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NOTTINGHAM CITY COUNCIL

COMMISSIONING AND PROCUREMENT SUB-COMMITTEE

**MINUTES of the meeting held at Loxley House, Nottingham on 12 March 2019
from 10.00 am - 10.28 am**

Membership

Present

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

Absent

Councillor David Mellen
Councillor Sam Webster

Colleagues, partners and others in attendance:

Celina Adams	- Head of Support Services, Nottingham CVS
Christine Oliver	- Head of Commissioning
Jo Pettifor	- Strategic Procurement Manager
Phil Wye	- Governance Officer

Call-in

Unless stated otherwise, all decisions are subject to call-in. The last date for call-in is 20 March 2019. Decisions cannot be implemented until the working day after this date.

57 APOLOGIES

Councillor David Mellen – other Council business
Councillor Sam Webster – work commitments

58 DECLARATIONS OF INTERESTS

None

59 MINUTES

The minutes of the meeting held on 12 February 2019 were confirmed as a correct record and signed by the Chair.

60 VOLUNTARY AND COMMUNITY SECTOR UPDATE

An update document was submitted by Celina Adams, Head of Support Services at Nottingham Community and Voluntary Services and is appended to these minutes.

Committee members were informed that the Council's Procurement Strategy allows for Social Enterprises to bid for tenders but opportunities and access could be improved.

RESOLVED to note the content of the update document

61 NOTTINGHAM CITY COUNCIL PROCUREMENT PLAN 2019-2024

Jo Pettifor, Category Manager – Strategy and People, introduced the report presenting an update of the Nottingham City Council Procurement Plan for 2019-2024, which sets out the Council's planned programme of procurement activity for all goods, works and services over this five-year period.

Committee Members suggested that the Procurement Plan could include additional information on the indicative length and value of contracts. All relevant contracts are considered and agreed by this Committee.

RESOLVED to

- (1) note the Nottingham City Council Procurement Plan 2019-2024;**
- (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 2019/20 will be reported at the end of the year.**

Reasons for decision

- 1) The Procurement Plan is a key mechanism in the implementation of the Nottingham City Council Procurement Strategy to deliver the Council's strategic priorities. It enables the planning of procurement activity under the Strategy to pursue the key procurement objectives of
 - Citizens at the heart
 - Securing economic, social and environmental benefits
 - Commercial efficiency
- 2) The Procurement Plan enables the Council to secure value for money, manage financial resources effectively and align its commissioning and procurement activity with the Council's Medium Term Financial Plan (MTFP), through a planned approach and robust financial analysis for each project. A strategic category management approach will maximise the value of spend and generate savings wherever possible for departmental budgets.
- 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 prior to the expiry of existing contracts. This minimises the need for dispensation from the Financial Regulations to extend contracts beyond their expiry date without formal tendering, other than in genuinely exceptional circumstances. This is

important in relation to goods and services that are subject to the full application of the EU and UK Procurement Regulations.

- 4) The Procurement Plan provides information for internal and external stakeholders about planned procurement activity and 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 informs provider markets about forthcoming opportunities to bid for Council contracts, enabling suppliers to prepare and for market development support to be offered.
- 6) The Procurement Plan supports the Council's commercialisation agenda and facilitates 'Make or Buy' considerations by enabling these opportunities to be identified in advance of existing contracts being due for renewal.

Other options considered

Do nothing. This would impact upon the planning of the Council's procurement activity across all goods, works and services. There would be a risk of non-compliance with the Council's Contract Procedure Rules and Financial Regulations and applicable EU and UK Procurement Regulations due to procurement activity not being undertaken in a timely way and contracts needing to be extended before their expiry date. In relation to commissioned services, it would impact on the alignment of procurement activity with the programme of commissioning reviews undertaken within Strategy and Resources. For these reasons, this option was rejected.

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Commissioning and Procurement Sub-Committee 12.03.18

Voluntary Sector Update – Nottingham CVS

Voluntary Sector Support Grants – an update from our CEO, Jane Todd:

Some years ago NCC took the decision to end the Voluntary Sector Services Grant arrangements with NCVS. Since then, grants have been issued directly to Area Based Leads (ABL's).

