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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 16 November 2016 from 14.00 - 14.21

Membership

Present

Councillor Alex Norris (Chair)
Councillor David Mellen

Absent

Councillor Jon Collins
Councillor Nicola Heaton
Councillor Dave Trimble
Councillor Jane Urquhart

Colleagues, partners and others in attendance:

Katy Ball	- Director of Procurement and Children's Commissioning
Rachel Doherty	- Partnership Manager
Christine Oliver	- Nottingham Crime and Drugs Partnership
Jo Pettifor	- Strategic Procurement Manager
Chris Wallbanks	- Strategic Commissioning Manager
Maria Ward	- Nottingham Community and Voluntary Service
Zena West	- Governance Officer

Call-in

Unless stated otherwise, all decisions are subject to call-in and cannot be implemented until 29 November 2016.

30 APOLOGIES FOR ABSENCE

Councillor Nicola Heaton – other Council business
Councillor Dave Trimble – other Council business
Dave Robinson (Nottingham Community and Voluntary Service)

31 DECLARATIONS OF INTEREST

None.

32 MINUTES

The minutes from the meeting held 14 September 2016 were agreed and signed by the Chair.

33 VOLUNTARY AND COMMUNITY SECTOR UPDATE

Maria Ward, Nottingham Community and Voluntary Service (NCVS), updated the Sub Committee on the Voluntary and Community sector, as per the attached update sheet.

Following questions from the Sub Committee, Maria provided some further information on area based grants. The decision was to roll the area based grant funding out through the 8 area committees, as a result of listening to the sector. In 4

of the areas, NCVS has been sub contracted to provide the infrastructure support. For the other 4 there is inconsistency in who is providing that support and the level of support provided. Voluntary sector organisations need to be targeted for support, they need one-on-one support. Alist if kept of the organisations that are referred on by NCVS to area leads, but often they are referred back. A quick guide for who organisations should talk to for support is available on the NCVS website, as is an area map, and information about what is happening and what support is available in each area. There is also information available about citywide providers networks.

RESOLVED to thank Maria Ward for the update and note its contents.

34 NOTTINGHAM CITY COUNCIL PROCUREMENT PLAN 2016-21

Jo Pettifor, Category Manager Strategy and People, presented a report to the Sub Committee on the Procurement Plan 2016-2021.

The Procurement Plan is a 6-monthly report to the Sub Committee, with the plans (People, Places and Products) contained within the appendices. The plan for the next 5 years, along with the approach that will be taken, is set out. So far this year, £64,000,000 of contracts have been awarded, with 71% of those going to local suppliers.

RESOLVED to:

- (1) note the Nottingham City Council Procurement Plan 2016 – 2021;**
- (2) note that the Procurement Plan is indicative of planned procurement activity and timescales, which may be subject to change dependent on the outcomes of the strategic commissioning process, service budgets and priorities and the full consideration of procurement options for each requirement;**
- (3) note that the outcomes of procurement activity undertaken in accordance with the Plan during 2016/17 will be reported at the end of the financial year.**

Reasons for decision

- (1) The Procurement Plan supports compliance with the Public Procurement Regulations and the Contract Procedure Rules of the Council's Financial Regulations by enabling procurement activity to be planned and undertaken within the duration of existing contracts. This minimises the need for dispensation from the Financial Regulations to be sought to extend contracts beyond their expiry date without formal tendering being undertaken, other than in genuinely exceptional circumstances. This is particularly important in relation to goods and services that are subject to the full application of the European Procurement Directives.
- (2) The Procurement Plan is a key mechanism in the implementation of the Nottingham City Council Procurement Strategy 2014-17, enabling the planning of procurement activity to deliver the Council's strategic priorities:

