



**Nottingham City Council
Commissioning and Procurement Sub-Committee**

Date: Tuesday, 13 April 2021

Time: 10.00 am

Place: To be held remotely via Zoom and livestreamed on the Council's YouTube Channel - <https://www.youtube.com/user/NottCityCouncil>

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

Director for Legal and Governance

Governance Officer: Phil Wye **Direct Dial:** 0115 8764637

Agenda	Pages
1 Apologies for Absence	
2 Declarations of Interests	
3 Minutes To confirm the minutes of the last meeting held on 9 March 2021.	3 - 6
4 Voluntary and Community Sector Update	Verbal Report
5 Building Services and Facilities Management Procurement Requirements 2021-2022 - Key Decision Report of the Portfolio Holder for Energy, Environmental and Democratic Services	7 - 22
6 Highway Services 2022-26 Sustainable Procurement Strategy - Key Decision Report of the Portfolio Holder for Communities, Highways and Strategic Transport	23 - 28
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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.

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Nottingham City Council

Commissioning and Procurement Sub-Committee

Minutes of the meeting held remotely via Zoom on 9 March 2021 from 10.06 am - 10.22 am

Membership

Present

Councillor Sam Webster (Chair)
Councillor Cheryl Barnard (Vice Chair)
Councillor Sally Longford
Councillor Adele Williams

Absent

Councillor Eunice Campbell-Clark

Colleagues, partners and others in attendance:

Paul Burrows	- Change Projects and Strategy Manager
Steve Oakley	- Acting Director of Commissioning and Procurement
Simon Salmon	- Head of IT
Ceri Walters	- Head of Commercial Finance
Phil Wye	- Governance Officer

Call-in

Unless stated otherwise, all decisions are subject to call-in. The last date for call-in is 17 March 2021. Decisions cannot be implemented until the working day after this date.

38 Apologies for Absence

Councillor Eunice Campbell-Clark – other Council business.

39 Declarations of Interests

None.

40 Minutes

The minutes of the meeting held on 9 February 2021 were confirmed as a correct record.

41 IT Equipment Programme - Key Decision

Simon Salmon, Head of IT, introduced the report requesting approval to undertake a competitive purchasing exercise to find the best value supplier of IT equipment.

Resolved to

- (1) delegate authority to the Head of Service (IT) to enter into contracts up to the value of £1.166m per annum using a compliant procurement process to: purchase PCs, Laptops, Tablets, Monitors and other peripheral devices required to meet operational needs and the requirements of the IT Equipment Programme to March 2024, and; employ delivery resources;**
- (2) authorise recovery and repayment to the IT Efficiency Fund of varying amounts from departmental budgets to cover requests for new equipment made outside of the IT Equipment Programme;**
- (3) amend the Capital Programme for the next 3 years by an initial value of £0.715m per annum and, thereafter, by the value of additional departmental purchases of up to £0.451m per annum but excluding the value of items procured to support schemes already in the Capital Programme. To transfer existing IT Efficiency Funding and departmental budgets as and when required to the capital programme to fund this amendment. No prudential borrowing or additional draw on the Capital Programme is needed.**

Reasons for recommendations:

- There is a high level of dependence on IT throughout the City Council for delivery of services to Citizens and to support joint working with partners. The IT Equipment Programme will support this by ensuring that all equipment is fit for purpose. Delegation of authority to purchase IT equipment in bulk using a compliant procurement process will ensure the ongoing, cost-effective procurement of devices to support the Council's front-line services.
- The single authorisation sought in this report will enable multiple procurements to be carried out over the approved period. This is to account for changes in technology that will occur over the period covered. The authorisation sought is for a projected volume of procurements based on historical trends. Should demand be less then fewer devices will be procured and authorised budgets will be retained within the IT Efficiency Fund.
- For each procurement undertaken under this authorisation the approval of the Chief Finance Officer will be sought, prior to an order being placed, to ensure that the Council maintains the proper alignment between demand for equipment and the allocated budget.

Other options considered:

- Do nothing. If nothing is done then the current contract for IT equipment will expire. From this point purchases of new equipment will have to be made within the Council's Financial Regulations but on an ad hoc basis. This means that more procurements will be made, with a consequent increase in transactional activity adding to the cost of delivery. It is also the case that because purchase volumes will be lower there will be less opportunity to access economies of scale. The approach has therefore been discounted.
- Move to a leasing model. Currently the Council adopts an approach to providing IT equipment that is based upon outright ownership and management. Some

organisations have adopted a different approach, to lease equipment and also to buy support services as a part of this package. The benefits of this approach include smoothing the costs of equipment replacement and releasing the organisation from one of the day-to-day elements of IT service delivery. Initial investigation have suggested that this is not a desirable approach for the Council because of added cost associated with the model and the limits on future flexibility associated with it. The approach has therefore been discounted.

42 Nottingham City Council Procurement Plan 2021-2026

Steve Oakley, Acting Director for Commissioning and Procurement, introduced the report presenting an update of the Nottingham City Council Procurement Plan for 2021 – 2026, which sets out the Council's planned programme of procurement activity for all goods, works and services over this five-year period.

