



NOTTINGHAM CITY COUNCIL
COMMISSIONING AND PROCUREMENT SUB-COMMITTEE

Date: Tuesday, 10 September 2019

Time: 9.00 am

Place: LH 0.06 - Loxley House, Station Street, Nottingham, NG2 3NG

Councillors are requested to attend the above meeting to transact the following business

Corporate Director for Strategy and Resources

Governance Officer: Zena West **Direct Dial:** 0115 8764305

- | | | |
|----------|---|------------------|
| 1 | APOLOGIES FOR ABSENCE | |
| 2 | DECLARATIONS OF INTEREST | |
| 3 | MINUTES
Minutes of the meeting held 9 July 2019 | 3 - 8 |
| 4 | VOLUNTARY AND COMMUNITY SECTOR UPDATE | Verbal
Report |
| 5 | AWARD OF TRAFFIC SIGNAL MAINTENANCE CONTRACT - KEY DECISION
Report of the Corporate Director for Development and Growth | 9 - 14 |
| 6 | FRESH FRUIT AND VEGETABLE SUPPLY CONTRACT - KEY DECISION
Report of the Director of Commercial and Operations | 15 - 18 |
| 7 | PROCUREMENT OF A NEW WORKWEAR CORPORATE CONTRACT - KEY DECISION
Report of the Director of Commercial and Operations | 19 - 22 |
| 8 | VOICE AND DATA NETWORKS CONTRACT RENEWAL - KEY DECISION
Report of the Corporate Director for Strategy and Resources | 23 - 28 |
| 9 | REPLACEMENT OF COMMUNICATIONS INFRASTRUCTURE | 29 - 34 |

EQUIPMENT - KEY DECISION

Report of the Corporate Director for Strategy and Resources

- 10 TRAVEL AND ACCOMMODATION - KEY DECISION** 35 - 38
Report of the Corporate Director of Strategy and Resources
- 11 EXCLUSION OF THE PUBLIC**
To consider excluding the public during consideration of the remaining item 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.
- 12 TRAVEL AND ACCOMMODATION - EXEMPT APPENDIX** 39 - 40
Report of the Corporate Director of Strategy and Resources

IF YOU NEED ANY ADVICE ON DECLARING AN INTEREST IN ANY ITEM ON THE AGENDA, PLEASE CONTACT THE GOVERNANCE OFFICER SHOWN ABOVE, IF POSSIBLE BEFORE THE DAY OF THE MEETING

CITIZENS ATTENDING MEETINGS ARE ASKED TO ARRIVE AT LEAST 15 MINUTES BEFORE THE START OF THE MEETING TO BE ISSUED WITH VISITOR BADGES

CITIZENS ARE ADVISED THAT THIS MEETING MAY BE RECORDED BY MEMBERS OF THE PUBLIC. ANY RECORDING OR REPORTING ON THIS MEETING SHOULD TAKE PLACE IN ACCORDANCE WITH THE COUNCIL'S POLICY ON RECORDING AND REPORTING ON PUBLIC MEETINGS, WHICH IS AVAILABLE AT WWW.NOTTINGHAMCITY.GOV.UK. INDIVIDUALS INTENDING TO RECORD THE MEETING ARE ASKED TO NOTIFY THE GOVERNANCE OFFICER SHOWN ABOVE IN ADVANCE.

NOTTINGHAM CITY COUNCIL

COMMISSIONING AND PROCUREMENT SUB-COMMITTEE

MINUTES of the meeting held in LH 0.06 - Loxley House, Station Street, Nottingham, NG2 3NG on 9 July 2019 from 10.01 am to 10.45 am

Membership

Present

Councillor Eunice Campbell-Clark
Councillor Sally Longford
Councillor Adele Williams

Absent

Councillor Sam Webster (Chair)
Councillor Cheryl Barnard (Vice Chair)

Colleagues, partners and others in attendance:

Celina Adams - Head of Support Services, Nottingham Community Voluntary Services
Bobby Lowen - Commissioning Lead
Adrian Mann - Governance Officer
Christine Oliver - Head of Commissioning
Celina Adams - Head of Support Services, Nottingham Community Voluntary Services
Bobby Lowen - Commissioning Lead
Steve Oakley - Head of Contracting and Procurement

Call-in

Unless stated otherwise, all decisions are subject to call-in. The last date for call-in is Tuesday 16 July 2019. Decisions cannot be implemented until the working day after this date.

12 APPOINTMENT OF THE CHAIR FOR THE MEETING

RESOLVED to appoint Councillor Sally Longford as Chair for the current meeting.

13 APOLOGIES FOR ABSENCE

Councillor Cheryl Barnard - Council business
Councillor Sam Webster - personal reasons

14 DECLARATIONS OF INTERESTS

None.

15 MINUTES

The minutes of the meeting held on 11 June 2019 were confirmed as a true record and signed by the Chair.

16 VOLUNTARY AND COMMUNITY SECTOR UPDATE

Celina Adams, Head of Support Services at Nottingham Community Voluntary

Services (NCVS), presented a report on the current funding issues and opportunities within the Voluntary Sector. The following points were discussed:

- (a) due to the varied level of support resulting from the current area-based funding arrangements, NCVS is keen to discuss a more efficient voluntary sector support delivery model with the Council. Discussions are taking place with Councillor Rebecca Langton, as the Portfolio Holder for Communities. In the meantime, NCVS continue to provide advice, support, casework and training to Nottingham's Voluntary Sector. However, this support is not consistent across the City, currently;
- (b) NCVS has started its Enterprising Nottingham training, funded by the Nat West Skills and Opportunities Fund, providing workshop training and one-to-one bespoke support to new and existing social enterprises in Nottingham, which is free at the point of delivery;
- (c) Phase 1 of the 'Hidden Harm' skills building programme is now complete. The aim of this programme is to equip voluntary organisations with the skills and knowledge required to recognise and respond to indicators of various types of abuse and crimes that often go unreported or unrecognised. Phase 2 has started and low/no cost Safeguarding training is available for small groups who cannot afford to access the existing Safeguarding training offered by NCVS. The Safeguarding training given is comparable to that provided by the Council and a detailed database is in place to monitor the new and existing voluntary organisations that work with children and vulnerable adults. A new strategy is being developed to enable training to be delivered within communities, rather than at a central location. There is an important opportunity to engage with the Council's Skills and Employment Delivery Team to ensure that information on these Safeguarding training opportunities is raised on the agenda of any other meetings and groups that are likely to be attended by the kinds of voluntary organisation that would benefit from it;
- (d) NCVS is part of a working group to explore how the Voluntary Sector will engage with the D2N2 LEP following the UK leaving the European Union. It is vital to influence the future funding made available by the Government and to maintain the dialogue with the LEP regarding the importance of the Sector in economic development. There are Inclusion Representatives on the LEP's main Board, Sub-Board structures and Advisory Boards.
- (e) 'Futures' has been announced as the organisation that will deliver the European Social Fund's Community programme. This will include small grants for voluntary organisations, and NCVS is a partner and sits on the grants panel. Nottingham has had good success in the first round of grants;
- (f) there is significant concern in the Voluntary Sector about the impact of Social Prescriptions on Nottingham's voluntary organisations and groups, particularly in terms of implementation, referral pathways and funding. If Social Prescribing is to be lead effectively by the Voluntary Sector, support must be in place to ensure that organisations have the capacity, infrastructure, resources, training and knowledge to work with vulnerable people. NCVS are partners in the Nottingham Integrated Care System and Integrated Care Partnership and continue to attend

meetings with the local NHS and Clinical Commissioning Group to ensure that the voice of the Voluntary Sector are heard in the delivery of Social Prescriptions;

- (g) in terms of direct projects, NCVS is recruiting a Practice Development Unit Coordinator, which is a partnership between Opportunity Nottingham and NCVS. It offers a unique opportunity for front line workers across the 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 toolkits, reports and presentations, with both a local and national focus;
- (h) secondly, the Disability Sport Insight and Participation Project is a three-year programme in partnership with the Council, funded by Sport England, 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 to 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.

