



NOTTINGHAM CITY COUNCIL
COMMISSIONING AND PROCUREMENT SUB-COMMITTEE

Date: Wednesday, 14 October 2015

Time: 2.00 pm

Place: LB31, Loxley House, Station Street, Nottingham NG2 3NG

Councillors are requested to attend the above meeting to transact the following business

Corporate Director for Resilience

Governance Officer: Noel McMenamin **Direct Dial:** 01158764304

AGENDA

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IF YOU NEED ANY ADVICE ON DECLARING AN INTEREST IN ANY ITEM ON THE AGENDA, PLEASE CONTACT THE GOVERNANCE OFFICER SHOWN ABOVE, IF

POSSIBLE BEFORE THE DAY OF THE MEETING

CITIZENS ATTENDING MEETINGS ARE ASKED TO ARRIVE AT LEAST 15 MINUTES BEFORE THE START OF THE MEETING TO BE ISSUED WITH VISITOR BADGES

CITIZENS ARE ADVISED THAT THIS MEETING MAY BE RECORDED BY MEMBERS OF THE PUBLIC. ANY RECORDING OR REPORTING ON THIS MEETING SHOULD TAKE PLACE IN ACCORDANCE WITH THE COUNCIL'S POLICY ON RECORDING AND REPORTING ON PUBLIC MEETINGS, WHICH IS AVAILABLE AT WWW.NOTTINGHAMCITY.GOV.UK. INDIVIDUALS INTENDING TO RECORD THE MEETING ARE ASKED TO NOTIFY THE GOVERNANCE OFFICER SHOWN ABOVE IN ADVANCE.

NOTTINGHAM CITY COUNCIL

COMMISSIONING AND PROCUREMENT SUB-COMMITTEE

MINUTES of the meeting held at LB 31 - Loxley House, Station Street, Nottingham, NG2 3NG on 16 September 2015 from 14.00 - 14.15

Membership

Present

Councillor Alex Norris (Chair)
Councillor David Mellen (Vice Chair)
Councillor Alex Norris (Chair)
Councillor Nicola Heaton

Absent

Councillor Jon Collins
Councillor Nick McDonald
Councillor Dave Trimble
Councillor Jane Urquhart

Colleagues, partners and others in attendance:

Kim Pocock	- Governance Manager
Katy Ball	- Director, Procurement and Children's Commissioning
Elsbeth Clowes	- Assistant Operations Manager Catering
Antony Dixon	- Strategic Commissioning Manager
Clare Gilbert	- Lead Commissioning Manager
Lee Kimberley	- Head of Trading Operations

Call-in

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

24 APOLOGIES FOR ABSENCE

Councillor Jon Collins (other Council business)
Councillor Nick McDonald (other Council business)
Councillor Dave Trimble (other Council business)
Councillor Jane Urquhart (work commitments)
Helen Kearsley-Cree, Nottingham Council for Voluntary Service

25 DECLARATIONS OF INTERESTS

None.

26 MINUTES

The minutes of the meeting held on 15 July 2015 were confirmed as a true record and they were signed by the Chair.

27 VOLUNTARY SECTOR UPDATE

Helen Kearsley-Cree of Nottingham Community and Voluntary Service (NCVS) provided a written update for the Sub-Committee on the following:

- (a) The contribution of the Children and Young People's Provider Network (CYPPN) and Vulnerable Adults Provider Network (VAPN) to City Council services and commissioning. This includes involvement in:
- the child development review;
 - the health and wellbeing strategy and the vulnerable adult plans;
 - the next phase of Looking After Each Other which will focus on children;
 - the Homelessness Strategy Implementation Group;
 - the Safeguarding Boards for children and adults;
 - the emerging Compact work.

Network members (CYPPN – 155 members and VAPN – 163 members) are made aware of all services out to tender and offered support to bid for services.

- (b) The Economic Value of the Voluntary and Community Sector in Nottingham
The report 'Mighty oaks from little acorns grow' was published in July 2015. Highlights of the report include:
- The value of volunteering activity delivered in 29 organisations in Nottingham is £1,697,532;
 - 50 organisations surveyed support 2,108 volunteers;
 - For every £2 invested in volunteering activity the organisation gets over £3 worth of activity back from the volunteer;
 - For every £1 invested by the local authority Nottingham's voluntary and community sector brings in another £5;
 - 17% of funding received by surveyed voluntary sector organisations comes from the local authority;
 - 89% of money spent on service delivery by surveyed organisations is spent locally;
 - 13 organisations spend over 90% of their money locally;
 - £821,820 is paid per year to the 51 employees who answered the personal spend survey;
 - 44% of employee wages is kept in the city of Nottingham;
 - 449 client groups are served by 50 organisations surveyed;
 - 440 services are provided by those surveyed, which is an average of 8.8 per organisation.

- (c) Area Based Grant and Communities of Identity Grant Consultations
The voluntary sector is engaging in these sessions which complete shortly. There is interest in what changes there will be to the model. Helen also noted that, the current Voluntary and Community Sector landscape for communities of identity has seen a recent development with the launch of Equality Challenge - a partnership of 9 organisations across Nottingham and Derby. The partnership's mission is 'to progress the social and economic standing of people from areas of disadvantage and ethnic minority communities, joining and contributing to their efforts through enterprise, job creation, skills development and social support programmes in D2N2'.