Resolved to

- (1) note the Nottingham City Council Procurement Plan 2021 – 2026;**
- (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 2020/21 will be reported at the end of the year.**

Reasons for recommendations:

- A Procurement Plan was initially developed to align the planning of procurement and contracting activity with the programme of Strategic Reviews of commissioned services. It was first reported to Commissioning Sub Committee in May 2012 and has subsequently been maintained and reported routinely.
- In April 2020, a review was undertaken of planned procurement activity in the light of the COVID-19 outbreak, to determine whether planned tenders should proceed or be paused due to the impact of the pandemic. It was decided to pause some non-essential procurement activity to enable resources to be focussed on the Council's key priorities, in particular providing support for Social Care delivery. Additionally it was identified that due to the disruption to supplier markets, providers may have difficulty participating in formal tenders, and there was likely to be a negative impact on pricing or the viability of any tenders received. For those procurement projects that were paused, the Procurement Team continued to work with client Departments to consider the longer term sourcing options and to agree plans for securing continued delivery through a compliant arrangement as soon as possible.
- Procurement activity has resumed as appropriate during the latter part of 2020/21, and the Procurement Plan has been refreshed to set out planned activity for the period 2021-2026. It presents planned procurement activity across the Council;

showing the anticipated commencement and completion dates and key stages for each project. It is presented under the three procurement categories managed by the Procurement Team:

- 'People' - commissioned services for citizens including: social care and support for adults and children, community, public health and education
 - 'Places' – including: major projects, minor works, highways, school capital works, safety and compliance, operator services and temporary structures
 - 'Products' – including: transport, energy, waste, environmental services, professional services, ICT, soft facilities management and business support.
- The Procurement Plan is indicative of anticipated procurement activity and may be subject to change, for example following commissioning decisions or due to changes to service budgets and priorities. In each commissioning process, the procurement options are considered based on a number of factors, including: future need for the goods, works or services, model of provision, consideration of 'Make or Buy', compliance with the Council's financial regulations and Public Procurement Regulations, and the overall risks, costs and benefits of tendering. It should be noted that for some projects in their early stages, procurement timescales are not yet known therefore are not showing on the plan.
 - All procurement activity is conducted in accordance with the core principles of the Nottingham City Council Procurement Strategy 2018-23:
 - Commercial efficiency
 - Citizens at the heart
 - Partnerships and collaboration
 - Governance, fairness and transparency
 - Ethical standards
 - Innovation and improvement.

Other options considered:

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

Subject:	Building Services and Facilities Management Procurement Requirements 2021-2022		
Corporate Director(s)/ Director(s):	Dave Halstead, Strategic Director for Neighbourhood Services		
Portfolio Holder(s):	Councillor Sally Longford Portfolio Holder for Energy, Environment and Democratic Services		
Report author and contact details:	Ken France Acting Head of Facilities Management Kenneth.france@nottinghamcity.gov.uk Tel: 0115 8765886		
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: Up to £15.750m - Over the duration of the contracts			
Wards affected: City-wide	Date of consultation with Portfolio Holder(s): 15 February 2021		
Relevant Council Plan Key Theme:			
Nottingham People			<input checked="" type="checkbox"/>
Living in Nottingham			<input checked="" type="checkbox"/>
Growing Nottingham			<input checked="" type="checkbox"/>
Respect for Nottingham			<input checked="" type="checkbox"/>
Serving Nottingham Better			<input checked="" type="checkbox"/>
Summary of issues (including benefits to citizens/service users):			
<p>This report sets out Building Services and Facilities Management (FM) procurement requirements for planned, reactive maintenance and minor works for financial year 2021/22.</p> <p>The Council has a statutory duty to be compliant with all applicable asset legislation in relation to our asset portfolio. This duty is met by carrying out planned, reactive and minor works on its asset portfolio. Whilst works are performed in-house wherever possible, there are occasions where specialist contractors or additional resource is required. This report sets out how those requirements are to be procured to provide a seamless ability to meet the Council's statutory duty.</p> <p>The annual procurement plan for Building Services and Facilities Management needs to award a number of framework agreements and contracts to the value of c£14.150m as set in appendix 1 in conjunction with the Council's procurement team. Additionally £1.6m of the planned maintenance budget in 2021/22 will be spent through internal services and Nottingham City Homes.</p>			
Exempt information:			
State 'None' or complete the following.			
None.			
Recommendation(s):			
1. To grant authority to procure contracts in line with the annual procurement plan as set out in appendix 1 up to the value of £14.150m.			
2. To delegate authority to the Strategic Director for Neighbourhood Services to award the			

contracts procured under Recommendation 1 and to approve all call off arrangements under those contracts over a period of four years 2021/2025 to a maximum of £14.150m as set out in appendix 1.
3. To grant a dispensation from contract procedure rule 4.1.1 in accordance with financial regulation 3.29 to make a direct award to Hanovia UV Systems for the sum of £0.048m for the period 2021 to 2025 due to the specialist nature of their asset maintenance and as detailed in appendix 1.
4. To grant a dispensation from contract procedure rule 4.1.1 in accordance with financial regulation 3.29 to make a direct award to Aqua Cool Systems for the sum of £0.015m for the period 2021 to 2025 due to the specialist nature of their asset maintenance and as detailed in appendix 1.
5. To grant a dispensation from contract procedure rule 4.1.1 in accordance with financial regulation 3.29 to make a direct award to Trend BMS Systems for the sum of £0.045m for the period 2021 to 2025 due to the specialist nature of their asset maintenance and as detailed in appendix 1.
6. To approve the proposed expenditure of at least £1.6m of the £3.4m planned maintenance budget for 2021/22 to be spent on services delivered either through in-house provision or Nottingham City Homes .

1 Reasons for recommendations

- 1.1 There are a number of contracts which the Building Services and Facilities Management department use that are coming to the end of their term in March 2021. The contracts set out in the appendix 1 and require re-procurement to enable Building Services to keep the Council's asset portfolio compliant with regulatory, legislative and insurance obligations. Through the proposed procurement routes the Council can continue to improve efficiency and service of supplier delivery across multiple high risk work streams and improve value for money for Directorates across the Council. Our annual procurement programme has been proven to be the best approach to securing a competent supply chain with the lowest costs possible.
- 1.2 This report details how orders are placed with Contractors through the Council's robust systems. To ensure a smooth and timely process for placing orders it is recommended that the Strategic Director for Neighbourhood Services has delegated authority to approve any contracts and call-offs made under frameworks for their duration. No award will be made without evidence that the budget has been approved for the ordered requirement.
- 1.3 Due to the specialist nature of the asset maintenance requirement provided by Hanovia UV Systems there is considered to be no benefit to the Council to undertake a quotation process as set out at 4.1.1 of the Contract Procedure Rules due to the specialist nature of UV Systems and the lack of alternative services providers within the UK market.
- 1.4 It has been identified that at least £1.6m of the 2021/22 planned maintenance budget can be delivered through a mixture of in-house services and the Council's company, Nottingham City Homes, which is a company meeting the Teckal exemption requirements under procurement legislation. Contracts to such companies are not subject to the procurement requirements as set out in the Contract Procedure Rules but authority is still required to authorise entering into such contracts.

