

## NOTTINGHAM CITY COUNCIL

### COMMISSIONING AND PROCUREMENT SUB-COMMITTEE

**MINUTES of the meeting held at LB 31 - Loxley House, Station Street, Nottingham, NG2 3NG on 12 June 2018 from 10.04 am - 10.42 am**

#### **Membership**

##### Present

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

##### Absent

Councillor Sam Webster

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

Celina Adams - Head of Support Services : Nottingham CVS  
Lisa Lopez - Commissioning Manager  
Kate Morris - Governance Officer  
Jo Pettifor - Category Manager – Strategy and People  
Chris Wallbanks - Strategic Commissioning Manager

#### **Call-in**

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

#### **69 APPOINTMENT OF VICE-CHAIR**

**RESOLVED to appoint Councillor Toby Neal as Vice-Chair for the municipal year 2018/19.**

#### **70 APOLOGIES FOR ABSENCE**

Councillor Sam Webster – Other Council Business

Christine Oliver – Head of Commissioning.

#### **71 DECLARATIONS OF INTERESTS**

None.

#### **72 MINUTES**

The minutes of the meeting held on 10 April 2018 were agreed as a true record and signed by the Chair.

#### **73 VOLUNTARY SECTOR UPDATE**

Celina Adams, Head of Support Services – Nottingham CVS, gave an update on the activity of Nottingham CVS over the last quarter. She highlighted the following points:

- (a) There have been changes to staffing since the last update and Jane Todd is now interim Chief Executive of Nottingham CVS. A restructured management team is also now in place;

- (b) Nottingham CVS continue to offer support to local community and voluntary organisations, including training events covering a range of topics from GDPR to Health and Safety and Safeguarding;
- (c) the CVS networks continue to be well attended and are developing theme based meetings. The last Children and Young people's provider network meeting focused on Safeguarding and the next meeting will focus on Funding.
- (d) the last Adult Provider Network meeting focused on hidden harm, hidden voices. The next meeting will focus on social prescribing representatives from the Royal College of General practitioners and NHS England are expected to attend;
- (e) to celebrate National Volunteers Week NCVS held an event in partnership with Nottingham College journalism students, hosted a meeting to discuss developing the Volunteering Strategy in Nottingham and hosted a mini market for organisations to promote their opportunities to new volunteers;
- (f) the Journey to Employment project funded by DWP is coming to an end now. It has been recognised as 2<sup>nd</sup> in the country for outcomes and is hugely successful in encouraging citizens back into work;
- (g) the Practice Development Unit is a partnership between Opportunity Nottingham and Nottingham CVS. It offers an opportunity for frontline workers to learn collaboratively and share good practice. It allows members to access free learning events, toolkits, reports and presentations;
- (h) the Disability Sport Insight and Participation programme is looking at the barriers individuals with disabilities face in order to get physically active. Approximately 300 people have signed up to return feedback;
- (i) the Hidden Harm, Hidden Voices Project is funded by the Police Crime Commissioner aimed to build capacity through training community leaders to recognise, report and put strategies in place to reduce hidden harm;

The Committee agreed that it will be beneficial to link with the interim chief executive with a view to increasing understanding of issues faced by both organisations.

**RESOLVED to thank Celina Adams for her attendance and to note the content of her report.**

#### **74 PROCUREMENT STRATEGY 2014-17 OUTCOMES REPORT**

Jo Pettifor, Category Manager – Strategy and People, presented a report on the Procurement Strategy 2014-17 Outcomes. She advised the committee that the Strategy has been very successful throughout its lifetime, delivering over 1200 entry level jobs in the City, £593m invested into the local economy and 65% of contracts being awarded to city suppliers;

During discussion the committee agreed that the work done in this area has been of great benefit to Nottingham City. They also agreed that further breakdown of some

figures would be beneficial. The committee thanked the Officers for their hard work in achieving such good results.

**RESOLVED to:**

- (1) note the achievements delivered under the Nottingham City Council Procurement Strategy 2014-17 in its final year (2017/18) as detailed in Appendix 1 of the report as published with the agenda; and**
- (2) note the overall outcomes delivered through procurement during the four years of the Nottingham City Council Procurement Strategy 2014-17, as detailed in Appendix 2 of the report as published with the agenda.**

Reasons for decision

- (1) The Procurement Strategy has been a key driver in delivering a number of the Council's key strategic priorities including supporting the local economy, increasing job opportunities, delivering good value for money and leading as an Early Intervention, and, Green City.
- (2) Effective implementation of the strategy has allowed the Council to focus on a range of social and environmental benefits for the city as well as delivering a more effective and value for money procurement process.

