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NOTTINGHAM CITY COUNCIL

COMMISSIONING AND PROCUREMENT SUB-COMMITTEE

MINUTES of the meeting held at LB 31 - Loxley House, Station Street, Nottingham, NG2 3NG on 11 January 2017 from 14.05 - 14.25

Membership

Present

Councillor Dave Trimble (Chair)
Councillor Jon Collins

Absent

Councillor Alex Norris
Councillor Nicola Heaton
Councillor David Mellen
Councillor Jane Urquhart

Colleagues, partners and others in attendance:

Katy Ball	- Director of Procurement and Children's Commissioning
Ruby Bhattal	- Head of Communications and Marketing
Alex Cox	- Commercialisation and Contracts Manager
Marie McGlinchey	- Design and Print Management
Jules Sebelin	- NCVS
Zena West	- Governance Officer

Call-in

Unless stated otherwise, all decisions are subject to call-in and cannot be implemented until [insert date]

45 CHAIRING ARRANGEMENTS

In the absence of the Chair and Vice-Chair, Councillor Trimble chaired the meeting.

46 APOLOGIES FOR ABSENCE

Councillor Nicola Heaton – personal
Councillor David Mellen – other council business
Councillor Alex Norris – other council business
Councillor Jane Urquhart – work commitments

Maria Ward (Nottingham Community and Voluntary Services)

47 DECLARATIONS OF INTEREST

None.

48 MINUTES

The minutes of the meeting held on 14 December 2016 were agreed as a correct record and signed by the Chair.

49 VOLUNTARY AND COMMUNITY SECTOR UPDATE

Jules Sebelin, Nottingham Community and Voluntary Service (NCVS), updated the Sub Committee on the Voluntary and Community sector, as per the update sheet circulated with the minutes.

Jules also advised the Sub Committee that the Cooperative Bank appear to be threatening account closure for organisations with asylum seekers on their boards. NCVS is directing these organisations towards legal help and investigating the issue further.

Katy Ball, Director of Procurement and Children's Commissioning, expanded on the Council's use of Social Investment for projects to support children in care. With the expansion of "payment by results" funding models, the risk is with the supplier – even if the project is not successful through no fault of their own, they will not get paid. With Social Investment, the funding comes from elsewhere (such as Big Lottery funding) and the risk is with the investor – the provider will still get paid.

RESOLVED to thank Jules Sebelin for the update and note its contents.

50 NOTTINGHAM CITY COUNCIL PRINTING FRAMEWORK - KEY DECISION

Ruby Bhattal, Head of Communications and Marketing, presented a report on the printing framework, highlighting the following points:

- (a) the last time the printing framework was renewed was in April 2014 and this is due to expire at the end of March 2017. A new framework needs to be in place beyond then to be compliant with EU legislation. One positive is the reduction in cost through the existing framework due to a reduction in the items printed; some things still require printing though, such as signage;
- (b) there is an opportunity to integrate additional requirement that weren't included at the last framework, and Nottingham City Homes print requirements are also being incorporated. Jobs will be offered as smaller lots so that smaller businesses can bid as well;
- (c) the new framework will also serve to remind Nottingham City Council colleagues that we have central print and all print requirements should be procured through that;
- (d) it is a 4 year framework, but with no obligation or penalty.

RESOLVED to:

- (1) undertake an EU compliant tendering process for the procurement of a multi-supplier framework for print services, through the council's tendering system, noting that this framework is for four years and has an estimated value of £2,400,000;**

- (2) delegate authority to the Corporate Director for Strategy and Resources/Assistant Chief Executive to approve the outcome of the tendering process and delegate the formal award of the contracts to the Head of Service for Communications and Marketing.**

Reasons for decision

- (1) This council wide print framework will continue to seek to include the requirements of Nottingham City Homes together with print requirements across the City Council. A single corporate print framework will facilitate the overall embedding of the corporate standard for print across the Council and reduce print production where possible;
- (2) The procurement process has the potential to increase opportunities for local suppliers as far as the procurement rules allow. The framework is to be divided into a number of lots for differing printing requirements. This is a method of making the requirement more attractive to small and medium, enterprises (SMEs) and is an important focus in the new EU Procurement Directive as a preferred procurement route.

Other options considered

There is an option to extend the current contract, but this would not provide a solution for bus literature or vehicle graphics. In addition some of these suppliers on the existing framework have gone into administration and therefore there is not enough resilience to sustain all services through the existing framework for a further two years (the extension period). Therefore this option was rejected.