RESOLVED to note the update.

28 WHOLE LIFE DISABILITY STRATEGIC COMMISSIONING REVIEW
PROGRESS UPDATE

Clare Gilbert, Lead Commissioning Manager, presented the report of the Strategic Director for Early Intervention and the Director of Procurement and Children's Commissioning on the proposals that are being developed in relation to the Adult Learning Disability Strategic Commissioning Review (LDSCR) and the key work streams in relation to the Children's Special Educational Needs and Disability (SEND) Review, which together form the Whole Life Disability Review. Clare highlighted the following points, which include responses to councillors' questions:

- (a) The LDSCR review started a year before the SEND review and the findings from the LDSCR are being used to shape and inform the key lines of enquiry of the SEND review;
- (b) The work has been influenced by the Winterbourne expose by the BBC, which has led to increasing scrutiny on inappropriate accommodation of people with learning disabilities;
- (c) There will be a focus on rapid rehabilitation of people with learning disabilities;
- (d) The work of the SEND element of the review will support the Council to meet the requirements of the new SEND Inspection Accountability Framework – inspections may take place at any point from 1 January 2016;
- (e) Financial savings and new monies are being identified as the proposals develop and the flow of funding will be directed towards community provision;
- (f) Review work is being carried out jointly with Health colleagues and there will be joint commissioning arrangements with the Clinical Commissioning Group (CCG);
- (g) The review has been well planned and organised and will meet all deadlines to ensure that everything is in place before the new inspection regime referred to in (d) above begins;
- (h) Reports on the SEND review will be available in November.

RESOLVED to

- (1) agree the activity outlined in relation to the options being developed in the Adult Learning Disability Strategic Commissioning Review;**
- (2) agree the scope of the Children's Special Educational Needs and Disability Review;**
- (3) request that Clare Gilbert provides more detailed timescales for the Reviews to Councillor David Mellen.**

29 EAST MIDLANDS REGIONAL CHILDREN'S FRAMEWORK

Katy Ball, Director of Procurement and Children's Commissioning, presented her report. The East Midlands Regional Provider Framework for Looked After Children placed in Independent Foster Care and Residential Care has been under review in 2015 with a view to all 9 local authorities committed to the current agreement committing themselves to the new agreement from February 2016. Katy highlighted the following points, which include responses to councillors' questions:

- (a) The current framework is due to expire and following a review the committee needs to decide whether the Council should commit to being a partner under the new proposed arrangements;
- (b) The cost will be £37,000 per annum plus £10,000 in 2015 for market development work. This cost is based on all 9 local authorities continuing to sign up to the agreement;
- (c) It is proposed that the Council signs up subject to a number of caveats, including that a minimum of 6 authorities sign up to the agreement and that the evaluation of the providers' process is robust;
- (d) The focus of the partnership is restricted to the East Midlands rather than more widely as this enables the Council to place children as closely to the city as possible;
- (e) The benefits of working as a regional partnership provide the Council with flexible buying power and the ability to make savings while providing quality placements.

RESOLVED to

- (1) support the Nottingham City Council's commitment to the new East Midlands Regional Children's Framework Agreement, with the following caveats in place:**
 - (a) a minimum of 6 local authorities also confirm their commitment;**
 - (b) the process is developed to encourage providers to tender on best price and quality to ensure that the proposed removal of tiers doesn't result in a preferred provider list with no distinction between the quality and cost of provision;**
 - (c) the tendering and evaluation process is robust enough to ensure that those providers who are placed on the framework have passed rigorous scrutiny on their quality and cost;**
- (2) agree funding of £37,000 per annum plus an additional £10,000 for 2015/16 for development costs as Nottingham City Council's share of the East Midlands Regional Provider Framework cost.**

Reasons for recommendations

- (1) The current East Midlands Regional Provider Framework for Looked After Children placed in Independent Foster Care and Residential Care has provided a structure for the commissioning of external placements for Looked After Children in Nottingham City since April 2011. This has supported the Placements Service in sourcing appropriate placements, taking into account quality, price, location and children's individual needs. The Framework has driven reduced costs for Nottingham and enabled a platform to share information about the quality of providers.
- (2) The framework agreement has been developed throughout the review process to enable all local authorities within the region to be engaged, which increases the scope of the framework and the influence on the external market, but has also led to some fundamental changes in the specification. The local authority is keen to remain engaged but requires additional assurance in relation to the evaluation of tenders and the commitment of other local authorities.

Other options considered

- (1) None. Without the East Midlands Regional Provider Framework, Nottingham City Council would need to invest resources in developing a local framework for residential and fostering providers to ensure robust management of the quality and cost of provision being commissioned. This would minimise Nottingham City Council's influence, particularly in relation to the cost of placements and there would be a reduction in the infrastructure of support provided by working as a consortia with other local authorities.