2 Background (including outcomes of consultation)

- 2.1 Building Services and Facilities Management provide a range of asset management services and specifically planned maintenance, reactive, and minor works all with the intention of maintaining the safety and integrity of the Council's property portfolio.
- 2.2 The Council has a statutory duty to maintain and service all equipment within its property portfolio in accordance with current legislation in order for buildings to be safe and compliant for all users. To ensure the management of risk is undertaken by appropriately trained and qualified colleagues in an appropriate manner. This ensures that our citizens and visitors to the city are safe when visiting/using the council's assets.
- 2.3 In addition to having and managing its own determined work programme and budget, the Service also provides a complete building services function to support departments across the Council. Approval for these works will be sought by the budget holders in line with financial regulations. Prior to providing any services to a department Building Services and Facilities Management require evidence that there is an approved budget in place.
- 2.4 In providing a range of services, and delivery against its own requirements it is necessary to use a mix of in-house provision and the use of external contractors, including the Council's own companies where appropriate to do so. The use of external contractors is mainly for the delivery of specialised works and services, or on occasion to meet any resource requirements.
- 2.5 The budget allocated for planned maintenance for 2021/22 is £3.4m of which it is intended that at least £1.6m will be spent internally or through Nottingham City Homes. The remaining c.£1.8m will be spent through external contracts which are either already in place through previous procurement exercises or the newly procured contracts as set out in this report.
- 2.6 Building Services and Facilities Management have successfully been engaging with the Council's Corporate Procurement Team to run tenders to appoint a range of contractors and demonstrating Best Value for the Council.
- 2.7 Building Services and Facilities Management have already undertaken the restructuring of its supply chain, which achieved a £450k pa reduction in costs across the Directorates. We have also insourced multiple work streams e.g. legionella flushing, fire alarm weekly bell testing, asbestos auditing etc. to further gain cost and service delivery efficiencies. All new contracts include a contractual clause to enable further insourcing activity.
- 2.8 The Planned Maintenance programme ensures health and safety issues within the Council's operational portfolio are overseen in a strategic manner. The projects are subject to there being an approved budget in place which is usually the annual budget allocated to Building Services and Facilities Management. All projects undergo and pass the scrutiny and governance of the Strategic Asset Management Corporate Leadership Team (SAM CLT). The statutory planned maintenance programme enables all the statutory checks, inspections, and insurance testing to be completed throughout the operational portfolio and ensure assets are safe to use.
- 2.9 All contracts and orders placed under a framework arrangement are recorded on the Council's Concerto system. This ensures live data and evidence of works undertaken are captured and all certification associated with compliance is stored centrally. It also means that the Strategic Director for Neighbourhood Services has confidence that any order placed not only has evidence that there is a budget in

place but that the order is fully recorded and can be used for any audit purposes. New contracts will continue to require the supplier to utilise our asset management system.

3 Other options considered in making recommendations

- 3.1 Do nothing and allow contracts to end, which will remove statutory, regulatory and legislative compliancy across the Council's portfolio of assets and increase the risk of prosecution and reputational damage to Nottingham City Council. This option was considered unacceptable and rejected.
- 3.2 Insource all of the activity covered by the contract areas under consideration for renewal. Due to the complexity and high risks involved with this task including a lack of competency based skills and training, equipment and specialised resource, it was considered unacceptable and rejected.
- 3.3 Allow Nottingham City Council's directorates to purchase their own asset compliancy services. This is a very high-risk approach to asset safety and compliance across the portfolio and the Council would find it very hard to track actual compliance through our current systems. Such an approach would lead to additional expense and the general safety of the asset compromised. This option was considered unacceptable and rejected.

4 Finance colleague comments (including implications and value for money/vat)

- 4.1 Table 1 below shows the breakdown of the £15.750m. Included in the £3.537m is £1.590m of statutory compliance works. The residual budget being allocated to 'Minor Works' for planned and reactive maintenance across the Nottingham City Council portfolio.

TABLE 1: Analysis of Spend	
	£m
Annual Specialist works Out sourced – (£3.537m x 4 years)	14.150
Proposed expenditure through in-house provision	0.600
Direct Award NCH Minor Works & Reactive Maintenance	1.000
Total Schedule of proposed spend Years 1-4	15.750

- 4.2 Table 2 below shows a breakdown of the £15.750m through an estimated procurement plan provided for further information:

TABLE 2 – Building Services & FM Summary Procurement Plan					
Procurement Ref	Sub-category	Project Title	Whole-life Value £m	Initial Contract Duration	Contract Extension Terms
4405	Safety & Compliance	Asbestos Abatement	1.300	2 Years	1+1 Years
1995	Safety & Compliance	Asbestos Surveys & Analytic Services	0.190	2 Years	1+1 Years
4447	Safety & Compliance	CCTV & Access Control PPM	0.052	2 Years	1+1 Years

2316	Minor Works	Minor Works Framework Agreement	12.000	2 Years	1+1 Years
3298	Minor Works	CHP Services	0.100	2 Years	1+1 Years
	Safety & Compliance	Waste Sump Cleaning & Removal	0.400	2 Years	1+1 Years
	Minor Works/Reactive Maintenance	Direct Award NCH	1.000	2 Years	1+1 Years
	Minor Works/Reactive Maintenance	In-house provision	0.600	2 Years	1+1 Years
3964	Safety & Compliance	Hanovia UV systems R & M	0.048**	2 Years	1+1 Years
	Safety & Compliance	Trend Building Management System	0.045**	2 Years	1+1 Years
	Safety & Compliance	Aqua Cool Gas Fire Suppression System	0.015**	2 Years	1+1 Years
TOTAL			15.750		

**Direct award as in main report

All have a direct award period of 4 years 2021–2025.