17 CARE HOMES COMMISSIONING PROPOSAL

Christine Oliver, Head of Commissioning, presented a report on the review into the provision of residential and nursing care homes, to inform the development of a new specification for the procurement of care homes for Nottingham's most vulnerable citizens, where no other suitable options are available. The following points were discussed:

- (a) the value of the decision is substantial, at £418,500,000 for Nottingham City Council's contribution, and the cost is in line with the Council's mid-term Financial Plan. The contract is for up to nine years and can be cancelled earlier, if required. The length of the contract will reduce the procurement pressures on providers and will ensure best value for money in a sector where prices are rising;
- (b) a major strategic focus is to help people in care move back into their own homes, or other independent living arrangements, if appropriate.

RESOLVED to:

- (1) approve the procurement of Residential and Nursing care services via a joint accreditation process with NHS Nottingham City. The contracts awarded will be for a term of up to 5+4 years, depending on the commencement date. The contracts awarded to providers carry no guarantee of business during that time;**
- (2) delegate authority to the Director of Commissioning and Procurement to approve the outcome of the tenders and award contracts to providers as a result of the process;**
- (3) delegate authority to the Head of Contracting and Procurement to sign the contracts arising from the tender process once the tender outcome is agreed.**

Reasons for the decision

The contract for Residential and Nursing Homes is due to end in on 31 March 2020. This is in the form of an Accredited List utilising the Light Touch Regime. The current contract was commissioned jointly with the Nottingham Clinical Commissioning Group (CCG), utilising the standard NHS Contract. This enables placements to be jointly, or fully, funded by the CCG. The performance management of the contract is undertaken by the Council on behalf of the CCG for residential homes. The CCG performance manage registered nursing homes.

In order to effect a new contract, to continue to provide residential care to Nottingham citizens, the Council will need to undertake a procurement process on behalf of its citizens. The proposed model for procurement is to commission services through an Accredited List. This will require all current care home providers to complete an application process. By completing this process, the care homes are required to meet a minimum set of required standards and to be subject to regular Council oversight. The accreditation process remains open, so any new provider can be directed to apply for accreditation at any time.

Through the proposed accreditation process, failure to meet the criteria set out in the procurement process means failure to gain accreditation and the Council will not commission providers that are not accredited. However, providers can re-apply if they remedy the reason for failure, therefore promoting a culture of constant improvement of services.

The proposed new contract is a joint contract on behalf of Nottingham and Nottinghamshire CCGs, as well as the Council. This means that citizens will be able to access residential care homes or nursing homes as required and that the same contract can be used, whether or not the citizen is entitled to health-funded care.

Other options considered

Do nothing: This is not an option, as the current contract will end on 31 March 2020.

Procure a closed Framework of Providers: This approach would enable the Council to impose a more stringent application procedure and reduce the number of providers being contracted. However, if this were undertaken based on Care Quality Commission or Council Quality Standards, this would not enable improvements in lower rated care homes to be recognised and would pose difficulties for care homes who subsequently receive a bad rating. The principle concern would be, that if a home was unsuccessful, then current residents would then have to be moved out to alternative provision. This could be very disruptive for citizens and may well lead to a deterioration. It would also have negative reputational implications for the City.

Develop a joint integrated contract with Nottinghamshire County Council: This approach would standardise arrangements for care home providers who have contracts with both the City and the County Council and would provide a consistent approach with the CCG. However, given the significant differences between the current approaches of the two Authorities around contracting and pricing, this has not

been achievable at this point. However, working is taking place to ensure that the specifications will be aligned fully.

18 COMMISSIONING INTENTIONS 2019-20

Christine Oliver, Head of Commissioning, presented a report on Nottingham City Council's commissioning intentions for 2019/20, both individually and with the Nottingham Clinical Commissioning Group (CCG). The following points were discussed:

- (a) work is being carried out with the CCG and the Health and Wellbeing Board for developing pathways to improve engagement and to commission and deliver services on a more collective basis;
- (b) the appendices to the report will be updated to identify Councillor Eunice Campbell-Clark as the lead member as the Portfolio Holder for Health, HR and Equalities, where appropriate.

RESOLVED to approve the main areas of activity identified within the Commissioning Plans.

Reasons for the decision

Agreement of the commissioning priorities for 2019-20 will establish the work programme for the year and enable resources to be allocated effectively.

Other options considered

None.

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COMMISSIONING AND PROCUREMENT SUB-COMMITTEE – 10/09/2019

Subject:	Award of Traffic Signal Maintenance Contract		
Corporate Director(s)/ Director(s):	Chris Henning, Corporate Director Development and Growth		
Portfolio Holder(s):	Councillor Adele Williams		
Report author and contact details:	Liz Hiskens, Service Manager, Highways Network Management 0115 8765293		
Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subject to call-in	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons: <input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision			<input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total value of the decision: £5,000,000.00			
Wards affected: All	Date of consultation with Portfolio Holder(s): September 2018		
Relevant Council Plan Key Theme:			
Strategic Regeneration and Development			<input checked="" type="checkbox"/>
Schools			<input type="checkbox"/>
Planning and Housing			<input type="checkbox"/>
Community Services			<input type="checkbox"/>
Energy, Sustainability and Customer			<input checked="" type="checkbox"/>
Jobs, Growth and Transport			<input checked="" type="checkbox"/>
Adults, Health and Community Sector			<input type="checkbox"/>
Children, Early Intervention and Early Years			<input type="checkbox"/>
Leisure and Culture			<input type="checkbox"/>
Resources and Neighbourhood Regeneration			<input type="checkbox"/>
Summary of issues (including benefits to citizens/service users):			
<u>Current Traffic Signals Maintenance Contract</u>			
<p>Traffic signal junctions and pedestrian crossings must be maintained and inspected at regular time intervals. We have a duty as the responsible authority to ensure that the equipment used for the safe management of traffic is reliable and continues to operate as intended.</p> <p>The current contract for maintenance, and inspection was tendered collaboratively lead by Warwickshire County Council (WCC). The outcome of the exercise was that WCC, Coventry City Council (CCC), Solihull Metropolitan Borough Council (SMBC) and Nottingham City Council (NCC) all awarded their contracts to Siemens.</p> <p>The Council's current maintenance contract with Siemens will operate until the end of March 2020. A new contract is required to commence operation on 1st April 2020.</p> <p><u>Proposed new Traffic Signals Maintenance Contract</u></p> <p>WCC, CCC and NCC have jointly conducted a collaborative tendering process, again lead by WCC, on behalf of all three authorities and any other authorities (who may become interested during the process) subject to the approval of WCC.</p> <p>The collaboration will co-ordinate a competitive tendering process following the OJEU procedure and it is anticipated this contract will enable the Council to obtain a contract in relation to the Maintenance and Inspection Services of Traffic Signal Equipment and Intelligent Transport Systems as a core service. Further, the Supply and Installation of Traffic Signal Equipment and</p>			

Other Works as optional additional services.