- Grow the local economy
 - Drive increased local job opportunities for local people
 - Deliver effective value for money for our citizens
 - Lead as an Early Intervention City
 - Lead as a Green City.
- (3) The Procurement Plan supports compliance with the Public Procurement Regulations and the Contract Procedure Rules of the Council's Financial Regulations by enabling procurement activity to be planned and undertaken within the duration of existing contracts. This minimises the need for dispensation from the Financial Regulations to be sought to extend contracts beyond their expiry date without formal tendering being undertaken, other than in genuinely exceptional circumstances. This is particularly important in relation to goods and services that are subject to the full application of the European Procurement Directives.
- (4) The Procurement Plan provides information for internal and external stakeholders about planned procurement activity and presents a clear, transparent and robust process of procurement planning. It facilitates joint working with partner organisations and collaboration in procurement activity. It allows other service departments (such as Legal Services) to include support for procurement activity in their work plans.
- (5) The Procurement Plan supports the Council's commercialisation agenda by enabling potential 'Make or Buy' opportunities to be identified in a timely way in advance of existing contracts being due for renewal. It facilitates the forward planning of 'Make or Buy' considerations by the Make or Buy Panel.
- (6) The Procurement Plan informs provider markets about forthcoming opportunities to bid for contracts with the Council; enabling potential suppliers to prepare for these and enabling market development support to be offered.

Other options considered

Do nothing. This would impact on the planning of the Council's procurement activity across all goods, works and services. It would risk non-compliance with the Council's Contract Procedure Rules and Financial Regulations through contracts needing to be extended beyond their expiry date due to procurement activity not being undertaken in a timely way. In relation to commissioned services it would impact on the alignment of procurement activity with the programme of Commissioning Reviews undertaken within the Strategy and Commissioning Directorate. For these reasons, this option was rejected.

35 EXTENSION OF HEALTH VISITOR AND SCHOOL NURSING CONTRACT - KEY DECISION

Chris Wallbanks, Strategic Commissioning Manager, presented a report to the Sub Committee on the extension of Health Visitor and School Nursing contracts.

The recommendations in the report are for an extension of the existing service, and to award directly to CityCare for the children's element, subject to consultation with

Councillor Graham Chapman as the Portfolio Holder for Resources and Neighbourhood regeneration. The reason for the extension is to ensure those services are maintained, whilst the review is put into place to move towards an integrated service. One of the reasons for the delay is because Nottingham City Council is looking into a new and innovative model of procurement, and hoping to reduce the contract values going forward.

The Sub Committee added that keeping the message of the integrated service as simple as possible is important. The size of the resource is tremendous, and it is important to ensure the review is complete correctly. It is a chance to do something that will be right for the children of Nottingham and their parents for decades to come if it is done right.

RESOLVED to:

- (1) approve the extension of the Public Health contracts listed in exempt Appendix 1 to the report, for up to 1 year from 1 April 2017 – 31 March 2018, at a cost not exceeding current contract values;**
- (2) approve dispensation from sections 5.1.1 and 5.1.2 of the Council's Contract Procedure Rules, in accordance with section 3.29 of the Council's Financial Regulations, in respect of the Public Health contracts indicated in exempt Appendix 1 – in consultation with the Chief Finance Officer and the Portfolio Holder for Resources and Neighbourhood regeneration;**
- (3) approve the issuing of a direct award to Nottingham CityCare Partnership for the Children's Public Health Nutrition Service from 1 April 2017-31 March 2018, at a cost of £79,000;**
- (4) delegate authority to the Director of Public Health in consultation with the Portfolio Holder of Adults and Health, to agree the final values and award contracts for the services listed in exempt Appendix 1 to the report, providing these do not exceed current contract values;**
- (5) delegate authority to the Head of Contracting and Procurement to sign the final contracts and contract extensions in respect of all services detailed in exempt Appendix 1 to the report, following approval by the Director of Public Health to the agreed contract awards;**
- (6) approve the budget to support the contractual values set out in exempt Appendix 1 to the report (if the contractual values are over and above current indicative values a separate report will be presented for approval).**

Reasons for decision

- (1) Extending the contracts listed in exempt Appendix 1, for one year will ensure that access to essential public health services and the continuity of service provision is maintained for children and families whilst the Child Development

Strategic Commissioning Review work is completed and recommendations arising from review work during 2017/18 are implemented in a timely manner.