4.3 Within the allocated budget of £1.590m there is a ring fenced budget of £0.108m that has been identified as a three direct award contracts shown in Table 3 below:

TABLE 3: Direct Contracts	
	£m
Hanovia - maintaining the ultra violet systems in the swimming pools. They are the only supplier nationwide to be able to offer this service.	0.048
Aqua Cool Systems - maintaining NCC gas fire suppression systems	0.015
Trend BMS Systems	0.045
Total Direct Award	0.108

- 4.4 Procurement of maintenance works should adhere to a compliant procurement process ensuring a flexible and responsive offer throughout the supply chain, with an emphasis on value for money, lead times and quality of service.
- 4.5 CLT Sub Group attendees and Heads of Service Ken France and Trevor Bone give no indication of spend on assets being disposed of.
- 4.6 By accessing this procurement route there should be no fixed up-front fee offered to any identified contractors.
- 4.7 The authorisation of this schedule of spend does not guarantee any value to successful contractors, therefore the Council is not committed to any expenditure at this point until a compliant procurement route has been sought.
- 4.8 All necessary checks should be made when accessing the framework to ensure that the services being procured are CIS Compliant and that the companies are

financially stable.

- 4.9 The £15.750m is only an indicative figure of the potential spend and is based on past works in previous financial years.
- 4.10 Nottingham City Council operates within the CIS compliant regulations and is classed as an 'End User' for CIS purposes. As such this should be stated on all our invoices for VAT purposes as of April 2021 onwards.

Meagan Milic – Commercial Finance Business Partner 24/03/2021

4.11 **Chief Finance Officer's Observations on Dispensation**

Dispensation from contract procedure rule 4.1.1 in accordance with financial regulation 3.29 is supported in this instance for operational reasons.

Confirmed with Clive Heaphy (S151) – 24/03/2021

5 Legal and procurement colleague comments (including risk management issues, and including legal, crime and disorder act and procurement implications)

- 5.1 There are no procurement concerns arising from the report. The procurement team will work with the client to ensure compliance with the Council's Contract Procedure Rules and Public Contract Regulations 2015 and to ensure that value for money is achieved.

Sue Oliver – Procurement Category Manager (Places) Date 23/02/2021

- 5.2 This reports sets out a number of recommendations around the contracting arrangements to be put in place for the Building Services and Facilities Management department. In considering each of the recommendations in turn – there are no legal concerns arising from Recommendation 1. The proposal here is to conduct a range of procurement exercises which will result in contracts or the ability to award contracts through frameworks. Subject to a compliant procurement process being undertaken, which will include the provision of contract terms, this recommendation is supported.
- 5.3 Recommendation 2 is simply to provide a smooth mechanism to place orders under the procured contracts, without seeking any further approvals. The delegation is not intended to give any authority to approve budgets for any projects. Client departments will need to provide evidence of approved budgets on an order by order basis, or where orders are placed directly by the Building Services and Facilities Management department to discharge their obligations the budget would have been approved as part of the Council's annual budget setting. In addition to knowing that no order will be placed without a budget being in place, any order placed will have a clear audit trail on the Council's Concerto system providing assurance for the Strategic Director of Neighbourhood Services. Accordingly this recommendation raises no significant legal concerns.
- 5.4 Recommendation 3 seeks a dispensation from the need to conduct a procurement exercise as set out in the Council's Constitution, and specifically the Contract Procedure Rules (CPR). The Council may grant a dispensation for operational reasons under Financial Regulation (3.29). The author has set out why it would not be appropriate to conduct a quotation exercise for this specialist contract. On

the basis that to carry out a procurement is unlikely to provide any additional benefit to the Council on this occasion, the recommendation can be supported.

- 5.5 Finally, Committee is asked to approve a proportion of the Building Services planned maintenance budget to secure provision both from in-house teams and also Nottingham City Homes, a Teckal exempt company wholly owned by the Council. Section 2.6 of the CPR set out the Council's approach to these types of arrangements. With regard to Teckal exempt companies specifically, although there is no obligation to carry out a procurement process as detailed in the CPR there is still an obligation to (1) enter into a contract with the Teckal exempt company; (2) ensure there is approval in place to enter into such contracts; and (3) demonstrate Best Value. This recommendation is intending to seek a blanket approval to contract with NCH, which as long as the other two arms are met, can be supported. In meeting the other two arms it is advised that there is always a clear record that sets out how the proposed contract demonstrates Best Value for the Council and take legal advice with regard to any contractual terms.

Naomi Vass – Senior Solicitor 15 March 2020

6 Strategic Assets and Property colleague comments (for decisions relating to all property assets and associated infrastructure (strategic regeneration committee reports only))

- 6.1 Not applicable

7 Social Value Considerations

- 7.1 Building Services will ensure that chosen suppliers will provide where possible, employment and training and other social value opportunities for Nottingham citizens.

8 Regard to the NHS Constitution

- 8.1 Not applicable

9 Equality Impact Assessment (EIA)

- 9.1 Has the equality impact of the proposals in this report been assessed?

No

Yes
Attached as Appendix 2

10 List of background papers relied upon in writing this report (not including published documents or confidential or exempt information)

- 10.1 None

11 Published documents referred to in this report

- 11.1 None

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Appendix 1 - Building Services & FM Procurement Plan 2021/22

Table 1

Procurement Ref	Procurement Category	Sub-category	Project Title	Whole-life Value	Initial Contract Duration	Contract Extension Terms	Comments
4405	Places	Safety & Compliance	Asbestos Abatement	£1,300,000	2 Years	1+1 Years	
1995	Places	Safety & Compliance	Asbestos Surveys & Analytic Services	£190,000	2 Years	1+1 Years	
4447	Places	Safety & Compliance	CCTV & Access Control PPM	£52,000	2 Years	1+1 Years	
2316	Places	Minor Works	Minor Works Framework Agreement	£12,000,000	2 Years	1+1 Years	
3298	Places	Minor Works	CHP Services	£100,000	2 Years	1+1 Years	
3964	Places	Safety & Compliance	Hanovia UV systems R & M	£48,000	2 Years	1+1 Years	Direct award as in main report
	Places	Safety & Compliance	Waste Sump Cleaning and Removal	£400,000	2 Years	1+1 Years	
	Places	Safety & Compliance	Trend Building Management System (BMS)	£45,000	2 Years	1+1 Years	Direct award as in main report
	Places	Safety & Compliance	Aqua Cool Gas fire suppression system	£15,000	2 Years	1+1 Years	Direct award as in main report
			TOTAL	£14,150,000			