30 SUPPLY OF FRUIT, VEGETABLE AND MEAT CONTRACTS FOR SCHOOL, COMMERCIAL AND CARE HOME CATERING

Lee Kimberley, Head of Trading Operations, presented the report on behalf of the Strategic Director for Commercial and Neighbourhood Services, on the procurement process of both Fruit and Vegetables and Meat. He highlighted the following points, which include responses to councillors' questions:

- (a) Procurement of Fruit and Vegetables and Meat covers a range of operations, including schools and commercial catering (such as in Loxley House and Harvey Hadden Sports Village) and care homes;
- (b) Current contracts are due to expire and a new supply needs to be procured from January 2016. This will require an extension to existing contracts to the end of December 2015;
- (c) Procurement will be staggered to enable the procurement team to devote the necessary capacity to ensure a robust process;

- (d) Procurement will be organised into lots to enable local suppliers and small businesses to consider and potentially submit tenders, subject to their relative size and capabilities.

RESOLVED to

(1) approve expenditure of up to £2.97 million for

(a) extending the current contract arrangements from 1 October 2015 to 31 December 2015 at a total cost of approximately £165,500: approximately £52,500 for Fruit and Vegetables and approximately £113,000 for Meat;

(b) the supply of Fruit/Vegetable (approximately £0.65m) and Meat (approximately £1.4m) contracts for school, commercial and care home catering for 3 years from 1 January 2016, with an option to extend for a further 1 year at a cost of £0.75 million;

(2) delegate authority to the Strategic Director of Commercial and Neighbourhood Services (Corporate Director of Commercial and Operations from 14 September 2015) to select and award the contracts, including an option to extend for one year as appropriate, to the most economically advantageous tender.

Reasons for recommendations

- (1) The supply of Fruit, Vegetables and Meat is fundamental to the delivery of catering services to schools, care homes and commercial establishments. The current contracts expire on 1 October 2015 and these need to be extended until 31 December 2015 whilst the main framework contracts are procured. These procurements should be completed by 2 January 2016. If these contracts are not extended with the current suppliers for this short period of time, there is a significant danger that there will be an interruption in the supply of essential sustenance to the educational establishments and the care homes.
- (2) The estimated value of the extension is based upon current annual spend on Fruit, Vegetables and Meat.
- (3) The supply of Fruit, Vegetables and Meat is fundamental to the delivery of catering services to schools, care homes and commercial establishments.

Other options considered

- (1) Do nothing. In relation to the main agreements, the values of the main agreements are over the Public Contract Regulations thresholds and must be procured by a statutory tender process. Therefore doing nothing is not a realistic option.

31 WORK PROGRAMME

Antony Dixon, Strategic Commissioning Manager, submitted a work programme for the Sub-Committee, covering the period October 2015 to March 2016.

RESOLVED to note the work programme.

32 EXCLUSION OF THE PUBLIC

RESOLVED to exclude the public from the meeting during consideration of the remaining item 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 outweighed the public interest in disclosing the information, as defined in paragraph 3 of Part 1, Schedule 12A of the Act.

33 EAST MIDLANDS REGIONAL CHILDREN'S FRAMEWORK - EXEMPT APPENDIX

RESOLVED to note the information in the exempt appendix to the report on the East Midlands Regional Children's Framework without substantive discussion.

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COMMISSIONING AND PROCUREMENT SUB-COMMITTEE – 14 OCTOBER 2015

Agenda Item 5

Subject:	NOTTINGHAM CITY COUNCIL PROCUREMENT PLAN 2015-20		
Corporate Director(s)/ Director(s):	Candida Brudenell, Assistant Chief Executive		
Portfolio Holder(s):	Councillor Alex Norris – Portfolio Holder for Adults, Health and Community Sector Councillor Nick McDonald – Portfolio Holder for Jobs, Growth and Transport		
Report author and contact details:	Jo Pettifor – Procurement Team Manager Tel: 0115 8765026 Email: jo.pettifor@nottinghamcity.gov.uk		
Key Decision	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subject to call-in	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Reasons: <input type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision	<input type="checkbox"/> Revenue <input type="checkbox"/> Capital		
Significant impact on communities living or working in two or more wards in the City	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Total value of the decision:			
Wards affected: All		Date of consultation with Portfolio Holder(s): Councillor Alex Norris – 1 st October 2015 Councillor Nick McDonald – 15 th September 15	
Relevant Council Plan Strategic Priority:			
Cutting unemployment by a quarter			<input checked="" type="checkbox"/>
Cut crime and anti-social behaviour			<input type="checkbox"/>
Ensure more school leavers get a job, training or further education than any other City			<input type="checkbox"/>
Your neighbourhood as clean as the City Centre			<input type="checkbox"/>
Help keep your energy bills down			<input type="checkbox"/>
Good access to public transport			<input type="checkbox"/>
Nottingham has a good mix of housing			<input type="checkbox"/>
Nottingham is a good place to do business, invest and create jobs			<input checked="" type="checkbox"/>
Nottingham offers a wide range of leisure activities, parks and sporting events			<input type="checkbox"/>
Support early intervention activities			<input checked="" type="checkbox"/>
Deliver effective, value for money services to our citizens			<input checked="" type="checkbox"/>
Summary of issues (including benefits to citizens/service users): This report presents the Nottingham City Council Procurement Plan for 2015 – 2020 which sets out the Council's planned programme of procurement activity for all goods, works and services over this five year period. The Plan is attached in Appendices 1- 5 . The outcomes of procurement activity undertaken in accordance with the Plan are reported to Committee annually in the Procurement Strategy Implementation Update Report.			
Exempt information: State 'None' or complete the following. None			
Recommendation(s):			
1 To note the Nottingham City Council Procurement Plan 2015 – 2020.			
2 To note that the Plan is indicative of planned procurement activity and timescales, which may be subject to change dependent on the outcomes of the strategic commissioning process, service budgets and priorities and the full consideration of procurement options for each requirement.			

