. There are several service configuration options that need to be considered and appraised including integration with and utilisation of relevant existing council services and there is insufficient time to undertake such a review and procure services before current contracts end in March 2016;
- (3) It is proposed that fixed term arrangements be put in place with existing providers to ensure continuity of service for local citizens. All Public Health contracts pertaining to this review currently due to expire on 31 March 2016 are listed in exempt Appendix 1, along with proposed commissioning arrangements for 17/18 onwards. The exempt appendix also contains details of contract values and a rationale for each for the proposed tender arrangements;
- (4) In all cases contract performance will be monitored closely throughout the year to ensure that services are delivered effectively and best value is obtained.

16 RE-PROCUREMENT OF PUBLIC HEALTH NURSING - KEY DECISION

Lynne McNiven, Consultant in Public Health, introduced the report of the Corporate Director for Children and Adults, seeking dispensation to extend the contract for School nursing until March 2017 in order to allow all options for integration of children's 0-19 services to be fully explored. Ms McNiven highlighted the following points and responded to councillors' questions:

- (a) Nottingham City Council became responsible for commissioning School Nursing services in April 2013, and the current contract, delivered by Nottingham CityCare Partnership expires on 31 March 2016;
- (b) a wider Child Development strategic review is underway. This will address all elements in the delivery of the Healthy Child Programme from 0-19 years. Responsibility for commissioning health visitor and family nurses transfers to the City Council from 1

October 2015, and extending the school nursing contract by 1 year will enable all these services to be re-modelled, and savings identified, in due course;

- (c) the child development strategic review is also being considered by the Children's Partnership Board, commissioning proposals for delivery of the Healthy Child Programme will come forward in the summer of 2016. councillors advised that Councillor Sam Webster, the Portfolio Holder for Schools, will need to be consulted as part of the wider commissioning programme;
- (d) A councillor advised that clear 'buy-in' from school head teachers is needed so that all parties are clear about the service to be delivered, and clarity is also required to ensure that services align with those provided under the Small Steps Big Changes programme.

RESOLVED to

- (1) approve the extension of the Public Health contract detailed in exempt Appendix 1 for 1 year, at a cost not exceeding its current contract value;**
- (2) approve dispensation from sections 5.1.1 and 5.1.2 of the Council's Contract Procedure Rules, in accordance with section 3.29 of the Council's Financial Regulations, in respect of the Public Health contract indicated in exempt Appendix 1. The Chief Finance Officer has been consulted on and agrees to this resolution;**
- (3) delegate authority to the Director of Public Health in consultation with the Portfolio Holder of Adults and Health, to agree the final value and award the contract for the service listed in exempt Appendix 1, providing this does not exceed its current value, noting that a Delegated Decision Making Form would need to be completed to record this decision;**
- (4) delegate authority to the Head of Quality and Efficiency to sign the final contract extension in respect of the service detailed in exempt Appendix 1, following approval by the Director of Public Health to the agreed contract award;**
- (5) give approval to spend the budget to support the contractual value set out in exempt Appendix 1. If the contractual value is over and above the current indicative value, a separate report will be presented for approval.**

Reasons for recommendations

- (1) To allow the option to integrate Public Health Nursing services (0-19) by aligning the procurement of the service to timescales of the Child Development Strategic Review (CDR) and the re-procurement of Public Health Nursing (0-5) services (Health Visiting and Family Nurse Partnership).
- (2) To maximize the potential for increased integration of universal / preventative and early help services. Postponing the procurement will allow an in-depth options appraisal as part of the CDR to be developed which will determine the most effective, efficient, acceptable, accessible and equitable use of resources utilising an evidenced based integrated pathway of services for pregnant women, babies, children and young people up to the age of 19.
- (3) To support the achievement of a consistent and seamless delivery of the Healthy Child Programme 0-19 and achieve quality outcomes for children and parents and contribute

to the recommendations from the Nottingham City Joint Strategic Needs Assessment and relevant Public Health Outcomes Framework indicators.

17 RE-PROCUREMENT OF CRIME AND DRUGS PARTNERSHIP CONTRACTS 2015/16 - KEY DECISION

Christine Oliver, Head of Service, Crime and Drugs Partnership, introduced the report of the Corporate Director for Children and Adults seeking to delegate authority to the Strategic Director for Early Intervention for the award of contracts in 2015/16 as identified in the exempt appendices to the report.

The Sub-Committee agreed the recommendation without substantive discussion.

RESOLVED to delegate authority to the Strategic Director for Early Intervention to tender contracts as set out at exempt appendices 1 and 2 to secure the best value for the citizens of Nottingham.

Reasons for the recommendation

- (1) to ensure that funding received from Public Health, the Police and Crime Commissioner and partner contributions is utilised to commission and contract services in the most appropriate way and in accordance with the correct legislation;
- (2) to allow for relevant and necessary commissioning activities to continue in order to maintain service provision for citizens and meet identified need;
- (3) to allow for commissioning and tendering activities to deliver efficiencies in subsequent years.

18 RE-PROCUREMENT OF SECURITY SERVICES

Alex Cox, Commercialisation and Contracts Manager, introduced the report of the Corporate Director for Communities for the approval of a tender process Static Guarding and Keyholding and Mobile Security services. Mr Cox highlighted the following points and responded to councillor questions:

- (a) significant savings have already been secured since the service transferred from Facilities Management to the Crime and Drugs Partnership;
- (b) the substantive contract expired on 31 March 2015, and a monthly rolling contract is currently in place. Having an agreed contract extension until 31 March 2017 allows for a full remodelling of the wider security service, incorporating CCTV and events contracts, to take place;
- (c) the cost of remodelled services will be affected by the national introduction of the living wage;
- (d) the sub-committee asked that as part of the longer term service remodelling exercise, consideration be given to the option of delivering security services in-house.

RESOLVED to

- (1) **approve the tendering for the Nottingham City Council security contract as set out in the exempt appendix to the report;**
- (2) **delegate authority to the Corporate Director for Communities and Director of Community Protection to complete the procurement process and the award of the contract in accordance with Delegation 127 of the City Council's Scheme of Delegation.**

Reasons for the recommendations

- (1) A monthly rolling contract is currently in place. Further delay in approval to tender could result in operational difficulties in respect of continued compliant service provision. Approval is needed to maintain the critical service of maintaining citizen, property and employee security across Nottingham.

19 EXCLUSION OF THE PUBLIC

RESOLVED to exclude the public during consideration of the remaining items in accordance with section 100a(4) of the Local Government Act 1972 on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

20 RE-PROCUREMENT OF STOP SMOKING SERVICES AND ADULT HEALTHY LIFESTYLES - KEY DECISION - EXEMPT APPENDICES

RESOLVED to note the information at the exempt appendices to the report on re-procurement of Stop Smoking Services and Adult Healthy Lifestyles without substantive discussion.

21 RE-PROCUREMENT OF PUBLIC HEALTH NURSING - KEY DECISION - EXEMPT APPENDICES

RESOLVED to note the information at the exempt appendices to the report on re-procurement of Public Health Nursing without substantive discussion.

22 RE-PROCUREMENT OF CRIME AND DRUGS PARTNERSHIP CONTRACTS 2015/16 - KEY DECISION - EXEMPT APPENDICES

RESOLVED to note the information at the exempt appendices to the report on re-procurement of Crime and Drugs Partnership Contracts 2015/16 without substantive discussion.

23 RE-PROCUREMENT OF SECURITY SERVICES - KEY DECISION - EXEMPT APPENDIX

RESOLVED to note the information at the exempt appendix to the report on re-procurement of security services without substantive discussion.