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Equality Impact Assessment Form

[screentip-sectionA](#)

1. Document Control

1. Control Details

Title:	Building Services Procurement 2021/22
Author (assigned to Pentana):	Trevor Bone – Acting Head of Building Services
Director:	Dave Halstead
Department:	Building Services
Service Area:	Commercial and Operations
Contact details:	Tel: 0115 8763412; Email: trevor.bone@nottinghamcity.gov.uk
Strategic Budget EIA: Y/N	Y
Exempt from publication Y/N	N

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2. Document Amendment Record

Version	Author	Date	Approved

3. Contributors/Reviewers

Name	Position	Date
Nasreen Miah	Equality & Employability Consultant	15/02/2021

4. Glossary of Terms

Term	Description
NCC	Nottingham City Council
EIA	Equality Impact Assessment
VCO	Voluntary Community Organisation

[screentip-sectionB](#)

2. Assessment

1. Brief description of proposal / policy / service being assessed

This report sets out the requirements for Nottingham City Council, Building Services team to procure multiple replacement contracts, which end at various months during the financial year 21/22. Working with the central procurement team a programme of procurement has been formulated which included a thorough analysis of the total number of current contracts, which has been reduced by packaging similar works together.

Without these contracts, Nottingham City Council will not be able to fulfil its many statutory, insurance, regulatory and legislative compliance obligations for the Councils portfolio of assets, which serve a diverse mixture of citizens in Nottingham and include the flagship corporate and civic asset portfolio.

Nottingham City Council has a legal duty to offer a safe and properly maintained portfolio of assets to its citizens, which are also accessible and appropriate to all sectors of the community.

This report recommends that Nottingham City Council give authority for Building Services to procure multiple replacement contracts with a total value of £13.690m and to allow Building services to award and enter into the contracts.

[screeintip-sectionC](#)

2. Information used to analyse the effects on equality:

No consultation exercise has taken place due to the nature of the type of maintenance service contracts we have to replace. However, without the procurement-taking place it's envisaged that all citizens of Nottingham will be impacted upon and the Council's asset portfolio will not be compliant with statutory, legislative and insurance requirements and therefore assets could potentially become a risk to all citizens and colleagues using them.

3. Impacts and Actions:

<u>screeintip-sectionD</u>	Could particularly benefit X	May adversely impact X
People from different ethnic groups.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Men	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Women	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Trans	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disabled people or carers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy/ Maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
People of different faiths/ beliefs and those with none.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lesbian, gay or bisexual people.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Older	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Younger	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please underline the group(s) /issue more adversely affected or which benefits.

screeentip-sectionE

How different groups could be affected
(Summary of impacts)

Building Service procurement requirements will adhere to the Nottingham City Council Procurement Strategy and will support the Council in meeting the requirements of the Equality Act 2010, including ensuring non-discrimination and compliance with the public sector equality duty in the delivery of contracts procured.

The Strategy is a key driver in promoting and meeting the requirements of the Public Services (Social Value) Act 2012, through the key objectives and themes of securing social, economic and environmental benefits for the City and its citizens. To maximise the economic, social and environmental benefits delivered, appropriate specific measures will be taken where relevant to any contract procured, for example including requirements for employment and training opportunities and promoting the principles of the NCC Business Charter.

Where a procured contract has specific equality implications (for example a change of service provision) an EIA will be undertaken as part of the commissioning decision making process. The Strategy sets out a number of core principles

screeentip-sectionF

Details of actions to reduce negative or increase positive impact
(or why action isn't possible)

The outcomes of our procurement activity will be monitored and reported on, in particular progress against the key economic, social and environmental objectives of the Procurement Strategy.

We will work with Procurement colleagues to ensure the principles of NCC procurement strategy are upheld and that our procurement is conducted in a fair and inclusive manner as detailed within the NCC procurement strategy.

Our strategy will support and promote the Council's equality objectives: 'Make sure that our workforce will reflect the citizens we serve; Create economic growth for the benefit of all communities; Provide inclusive and accessible services for our citizens; Lead the City in tackling discrimination and promoting equality. Using the same methodology as that already described with 'Core Principles' we will evidence these objectives as they will be contained within our tender documents and suppliers will be asked to explain how they will support the objectives in their tender returns.

Procurement processes will be fair, open, transparent,

<p>for all procurement that will support equalities including:</p> <ul style="list-style-type: none"> - ‘ethical standards’ including the wellbeing and protection of work forces, that people are treated with respect and their rights protected. - ‘governance, fairness and transparency’ in the procurement and governance process - Citizens at the heart’: ensuring all services procured are accessible and appropriate to meet the diverse needs of the community <p>For each of the above principles, we will ensure that they are contained within our tender documents and request suppliers who wish to bid for the work explain how will support the core principles. The tender document / questions are weighted so when we evaluate supplier responses against the core principles a score will be applied dependent on the quality of their response.</p>	<p>proportionate and accessible as per the requirements of NCC Procurement strategy to ensure a level playing field for all suppliers and no barriers to participation, particularly for small businesses and VCOs.</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

4. Outcome(s) of equality impact assessment:

<input checked="" type="checkbox"/>	No major change needed	<input type="checkbox"/>	Adjust the policy/proposal
<input type="checkbox"/>	Adverse impact but continue	<input type="checkbox"/>	Stop and remove the policy/proposal