It is currently intended that the new contract will provide the core and additional services for an initial period of 5 years, thereafter renewable by agreement by a maximum of a further two 1-year periods subject to satisfactory performance by the contractor.

An estimated contract value over the proposed seven years is up to £25,000,000 in total for the various authorities participating for which Nottingham City Council would be up to £5,000,000. Funds will be provided from the appropriate revenue budgets and capital schemes.

Proposed structure of new Traffic Signals Maintenance Contract

Upon successful completion of the collaborative procurement process, WCC will enter into the contract on behalf of itself and the other authorities. The Contract will state that the Contracts (Rights of Third Parties) Act 1999 shall apply for the benefit of CCC and NCC who shall be entitled to claim for any breach of the Contract by the contractor in so far as any such breach affects the rights, property, or interests of CCC or NCC.

The CCC and NCC will play a full part in the contract in relation to Traffic Signal Equipment Maintenance within their own areas. The authorities shall be responsible for supervising and administering the relevant works and/or services carried out in relation to their areas.

WCC will be contractually liable to the contractor under the Contract, including in relation to Traffic Signal Equipment Maintenance in Coventry and Nottingham. A back-to-back agreement will provide that CCC and NCC shall be liable to WCC for payment for Traffic Signal Equipment Maintenance in their own areas and any additional costs (administrative or related) of their own and of the contractor arising from their own orders.

The primary purpose for the back-to-back agreement is to ensure that all the authorities have one "Principal Contractor" to deliver the services of each authority; in principle agreed by the three authorities. Furthermore, this formalises the commitment and the respective roles and responsibilities in relation to the joint working arrangements of the contract. This aims to reinforce any collaborative advantage obtained over one "Principal Contractor" during the procurement process.

Exempt information: None

Recommendation(s):

- 1** To authorise The Head of Traffic to approve the award of the traffic signal maintenance contract to the successful supplier from the outcome of the collaborative OJEU tendering process conducted by WCC, NCC and CCC.
- 2** To authorise The Head of Traffic to sign the back-to-back agreement on behalf of NCC with WCC, which ensures access to core and additional services under the traffic signal maintenance contract.

1 REASONS FOR RECOMMENDATIONS

- 1.1 Award of the contract and back-to-back agreement with WCC ensures that the Council can continue to fulfil its duty in maintaining and inspecting traffic signal junctions, pedestrian crossings and other related on street equipment at regular intervals.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 WCC, CCC and NCC commenced talks to enter into a collaborative OJEU tendering process for a new traffic signal maintenance contract 1 year prior to the end of the current contract.
- 2.2 Portfolio holder and Director of Traffic & Transport was briefed on the background and intention to proceed with a collaborative OJEU tendering process at PHB Transport meeting by Head of Traffic on 4th September 2018 and authorisation to proceed was given as a result.
- 2.3 WCC hosted a supplier day in October 2018 where all authorities met with various potential suppliers to inform and exchange information regarding our intention to jointly tender for the new contract.
- 2.4 Feedback from suppliers was taken to inform on the form of WCC, CCC and NCC's joint tender process. Various discussions and agreements between the authorities have resulted in the tendering process entering the formal stages of publishing the OJEU notification by August 2019.
- 2.5 The award of the contract to the successful supplier from the OJEU tendering process is scheduled for December 2019 and after an appropriate period of mobilisation afforded to the supplier, the contract will commence on 1st April 2020.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 NCC has the option of tendering for the new traffic signals contract on its own however, this option was not taken, as the benefits of collaborative working would not be realised. The opportunity cost to NCC would be all the financial benefits, which would result from collective bargaining and economies of scale available in the market under a collaborative approach with WCC and CCC.

4 FINANCE COLLEAGUE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)

- 4.1 The report makes reference to Nottingham City Council's contract cost being £5m over 7 years. This is the maximum value of the contract as it contains both the potential expenditure for core services and an allowance for additional services. The values are not split equally across collaboration partners but calculated as to the appropriate value for each. The value of the Nottingham contract is based on costs over previous years with an additional contingency element to sure that the figure represents the maximum possible. Previous year's annual costs have been in the region of £360k and therefore this value and the budget available is believed to be sufficient. The core services element and certain critical additional services will be funded from the current Signal Control maintenance budget (£403,590 per year). The additional value covers costs which may arise from future capital works (which would be within each business case showing the available budget for any signal costs). Therefore there is sufficient funding available to meet the costs of this contract over the next 7 years as long as the signal maintenance budget is not subject to budget savings.

Advice provided by Susan Tytherleigh, Finance Business Partner

5 LEGAL AND PROCUREMENT COLLEAGUE COMMENTS (INCLUDING RISK MANAGEMENT ISSUES, AND INCLUDING LEGAL, CRIME AND DISORDER ACT AND PROCUREMENT IMPLICATIONS)

- 5.1 The procurement team has no significant concerns with the recommendations set out in the report and will continue to work with the Client and Warwickshire County Council to ensure compliance with Public Contract Regulations.

Advice provided by Sue Oliver – Category Manager Places.

- 5.2 The City Council is working collaboratively with WCC and CCC with WCC taking the lead in running the procurement process to award the new contract for traffic signal maintenance. The proposal that the City Council is named as a third party beneficiary under the contract rather than to call off under a framework awarded by WCC or to enter into a separate but similar contract as awarded by WCC is not a typical solution adopted by the City Council. While the City Council can satisfy itself the contract will set out and provide for what is needed to deliver the City Council's maintenance requirements the City Council must ensure its back to back contract with WCC will oblige WCC to manage the contract effectively on the City Council's behalf. In particular, it must ensure the back to back contract does not permit WCC's to prioritise its needs over the City Council's. However it is understood from discussions with the report author and his team that the relationship with WCC for traffic maintenance has previously worked well.

Advice provided by Andrew James Team Leader, Commercial Employment and Education

6 SOCIAL VALUE CONSIDERATIONS

- 6.1 Social value considerations are a part of the proposed Key Performance Indicators for fulfilment of the new traffic signals maintenance contract. Below is a quote regarding this KPI:

6.1.1 Social Value Initiatives

Description – While providing the provisions of this contract, the Supplier is to demonstrate actions and additional benefits it provides to the involved Authorities local Economy, Employment opportunities and Local Community initiatives

Measure – Based on promises made in the tender submission or pre-set objectives made by the Strategic Board during the contract term, the Contractor will evidence how these have been or are being achieved.

Assessment Period – Assessed Annually - Activity over the previous 12 months from the anniversary of the start date of the Contract.

Consequence - The result will aid in determining the three objectives which the KPI measures are in place for.

- 6.2 As NCC is not party to the contract, the 1% Apprenticeship levy will not apply to the back-to-back agreement with WCC.

7 REGARD TO THE NHS CONSTITUTION

- 8.1 Not applicable

8 EQUALITY IMPACT ASSESSMENT (EIA)

- 8.1 An EIA is not required because the core and additional services provided for under the traffic signals maintenance contract are a continuation of services supplied under the current traffic signals maintenance contract and do not represent an addition of new services other than innovations and improvements.

9 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

- 9.1 None.

10 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

- 10.1 OJEU Prior Information Notice – Traffic Signals and ITS – goods, works and services.