Providers of support and development services to the voluntary & community sector (VCS) have 3 specific roles to play:

- Develop and support the sector and volunteering
- Enabling the sector to have influence
- Connecting the sector and volunteers through networks and collaborations

NCVS is a local organisation which uses a nationally recognised framework of outcomes for the VCS (the NAVCA Quality Award). In order to provide infrastructure support to Nottingham's VCS, NCVS relies on ABL's deciding to sub-contract to NCVS. This can result in the VCS receiving varied levels of support, depending on the level of funding awarded by the ABL's. This is particularly exacerbated where the organisation requiring support delivers a city wide service.

Where NCVS is subcontracted, accountability is to ABLs. The relationship that NCC has with NCVS is dependent on the ABL's deciding to sub-contract to NCVS.

NCVS would welcome discussions with NCC on this relationship and how best the VCS should access infrastructure support whilst making the most efficient use of resources available.

NCVS Funding Updates:

- Skills and Opportunities Fund:

NCVS is now recruiting to the Social Enterprise Support post following our recent successful bid to the NatWest Skills and Opportunities Fund.

This funding will provide training and support to 50 individuals in Nottingham to start up and grow social enterprises

Social enterprises address social (including environmental) issues and are vital community businesses that assist local areas to be more financially sustainable and resilient. Positive social outcomes have an equal place as generating profits.

Refugee and other migrant communities, Women and BAME people will be targeted to take part in the programme.

The qualifications are level 3 awards accredited through the Small Firms Enterprise Development Initiative (SFEDI) and consist of:

- ~Starting and managing a VCSE organisation
 - ~Business Planning for a VCSE organisation
 - ~HR for VCSE organisation
 - ~Tender Readiness for VCSE organisation
- (VCSE = Voluntary, Community and Social Enterprise)

- PCC funding: Hidden Harm:

NCVS is rolling out its Hidden Harm skills building programme which is funded by the PCC. The programme is specifically aimed at the staff and volunteers of smaller community and voluntary organisations who may not be able to access the training on offer and more specifically at staff who may not have a direct case worker role so they may not be used to dealing with safeguarding and support issues. The aim of the programme is to equip the VCS with the skills and knowledge required to recognise and respond to indicators of various types of abuse and crimes which typically go unreported or unrecognised.

NCVS are running a Hidden Harm conference on 18th March (9-4pm) and a specialist workshop week 25 – 29th March.

- PCC funding: Hidden Harm part 2:

NCVS will be rolling out funded Safeguarding training for small groups who cannot afford to access the existing Safeguarding training offered by NCVS.

Other funding updates:

- D2N2 LEP:

NCVS are part of a working group looking at how the VCS engage with the D2N2 LEP post Brexit. We want to ensure that the VCS can influence future funding from central government and keep up the dialogue with the LEP regarding the importance of the sector in economic development. We have influenced the LEP to ensure there are Inclusion reps on the main board and on each of the sub board structures.

- ESF calls:

We are awaiting a public announcement of the organisation that will be delivering the Community programme that will include small grants for voluntary organisations. Small grants will be up to £20,000 and geared toward community learning activities. Once announced, the host organisation will release the grant themes and criteria.

- Age-friendly and inclusive volunteering:

NCVS was unsuccessful in its bid to the Age Friendly Network to deliver volunteering hubs in local communities. NCVS was working in partnership with NCC Libraries and representatives of the AFN forum.

- Integrated Care System:

NCVS are fully committed to be part of the city ICP and we continue to attend ICS meetings on behalf of the VCS. NCVS regularly feeds information back information to the VAPN. We continue to develop relationships with Health - an example of this is the Building Health Partnership.

- EU Settlement Scheme:

It was agreed that The Law Centre would be best placed to Lead on this bid. We are all awaiting the outcome.

Direct Projects:

- Practice Development Unit:

The PDU is a partnership between Opportunity Nottingham and NCVS. It offers a unique opportunity for front line workers across Nottingham city to learn

collaboratively and share good practice and expertise around working with service users who are facing multiple disadvantage. Members can also access a range of resources, including tool kits, reports and presentations, with both a local and national focus.

Please join the portal for more information at: www.pdunottingham.org

- Disability Sport Insight and Participation Project:

This 3 year programme in partnership with NCC is Sport England funded to learn and understand the barriers individuals with disabilities face in order to get physically active.

The legacy of this project will be a Volunteer Buddies pilot from May – September 2019. Buddies will be managed by NCVS and provide a befriending type service to enable citizens with long term disability or illness to access and maintain physical activity.

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