5. Arrangements for future monitoring of equality impact of this proposal / policy / service:

6. Approved by (manager signature) and Date sent to equality team for publishing:

<p>Approving Manager: Trevor Bone The assessment must be approved by the manager responsible for the service/proposal. Include a contact tel & email to allow citizen/stakeholder feedback on proposals. trevor.bone@nottinghamcity.gov.uk or 0115 8763142</p>	<p>Date sent for scrutiny:09/02/2021 Send document or Link to: equalityanddiversityteam@nottinghamcity.gov.uk</p>
<p>SRO Approval: </p>	<p>Date of final approval:17/02/2021</p>

Before you send your EIA to the Equality and Community Relations Team for scrutiny, have you:

Page 22

1. Read the guidance and good practice EIA's
<http://intranet.nottinghamcity.gov.uk/media/1924/simple-guide-to-eia.doc>
2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user-friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.
6. Consulted the relevant groups or citizens or stated clearly, when this is going to happen.
7. Clearly cross-referenced your impacts with SMART actions.

Subject:	Highway Services 22-26 Sustainable Procurement Strategy		
Corporate Director(s)/ Director(s):	Dave Halstead - Director of Neighbourhood Services		
Portfolio Holder(s):	Councillor Rebecca Langton - Portfolio Holder for Communities, Highways and Strategic Transport		
Report author and contact details:	Mark Bradbury, Highways Contracts & Compliance Manager Chris Keane, Head of Highway Services		
Other colleagues who have provided input:	Andrew Mitchell, Highways Compliance Manager		
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total value of the decision: up to £50.2M			
Wards affected: All Wards		Date of consultation with Portfolio Holder(s): 17th March 2021	
Relevant Council Plan Key Theme:			
Nottingham People			<input type="checkbox"/>
Living in Nottingham			<input checked="" type="checkbox"/>
Growing Nottingham			<input type="checkbox"/>
Respect for Nottingham			<input type="checkbox"/>
Serving Nottingham Better			<input type="checkbox"/>
Summary of issues (including benefits to citizens/service users):			
<p>Highway Services deliver design, construction and maintenance works utilising both internal resources and private sector specialists & contractors. These supporting specialists & contractors carry out work which exceeds the capacity of internal resources as well as specialist work activities e.g. planned carriageway resurfacing and testing of construction materials.</p> <p>In 20/21 Highway Services undertook a redesign of the service to modernise the response team, create a rebased affordable service, implement a new management model and a reduce posts and operational costs. This redesign insured that Highway Services is operating a lean cost effective solution for Highways delivering its core service. There will however continue to be the requirement for external specialists & contractors in time of peak workload, these can occur when central government grants are received or there are successful bids for funding by our colleagues in Transport Strategy.</p> <p>Since 2010 Highway Services have accessed their supporting contractors through a multi supplier Highways Framework let in conjunction with Derby City Council (DCC).</p> <p>The most recent iteration of this framework will expire in March 2022 and it is proposed that the current framework is reviewed and subsequent identified framework/s are procured for a four-year period between 2022 and 2026 (please see appendix A for a breakdown of the contracts).</p> <p>Across Highway Services there has already been and increased reliance on specialists due to recent successful bids and the award of additional grants. In light of this and aforementioned redesign that has taken place it is forecast the procurement is required to be put in place for the following specialists due to the financial thresholds that will be reached (please see appendix A for a breakdown of the contracts).</p>			

- Construction Materials Testing
- Topographical and Utility Detection Surveys
- Highway & Structural Design and Project Support
- Construction Training

Highway Services is also key to NCC's Carbon Neutral Nottingham 2028, and more specifically Objective 6 "To minimise emissions in construction of new building through procurement". All of the proposed procurement activities in this report are to be reviewed against this objective with a view to maximising reductions where possible. Some of the proposed items to date are the inclusion of low temperature materials for road surfacing, the use of recycled materials and targets on the use of electric vehicles.

This paper outlines the recommended procurement strategy to deliver highway improvement schemes up to 2026

Exempt information:

None

Recommendation(s):

1 To seek Commissioning and Procurement Sub Board Committee approval to procure and award replacement Highways Framework Agreements in-line with Public Procurement Regulation 2015.

2 To seek Commissioning and Procurement Sub Board Committee approval to procure and award specialist highway contracts in-line with Public Procurement Regulation 2015.

3 To Delegate authority to the appropriate manager in-line with Financial Regulations, to call off from the Framework Agreement/s over the 4 year period 2022 - 2026

1 Reasons for recommendations

1.1 **Recommendation 1** - Renewing the Highway Framework in collaboration with Derby City Council will result in the following advantages;

- To deliver an environmentally sustainable solution for delivering highways maintenance and construction across Nottingham city reducing carbon emissions
- Reduced costs of procurement by collaborating with DCC on required tender documentation and sharing technical resources
- A value-for-money delivery model with no fixed financial commitment to use the framework.

1.2 **Recommendation 2** - Procuring specialist highway contracts will result in the following advantages;

- Enabling the delivery of grant funded schemes in line with the timescales of the award.
- A value-for-money delivery model with no fixed financial commitment to use the framework.
- Opportunities for local Small to Medium Enterprise (SME) companies to tender for the work.

- The potential for a local workforce either through direct employment or through regional SME sub-contractors.
- Opportunities for local Small to Medium Enterprise (SME) companies to tender for the work.

1.3 **Recommendation 3** – This recommendation will enable the relevant manager to award of works to the value of their approval level under NCC financial regulations.

1.4 Highway Services has successfully adopted this mixed approach to the delivery of highway design and construction which utilises the Council’s own skilled workforce and procured specialists and contractors.

1.5 This delivery model has a number of additional benefits including;

- Strong links to our corporate value and objectives
- A highly flexible and responsive structure to accommodate short term changes to design programmes.
- Local knowledge available in the planning and assessment of proposed works

2 Background (including outcomes of consultation)

2.1 It is essential that the authority has a compliant procurement route for the design, management and delivery of our highway construction and maintenance activities.

