

## NOTTINGHAM CITY COUNCIL

### COMMISSIONING AND PROCUREMENT SUB-COMMITTEE

**MINUTES of the meeting held at Loxley House on 13 July 2016 from 14.03 - 14.25**

#### **Membership**

##### Present

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

##### Absent

Councillor Jane Urquhart

#### **Colleagues, partners and others in attendance:**

Gayle Aughton	- Strategic Commissioning Manager
Katy Ball	- Director of Procurement and Children's Commissioning
Steve Oakley	- Head of Contracting and Procurement
Christine Oliver	- Head of Commissioning
Jo Pettifor	- Procurement Team Manager
Rachel Sokal	- Consultant in Public Health
Maria Ward	- NCVS
Phil Wye	- Governance Officer

#### **Call-in**

Unless stated otherwise, all decisions are subject to call-in and cannot be implemented until 25 July 2016.

#### **13 MEMBERSHIP**

**RESOLVED to note that Councillor Nick McDonald will no longer be a member of the Sub-Committee due to a change in his portfolio**

#### **14 APOLOGIES FOR ABSENCE**

None.

#### **15 DECLARATIONS OF INTEREST**

None.

#### **16 MINUTES**

The minutes of the meeting held on 11 May 2016 were agreed as a true record and signed by the Chair.

## **17 VOLUNTARY AND COMMUNITY SECTOR UPDATE**

Maria Ward, NCVS, gave an update on the Voluntary and Community Sector, highlighting the following:

- (a) NCVS is providing support for Area Based Grant applications;
- (b) the State of the Sector report has been extended to July as NCVS are still awaiting responses from some key organisations;
- (c) the voluntary and community sector is still involved with development of the Health and Wellbeing Plan and actions;
- (d) the BME needs assessment is currently ongoing. NCVS is playing a key role delivering focus groups around the city, and over 50 people were spoken to at an event in Old Market Square;
- (e) the Volunteer Centre has been accredited with the Voluntary Centre Quality Award, and is the only accredited centre in the city. The assessor particularly praised the training needs analysis used to develop the volunteer network;
- (f) the impact on the UK's withdrawal from the EU for the sector has been considered in a recent paper. The relationship between the sector and the Local Authority is seen as an area of development as some organisations may lose funding.

**RESOLVED to note the update**

## **18 PROCUREMENT STRATEGY IMPLEMENTATION UPDATE**

Katy Ball, Director of Procurement and Children's Commissioning, and Jo Pettifor, Procurement Team Manager, introduced the report updating the Sub-Committee with key achievements of the Procurement Strategy 2016/17. Katy and Jo highlighted the following:

- (a) 75% of the total contract value has been awarded locally, injecting £184m into the local economy and contributing towards the establishment of 342 new entry level jobs and apprenticeships locally. This is well in excess of the target;
- (b) the council has developed a new Business Charter which enables joint working to improve the economic, social and environmental wellbeing of Nottingham. For all contracts over the value of £1m, the council will negotiate bespoke targets around social value.

**RESOLVED to**

- (1) note the social value impact on the implementation of the Nottingham City Council Procurement Strategy 2014-17 in its first two years;**

**(2) note that future progress reports on the implementation of the Procurement Strategy will be presented to the Commissioning and Procurement Sub-Committee on an annual basis.**

Reasons for decision

It is essential that Nottingham City Council implements the robust model and principles set out in its Procurement Strategy to enable the delivery of its strategic priorities within the financial envelope. Additionally effective implementation of the Procurement Strategy has ensured a focus on:

- maximising procurement capability and improving procurement processes in terms of efficiency and effectiveness in delivering priority outcomes;
- balancing the use of spending power impact to support growth (including Small and Medium Sized Enterprises (SMEs)) and secure more jobs and apprenticeships for unemployed people, within the EU procurement regulations;
- ensuring that return on investment delivers social and environmental benefits for the city, in accordance with the Public Services (Social Value) Act 2012;
- delivering strategic, collaborative and commercial relationships with suppliers and key partners;

The Procurement Strategy is a key driver in the delivery of the Council's key strategic priorities, in particular:

- Support the local economy (linking with the Nottingham Growth Plan);
- Drive increased job opportunities for unemployed people;
- Deliver effective value for money for our citizens;
- Lead as an Early Intervention City;
- Lead as a Green City.

Other options considered

None

**19 HEALTHY LIFESTYLES, REDUCING PREMATURE MORTALITY**

Rachel Sokal, Consultant in Public Health, introduced the report seeking approval to procure and award contracts to deliver a revised Adult Healthy Lifestyle service model following a full commissioning review of the current model. Rachel highlighted the following:

- (a) the re-procurement of services will release substantial annual savings for the Public Health grant;
- (b) services will utilise council assets such as leisure centres as much as possible, and where it is economical to do so.