Other options considered

As this is a "to note" report only there were no other options considered.

**75 COMMISSIONING PLAN 2018-19**

Chris Wallbanks, Strategic Commissioning Manager, presented a report on the Commissioning Plan 2018-19. She advised the committee that the main focus of reviews taking place this year are adults services and that throughout the review process colleagues remain aware of the MTFP targets.

**RESOLVED to:**

- (1) approve the main areas of activity identified within the NCC Commissioning Plan, as outlined in appendix 1 of the published report, and the NCC and CCG Joint Commissioning Plan, as outlined in appendix 2 of the report as published with the agenda.**

Reasons for decision

- (1) By agreeing the commissioning priorities and establishing the work programme for 2018-19 it enables Commissioning colleagues to allocate resources efficiently and effectively to maximise outcomes

Other options considered

Where other priorities were considered in early discussion with partners these would have been rejected on the application of a number of considerations, including,

outcomes for families, children and adults, financial factors, contractual issues and time since last review.

## **76 SIGN LANGUAGE INTERPRETATION SERVICES FOR DEAF CITIZENS**

Lisa Lopez, Commissioning Manager, presented a report on the Sign Language Interpretation Service for Deaf Citizens highlighting the following points:

- (a) the existing contract is due to expire on 30 November 2018. The new contract will need to start on 1 December 2018 in order to ensure a continuous service for citizens;
- (b) this time Nottingham University Hospitals (NUH) will be included in the contract along with Nottingham City Council (NCC) and Nottinghamshire County Council. The contract use has been recalculated and will allow a small saving for NCC;
- (c) going forward, those bidding for the tender will need to demonstrate how they will be able to build in assistive technology for situations where face to face interpretation is not necessary whilst ensuring citizens retain good levels of service and achieving good value for money;

### **RESOLVED to:**

- (1) Approve the expenditure of £165,225 (for NCC's service element of the contract) over the entirety of the contract term for the provision of the Sing Language Interpretation Services (SLIS) detailed in appendix 1 of the report as published with the agenda;**
- (2) Approve the procurement of the Sign Language Interpretation Service, detailed in Appendix 1 of the report as published with the agenda, jointly with Nottinghamshire County Council, NHS Clinical Commissioning Group (CCG), Nottinghamshire County CCG (x5), and Nottingham University Hospital (NUH) through an appropriate procurement process, and to award the contract for the services based on the outcomes of the procurement process. The approved contract would commence on 1 December 2018 for a three year period with an option to extend on an annual basis for a further two years (i.e. 3+1+1), to a maximum of 5 years in total;**
- (3) Delegate authority to the Head of Service for Contracting and Procurement to approve the outcome of the procurement processes and award the contract to the provider that is deemed most suitable to provide these services; and**
- (4) Delegate authority to the Provider Performance and Development Manage to sign the final contract and agree annual extension on the basis of performance and budget availability.**

### Reasons for decision

- (1) By providing a single signing interpretation service for access to Health and Social care services it allows more consistency for citizens, reduces time

required for appointments and will help allow citizens a greater degree of privacy by reducing the number of people they disclose information to;

- (2) a single service gives more ease of booking and direct access for citizens and service providers and avoids confusion around which service to engage. This increases citizen satisfaction with the service, increase reliability and reduces the likelihood of appointments being cancelled. This in turn reduces time wasted by citizens and services.
- (3) The re-tendering of the services allows Nottingham City Council to make a saving and improves value for money. It also includes an Out of Hours element which is important for health care services.
- (4) The retendering allows NCC to fulfil its statutory duties towards Deaf citizens by ensuring that reasonable adjustments are made to enable access to services.

#### Other options considered

There were three alternative options considered in this decision. The first was to make no changes to the service, to recommission the service as per the 2017/18 costs. This was rejected as recalculation of the costs showed that NCC would be able to make a small saving on the contract in line with current usage levels delivering better value for money.

The second option considered and rejected was to tender the service not including Nottinghamshire County Council, and CCG's and NUH. This would not have allowed NCC to achieve the best value for money and would not provide as robust a contract for the provider. This model would also fail to deliver an integrated service for deaf citizens.

The last option available was to do nothing and to not recommission services. This was rejected as all services have a statutory obligation under the Equality Act 2010 to ensure reasonable adjustments are made to enable deaf people to use services.

#### **77 DATES OF FUTURE MEETINGS**

**RESOLVED to meet on the following Tuesdays at 10am:**

**10 July 2018  
11 September 2018  
9 October 2018  
13 November 2018  
11 December 2018  
15 January 2019  
12 February 2019  
12 March 2019**