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COMMISSIONING AND PROCUREMENT SUB-COMMITTEE – 10/09/2019

Subject:	Fresh Fruit and Vegetable supply contract		
Corporate Director(s)/ Director(s):	Andy Vaughan, Corporate Director of Commercial and Operations		
Portfolio Holder(s):	Neghat Khan, Portfolio holder for Early Years, Education and Employment		
Report author and contact details:	Jacquie Blake, Commercial Operations Manager jacquie.blake@nottinghamcity.gov.uk		
Key Decision	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Subject to call-in <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons: <input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision			<input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total value of the decision: £1,678,512			
Wards affected: All		Date of consultation with Portfolio Holder(s): 07/08/2019	
Relevant Council Plan Key Theme:			
Strategic Regeneration and Development			<input type="checkbox"/>
Schools			<input type="checkbox"/>
Planning and Housing			<input type="checkbox"/>
Community Services			<input type="checkbox"/>
Energy, Sustainability and Customer			<input type="checkbox"/>
Jobs, Growth and Transport			<input type="checkbox"/>
Adults, Health and Community Sector			<input type="checkbox"/>
Children, Early Intervention and Early Years			<input checked="" type="checkbox"/>
Leisure and Culture			<input type="checkbox"/>
Resources and Neighbourhood Regeneration			<input type="checkbox"/>
Summary of issues (including benefits to citizens/service users):			
Nottingham Catering provides a catering service to 70 sites across the City and in some sites in Nottinghamshire, which include schools, commercial operations and additionally the Nottingham care homes.			
They all require the supply of quality fruit and vegetables that meet our high standards and to ensure best value for money we seek permission to tender and award this contract for a 2 +1 +1 (total 4 years) period.			
Exempt information:			
None			
Recommendation(s):			
1 To approve the undertaking of a tender, using a public sector framework, to procure a contract for the supply of fresh fruit and vegetables. The contract will be for a 2 year period with the option to extend for a further 1+1 years.			
2 To delegate authority to the Corporate Director for Commercial and Operations to award the contract, following the tender process.			

1 REASONS FOR RECOMMENDATIONS

- 1.1 The current contract for the supply of fresh fruit and vegetables expires on 31 December 2019. A new contract needs to be put in place and therefore a competitive tender process will ensure that there will be both quality of product and value for money for the education and commercial sites.

- 1.2 This is a contract for supplies and is subject to the Public Contracts Regulations 2015, which requires the City Council to undertake a competitive tender process to award the contract.
- 1.3 The rationale for the decision is that this expenditure will be covered by the charges for school meals that is either through paid meals or the free school meal budget of schools and academies, or income from commercial sites.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 There are 70 sites split between schools, commercial and care homes, which all require fresh fruit and vegetables in order to provide their service. The previous contract has been running for 4 years, successfully. We will engage with local suppliers as we did last time and will split the contract into smaller lots to allow for local suppliers to tender for a lot in their area. Additionally this will keep food miles to a minimum.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 Do nothing. This option has been rejected as Nottingham Catering requires a supplier to provide fruit and vegetables to schools and commercial sites to ensure that services can be provided to citizens and ensure that the business continues to provide a net return to the council.

4 FINANCE COLLEAGUE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)

- 4.1 Base budget for the annual cost already exists within schools and commercial catering. Annual spend is typically between £400,000 and £500,000 in total. This tendering exercise will help schools and commercial catering to continue to contribute a surplus to the MTFP through greater value for money and competitive pricing. The contract should adhere to Financial Regulations and be reviewed throughout and at the end to ensure prices remain competitive and are still fit for purpose for the service.

Advice provided by Susan Turner, Senior Commercial Business Partner, 8 August 2019

5 LEGAL AND PROCUREMENT COLLEAGUE COMMENTS (INCLUDING RISK MANAGEMENT ISSUES, AND INCLUDING LEGAL, CRIME AND DISORDER ACT AND PROCUREMENT IMPLICATIONS)

- 5.1 This proposal raises no significant legal concerns. The Council intends to go out to tender using the relevant ESPO framework which allows the council to call off goods as and when required throughout the proposed term.

Advice provided by Sarah O`Bradaigh, Senior Solicitor, 1 August 2019

6 SOCIAL VALUE CONSIDERATIONS

- 6.1 Procuring the best quality provisions to provide a nutritious and balanced diet to the City`s schoolchildren, Residential Unit users and commercial customers and staff. The tender will be open to local suppliers for consideration, this will allow us

to use local suppliers, as we currently do, which means added value to the local economy and reduces food miles.

7 REGARD TO THE NHS CONSTITUTION

7.1 Not Applicable

8 EQUALITY IMPACT ASSESSMENT (EIA)

8.1 An EIA is not required because no equality issue will result as part of this decision, this is a process to procure products for the service and does not involve amending any current policies.

9 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

9.1 None

10 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

10.1 None

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COMMISSIONING AND PROCUREMENT SUB-COMMITTEE– 10/09/19

Subject:	Procurement of a new Workwear Corporate Contract		
Corporate Director(s)/ Director(s):	Andy Vaughan Director of Commercial and Operations		
Portfolio Holder(s):	Councillor Sam Webster (Finance, Growth and the City Centre)		
Report author and contact details:	Daniel Pridmore (Daniel.Pridmore@nottinghamcity.gov.uk) 01158764504		
Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subject to call-in	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons: <input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision			<input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total value of the decision: £1,900,000 over 4 years			
Wards affected:	Date of consultation with Portfolio Holder(s): N/A		
Relevant Council Plan Key Theme:			
Strategic Regeneration and Development			<input checked="" type="checkbox"/>
Schools			<input type="checkbox"/>
Planning and Housing			<input type="checkbox"/>
Community Services			<input type="checkbox"/>
Energy, Sustainability and Customer			<input type="checkbox"/>
Jobs, Growth and Transport			<input type="checkbox"/>
Adults, Health and Community Sector			<input checked="" type="checkbox"/>
Children, Early Intervention and Early Years			<input type="checkbox"/>
Leisure and Culture			<input checked="" type="checkbox"/>
Resources and Neighbourhood Regeneration			<input checked="" type="checkbox"/>
Summary of issues (including benefits to citizens/service users):			
Following the changes to the supported business model the Woodfield Industries Workwear and PPE Service ended Friday 22nd March 2019. This change was part of a successful long-term strategy of moving all the supported staff out of Woodfield's into mainstream employment within the authority. This has therefore resulted in the closure of the Workwear and PPE service area. As such, a new corporate contract is required to ensure that the current cost model can be maintained or improved.			
Exempt information:			
None			
Recommendation(s):			
1. To establish a 4 year framework for the supply of PPE, Tools, Workwear for NCC and a number of named partner organisations.			
1. To approve a maximum spend of £475,000 per annum over 4 years (£1,900,000 in total).			

1 REASONS FOR RECOMMENDATIONS

1.1 The establishment of a framework presents us with the ideal opportunity to centralise the service, implement robust contract management and achieve a more efficient and effective service. It is to be noted that the service will not be an exact replication of previous practices.

1.2 Below details a summary of spend by department on products purchased by Woodfield Industries in 18/19. The values are achieved by multiplying product

price by actual volumes. The majority of spend was with an external supplier with small in house function for branding, which is likely to continue.