2.2 Collaborating with DCC will ensure that we maximise shared professional input and experience. Learning from the previous successful joint working we have agreed that it is more efficient and effective to conduct separate procurement processes on this iteration of our frameworks.

2.3 These frameworks will help compliment the work that is done by our Employer Hub. This is Nottingham City Council’s local employment and training service and will help the Council to deliver opportunities for local people while providing a free recruitment and training service to meet the workforce needs of suppliers. This will benefit not only Nottingham Citizens with job opportunities but our framework providers in recruitment.

2.4 It is anticipated that the contract model will satisfy the funding requirements for European Regional Development Fund (ERDF), the Department of Transport (DFT), and the Regional Local Enterprise Partnerships (LEP).

2.5 The Derby and Nottingham Metropolitan Strategy 2030 strengthens those existing ties. The Strategy aims to establish the national presence and international reputation that will enable the Cities to take best advantage of opportunities (such as the Midlands Engine and foreign trade and investment) that will benefit the D2N2 area and boost the wider economy.

2.6 Nottingham City Council and Derby City Council Highway and Transportation teams worked closely together on the establishment of the current framework contract and continue to work in collaboration.

3 Other options considered in making recommendations

3.1 Don't renew - Not having a framework agreements in place will adversely affect our ability to engage with private sector contractors to deliver both routine and reactive highway maintenance, as well highway works as part of the LTP and other capital funding.

4 Finance colleague comments (including implications and value for money/VAT)

4.1 This framework will be managed through an established framework board in order that contractors are commissioned proficiently which aligns with current NCC financial regulations.

4.2 The impact on capital and revenue funded works is provided through a mix of internal resources, and external contractors procured through the framework.

4.3 The use of contractors will be limited to that expenditure which is agreed in the NCC capital programme budget and revenue maintenance budgets.

4.4 A summary of the estimated expenditure is provided in Appendix A. At this stage it is not possible to breakdown this information further by financial year.

4.5 There is no financial commitment to use the framework therefore there is no risk.

4.6 From March 2021 supplies of Building & Construction Services falling within the Construction Industry Scheme definition will be subject to the Domestic Reverse Charge rules. The Council will need to ensure that the framework contains suitable provisions to ensure that it can demonstrate that it has taken reasonable care to ensure that it and any contractors used are compliant with these requirements.

4.7 The Off Payroll Working Regulations, also known as IR35, are extended to the private sector from April 2021; the Council is required to ensure that it has processes in place to ensure compliance with these regulations. These should include a requirement for contractors engaged from this framework to notify the Council of any workers within their supply chain engaged on an Off Payroll basis so that the required Employment Status checks can be made.

Comments provided by

Tania Clayton Pérez – CIE Commercial Business Partner

Gary Robbins - Senior Accountant Tax

24th March 2021

5 Legal and Procurement colleague comments (including risk management issues, and including legal, Crime and Disorder Act and procurement implications)

5.1 The proposals in this report provide for an effective and collaborative procurement approach for the basis of preparing the tender documentation. Both NCC and Derby City will then go on to procure and award their individual requirements /framework agreements

5.2 The strategy is in line with the City Council's financial and procurement regulations and is considered appropriate and will provide good value for money.

5.3 The highway framework will be managed by the Highway Framework Manager

- 5.4 There are no significant legal concerns arising from the recommendations set out in this report. The recommendations are asking for authority to procure compliant framework agreements to provide a range of highways related services over a 4 year period. The most suitable contracting arrangements and procurement processes will be determined in consultation with the Corporate Procurement Team and Legal Services.
- 5.5 It should be highlighted that the value of £50.2m is the indicative maximum spend to be awarded under those contracts over the duration of the frameworks rather than a budget approval for £50.2m to be committed to those services. Any call-off contract placed under the framework must have an approved budget against it – whether as part of a departmental budget for services provided (as is likely to be the case for the majority of call-offs made by the Highways Team) - or through a project specific approval for example where Highway Services are delivering services against a funded scheme.
- 5.6 Recommendation 3 is simply to provide a smooth mechanism to place orders under the procured frameworks, without seeking any further approvals. The delegation is not intended to give any authority to approve budgets for any projects. Only where there is an approved budget will an order be placed and an officer placing an order must be acting within the limits of the financial authority they have been granted in accordance with Financial Regulation D.6. Regard must also be had to the Contract Procedure Rules with regard to the execution of contracts for certain values. Where a contract is required to be executed under the Council's Seal – whether due to the financial or risk value – then this will need to be executed by the Director of Legal and Governance.

Naomi Vass – Senior Solicitor 15 March 2021

6 Social value considerations

- 6.1 The overall procurement arrangements ensure delivery of specialist elements, flexibility in programming and resource targeting, and opportunities for local training and employment by requiring contractors to source staff through the Employer Hub.
- 6.2 The Employer Hub is Nottingham City Council's local employment and training service and will deliver opportunities for local people while providing a free recruitment and training service to meet the workforce needs of contractors.

7 Regard to the NHS Constitution

7.1 N/A

8 Equality Impact Assessment (EIA)

8.1 Has the equality impact of the proposals in this report been assessed?

No



An EIA is not required because this is a continuation of existing services and will have no impact on protected characteristics.

