

NOTTINGHAM CITY COUNCIL

COMMISSIONING AND PROCUREMENT SUB-COMMITTEE

MINUTES of the meeting held at LB 31 - Loxley House, Station Street, Nottingham, NG2 3NG on 10 July 2018 from 10.21 am - 10.27 am

Membership

Present

Councillor Toby Neal (Vice Chair)
Councillor Dave Trimble

Absent

Councillor Graham Chapman
(Chair)
Councillor David Mellen
Councillor Sam Webster

Colleagues, partners and others in attendance:

Chris Carter - Head of Transport Strategy
Mark Garlick - Team Leader,
Rasool Gore - Lead Commissioning Manager
Kate Morris - Governance Officer
Christine Oliver - Head of Commissioning
Simon Salmon - Head of IT

Call-in

Unless stated otherwise, all decisions are subject to call-in. The last date for call-in is 18 July 2018. Decisions cannot be implemented until the working day after this date.

10 APOLOGIES

Councillor Graham Chapman - Leave
Councillor David Mellen - Council Business
Councillor Sam Webster - Council Business

In the absence of the Chair, Councillor Toby Neal - Vice-Chair, chaired the meeting.

11 DECLARATIONS OF INTERESTS

None.

12 MINUTES

The minutes of the meeting held on 12 June 2018 were confirmed as a true record and signed by the Chair.

13 APPROVAL TO TENDER FOR LOCALLINK AND EASYLINK BUS SERVICES - KEY DECISION

Mark Garlick, Transport Strategy, presented a report on the Approval to tender for Locallink and Easylink bus services seeking approval to tender for the operation of contracts for the Dial-a-Ride services.

He explained that the service specifications can be altered depending on the transport coverage of the commercial network around them.

RESOLVED to:

- (1) To undertake a procurement process for the Easylink and Locallink bus services; and**
- (2) To delegate authority to the Corporate Director of Development and Growth to award a contract to the successful provider following the outcome of the tender (for 3+1+1 years), subject to the costs being within current budget levels.**

Reasons for decision

- (1) Current contracts for this service run out in January 2019. By tendering for the service at this point it allows Nottingham City Council to ensure a continuation of service for citizens .
- (2) These services are generally used by elderly and disabled residents who live in areas of the city where there are no commercial bus routes. Retendering for the provision of these services reduces the need for the City Council and Health sector to rely on more expensive forms of transport to and from specialist provision and will ensure the risk of social isolation for these residents is reduced;
- (3) Retendering for these services allows Nottingham City Council to identify efficiency savings and opportunities to reduce costs;

Other options considered

The option of withdrawing these services due to rising cost was considered and rejected. Removal of access to public transports for some areas of the city, where commercial services would be more than 400m away would cause disruption for passengers and residents.

14 COMMISSIONING OF DOMESTIC AND SEXUAL VIOLENCE SERVICES - KEY DECISION

Rasool Gore, Lead Commissioning Manager, presented a report on the Commissioning of domestic and sexual violence services.

Approval is sought to commission a number of services, some of which are direct awards. Funding is mainly through Nottingham City Council, however there are some partnership contributions, mainly through the Police and Crime Commissioner funding stream.

During discussion it was highlighted that commissioning these services will help the Council fulfil statutory duties under the Housing Act, Care Act and Children and Families Act.

RESOLVED to:

- (1) Approve to undertake a tender process for the Domestic Violence Service for Female Survivors service for a contract period of 3+2+2+2 years. This will be for an annual contractual value of up to £584,185;**
- (2) Delegate authority to the Head of Service for Contracting and Procurement to approve and sign off the outcome of the tender process for the Domestic Violence Service for Female Survivors and to award a contract;**
- (3) Approve the award and a contract to Equation for the male survivors service (as set out in the report and appendix 1) for a contract period of 3+2+2+2 years for an annual contractual value of up to £49,000;**
- (4) Approve the award and a contract to the current providers of domestic violence refuges (as set out in the report and appendix 1) for a contract period of 3+2+2+2 years for a total annual value of up to £472,487;**
- (5) In accordance with Financial Regulation 3.29 to grant dispensations to Contract Procedure Rule 5.1.2 in respect of the contracts to be awarded under decisions 3 and 4 with a value of £5.812m;**
- (6) Approve the award of a grant to Women's Aid Integration Service for supporting the delivery of the Domestic Violence Helpline (as set out in this report and appendix 1). It is recommended that this be for a grant period of 3+2+2+2 years for a total annual value of up to £173,330;**
- (7) Delegate authority to the Head of Service for Contracting and Procurement to sign, or arrange for the sealing of, all contract documents arising under the recommendations of this report, including agreeing any extensions (based on performance and budget availability) of the proposed contracts; and**
- (8) Approve the spend associated with this decision.**