	Annual spend 18/19	Potential spend over 4 years
Total value of products purchased by Woodfield Industries during 18/19	£497,101.16	£1,988,404.64
This is broken down by department -		
Commercial & Operations:	£451,729.40	£1,806,917.60
Which includes Uniformed Services spend of:	£127,388.00	£509,552.00
Children & Adults:	£12,949.59	£51,798.36
Development:	£1,683.04	£6,732.16
Strategy & Resources:	£2,875.96	£11,503.84
Nottingham City Homes:	£27,863.17	£111,452.68

- 1.3 As this report is not being used to approve spend for Nottingham City Homes we have decided to seek approval to spend a maximum of £475,000 per annum and £1,900,000 over the 4 years.
- 1.4 Commercialisation Opportunities and the 1% Levy - A number of partner organisations are to be named on the framework including East Midlands Shared Services, Ashfield District Council, Bassetlaw District Council, Mansfield District Council, Broxtowe Borough Council, Gedling Borough Council, Newark & Sherwood District Council, Rushcliffe Borough Council, and Nottinghamshire County Council and Nottinghamshire Healthcare Trust. It is envisaged that the 1% levy will be applied to all products purchased through the framework, including those purchased by the partner organisations.
- 1.5 Savings - Being able to procure and establish a compliant framework means that there will be a considerable opportunity for savings as a result of the following factors:
- Increased economies of scale as we will purchasing through one supplier.
 - A streamlined products list, removing unnecessary and duplicated items.
 - Further reduced duplication by diverting what would be considered 'non PPE' products through existing approved corporate contracts.
- Examples of which are detailed below:

Product	Comments
Bags	Contract in place with Cromwell's
Cleaning Products	Contract in place with Bunzl
Print & Design	Internal Team able to deliver
Bin Refurbishment	New contract required.

- 1.6 Added Value - Further to the anticipated savings added value will also be achieved through the following:
- 'Just in Time' production and delivery methodology with no requirement for storage space.
 - The majority of the branding will be included, a service previously partly delivered internally by Woodfield's.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 Following the changes to the supported business model, the Woodfield Industries Workwear and PPE Service ended Friday 22nd March 2019. This change was part of a successful long-term strategy of moving all the supported staff out of Woodfield's into mainstream employment within the authority. This has therefore resulted in the closure of the Workwear and PPE service area. As such, a new corporate contract is required to ensure that the current cost model can be maintained or improved and best value achieved. The preference is for a framework agreement with multiple lots to reflect the wide array of products currently purchased. At present stakeholder engagement is still ongoing.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 Do nothing. This was rejected as this risk the creation of informal arrangements across departments that would lead to inefficiencies and detrimental financial implications.

4 FINANCE COLLEAGUE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)

- 4.1 This report seeks approval to establish a 4 year framework for the supply of PPE, tools and work wear and to approve a maximum spend of £0.500m per annum over 4 years (£2.000m in total).
- 4.2 Net expenditure of PPE, tools and work wear in 2018/19 across NCC was c. £0.500m, with the majority of spend being incurred in Commercial and Operations Department. The value of this decision is based on this analysis however it is expected that the use of a framework will reduce this value by streamlining the range of products available and maximising economies of scale.
- 4.3 Individual services hold their own budget for expenditure of this type and it is their responsibility to ensure adequate budget provision exists when placing orders via the framework to ensure no finance pressure materialises. Expenditure of this type was contained within the available budget provision in 2018/19.
- 4.4 The establishment of this framework and the centralised contract management ensures value for money can be monitored and further efficiencies identified.

5 LEGAL AND PROCUREMENT COLLEAGUE COMMENTS (INCLUDING RISK MANAGEMENT ISSUES, AND INCLUDING LEGAL, CRIME AND DISORDER ACT AND PROCUREMENT IMPLICATIONS)

- 5.1 This report does not raise any significant legal issues. A framework can be established which entitles the City Council and named partners to access supplies from a provider. The partners should be asked to give an estimate of their likely spend to ensure any OJEU notice is properly completed. A decision needs to be taken whether the framework will be with one provider per lot or multiple providers.

Advice provided by Andrew James -Team Leader Commercial, Employment and Education.

6 SOCIAL VALUE CONSIDERATIONS

6.1 Not applicable

7 REGARD TO THE NHS CONSTITUTION

7.1 Not applicable

8 EQUALITY IMPACT ASSESSMENT (EIA)

8.1 An EIA is not required because no equality issue will result as part of this decision, this is a process to procure products for the service and does not involve amending any current policies.

9 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

19.1 None

10 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

10.1 None

COMMISSIONING AND PROCUREMENT SUB-COMMITTEE – 10/09/19

Subject:	Voice and data networks contract renewal		
Corporate Director(s)/ Director(s):	Candida Brudenell, Corporate Director for Strategy & Resources		
Portfolio Holder(s):	Councillor. David Trimble, Portfolio Holder for Leisure, Culture and IT		
Report author and contact details:	Paul J. Burrows, IT Change, Projects & Strategy Manager paul.burrows@nottinghamcity.gov.uk , 0115 87 63153		
Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subject to call-in	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons: <input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision	<input checked="" type="checkbox"/> Revenue <input checked="" type="checkbox"/> Capital		
Significant impact on communities living or working in two or more wards in the City	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Total value of the decision: The value of the decision is estimated to be up to £8,000,000 over 5 years			
Wards affected: All	Date of consultation with Portfolio Holder(s): 25/06/19		
Relevant Council Plan Key Theme:			
Strategic Regeneration and Development			<input type="checkbox"/>
Schools			<input type="checkbox"/>
Planning and Housing			<input type="checkbox"/>
Community Services			<input type="checkbox"/>
Energy, Sustainability and Customer			<input type="checkbox"/>
Jobs, Growth and Transport			<input type="checkbox"/>
Adults, Health and Community Sector			<input type="checkbox"/>
Children, Early Intervention and Early Years			<input type="checkbox"/>
Leisure and Culture			<input type="checkbox"/>
Resources and Neighbourhood Regeneration			<input checked="" type="checkbox"/>
Summary of issues (including benefits to citizens/service users):			
<p>Nottingham City Council purchases on a contract basis services from commercial providers of voice and data networks. These allow the Council to communicate by telephone, e-mail and use online services in communication with citizens, colleagues in different locations, partners and stakeholders in other organisations, such as the Police, Health Service and Central Government.</p> <p>Periodically, usually every 5 years, the contracts under which these services are provided require to be re-let and this report seeks authorisation to do this.</p>			
Exempt information:			
None.			
Recommendation(s):			
<p>1 To delegate authority to the Head of Service (IT) to enter into contracts up to the value of £8,000,000 using approved procurement methods for voice and data network contracts for a period of up to 5 years.</p> <p>2 To approve allocation of funding from the IT Efficiency Fund for the five year period 2020/21 to 2024/25 to purchase voice and data network services.</p>			

1 REASONS FOR RECOMMENDATIONS

- 1.1 The current voice and data network contracts that enable Nottingham City Council to provide services will expire on 30 October.2020.