1 REASONS FOR RECOMMENDATIONS

- 1.1 The Nottingham City Council Procurement Plan 2015 – 2020 sets out the programme of planned procurement activity for the Council for this five year period. It provides a tool for Category Management by the Procurement Team of expenditure across all areas of goods, works and services. Category Management is a strategic, cross cutting approach to buying goods and services to maximise the economic, social and environmental benefits for the City.
- 1.2 The Procurement Plan is a key mechanism in the implementation of the Nottingham City Council Procurement Strategy 2014-17, enabling the planning of procurement activity to deliver the Council's strategic priorities:
 - Grow the local economy
 - Drive increased local job opportunities for local people
 - Deliver effective value for money for our citizens
 - Lead as an Early Intervention City
 - Lead as a Green City
- 1.3 The Procurement Plan supports compliance with the Public Procurement Regulations and the Contract Procedure Rules of the Council's Financial Regulations by enabling procurement activity to be planned and undertaken within the duration of existing contracts. This minimises the need for dispensation from the Financial Regulations to be sought to extend contracts beyond their expiry date without formal tendering being undertaken, other than in genuinely exceptional circumstances. This is particularly important in relation to goods and services that are subject to the full application of the European Procurement Directives.
- 1.3 The Procurement Plan provides information for internal and external stakeholders about planned procurement activity and presents a clear, transparent and robust process of procurement planning. It facilitates joint working with partner organisations and collaboration in procurement activity. It allows other service departments (such as Legal Services) to include support for procurement activity in their work plans.
- 1.4 The Procurement Plan supports the Council's commercialisation agenda by enabling potential 'Make or Buy' opportunities to be identified in a timely way in advance of existing contracts being due for renewal. It facilitates the forward planning of 'Make or Buy' considerations by the Make or Buy Panel.
- 1.5 The Procurement Plan informs provider markets about forthcoming opportunities to bid for contracts with the Council; enabling potential suppliers to prepare for these and enabling market development support to be offered.
- 1.6 The Procurement Plan continues to provide a tool for joint planning between Strategic Commissioning and Procurement Teams in relation to commissioned services in the categories of Care, Support and Health services; ensuring procurement activity is fully embedded within the programme of Strategic Commissioning Intention (SCI) Reviews.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 A Procurement Plan was first developed within the former Quality and Commissioning Directorate to align procurement and contracting activity for commissioned services with the planning of the Strategic Commissioning Intention (SCI) Review programme. The Plan was first reported to Executive Commissioning Sub Committee at its meeting on 23 May 2012. It has subsequently been updated regularly and reported to Committee routinely over the last 3 years.
- 2.2 Following the integration of procurement across all areas of the Council into one function within the Early Intervention Directorate, the Procurement Plan has been developed and extended to present the planned procurement activity across all Departments. The format of the Plan is based on the five procurement categories through which category management is currently undertaken. These are: Community, Health and Education; Social Care and Support; Construction and Major Projects; Transport and Environment; Corporate and Professional Services.
- 2.3 A copy of the Procurement Plan 2015 – 2020 is attached at **Appendices 1- 5**. It presents planned and anticipated procurement activity across the Council for all procurement categories; showing the expected commencement and completion dates and anticipated key stages for each project.
- 2.4 The Procurement Plan is indicative of anticipated procurement activity and may be subject to change, for example based on the outcome of commissioning decisions or as a result of changes to service budgets and service priorities. The procurement options for each requirement are considered as part of the commissioning process based on a number of factors, including whether the services are required in future, whether remodelling is necessary, consideration of 'Make or Buy' options, compliance with the Council's financial regulations and Public Procurement Regulations, and the overall risks, costs and benefits of tendering. All procurement activity is planned in accordance with the core principles of the Nottingham City Council Procurement Strategy 2014-17:
- Economic, social and environmental well being;
 - Maximising savings;
 - Citizen focus;
 - Governance, fairness and transparency;
 - Partnership and collaboration;
 - Innovation and improvement

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 Do nothing. This would impact on the planning of the Council's procurement activity across all goods, works and services. It would risk non-compliance with the Council's Contract Procedure Rules and Financial Regulations through contracts needing to be extended beyond their expiry date, for example due to procurement activity not being undertaken in a timely way. In relation to commissioned services it would impact on the alignment of procurement activity with the programme of SCI Reviews undertaken by the Early Intervention Directorate. For these reasons, this option was rejected.

