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Nottingham City Council

Commissioning and Procurement Sub-Committee

Minutes of the meeting held remotely via Zoom and livestreamed at <https://www.youtube.com/user/NottCityCouncil> on 10 November 2020 from 10.01 am - 10.49 am

Membership

Present

Councillor Sam Webster (Chair)
Councillor Cheryl Barnard (Vice Chair)
Councillor Eunice Campbell-Clark
Councillor Adele Williams

Absent

Councillor Sally Longford

Colleagues, partners and others in attendance:

John Bann	- Cycling and Road Space Transformation Manager
Bobby Lowen	- Commissioning Lead
Steve Oakley	- Acting Director of Commissioning and Procurement
Ceri Walters	- Head of Commercial Finance
Nicole Wilkinson	- Assistant Project Manager
Phil Wye	- Governance Officer

Call-in

Unless stated otherwise, all decisions are subject to call-in. The last date for call-in is 18 November 2020. Decisions cannot be implemented until the working day after this date.

17 Apologies for Absence

Councillor Sally Longford – other Council business

18 Declarations of Interests

None.

19 Minutes

The minutes of the meeting held on 15 September 2020 were confirmed as a correct record.

20 Voluntary and Community Sector update

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

Committee members expressed their gratitude to the Voluntary and Community Sector during the Covid-19 pandemic, particularly during the first lockdown. The Council will continue to lobby the Government for additional funding.

21 Procurement of Services for Rough Sleepers - Key Decision

Bobby Lowen, Commissioning Lead, introduced the report putting forward recommendations to allow the Council to appoint a framework of providers able to provide services for people sleeping rough (and those at risk of rough sleeping) in Nottingham.

The creation of a framework is proposed in order to ensure that the Council is able to select organisations that have been able to demonstrate their qualification to provide services for rough sleepers to receive contracts for the delivery of these services in Nottingham. The introduction of a framework will also create more opportunity for the Council to achieve best value (in quality and price) and will support compliance with procurement legislation.

The following answers were provided following questions from the Committee:

- (a) procurement opportunities will be advertised on the Council's portal, and known stakeholders will also be notified by email;
- (b) working with other local authorities was considered but rejected as an option as there are many good service providers in the city. Service providers and groups were consulted on the framework.

Resolved to

- (1) approve the procurement of a framework of providers of services to assist rough sleepers as a mechanism for the compliant future contracting of these services;**
- (2) delegate authority to the Corporate Director of Development and Growth to award contracts to providers selected to the framework through the procurement process;**
- (3) delegate authority to the Corporate Director for Development and Growth to agree the outcome of call off competitions under the framework and to award contracts in consultation with the Portfolio Holder for Planning, Housing and Heritage.**

Reasons for recommendations:

- In recent years, the Ministry for Housing, Communities and Local Government (MHCLG) has sought applications from local authorities to access short-term funding awards (typically on an annual basis) to address rough sleeping. These opportunities have been presented through the Rough Sleeping Initiative, the Rapid Rehousing Pathway, the Cold Weather Fund, and the Next Steps Accommodation Programme.

- It is anticipated the requirement for local authorities to submit bids will continue as the means used by MHCLG for the administration of funding for services to assist rough sleepers from 2021/22 and beyond.
- Nottingham City Council has been successful in successive applications for funding since the launch of the governments Rough Sleeping Initiative in the spring of 2018. It is likely that the Council will continue to apply for funding from MHCLG to assist in its efforts (and in the efforts of its partners) to reduce rough sleeping in Nottingham.
- Applications for funding from MHCLG have typically required the submission of proposals within a short bidding window. This has limited the scope to produce the delivery of services through a competitive tender process.
- The creation of a framework will provide the opportunity for the Council to make sure that contracts for services for rough sleepers are awarded to organisations that have demonstrated their suitability through a clear procurement process. The provision of a framework will also allow for competitive 'mini-tenders' to help the Council to secure the most suitable services and achieve best value in its use of funding to reduce rough sleeping.
- The use of a framework to procure services through an open process will also ensure compliance with EU and UK procurement legislation and the Council's Financial Regulations.
- The delegation of authority to the Corporate Director for Development and Growth and the Head of Contracting and Procurement is sought to enable the appointment of providers onto the framework and subsequent award of contracts in accordance with the outcome of procurement processes in a timely way.