- 1.2 The Council's Financial Regulations require that contracted services are subject to competitive tender to ensure that value for money is achieved.
- 1.3 Because of the size of the contracts and the complexity of the services to be purchased a significant lead time should be allowed should the supplier of these services be changed through the competitive tendering exercise. This is the reason that approval for this work is being sought so far in advance of the current contracts' expiry dates.
- 1.4 The Council will seek competitive bids for the supply of voice and data network contracts using Crown Commercial Services. The contract award will be for a period of up to 5 years. Use of the CCS framework allows the Council to access pre-assessed providers of services which helps ensure the quality, including security capability, of bidders. The estimated values of the contracts are £5,500,000 for voice networks and £2,500,000 for data networks over the 5 year period.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 All Council services in some way use voice and data network services. These services allow interactions to be made between citizens and Council services, between Council services to enable service delivery and between the Council and other organisations to deliver services in a 'joined-up' way. These services are used by the Council and its partner organisations including Nottingham City Homes, Robin Hood Energy, etc.
- 2.2 Dependence upon voice and data networks has grown significantly as methods of service delivery to citizens have become increasingly telephone and Internet based. These services, based on voice and data technology, have displaced face-to-face service delivery. This has reduced service costs and enabled services to be delivered more flexibly.
- 2.3 Increasingly the Council is seeking to develop the way in which services are delivered to citizens and the way in which colleagues delivering these services work. The drive to increase the flexibility and mobility of colleagues' working methods will demand increased use of voice and data networks.
- 2.4 Council services are delivered in a growing 'joined-up' way with partner organisations, for example the Health Service and Police. The increasing demand to share information and to work together requires greater capacity and functionality of communication systems dependent upon voice and data networks.
- 2.5 The way in which IT systems are delivered to colleagues for their use in service delivery is changing. In the past software systems tended to be based on computers that were managed by the Council directly and accessed through the networks controlled by the Council. Now an increasing number of systems are delivered from the 'cloud', and these demand increased network capacity that is resilient and secure. To meet this need the Council needs to have up to date network services.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 It is not considered feasible for the Council to revert to having no voice and data networks and so this is not recommended.
- 3.2 It is not considered feasible for the Council to develop its own voice and data network infrastructure to replace those provided by commercial suppliers and so this is not recommended.
- 3.3 It would be feasible for the Council to 'roll-over' the existing contracts with suppliers, to continue with what is in place on current, or marginally revised, terms and conditions. Such an approach would save the cost of procurement and the possible disruption of a change of supplier. This approach though would not enable the Council to demonstrate that it has sought to achieve value for money nor would it enable the Council to access new voice and data networking technologies. For these reasons this option is not recommended.

4 FINANCE COLLEAGUE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)

- 4.1 The estimated values of the contracts are £5.500m for voice networks and £2.500m for data networks over the 5 year period starting in 2020/21 - a total of £8.000m.
- 4.2 The funding of these contracts will be a mixture of existing MTFP revenue budget within the IT service, existing MTFP revenue budget from departments across NCC, charges to NCC companies and an element from the IT Efficiency Fund (ITEF). The split of this between revenue and capital expenditure is unknown at present until bids are received from suppliers as there are different approaches to the supply of services requested.
- 4.3 Existing MTFP budget for these contracts exists in IT and across various NCC departments. There is also an element of this contract that is charged to NCC companies directly from the supplier. Current contracts were managed within these budgets in 18/19 and is forecast to in 19/20 therefore it is expected that the new contract will be also contained within these budgets. No financial pressure to the organisation is expected from this decision (based on like for like) however it is important that the IT service work closely with Finance colleagues once costs are known to understand the full and accurate impact of the new contract.
- 4.4 A previous, one-off, MTFP saving of £0.200m was applied equally across years 2019/20 and 2020/21 in relation to these contracts within IT. The IT service need to ensure where possible that this is being met from efficiencies generated from procuring the new contracts so no budgetary pressure occurs as a result of this exercise. Should this be unachievable then mitigating actions needs to be identified to absorb this pressure.
- 4.5 £0.500m of capital expenditure has been earmarked from the ITEF in relation to these contracts. The year in which these costs are incurred and the exact amount are unknown/estimates at present until bids are received. The £0.500m has been considered in the ITEF forward plan though and is affordable from within this budget. If this amount increases then the ITEF will need to be re-profiled accordingly to ensure affordability. It is to be noted however that there are further IT projects within the ITEF forward plan that are yet to be approved. The current

balance of the ITEF funding is insufficient to fund all of these projects therefore careful consideration when prioritising projects is a must in order to maximise the ITEF funding and support corporate needs.

5 LEGAL AND PROCUREMENT COLLEAGUE COMMENTS (INCLUDING RISK MANAGEMENT ISSUES, AND INCLUDING LEGAL, CRIME AND DISORDER ACT AND PROCUREMENT IMPLICATIONS)

- 5.1 This report does not raise any significant legal issues. Notwithstanding that the contract will be awarded by a call-off from a framework there is considerable work required to put this in place and early engagement with the legal Services team is necessary. The procurement team should ensure the terms of the framework are adhered to when carrying out the call-off competition. The requirement for a Data Protection Impact Assessment should be considered as soon as possible in connection with this project and guidance obtained from the Information Governance team as required.

Advice provided by Andrew James Team Leader Commercial, Employment and Education 12 June 2019.

- 5.2 IT colleagues have already engaged with the Procurement Team to ensure compliance with the Council's financial regulations and contract procedure rules. Use of compliant third-party frameworks, such as those offered by Crown Commercial Services, is allowed under clause 3.8 of the Contract Procedure Rules. Procurement supports the use of third-party frameworks in appropriate situations and where it can be demonstrated that they provide value for money. On this basis there are no procurement concerns with the approach.

Advice [provided by Mabs Karim, Procurement Officer, Commissioning & Procurement, 10 Jun. 2019.

6 SOCIAL VALUE CONSIDERATIONS

- 6.1 There are no Social Value Considerations directly associated with this decision.

7 REGARD TO THE NHS CONSTITUTION

7.1 Local authorities have a statutory duty to have regard to the NHS Constitution when exercising their public health functions under the NHS Act 2006. In making this decision relating to public health functions, we have properly considered the NHS Constitution where applicable and have taken into account how it can be applied in order to commission services to improve the health of the local community. The NHS Constitution states in section 2, 'NHS Values' that:

'Working together for patients. - Patients come first in everything we do. We fully involve patients, staff, families, carers, communities, and professionals inside and outside the NHS. We put the needs of patients and communities before organisational boundaries. We speak up when things go wrong.' Having reliable and up to date voice and data network services enables the Council to work more effectively with NHS colleagues. The proposals in this report will enable the Council to refresh core elements of its infrastructure to support this joint working as in place now and in the future.

8 EQUALITY IMPACT ASSESSMENT (EIA)

- 8.1 An EIA is not required because the proposal included in this report is a renewal of voice and data network services which are already in use by the Council. The award of the contract to either the incumbent or a new supplier will not have a material effect on the type of service used by an end user, be they a citizen, colleague or Councillor.

9 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

- 9.1 None.

10 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

- 10.1 None.