Reasons for decision

- (1) Where direct award has been proposed there will be a continuation of familiar services for vulnerable citizens and allow for a degree of stability. National research has shown that male survivors of domestic and sexual violence are reluctant to access services and the current provider has proven to be effective in engaging male survivors;
- (2) The services for female survivors of domestic violence will be consolidated into one service which brings together the current services. This will bring value for money, and a reduction in overlapping provision as well as the opportunity to identify efficiency savings;
- (3) Proposals around the shelter offer the most stable and viable method of provision. Setting up a new refuge requires extensive consultation with the

local community which can be difficult given the need for it to remain anonymous. Evidence from other council has shown that commissioning the support element separately has not been successful;

- (4) The recommendation as set out in the report all offer best value for money, continuation of service provision and stability for service users. The longer contract periods proposed will allow for providers to innovate during the contract life and respond to necessary and permitted contractual changes. It will also allow providers to secure additional funding from national grant programmes and increase the offering within their provision;

Other options considered

A number of other contract configurations were considered and rejected. The recommendations set out in the report represent the best value for money, offer savings and flexibility of service provision as well as stability and continuation of services for vulnerable citizens.

Consideration was given to jointly commissioning services with Nottinghamshire County Council. This option was rejected as, at this time, the timescales for the organisations did not align making joint commissioning not possible. Although this option was rejected at this time the City and County Council commissioning colleagues will work together to ensure alignment of contracts which will support future joint commissioning.

15 COMPUTER REFRESH PROGRAMME - KEY DECISION

Simon Salmon, Head of IT presented a report on the computer refresh programme. He highlighted that if the organisation shrinks in terms of headcount then not all of the money allocated to this programme will be spent. Approval for spend will be put before the Director of Strategy and Resources annually to ensure that the spend is appropriate.

RESOLVED to:

- (1) To delegate authority to the Head of Service (IT) to enter into contracts up to the value of £983,000 per annum using an established government framework to purchase PCs, Laptops, Tablets, Monitors and other peripheral devices required to meet operational needs and the requirements of the IT Computer Refresh Programme to March 2021;**
- (2) To approve allocation of funding from the IT Efficiency Fund for the three year period to March 2021 in the sum of £ 222,000 p/a to cover salary costs relating to the IT Computer Refresh Programme and other projects undertaken by the Release and Deployment team with the remaining £ 75,000 being funded from income from projects;**
- (3) To amend the Capital Programme for the next 3 years by an initial value of £ 785,000 per annum and, thereafter, by the value of additional departmental purchases of up to £ 420,000 per annum but excluding the**

value of items procured to support schemes already in the Capital Programme;

- (4) To authorise recovery and repayment to the IT Efficiency fund of varying amounts from departmental budgets to cover requests for new equipment made outside of the Computer Replacement Policy; and**
- (5) To note that prior to the annual purchase, approval will be undertaken from the Corporate Director of Strategy & Resources to ensure the spend is appropriate in conjunction with the in-year financial position and the budget setting process;**

Reasons for decision

- (1) IT systems are essential to the day to day running of the Council. They are needed for delivering services to citizens and to support joint work with partners. The refresh programme ensures that computers are fit for purpose and will allow colleagues to continue day to day operation;
- (2) Bulk purchasing equipment from the government framework will ensure cost effective procurement. It will also mean that NCC become skilled in maintaining the IT estate as equipment will be standardised, and that IT services can react quickly to requests preventing downtime which may impact on service provision;
- (3) Maintaining up to date IT systems limits the risk associated with computer viruses and other malicious software which can have a significant impact on service and may compromise sensitive data;
- (4) Purchasing the IT equipment in a rolling programme reduces large budgetary pressure within any one year. It allows for management of time and resources within the department and better planning of procurement;

Other options considered

The option to replace computers/equipment on an ad hoc basis when they failed was rejected. This option has been used historically and failed to deliver efficiency in savings and caused disruption to service delivery.

Consideration was given to using a third party to configure and deliver replacement computers but this was rejected. Set up of this type of contract would be prolonged and would require significant resource. Maintaining a contract like this would be complex and labour intensive. The number of different software programmes used within the City Council means that in-house resource would be necessary and the contract would soon become inefficient from a cost perspective.

The other option considered was to do nothing. This was rejected as IT equipment is needed to deliver services and by doing nothing it would interrupt service delivery when computers failed impacting on citizens.