Other options considered in making recommendations:

- Not to establish a framework for services for rough sleepers. This option is not recommended on the basis that it will not offer a compliant arrangement for selecting providers to deliver services and benefits in helping to secure the most suitable and value for money services will not be realised.

22 Nottingham and Derby Bike Hire Procurement Route - Key Decision

Councillor Adele Williams, Portfolio Holder for Adult Care and Local Transport, and John Bann, Cycling and Roadspace Transformation Manager, introduced the report seeking approval to commence the procurement route for the Nottingham and Derby Bike Hire Project, which forms part of the Transforming Cities Fund successful bid for £161m by Nottingham and Derby, to offer walking and cycling route improvements to encourage an increase in sustainable commuting. The Nottingham and Derby Bike Hire project has been allocated £4m and will deliver the creation of a bike hire service to operate across both cities, including e-bikes.

Resolved to

- (1) approve the initiation of procurement activities for the Nottingham and Derby Bike Hire project and delegate authority to the Corporate Director for Development and Growth to appoint preferred suppliers and contractors to deliver the project;**
- (2) delegate authority to the Head of Legal Services to sign contracts with the preferred contractors following procurement exercises to allow the projects to be delivered.**

Reasons for recommendations:

- The Transforming Cities Fund and Future Transport Zone programmes will support sustainable growth and significantly contribute to the carbon neutral plan, local air quality plan objectives and support current local transport restart in response to Covid-19.
- Cycling levels particularly as a method of commuting are currently a key part of the post Covid-19 recovery plan. Increasing cycling offers the user health benefits, alongside improved air quality and reducing congestion. Schemes being delivered as part of the TCF programme will enable more people to be able to consider cycling as a mode for their journey.
- A successful bike hire scheme will increase the levels of cycling in the City and help achieve Council objectives such as improving air quality, mobility and general health, whilst helping to reduce traffic congestion. Additionally this will develop alongside Nottingham's cycle network and the proposed upgrading of cycle routes.

Other options considered in making recommendations:

- An option considered was to not progress with a tender for the Bike Hire project and consider managing and operating the scheme internally between Nottingham and Derby Councils. This was rejected as there is no revenue funding available to manage the scheme, only capital funding. There is also limited scalability for the Council to run this project internally.

23 Exclusion of the public

Exclusion of the public was no longer required as the exempt item was withdrawn.

24 HR and Finance System Maintenance and Support - Key Decision

This item was withdrawn.

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Voluntary Sector Update – Nottingham CVS

Support to Voluntary, Community and Social Enterprise (VCSE) during COVID-19:

Group Development: NCVS has been working remotely since March 2020 but have been delivering group support sessions via video link, phone or email. During the pandemic, requests for support we have received, have in the main been for help to find funding opportunities and support with funding applications. But we have also had an increase in requests for support to register a Charity or Community Interest Companies.

At the beginning of lockdown, there was a steep rise in the number of people who wanted to help those most affected by the effects of COVID-19. NCVS has worked to link these volunteers to those groups and organisations who needed additional capacity in order to respond to the needs of those most vulnerable citizens.

Training Programme: NCVS have redesigned its training programme to be accessible and user friendly in a virtual world. Our training since March 2020 has included COVID-19 specific issues such as COVID-19 Fundraising Tips.

There has been a huge demand for VCSE Safeguarding training due to the increase in volunteers – accessible Safeguarding training is a big gap in the city. NCVS has managed to run a programme during lockdown in order to train a long waiting list, but more training will be required as we hopefully come out of lockdown and move into a recovery phase. With the welcome news of Government funding for Holiday Activities and Food Programmes, we anticipate that this demand will continue to grow.