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COMMISSIONING AND PROCUREMENT SUB-COMMITTEE – 10/09/19

Subject:	Replacement of communications infrastructure equipment		
Corporate Director(s)/ Director(s):	Candida Brudenell, Corporate Director for Strategy & Resources		
Portfolio Holder(s):	Councillor. David Trimble, Portfolio Holder for Leisure, Culture and IT		
Report author and contact details:	Paul J. Burrows, IT Change, Projects & Strategy Manager paul.burrows@nottinghamcity.gov.uk , 0115 87 63153		
Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subject to call-in	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons: <input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision	<input checked="" type="checkbox"/> Revenue <input checked="" type="checkbox"/> Capital		
Significant impact on communities living or working in two or more wards in the City	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Total value of the decision: The value of the decision is estimated to be up to £1,600,000 over 5 years			
Wards affected: All		Date of consultation with Portfolio Holder(s): 25/06/19	
Relevant Council Plan Key Theme:			
Strategic Regeneration and Development			<input type="checkbox"/>
Schools			<input type="checkbox"/>
Planning and Housing			<input type="checkbox"/>
Community Services			<input type="checkbox"/>
Energy, Sustainability and Customer			<input type="checkbox"/>
Jobs, Growth and Transport			<input type="checkbox"/>
Adults, Health and Community Sector			<input type="checkbox"/>
Children, Early Intervention and Early Years			<input type="checkbox"/>
Leisure and Culture			<input type="checkbox"/>
Resources and Neighbourhood Regeneration			<input checked="" type="checkbox"/>
Summary of issues (including benefits to citizens/service users):			
Nottingham City Council's core information technology (IT) infrastructure includes devices responsible for providing network connections. These devices control the passing of messages between computers and computer systems, across networks that allow services to be delivered to citizens.			
This report seeks to replace core network equipment that has reached the end of its life and becomes unsupported in 2019 by its supplier.			
Specifically the equipment includes switches and associated products such as firewalls used within the data centres. Sufficient funding for this programme of work has been provisioned within the IT capital budget allocation and associated six year forward plan.			
Exempt information:			
None.			
Recommendation(s):			
1 To delegate authority to the Head of Service (IT) to enter into contracts up to the value of £1,600,000 using approved procurement methods for replacement of communications infrastructure equipment, associated products and services.			
2 To approve allocation of funding from the IT Efficiency Fund for the funding of replacement of communications infrastructure including addition to maintenance and support contracts.			

1 REASONS FOR RECOMMENDATIONS

- 1.1 The current core network switches used by Nottingham City Council in its data centres and for communication with remote sites are now 'end of life'. This means that they will not receive manufacturers' support and that security vulnerabilities within the devices will cease to become patched.
- 1.2 These devices are responsible for providing connectivity of both voice and data services across the converged network extending to Council sites and partner agencies.
- 1.3 The reliable operation of switches is critical to the delivery of Council services. The main data centre switches control the management of messages within the Council's data centres, passing messages between processors, storage devices, etc.
- 1.4 The Council will seek competitive bids for the supply of replacement communications infrastructure equipment and associated services. The procurement of network equipment can be made through available frameworks including Crown Commercial Services. Use of frameworks such as CCS allows the Council to access pre-assessed providers of services which helps ensure quality, including security capability, of bidders.
- 1.5 Replacement of communications infrastructure is expected to be formed of three separate procurement exercises including:
 - Procurement of hardware, e.g. core and network switches.
 - Procurement of professional services, e.g. solution design.
 - Procurement of maintenance of equipment, e.g. proactive monitoring, maintenance.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 The current core and main network switches used by Nottingham City Council in its data centres and for communication with remote sites were installed in 2010. This was when the Council moved its main data centre from the Guildhall complex to Loxley House.
- 2.2 Because of the criticality of network services it is necessary to build in some redundancy so that in the event of a component's failure services can continue to operate without disruption to service users. This need for resilience has grown as access to information in real time has become increasingly important to ensure service delivery.
- 2.3 The adoption of new ways of working, flexible working, supporting colleagues working from home, etc. will increase demand for both network capacity and network resilience. Devices such as 'soft 'phones', use of instant messaging services, online group working, all depend upon robust and reliable data networks that can ensure an adequate quality of service in order to function.
- 2.4 The decision was made when setting up the new IT environment at Loxley House to build on Cisco technologies. These are regarded as robust, good quality, technology and are supported by a wide range of third parties. The Council has, and will, continue to work to this supplier's standard.

- 2.5 The replacement of the core and main network switches in use by the Council is a change that is likely to require additional work to other network components, for example firewalls, in order to ensure their effective operation.
- 2.6 Communications infrastructure equipment is priced in US dollars and is manufactured outside of the UK. It is possible future fluctuations in the value of the UK pound and changes in tariffs on goods may affect pricing and so costs.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 It is not considered feasible for the Council to operate without switches to enable the operation of the data network and so this is not recommended.
- 3.2 The existing switches could continue to be used and not replaced. This is a feasible option but is not recommended because: the existing switches will have insufficient capacity for the increased traffic they will have to bear with changes in working; the switches will pose a security vulnerability, an immediate risk to the Council but also likely to result in the Council being excluded from connection to other secure networks, and; because of the difficulty in supporting the switches in the event of component failure there would be a risk to service delivery.
- 3.3 The existing switches could be upgraded. This is a feasible option but is not recommended because the upgrade path on the current switch models in use is of itself only a short life.

4 FINANCE COLLEAGUE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)

- 4.1 This report seeks approval to enter into contracts up to the value of £1.600m using approved procurement methods for replacement of communications infrastructure equipment, associated products and services.
- 4.2 The full £1.600m will be funded from the IT Efficiency Fund (ITEF) across the following 5 years:

2019/20	2020/21	2021/22	2022/23	2023/24	Total
£m	£m	£m	£m	£m	£m
1.400	0.050	0.050	0.050	0.050	1.600

- 4.3 The profiling of the above costs have been considered in the ITEF forward plan and are affordable from within this budget. It is to be noted however that there are further IT projects within the ITEF forward plan that are yet to be approved. The current balance of the ITEF funding is insufficient to fund all of these projects therefore careful consideration when prioritising projects is a must in order to maximise the ITEF funding and support corporate needs.
- 4.4 The competitive procurement process will support the achievement of value for money.
- 4.5 VAT will be treated in accordance with HMRC guidance.

5 LEGAL AND PROCUREMENT COLLEAGUE COMMENTS (INCLUDING RISK MANAGEMENT ISSUES, AND INCLUDING LEGAL, CRIME AND DISORDER ACT AND PROCUREMENT IMPLICATIONS)

- 5.1 This report does not raise any significant legal issues provided the contracts are awarded in accordance with the City Council's Financial Regulations and Contract Procedure Rules. The Legal Services team will work with Procurement and IT colleagues to agree the contracts for the procurement of the equipment and associated services.

Advice provided by Andrew James Team Leader Commercial, Employment and Education 12 June 2019

- 5.2 The Procurement Team will work with IT colleague to ensure compliance with the Council's financial regulations and contract procedure rules to undertake the tenders in order to secure best value for the Council and the citizens it represents. On this basis there are no procurement concerns with the approach.

Advice provided by Mabs Karim, Procurement Officer, Commissioning & Procurement, 10 Jun.2019.

6 SOCIAL VALUE CONSIDERATIONS

- 6.1 There are no Social Value Considerations directly associated with this decision.

7 REGARD TO THE NHS CONSTITUTION

- 7.1 Local authorities have a statutory duty to have regard to the NHS Constitution when exercising their public health functions under the NHS Act 2006. In making this decision relating to public health functions, we have properly considered the NHS Constitution where applicable and have taken into account how it can be applied in order to commission services to improve the health of the local community. The NHS Constitution states in section 2, 'NHS Values' that:
'Working together for patients - Patients come first in everything we do. We fully involve patients, staff, families, carers, communities, and professionals inside and outside the NHS. We put the needs of patients and communities before organisational boundaries. We speak up when things go wrong.' Having reliable and up to date data network and components enables the Council to work more effectively with NHS colleagues. The proposals in this report will enable the Council to refresh core elements of its infrastructure to support this joint working as in place now and in the future. Having network components that are also supported contributes to the Council's ability to remain connected to other secure public sector networks such as the Health and Social Care Network (HSCN) and to retain its Public Services Network (PSN) accreditation.