4 FINANCE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)

- 4.1 The recommendations of this report do not have any specific financial implications.

4.2 As each element of the Procurement Plan set out in Appendices 1- 5 is undertaken, separate approvals will be required by the relevant Board or Portfolio Holder as appropriate. This approval will include the appropriate financial implications and recommendations aligning any procurement savings to:

- Current Big Ticket programmes included in the Medium Term Financial Plan (MTFP);
- Service specific savings included in the MTFP;
- Category management saving included in the MTFP or
- The mitigation of budget pressures arising from demographic growth.

5 LEGAL AND PROCUREMENT COMMENTS (INCLUDING RISK MANAGEMENT ISSUES, AND INCLUDING LEGAL, CRIME AND DISORDER ACT AND PROCUREMENT IMPLICATIONS)

5.1 The Council's Contract Procedure Rules and Financial Regulations and European Procurement Regulations dictate that the Council should undertake a formal tender process for the award of contracts of a particular value. The Procurement Plan addresses the risk of non-compliance with these Regulations by providing a tool for planning procurement activity across all contracts based on their expiry date.

5.2 The Procurement Plan sets out an ambitious programme of procurement activity for the Council across all categories of goods, works and services. Planned procurement activity includes the re-tendering of existing contracts prior to expiry, alongside anticipated procurement to meet new priorities identified through the strategic commissioning process. The delivery of this programme of activity depends upon the necessary resources being available. The number of tenders actually undertaken will be dependent on the outcomes of the commissioning process for each requirement (including the consideration of procurement options and implications) and will be subject to decision making through the commissioning process.

Legal Observations:

5.3 The recommendations in this report raise no legal issues. The intention of the Procurement Plan is to ensure compliance with the Council's Constitutional requirements in obtaining Best Value, together with compliance with the Public Contracts Regulations 2015 in respect of EU compliant procurement activity.

5.4 When undertaking procurement of supplies, services and works Nottingham City Council must operate within the constraints of the EU Procurement Directives (the 'Directive') and the Public Contracts Regulations 2015 (the 'Regulations'). The new Regulations came into force in the UK from February 2015 and the Procurement Team has been working with Legal Services to ensure the new regulations are implemented appropriately in the delivery of procurement activity.

5.5 Legal Services will provide support and contribute to the delivery of the Procurement Plan by advising on relevant legislation, legal and commercial risks, and drafting and approving of contract documents.

6 SOCIAL VALUE CONSIDERATIONS

- 6.1 The Nottingham City Council Procurement Strategy 2014-17 sets out how procurement will drive the Council's key priorities of economic growth, social value and sustainability. It outlines how procurement will contribute to the economic, social and environmental well-being of the City through consultation, supporting the local economy, social benefits and protecting the environment.
- 6.2 For each procurement process, consultation will be undertaken and full consideration will be given to how the goods, works or services procured could improve economic, social and environmental well-being in Nottingham, in accordance with the Public Services (Social Value) Act 2012. Social value considerations will be made throughout the procurement process to ensure opportunities are maximised to improve the wellbeing of the City and its citizens. In relation to commissioned services for vulnerable adults and children, social improvements are expected for those receiving services.
- 6.3 In all procurement activity, particular consideration will be given to measures to deliver economic improvements for the City and the Procurement Team is engaged with the Economic Development to further develop mechanisms to maximise these opportunities.
- 6.4 A Procurement Project Register is maintained as a mechanism to monitor the outcomes of procurement activity undertaken, in particular progress against the key economic, social and environmental targets within the Procurement Strategy.

7 REGARD TO THE NHS CONSTITUTION

- 7.1 Local authorities have a statutory duty to have regard to the NHS Constitution when exercising their public health functions under the NHS Act 2006. This will be considered where appropriate for relevant service areas.

8 EQUALITY IMPACT ASSESSMENT (EIA)

Has the equality impact been assessed?

- (a) not needed (report does not contain proposals for new or changing policies, services or functions, financial decisions or decisions about implementation of policies development outside the Council) ☒
- (b) No ☐
- (c) Yes – Equality Impact Assessment attached ☐

Due regard should be given to the equality implications identified in any attached EIA.

9 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

- 9.1 None

10 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

10.1 Quality and Commissioning Procurement Plan Report – Executive Board Commissioning Sub-Committee, 23 May 2012.

10.3 Nottingham City Council Procurement Strategy 2014-17

10.4 Procurement Strategy Implementation Update Report – Report to Commissioning and Procurement Sub Committee, 10 June 2015

11 OTHER COLLEAGUES WHO HAVE PROVIDED INPUT

11.1 Andrew James, Team Leader Contracts and Commercial, Legal Services

11.2 Ceri Walters, Head of Commercial Finance

Appendix 1 - Community, Health and Education

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Appendix 2 - Construction and Major Projects

Colour Key		
Category Manager Engaged	Procurement Officer Engaged	Tender in Progress

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Corporate & Services
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Corporate & Services