VCSE Corona virus specific support: The new NCVS website now has a page dedicated to COVID-19 emergency resources (including funding streams). It provides links to reliable sources of Government resources or VCSE sector specific resources. NCVS gathers information on where support is most needed and those community groups who can support others during this emergency situation. We have also been sharing best practice guidance on how local people can volunteer in Nottingham.

During the first lockdown, NCVS supported with the Golden Hub by diverting all enquiries about volunteering and all VCSE appeals to our website so we could deal with them direct or signpost them onto organisations or agencies in the city needing help and support.

Networks and voice: NCVS have hosted all of our 5 network meetings online during the pandemic, continuing to provide a forum for local organisations to connect, have their voices heard and collaborate. NCVS has participated in the following strategic meetings in order to disseminate information to Nottingham's VCSE:

- LRF Support Hub Cell meetings
- LRF health and resilience of VCS work streams
- Nottingham Together and BAME subgroup
- ICS & ICP Partnership meetings
- 1 Nottingham System Change meetings
- Local Liaison Leads
- Core cities CVSs
- Social Prescribing Link Worker delivery groups
- Mental Health Social Prescribing
- CCG engagement

- NET meetings

Through our regular e-bulletin and social media channels, we share information with the sector about campaigns, surveys, the latest jobs etc. The NCVS website emergency pages includes urgent appeals for donations, changes to service delivery, emergency grants and other support which we've been made aware of locally.

VCSE Support to Nottingham during COVID-19:

During the pandemic, Nottingham's (VCSE) sector had to adapt to new ways of working in order to continue to support the city's most vulnerable. The sector has pulled together in these unprecedented and difficult times.

Groups and organisations have had to adapt to new ways of working in order to continue to support the cities most vulnerable. These changes have included:

- Changing food based activities to food bank and delivery services
- Shopping and prescription delivery and pick up services
- Dog walking
- Befriending
- Providing vital donations of toiletries, baby items and clothing.
- Online referral systems
- Carrying out telephone assessments.
- Setting up signposting and helpline services
- Providing COVID-19 specific financial and legal advice
- Running activities on digital platforms
- Support to find employment
- Providing ideas and resources to stay active during lockdown
- Free Mental Health support and counselling sessions
- Online support meetings and activities
- Issuing food bank vouchers

Funding Updates:

- Voluntary Sector Support Grants:
NCVS is still concerned about the number of groups and organisations in the city who 'fall through the gaps' of local support and funding, resulting in some groups/organisations in Nottingham not being able to access the support they require. We are keen for further discussion with NCC on a more efficient voluntary sector support delivery model.
- Community Asset Assessment:
NCVS has been commissioned by the Violence Reduction Unit to carry out an engagement programme in order to identify where and what community assets exist to reduce or prevent serious crime (weapon enabled crime, domestic abuse and serious cases of ABH and GBH). There will be a series of events rolled out across certain areas of the city and county between January and March 2021. Community leaders and champions will be asked about what makes their community feel safe and where the gaps are.

- Holiday Hunger Funding.
NCVS has been part of the previous 2 consortium bids for Holiday Activity Funding pilots. With the recent news that this funding will be extended across the country in 2021, we shall remain active to ensure that those voluntary organisations delivering activity are supported to thrive and can access all the necessary training in order to deliver safe activities.
- D2N2 LEP:
NCVS are part of a working group looking at how the Voluntary Sector engages with the D2N2 LEP post Brexit. We want to ensure that we 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. There are 5 inclusion reps on all Advisory Boards.
- Practice Development Unit:
The PDU is a partnership between Opportunity Nottingham and NCVS. Its aims are to promote and facilitate collaborative learning and the sharing of good practice and expertise amongst professionals in Nottingham and neighbouring areas, who work with people experiencing multiple disadvantage (such as mental health, substance misuse, homelessness and offending).

We do this through standalone learning events, as well as ongoing Communities of Practice - a space where practitioners can come together to share ideas and support each other in implementing practice and system change.

PDU 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

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