51 DEBT MANAGEMENT SYSTEM - KEY DECISION

Alex Cox, Commercialisation and Contracts Manager, presented a report on procuring a new debt management system, highlighting the following points:

- (a) the report seeks authority to procure a new debt management system behind penalty charge notices. A new system gives an opportunity to integrate into the Firm Step system, so that citizens can access details online, pay online and challenge online if needs be;
- (b) the report also seeks authority to procure or lease associated hardware, such as handheld devices and printers;
- (c) contained within the contract is a replacement programme for bus lane enforcement cameras;
- (d) Nottingham City Council currently administer Leicester City Council's bus lane enforcement programme. The new contract will allow us to expand this offer if we would like to other areas. Firm Step has the ability to integrate with other councils' systems.

RESOLVED to:

- (1) go out to tender for a debt management system and hardware up to the total value set out in the exempt appendix to the report;**
- (2) delegate authority to the Corporate Director of Commercial and Operations, to authorise the winning provider resulting from the tender process and to enter into a contract for the provision of a new debt management system and associated equipment.**

Reasons for decision

- (1) The current contract is due to expire in January 2017.
- (2) The current need to tender for a new system has offered the opportunity to review the system requirements for the future and to work across the department to develop a system that automates the PCN process. The department is also taking the opportunity to require the integration of the new system with the Council's Firm Step CRM software and offer a more customer focused approach.
- (3) Authority is required in accordance with Councils constitution to award the contract to the winning provider.

Other options considered

Not to complete a competitive re-tender process. If Nottingham City Council does not re-tender, it will be out of contract. Due to the value of the project a competitive tender procedure is required in accordance with EU procurement regulations. For this reason, this option was rejected.

52 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 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.

53 DEBT MANAGEMENT SYSTEM - EXEMPT APPENDIX

As per item 51, above.

Commissioning and Procurement Sub-Committee 11.1.2017**Voluntary Sector Update**

Charity Commission Consultation

The Charity Commission has opened an online consultation on what information charities must submit in their annual return form. All registered charities with incomes over £10,000 have to submit an annual return to the Charity Commission, in order to make sure the information published on the public register of charities is up to date.

The consultation document suggests that fundamental information about a charity should be up to date all the time, and that charities will be asked to make amendments throughout the year and then confirm the information is still accurate when they file the annual return. It also considers more focused questions so that they reflect the Commission's regulatory risk priorities and are targeted at only the relevant charities.

This means that questions would be asked based on a charity's activities and not determined only by the level of income of the charity as previously. For example, a trigger question could be used to find out if charities have vulnerable beneficiaries. Those charities which do will be asked further questions on safeguarding but other charities will not receive these questions.

Looking After Each Other (LAEO)

NCVS continues to be a keen promoter and supporter of LAEO and has been actively involved in its marketing and promotion especially throughout the month of December; identifying individuals to take part in the Wall of champions in the Old Market Square.

We continue to work with NCC to develop the reach of LAEO and are currently considering a kite marking scheme for organisations that want to be identified as 'great places to volunteer' and alongside this a Volunteer Passport which will identify individuals who have received a designated level of support and development around volunteering. The Passport will add to the individual's personal development as well as make it easier to take up giving roles whether formal or informal.

Update on Commissioning Event

Regarding the joint event with the CCG and NCC which took place on Friday 9 December 2016 at NCVS, we would like to report that the evaluation will be available soon and we will be happy to share with interested parties.

Additionally we would like to thank Katy Ball and Dawn Smith for taking part in the event and helping to make it a success.

CYPPN and VAPN Meetings

Next CYPPN meeting (12/01/17) is looking at the refresh of the family pathway which is being reviewed and the next VAPN meeting (26/10/17) has Cllr Norris and Dr Marcus Bicknell attending to talk about the health and wellbeing plan.

Sustainable Transformation Plan (STP) Update

There is a meeting being planned to bring together some of the key players around the input from the VCS. Still working on the workforce element of the STP, but also looking at what the sector contributes to all of the STP areas. Northampton actually has a whole chapter on how the VCS will contribute to the STP and we are looking at recreating similar across the county – with support from the STP team.

Life Chances Fund – launch and information event – 17th February

The Life Chances Fund (LCF) is an £80 million top-up fund, whose objective is to help those people in society who face the most significant barriers to leading happy and productive lives. The £80 million has been committed by central government to provide contributions to outcome payments for payment-by-results contracts, which involve socially minded investors - i.e. towards Social Impact Bonds (SIBs).

These contracts must be locally commissioned and aim to tackle complex social problems. The fund is particularly focused on outcomes in early years and for young people.

The second call for Expressions of Interest opens in January. A launch event will take place from 9.30 until 12.30 on 17th February 2017 in Nottingham. The event will be delivered by the Head of the Fund and will include:

- an overview of the fund and how it works;
- eligibility
- how to put together a good EOI.

The event is for providers and commissioners of early years and young people's services.

Note: Payment-by-results contracts can be a challenging concept for VCS organisations especially for those deploying a paid in advance grant funding model. We will be attending the event to ensure knowledge is cascaded through the VCS and to ensure content for our Tender Readiness accredited training reflects these new delivery models.