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Appendix 3 - Corporate & Professional

Colour Key		
Category Manager Engaged	Procurement Officer Engaged	Tender in Progress

[illegible]

Appendix 3 - Corporate & Professional

Colour Key		
Category Manager Engaged	Procurement Officer Engaged	Tender in Progress

[illegible]

Appendix 3 - Corporate & Professional

Appendix 3 - Corporate & Professional

			Colour Key		
Category Manager Engaged		Procurement Officer Engaged	Tender in Progress		

Sub-category	Project Name	Department	Whole-life Contract Value (EXCLUDING extensions)	2015										2016										2017										2018										2019										2020																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
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Appendix 5 - Transport and Environment

Colour Key		
Category Manager Engaged	Procurement Officer Engaged	Tender in Progress

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Sub-category	Project Name	Department	Whole-life Contract Value (EXCLUDING extensions)	2015								2016								2017								2018								2019								2020									
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Transport	Local Link Bus Contract Batch 2	Development	£1,200,000																																																		
Transport	Cashless Parking	Neighbour s	£50,000																																																		
Transport	Hire of highways Plant without operator	communities	£300,000																																																		
Transport	Asphalt Materials	communities	£900,000																																																		
Transport	Roadstone and Concrete Materials	communities	£240,000																																																		
Transport	Construction Materials	communities	£2,000,000																																																		
Transport	Ready Mix Concrete Materials	communities	£300,000																																																		
Transport	Hire of Haulage	communities	£60,000																																																		
Transport	Highways Surveys	communities	£60,000																																																		
Transport	Light Commercial Vehicles Framework	Neighbour s	£5,000,000																																																		
Transport	Next Generation of parking meters / payment machines (Pay on Foot)	Neighbour s	£530,000																																																		
Transport	32T Hook Loader	Neighbour s	£250,000																																																		
Transport	Sweepers (Framework)	Neighbour s	£850,000																																																		
Transport	Demountable Gritter	Neighbour s	£80,000																																																		
Transport	Supply of taxi and small vehicle passenger transport services	Neighbour s	£1,000,000																																																		
Transport	Procurement of a mobile confidential waste processing truck	Neighbour s	£210,000																																																		
Transport	Bus service contracts to be re-tendered as new electric buses become available	Development	TBC																																																		
Transport	Next batch of electric buses	Development																																																			
Transport	New electric vehicle charging infrastructure	Development	TBC																																																		
Transport	Replacemnt fleet vehicles	Neighbour s	£2,500,000																																																		
Transport	Highways Coring Programme		£500,000																																																		
Environment	Nottingham Funeral		TBC																																																		
Environment	Events Services and Infrastructure Framework	communities	£890,000																																																		
Environment	Radford Recreation Ground - Park Improvements	communities	TBC																																																		
Environment	Installation of New Burial System at Wilford Hill Cemetery	communities	£112,000																																																		
Environment	Supply and Installation of Burial Chambers	communities	£210,000																																																		

Appendix 5 - Transport and Environment

Colour Key		
Category Manager Engaged	Procurement Officer Engaged	Tender in Progress

[illegible]

Agenda Item 6
14 October

COMMISSIONING AND PROCUREMENT SUB-COMMITTEE
2015

Subject:	Key Decision - Voluntary Sector Grant Aid – Area Based and Communities of Identity Grants from 2016 onwards.		
Corporate Director(s)/ Director(s):	Katy Ball – Director of Procurement and Children’s Commissioning Candida Brudenell – Assistant Chief Executive		
Portfolio Holder(s):	Cllr Alex Norris		
Report author and contact details:	Louise Graham - Tel: 876 2177 Acting Market Development and Strategy Manager		
Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subject to call-in	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons:	<input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision		<input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Total value of the decision: £2,024,761			
Wards affected: All		Date of consultation with Portfolio Holder(s): 9 th September, 1 st October 2015	
Relevant Council Plan Strategic Priority:			
Cutting unemployment by a quarter		<input checked="" type="checkbox"/>	
Cut crime and anti-social behaviour		<input checked="" type="checkbox"/>	
Ensure more school leavers get a job, training or further education than any other City		<input checked="" type="checkbox"/>	
Your neighbourhood as clean as the City Centre		<input type="checkbox"/>	
Help keep your energy bills down		<input type="checkbox"/>	
Good access to public transport		<input type="checkbox"/>	
Nottingham has a good mix of housing		<input type="checkbox"/>	
Nottingham is a good place to do business, invest and create jobs		<input type="checkbox"/>	
Nottingham offers a wide range of leisure activities, parks and sporting events		<input type="checkbox"/>	
Support early intervention activities		<input checked="" type="checkbox"/>	
Deliver effective, value for money services to our citizens		<input checked="" type="checkbox"/>	
Summary of issues (including benefits to citizens/service users):			
Over the last three years there has been £2M of grants to the VCS per year through two routes of Area Based and Communities Of Identity Grants. The current arrangements will end in March 2016. Consultation has been undertaken in order to influence the model from April 2016. During the three years that the arrangement have been in place, demographics and need have changed which have been factored into the consultation. This paper outlines recommendations to enable the next set of arrangements to be put into place and the timescale of stages.			
Exempt information:			
State ‘None’ or complete the following. None			
Recommendation(s):			
1 To delegate approval of the final specifications for the Area Based and Communities of Identity grant programmes to the Portfolio Holder in consultation with the Assistant Chief Executive.			
2 To delegate approval of the grants process and allocation of funding for the grants programmes to successful applicants to the Portfolio Holder in consultation with the Assistant Chief Executive.			
3 To delegate approval of the re-allocation of 20% of the funding available within Area Based Grant based on the Indices of Multiple Deprivation (IMD) and Equality Impact Assessment to the Portfolio Holder and Assistant Chief Executive.			
4 To delegate approval of the re-allocation of up to £150,000 of funding available within the Communities of Identity Grant to better match needs within the priority communities based upon consultation and Equality Impact Assessment to the Portfolio Holder and Assistant Chief Executive.			

