

## NOTTINGHAM CITY COUNCIL

### COMMISSIONING AND PROCUREMENT SUB-COMMITTEE

**MINUTES of the meeting held at LH 0.06 - Loxley House, Station Street, Nottingham, NG2 3NG on 13 March 2018 from 10.00 am - 10.14 am**

#### **Membership**

##### Present

Councillor Graham Chapman (Chair)  
Councillor Dave Trimble  
Councillor Toby Neal

##### Absent

Councillor Jon Collins  
Councillor David Mellen  
Councillor Jane Urquhart  
Councillor Nick McDonald

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

Kate Morris	- Governance Officer
Steve Oakley	- Head of Contracting and Procurement
Christine Oliver	- Nottingham Crime and Drugs Partnership
Antony Snape	- Team Leader, Revenues and Benefits Business Support

#### **Call-in**

Unless stated otherwise, all decisions are subject to call-in. The last date for call-in is 21 March 2018. Decisions cannot be implemented until the working day after this date.

#### **56 APOLOGIES FOR ABSENCE**

Councillor Jon Collins	- Council Business
Councillor Nick McDonald	- Work Commitments
Councillor David Mellen	- Other Council Business
Councillor Jane Urquhart	- Work Commitments

#### **57 DECLARATIONS OF INTERESTS**

None.

#### **58 MINUTES**

The minutes of the meeting held on 13 February 2018 were agreed as a true record and they were signed by the Chair.

#### **59 CONTRACT FOR THE PRODUCTION, PRINTING AND DESPATCH OF COUNCIL TAX ANNUAL AND WEEKLY BILLING, REMINDER NOTICES, BENEFIT STATEMENTS AND ASSOCIATED DOCUMENTS - KEY DECISION**

Antony Snape, Team Leader for Revenue and Benefits Business Support, presented a report on the Contract for the production, printing and despatch of Council Tax annual and weekly billing, reminder notices, benefit statements and associated documents.

During discussion it was confirmed that expansion of e-billing and synchronisation of document despatch will be promoted.

**RESOLVED to:**

- (1) Approve the undertaking of a full tendering process for the procurement of a new four year contract on a 2+1+1 basis from 01/08/18;**
- (2) Delegate authority to the strategic director of Finance to award**

Reasons for decision

- (1) Going to tender will test the market and will allow the Council to gain better value for money;
- (2) Suppliers of the printing services can offer attractive discount postal rates which will offer further cost savings;

Other options considered

The other option considered was to bring the production of bills and statements in-house. This option was rejected as the Council does not have the resources or the machinery to handle the volume of bills/statements that would be produced.

**60     CRIME AND DRUGS PARTNERSHIP CONTRACT APPROVAL 2018/19 - KEY DECISION**

Christine Oliver, Head of Commissioning presented a report on the Crime and Drugs Partnership Contract Approval 2018/19, she advised the Committee that the final amount of funding has not yet been confirmed and that clarification is being sought.

**RESOLVED to:**

- (1) Approve the anticipated receipt and expenditure of the Public Health Grant, Police and Crime Commissioner Grant, Nottingham City Council (NCC) and partner contributions by the Crime and Drugs partnership (CDP in 2018/19 as set out in exempt appendix 1;**
- (2) Delegate authority to the Director of Commissioning & Procurement to allocate anticipated funds for the above expenditure and to secure best value for Nottingham Citizens as set out in exempt appendix 1;**
- (3) Approve tender of contracts as set out in exempt appendix 2;**
- (4) Delegate authority to the Director of Commissioning and Procurement to approve the outcomes of tenders and award contracts to secure best value for Nottingham citizens as set out in exempt appendix 2;**

- (5) To delegate authority to the head of commissioning to sign contracts arising from the tender process once the tender outcome is agreed or, amend contracts if renegotiated (exempt appendix 2).**

Reasons for decision

- (1) This decision ensures that contracts are negotiated/renegotiated in a timely manner to allow for the continuation of services for Nottingham citizens;
- (2) This decision also allows for allocation of funding to deliver required savings across the Public Health and Police Crime Commissioner funding streams in 2018/19.

Other options considered

The other option considered was to cancel the provision of the services set out within the exempt appendices. This option was rejected due to the impact it would have on the Crime and Drug Partnership's overall aims to reduce substance misuse.

**61 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 outweighs the public interest in disclosing the information as defined in paragraph 3 of part 1, Schedule 12A of the Act.

**62 CRIME AND DRUGS PARTNERSHIP CONTRACT APPROVAL 2018/19 - KEY DECISION - EXEMPT APPENDICES**

**RESOLVED** to note the content of the exempt appendices to the report on Crime and Drugs Partnership Contract Approval 2018/19.