**RESOLVED to**

- (1) approve the procurement of Healthy Lifestyle services as outlined in Appendix 1;**

- (2) delegate authority to the Director of Public Health in consultation with the Portfolio Holder for Adults and Health, to allocate funds for the above expenditure and secure best value for Nottingham citizens;**
- (3) delegate authority to the Director of Public Health in consultation with the Portfolio Holder for Adults and Health to approve the outcome for tenders, agree final values and award contracts for the services detailed in Appendix 2, providing it does not exceed the maximum values indicated;**
- (4) delegate authority to the Head of Contracting and Procurement to sign the final contracts in respect of the services detailed in Appendix 1, following the approval by the Director of Public Health to the agreed contracts.**

#### Reasons for recommendations

To ensure that the Public Health funding allocations are utilised to commission and procure services in an appropriate way and in accordance with the appropriate legislation. The re-procurement of these Healthy Lifestyle services will seek to ensure the delivery of high quality services, at the best possible value for money. Appendix 1 sets out the proposed maximum service values, contract duration and details of efficiencies.

To allow for relevant and mandatory commissioning activity to continue in order to maintain service provision for citizens and meet identified local need, including meeting the recommendations from the Nottingham City Joint Strategic Needs Assessment. Commissioning activity will contribute to ensuring delivery of the Council Plan, Joint Health and Wellbeing strategy, CCG strategy as well as the Tobacco Control strategy, Healthy Weight strategy and relevant Public Health Outcomes Framework indicators.

To enable contracts to be issued in a timely manner to ensure continuity of service delivery from April 2017, when the current services is £0.2m per year and contracts are ending March 2017 with no option to extend contracts with external providers.

#### Other options considered

Do nothing – This option was rejected as this would mean that the existing contracts end in April 2017 which would leave the city without support for adult citizens at high risk of diseases due to smoking, physical activity and obesity and poor diet.

Re-procure current services – this option was rejected as current contracts would not be viable due to the efficiencies required in the overall budget.

## **20 CRIME AND DRUGS PARTNERSHIP CONTRACT APPROVAL 2016/17 (2)**

Christine Oliver, Head of Commissioning, introduced the report seeking further authority to allocate funds and award contracts in 2016 for the Crime and Drugs Partnership budget. This is in addition to delegations and approvals which were approved by the Sub-Committee in March 2016.

**RESOLVED to**

- (1) delegate authority to the Assistant Chief Executive to award extend and sign the contracts set out in the report and that of March 2016. This will ensure best value for Nottingham citizens in line with the exempt appendices;**
- (2) delegate authority to the Head of Commissioning to sign those contracts set out in this report up to the value of £50,000;**
- (3) approve dispensation from Contract Procedure Rules 5.1.1 and 5.1.2 in accordance with Financial Regulation 3.29 in respect of the direct award of those contracts identified in exempt appendix 1 to ensure continuity of services.**

Reasons for recommendations

To ensure the Public Health, Police and Crime Commissioner, NCC and partner contributions are utilised to commission and contract with services in an appropriate way and in accordance with the correct legislation.

To allow for relevant and necessary commissioning activity to continue in order to maintain service provision for the citizens and meet identified local need.

To enable timely contract variations, extensions, direct awards and allocations to be made to services in order to deliver continuation of services in 2016/17.

To allocate funding to deliver the required savings across the Public Health, NCC and Police and Crime Commissioner funding streams in 2016/17.

Other options considered

Option 1 – To competitively tender those services set out in exempt appendix 1. This is not considered an option due to the specialist nature of the services provided and for the reasons set out in Appendix 1.

Option 2 – To decommission the services by terminating the contracts. This is not considered an option due to the impact on the Crime and Drug Partnership overall aims to reduce crime, anti-social behaviour, substance misuse and reoffending.

Option 3 – Do nothing. This is not considered as an option as contracts will end and service provision will cease which is not considered acceptable due to the likely adverse impact on the Crime and Drug Partnership overall aims to reduce crime, anti-social behaviour, substance misuse and reoffending.

**21 EXCLUSION OF THE PUBLIC**

**RESOLVED to exclude the public from the meeting during consideration of the remaining items in accordance with Section 100A(4) of the Local Government Act 1972 on a 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 paragraphs 3 and 5 of part 1, Schedule 12A of the Act.**

**22 CRIME AND DRUGS PARTNERSHIP CONTRACT APPROVAL 2016/17 - EXEMPT APPENDIX**

**RESOLVED to note the information in the exempt appendix to the report on the Crime and Drugs Partnership Contract Approval 2016/17**