1 REASONS FOR RECOMMENDATIONS

- 1.1 The current Area Based Grants (ABG) and Communities of Identity Grants (COI) were developed as part of the streamlining investment in the voluntary sector programme and run until 31st March 2016. The existing specifications for Area Based Grants (ABG) are based upon previous delivery outcomes of employment and skills activity, activities for children and young people and support for the management of Nottingham City Council community centres. The existing specifications for Communities of Identity Grants (COI) are based upon previous delivery outcomes of information, advice and guidance, building skills and confidence and supporting Voluntary and Community Sector (VCS) organisations in managing space within buildings.
- 1.2 Demographic changes and consultation have identified additional needs and themes to consider. Examples include:
 - Supporting isolated elderly individuals
 - Higher numbers of refugees
 - Emerging new communities
 - Strengthening leadership around combating child sexual exploitation
 - VCS support services
- 1.3 A transparent and robust grants process will be undertaken based upon standard good practice for grants management. This will follow Nottingham City Council's agreement with the VCS through the Nottingham Compact Plus, which sets out the way in which the Local Authority works with the VCS.
- 1.4 Funding between 2013 and 2016 was based upon historical allocations. Funding will not move between the ABG and COI programmes but amongst the priorities within each programme. Re-allocation of funding is required to ensure that Nottingham City Council spending is reflective of the needs of priority groups and areas within the City.
- 1.5 In ABG this will be based upon the Indices of Multiple Deprivation, a nationally recognised statistical tool that considers seven measures of deprivation (eg employment, health, education), population numbers and an equality impact assessment (EIA).
- 1.6 The re-distribution of funding within COI grants will be based upon an equality impact assessment and will consider changes to the citizens of Nottingham, for example an increase in the number of refugees and greater numbers of citizens from new and emerging communities.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 The Grant Funding process was agreed by Executive Board Commissioning Sub-Committee in July 2013. This followed an extensive consultation process with the VCS, internal colleagues and key stakeholders. The current agreements will come to an end on 31st March 2016. The funding identified within this report will form the second round of this funding programme from April 2016 to March 2019 with potential to extend to March 2021 based upon priorities for future years.
- 2.2 Further consultation has been undertaken prior to the second round to identify changes in key needs in each Area of the city for ABG, and in each priority community in COI. This consultation has involved a series of events with the VCS across the city, where organisations could highlight the issues affecting their community and provide evidence of the need. Consultation has been undertaken

to determine grant priorities with discussions scheduled with internal colleagues to help frame and define the outcomes required to help meet the needs of citizens.

- 2.3 Investment in the Voluntary and Community Sector (VCS) has enabled the delivery of services at a local level within citizen's communities and continues to strengthen Nottingham City Councils relationship with the VCS. The grants programmes will be advertised widely through a specification and be open to application from all VCS organisations in Nottingham. Organisations will need to follow the current model of delivering in partnership with a Lead Organisation with whom Nottingham City Council will liaise with regard to monitoring and performance, based against the specification and a Service Level Agreement.
- 2.4 Funding amongst the ABG and COI grant programmes has previously been allocated on historical spend, re-distribution of the available budget within each programme based on figures contained within the Indices of Multiple Deprivation and an equality impact assessment will ensure that the funding is matched to the needs of citizens across the city.

Timetable of stages

Consultation with VCS	September 2015
Consultation with internal departments	October 2015
Commissioning and Procurement Sub-Committee to agree sign off route	October 2015
Completion of specification	October 2015
Launch of six week application period	November 2015
Closing date for applications	December 2015
Decision making panels	January 2016
Negotiation of Service Level Agreements	January / February 2106
New arrangements implemented	April 1 st 2016

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 Roll forward the current grant arrangements for a further period. This was discounted as it does not reflect the changes in local need since the last grant programme.

4 FINANCE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)

- 4.1 Finance – The proposed re-allocation of funding is within the existing budgets for the Area Based and Communities of Identity grants programmes. These proposals relate to the 2016-17 budget which is still to be approved and these budgets may be reduced as part of the Strategic Choice savings process.