- (2) The Child Development Review Team has reviewed these commissioned services and recommended that one integrated service be procured in order to allow the provider to develop an innovative and flexible approach to delivering the existing functions which is free from historic service divisions and offers the opportunity for a more efficient and streamlined service, responsive to the needs of children and their families.

Other options considered

- (1) Do nothing. This option was rejected as this would mean that existing contracts for these services would expire in March 2017, leaving the city without essential public health services. Two of the contracts listed in the exempt appendix deliver mandatory aspects of the Healthy Child Programme.
- (2) Re-procuring all services immediately for new contracts to commence in April 2017. This option was rejected as it would allow insufficient time to explore the potential benefits and enhanced efficiencies of integrating children's services and other partnership delivery models. It is essential that procurement is not undertaken before the long term strategy for all services detailed in the exempt appendix is agreed. Extending current activity for one year will enable service delivery and value for money benefits arising from the commissioning reviews to be realised as quickly as possible. It will also avoid the risk of destabilising current health services and reducing the quality of current provision to citizens.
- (3) De-commissioning the children's function of the Public Health Nutrition Team until the broader integrated service specification is ready to be procured in 2017/18 risks the disintegration of an expert team and a valuable service to our families and the workforce. For this reason, this option was rejected.

36 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.

37 EXTENSION OF HEALTH VISITOR AND SCHOOL NURSING CONTRACTS - EXEMPT APPENDIX

RESOLVED to note the information in the exempt appendix.

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Commissioning and Procurement Sub-Committee 16.11.2016

Voluntary Sector Update

Community Stars 2017

NCVS is in the process of launching 'Community Stars'. This is a partnership programme with 21 partners on board including Area Based Grant Lead organisations and other local VCS groups, local businesses, the universities, Nottinghamshire PCC and NCC's Looking After Each Other campaign. Nottingham Express Transit are the current main sponsors.

Community Stars is aimed at recognising the unpaid contributions Nottingham people make volunteering, or helping people or their communities in other ways. This will be achieved in 2 ways:

- A monthly community star vote by the general public based on nominations received.
- Community stars partners showcasing the great volunteering carried out in Nottingham across monthly themes. These themes will reflect a particular topic such as poverty or women's issues during that particular month as well as showcasing voluntary work in these areas.

The intention is to hold a Community Star award ceremony late in 2017.

The overall aim of Community Stars is to get more people involved in volunteering.

Looking After Each Other (LAEO)

NCVS continues to be a keen promoter and supported of LAEO and has been actively involved in its marketing and promotion. The Community Stars programme has a clear fit with LAEO.

RSA Inclusive Growth Commission

NCVS along with other core city CVS's is in the process of putting a response together via NAVCA (National Association of Voluntary and Community Associations) to the Inclusive Growth Commission. The response will focus on a small number of points (up to 6) backed up with case studies.

The RSA Inclusive Growth Commission has been set up to examine how the UK can develop a place based model of economic development that promotes inclusive growth as too many people are being left behind. It sees this as the biggest economic challenge facing our society.

The Commission's interim report outlines and tests some of its emerging thinking and to influence the policy environment in the run-up to the Autumn Statement.

Provision of Support for the Local Voluntary Sector under Area Based Grants & Communities of Identity

There continues to be a lack of clarity and confusion around what the group support offer is from some ABG leads and COI leads. There is also a lack of information available leading to groups not knowing where to go for support (assuming that there is support available). City-wide groups appear to be the biggest losers as in some areas support is only for groups based in and delivering in a specific area.

We have planned safeguarding training for adults and children – these are approved by both boards.

Commissioning Event

Jointly with the CCG and NCC the event is taking place on Friday 9 December 2016 at NCVS. This will look at commissioning in the future and how the sector can be prepared changes. We have 73 bookings for the event. Katy Ball, Dawn Smith and other commissioning officers have agreed to come along and give keynote speeches.