8 EQUALITY IMPACT ASSESSMENT (EIA)

- 8.1 An EIA is not required because the proposal included in this report is a renewal of data network components which are already in use by the Council. The replacement of these components will not have a material effect on the type of service used by an end user, be they a citizen, colleague or Councillor.

**9 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT
(NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT
INFORMATION)**

9.1 None.

10 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

10.1 None.

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COMMISSIONING AND PROCUREMENT SUB-COMMITTEE– 10/09/2019

Subject:	Travel and Accommodation		
Corporate Director(s)/ Director(s):	Candida Brudenell – Corporate Director of Strategy and Resources		
Portfolio Holder(s):	Councillor Sam Webster		
Report author and contact details:	Isobel Walton, Contracts Officer Email: Isobel.Walton@nottinghamcity.gov.uk Tel: 0115 876 1269		
Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subject to call-in	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons: <input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision			<input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total value of the decision: See Exempt Appendix 1			
Wards affected: None.	Date of consultation with Portfolio Holder(s): 20/08/2019		
Relevant Council Plan Key Theme:			
Strategic Regeneration and Development			<input type="checkbox"/>
Schools			<input type="checkbox"/>
Planning and Housing			<input type="checkbox"/>
Community Services			<input type="checkbox"/>
Energy, Sustainability and Customer			<input type="checkbox"/>
Jobs, Growth and Transport			<input type="checkbox"/>
Adults, Health and Community Sector			<input type="checkbox"/>
Children, Early Intervention and Early Years			<input type="checkbox"/>
Leisure and Culture			<input type="checkbox"/>
Resources and Neighbourhood Regeneration			<input checked="" type="checkbox"/>
Summary of issues (including benefits to citizens/service users):			
Nottingham City Council uses an electronic system for travel and hotel bookings. The current contract is due to expire 30th November 2019 and this report seeks authorisation to procure a new 4 year contract (or contracts) for an electronic system for travel and accommodation booking and recommends an accelerated procurement route using an approved established framework, in order to achieve value for money and EU compliance.			
Exempt information:			
Exempt Appendix 1 to the report is exempt from publication under paragraph 3 of Schedule 12A to the Local Government Act 1972 because it contains information relating to the financial or business affairs of the City Council and, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. It is not in the public interest to disclose this information because it is commercially sensitive and if the value of decision is known then the tender process may be affected.			
Recommendation(s):			
1 To award a 4 year contract(s) following a call off process to a travel booking management provider to offer corporate travel solution as the current framework contract is due to expire November 2019.			
2 To delegate authority to the Director of Strategy and Resources to award the contract(s), and to delegate authority to the Head of Contracting and Procurement to sign any contract documents produced as a result.			
3 To approve spend as detailed in Exempt Appendix 1 against this decision, noting that individual service areas review the need for travel and accommodation expenditure.			

1 REASONS FOR RECOMMENDATIONS

- 1.1 A travel and accommodation booking system is required to enable Council Colleagues to book travel as necessary, to perform their duties and meet statutory responsibilities. The accommodation booking facility may also be used for booking emergency accommodation for vulnerable citizens in the event that all other alternative options have been exhausted.
- 1.2 The existing arrangement is due to expire 30 November 2019 and Nottingham City Council requires a new contract(s) to ensure compliance and best value. For the new contract(s) award, the Procurement Team will be calling-off from an established travel and accommodation booking management framework contract. This will ensure quicker implementation and ensure quality requirements are met. The Procurement team will ensure the contract is EU compliant.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 Prior to using a framework for Council travel, all expenditure related to hotel, rail and air travel was booked through purchase cards. This did not allow the Council to control expenditure and analyse management information to identify opportunities for savings.
- 2.2 On 01 May 2016 a framework contract was let to Click Travel for all staff to purchase which reduced the purchased card expenditure and enabled the Council to analyse all management information relating to bookings, savings to the council and any missed saving opportunities which has been very helpful.
- 2.3 On 31 December 2018 the contract with Click expired and approval had been obtained at Commissioning and Procurement Sub-Committee on 09 October 2018 to call-off from a CCS Travel framework, however award was unsuccessful. As an interim solution Delegated Decision 3603 was completed and approved 31 July 2019 and a short terms contract arranged with Click until a permanent solution could be identified.
- 2.4 The current contract with Click Travel is due to expire 30 November 2019. This was a short term solution until a permanent arrangement is identified. A new contract will be identified by Procurement and will ensure value for money and EU compliance.
- 2.5. It is anticipated that continued work to reduce expenditure on staff travel will help to minimise spend against this new contract(s). Only essential staff travel is permitted and all colleagues are required to utilise the most cost effective travel option. It is also anticipated that current initiatives aimed at providing settled accommodation for all homeless citizens will end the use of this new contract(s) for sourcing emergency accommodation.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 Do nothing - as the current contractual arrangement will expire 30 November 2019, this would expose the Council to a risk of higher costs and for this reason this option was rejected.

- 3.2 Advertise and run a competitive tender exercise - this is not deemed to be best value due to the administrative costs and time involved. Due to delays in implementing a new contract, Nottingham City Council cannot delay further before making an award to the most advantageous provider.

4 FINANCE COLLEAGUE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)

- 4.1 This reports seeks approval to procure and award a new 4 year contract via an approved framework for an electronic travel and accommodation system following the end of the current contract on 30 November 2019.
- 4.2 The use of an approved framework provides best value for money as the costs will increase if there is no contract in place (which there will not be after 30th November 2019) and running a competitive tender exercise is time consuming and costly regarding the administration of running the process.
- 4.3 The value of this decision over the 4 year contract, as detailed in exempt appendix 1, is based on actual expenditure in 2018/19. The actual expenditure incurred over the new contract duration may be lower than this estimate due to the on-going work to minimise travel and accommodation spend across NCC. Current initiatives are also in place regarding emergency accommodation which would end the use of this contract for this type of spend.
- 4.4 Approval to spend on this contract once awarded will be needed from each relevant department accessing the system. It is also a requirement for the relevant department using the system that adequate budget provision is available.
- 4.5 A proportion of this expenditure will be paid for using grant funding and partner contributions and any reduction in expenditure may result in a reduction in associated funding.

5 LEGAL AND PROCUREMENT COLLEAGUE COMMENTS (INCLUDING RISK MANAGEMENT ISSUES, AND INCLUDING LEGAL, CRIME AND DISORDER ACT AND PROCUREMENT IMPLICATIONS)

- 5.1 This report does not raise any significant legal issues provided the new contract is awarded in accordance with the terms of a compliant framework.

Advice provided by Andrew James, Team Leader Commercial, Employment and Education 14 August 2019.

6 SOCIAL VALUE CONSIDERATIONS

- 6.1 Not applicable

7 REGARD TO THE NHS CONSTITUTION

- 7.1 Not applicable

8 EQUALITY IMPACT ASSESSMENT (EIA)

- 8.1 An EIA is not required because the decision does not relate to new or changing policies, services or functions.

9 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

- 19.1 None.

10 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

- 10.1 Delegated Decision ref 3603, Travel and Accommodation Contract Extension, 31 July 2019 -

<https://committee.nottinghamcity.gov.uk/ieDecisionDetails.aspx?ID=4937>

- 10.2 Report to and minutes of Commissioning and Procurement Sub-Committee, Corporate Travel and Accommodation Contract – Key Decision, 09 October 2018:

<https://committee.nottinghamcity.gov.uk/ieListDocuments.aspx?CId=608&MId=7121&Ver=4>

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