5 LEGAL AND PROCUREMENT COMMENTS (INCLUDING RISK MANAGEMENT ISSUES, AND INCLUDING LEGAL, CRIME AND DISORDER ACT AND PROCUREMENT IMPLICATIONS)

- 5.1 Procurement – the proposed grant process for the allocation of funding should be open and transparent. The Procurement team will support the development and implementation of this process to ensure fairness and transparency.
- 5.2 Legal – the City Council must ensure the grant agreements provide for grant funding and are not contracts for the provision of services which would be subject to the EU Procurement Regulations. The legal Services Team can provide

assistance as necessary with the development of the grant agreements. The delegated decisions to reallocate funding should be taken on the basis of the existing grant programme terms.

6 SOCIAL VALUE CONSIDERATIONS

- 6.1 These proposals support Nottingham City Council's approach to social and environmental well-being in connection with public service contracts for the VCS by requiring community groups to share space and work in partnership or to form consortia. This work will contribute to an increase and improvement in social and community cohesion and will help to foster a greater understanding and respect between communities and cultures.
- 6.2 Priorities for each grant programme have been identified in partnership with the VCS through a series of consultation events. Successful applicants will be required to engage with Area Committee's to help direct service outcomes and Nottingham City Council initiatives such as and the Employers Hub to support local citizens.

7 REGARD TO THE NHS CONSTITUTION

NA

8 EQUALITY IMPACT ASSESSMENT (EIA)

Has the equality impact been assessed?

Discussions are currently being undertaken with Nottingham City Council Equality and Community Relations to support an EIA which will inform the financial spend within the grants programme. This will form part of the decision making process with the Portfolio Holder and Assistant Chief Executive.

(a) not needed (report does not contain proposals for new or changing policies, services or functions, financial decisions or decisions about implementation of policies development outside the Council) ☐

(b) No ☒

(c) Yes – Equality Impact Assessment attached ☐

9 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

NA

10 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

None

11 OTHER COLLEAGUES WHO HAVE PROVIDED INPUT

Andrew James – Team Leader, Commercial and Contracts Legal Services
Steve Lynk – Finance Analyst, Children and Adults Departmental Finance Support
Jo Pettifor – Procurement Team Manager, Contracting and Procurement

Issue	Date of decision?	Documents to be considered	Who will be consulted and how?	From whom can further information be obtained and representations made?
NOV MEETING				
Semi Independent Accommodation Commissioning Proposals	11th Nov	Report	Portfolio Holder	Katy Ball Director of Procurement & Children's Commissioning Nottingham City Council 0115 8764814 Katy.ball@nottinghamcity.gov.uk
Building Services Procurement & Infrastructure	11th Nov	Report	Portfolio Holder	Laura Shepherd Commercialism Programme Manager Nottingham City Council 0115 8763456 Laura.shepherd@nottinghamcity.gov.uk
Children & Young Peoples Review Progress Update	11th Nov	Report	Portfolio Holder	Katy Ball Director of Procurement & Children's Commissioning Nottingham City Council 0115 8764814 Katy.ball@nottinghamcity.gov.uk

Issue	Date of decision?	Documents to be considered	Who will be consulted and how?	From whom can further information be obtained and representations made?
DEC MEETING				
Minimum Wage Inflationary Uplift Consultation Proposals	16th Dec	Report	Portfolio Holder	Steve Oakley Head of Contracting & Procurement Nottingham City Council 0115 8762836 steve.oakley@nottinghamcity.gov.uk
Homeless Family Accommodation Commissioning Intentions	16th Dec	Report	Portfolio Holder	Antony Dixon Strategic Commissioning Manager Nottingham City Council 0115 8763491 antony.dixon@nottinghamcity.gov.uk
Whole Life Disability Adults Commissioning Recommendations	16th Dec	Report	Portfolio Holder	Clare Gilbert Lead Commissioning Manager Nottingham City Council 0115 8764811 clare.gilbert@nottinghamcity.gov.uk

Issue	Date of decision?	Documents to be considered	Who will be consulted and how?	From whom can further information be obtained and representations made?
JAN MEETING				
Advocacy Provision Commissioning Intentions	13 th Jan	Report	Portfolio Holder	Clare Gilbert Lead Commissioning Manager Nottingham City Council 0115 8764811 clare.gilbert@nottinghamcity.gov.uk
Extra Care Commissioning Intentions	13 th Jan	Report	Portfolio Holder	Antony Dixon Strategic Commissioning Manager Nottingham City Council 0115 8763491 antony.dixon@nottinghamcity.gov.uk

Issue	Date of decision?	Documents to be considered	Who will be consulted and how?	From whom can further information be obtained and representations made?
MARCH MEETING				
Minimum Wage Inflationary Uplift Decision	16 th March	Report	Portfolio Holder	Steve Oakley Head of Contracting & Procurement Nottingham City Council 0115 8762836 steve.oakley@nottinghamcity.gov.uk
Early Intervention Directorate Commissioning Intentions	16 th March	Report	Portfolio Holder	Colin Monckton Director Commissioning Policy & Insight Nottingham City Council 0115 8764832 Colin.monckton@nottinghamcity.gov.uk