Yes

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

Subject:	Nottingham City Council Design and Print Framework		
Corporate Director(s)/ Director(s):	Clive Heaphy, Director of Strategic Finance		
Portfolio Holder(s):	Cllr David Mellen, Portfolio Holder for Regeneration, Schools and Communications.		
Report author and contact details:	Ruby Bhattal, Head of Communications and Marketing, Ruby.bhattal@nottinghamcity.gov.uk		
Other colleagues who have provided input:	Legal, Finance, Procurement, Equality and Diversity		
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: £3,000,000 over a four year period			
Wards affected: Citywide	Date of consultation with Portfolio Holder(s):		
Relevant Council Plan Key Theme:			
Nottingham People			<input checked="" type="checkbox"/>
Living in Nottingham			<input type="checkbox"/>
Growing Nottingham			<input checked="" type="checkbox"/>
Respect for Nottingham			<input type="checkbox"/>
Serving Nottingham Better			<input checked="" type="checkbox"/>
Summary of issues (including benefits to citizens/service users):			
<p>The decision being taken is to give authority to Communications and Marketing to undertake a compliant open tender process to set up a new goods and services framework contract to undertake the Authority's external design and printing requirements awarding to the most economically advantageous and value for money tender.</p> <p>In addition to the Authority's design and print requirements, the Design and Print Team use providers on the framework to undertake related work required to support advertising bookings from organisations who wish to use the City's advertising space – this generates an income.</p> <p>The current Print Contract is due to expire in July 2021 and it is the intention to set up a new contract and to aggregate some standalone contracts to become the Assorted Printing, Design and Media Creative Services Framework. The new contract will see the incorporation of Design Services and the printing of lamppost banners.</p> <p>Design and Print is an important element in communicating council business and service information to stakeholders, particularly citizens. Using design and print to communicate Council business and service information is not exclusive to marketing and promotional activities. Therefore the new framework will be clearly communicated and promoted within the Council and to Council companies for wider benefits. All Council print should come through the new framework.</p> <p>Corporate expenditure on design and print is reducing and we expect further reductions in spend on design and print throughout the life of this framework as a result of increased usage of digital channels and rising cost of paper.</p> <p>Bus Literature and Vehicles Graphics will continue to be under this Design and Print Framework. We will continue to collaborate with Nottingham City Homes (NCH) to maintain buying power and</p>			

deliver savings to across both organisations.

Exempt information:

State 'None' or complete the following.

None

Recommendation(s):

- 1 To undertake a compliant tendering process for the procurement of a multi-supplier framework for design and print services, through the Council's tendering system, noting that this framework is for four years and has an estimated value of £3,000,000.

1 Reasons for recommendations

- 1.1 This council wide design and print framework will continue to seek to include the requirements of Nottingham City Homes together with the design and print requirements across the City Council and other Council owned companies during the four year period. A single corporate design and print framework will also facilitate the overall embedding of the corporate standard for design and print across the Council. It will also help to reduce design and print production where possible by working in a more efficient manner with suppliers (such as combining orders and requests where possible.)
- 1.2 The procurement process also has the potential to increase opportunities for local suppliers as far as the procurement rules allow. The framework is to be divided into a number of lots for differing design and print requirements. This is a method of making the requirement more attractive to small and medium, enterprises (SMEs).

2 Background (including outcomes of consultation)

- 2.1 The Communications and Marketing Team has consulted with colleagues such as Major Programmes for SSE Health and Safety requirements and also colleagues in Transport and Fleet with regards to the design and print tender.

3 Other options considered in making recommendations

- 3.1 It is necessary to have a design and print framework so Nottingham City Council can benefit from value for money that the framework offers. The option of not having a design and print framework would be inefficient for the Council and would not provide consolidation of aspects like bus literature, vehicle graphics and lamppost banners. It is also a legal requirement to have such a framework.

4 Finance colleague comments (including implications and value for money/VAT)

- 4.1 This report seeks approval to undertake a compliant tendering process for the procurement of a multi-supplier framework for design and print services. The four year framework has an anticipated spend of £3.000m. The decision value is a ceiling amount and will not be contractually committed.

- 4.2 The annual amount of the anticipated framework spend is in line with the average design, print and advertising spend over the past 4 years across Nottingham City Council.
- 4.3 Budget for associated spend from this framework is across all Nottingham City Council Departments. Individual services should only spend off this framework where spend is essential and/or where there is a financially viable business case. Any spend off this framework should be done within existing Medium Term Financial Plan budgets. No financial pressure or overspends in Departments can materialise as a result of using this framework.
- 4.4 Any contracts entered following the establishment of this framework need to adhere to the current approval process and delegated approval limits.
- 4.5 Establishing this framework will support the achievement of value for money due to the maximised buying power and competition.
- 4.6 VAT will be treated in accordance with HMRC guidance.

Phil Gretton, Strategic Finance Business Partner - 29 March 2021

5 Legal and Procurement colleague comments (including risk management issues, and including legal, Crime and Disorder Act and procurement implications)

- 5.1 Procurement comments: Procurement are working with the Comms and Marketing Team to establish detailed tender documents and undertake a compliant tender process which meets the requirements as detailed in the NCC Financial Regulation and PCR 2015. The contract will be advertised through Find a Tender Service (FTS) and Contract Finder. There are no concerns with this procurement.

Advice provided by Louise Dobson, Procurement Officer on 24 March 2021

- 5.2 Legal comments: Given the total estimated value of the scheme over its whole life, the proposal would comply with public contract procurement rules and the Council's Contract Procedure Rules by the Council establishing a framework agreement for the call off of services and deliverables as and when required during the period of the framework not exceeding the total value of the decision.

S O'Bradaigh, Legal Services 26/03/21

6 Social value considerations

- 6.1 Procurement Regulations 2015 to secure best value for the Council and the citizens and local SMEs/businesses it represents.

7 Regard to the NHS Constitution

- 7.1 Not applicable

8 Equality Impact Assessment (EIA)

- 8.1 Has the equality impact of the proposals in this report been assessed?

No

An EIA is not required because:
(Please explain why an EIA is not necessary)

Yes



Attached, and due regard will be given to any implications identified in it.

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

Equality Impact Assessment Form

[screentip-sectionA](#)

1. Document Control

Control Details:

Title:	Nottingham City Council Design and Print Framework
If this is a budget EIA please ensure the title is the same as the title used within the budget booklet	
Author:	Ruby Bhattal
Director:	Clive Heaphy
Department:	Strategy and Resource
Service Area:	Communications and Marketing
Contact details:	0115 8763311
Strategic Budget EIA: Y/N (Does this EIA have an impact on the budget)	N
If yes, please include the reference number	
Exempt from publication: Y/N (All EIA's are published on Nottingham Insight for public viewing unless specified. Exemption criteria is available on the EIA section on the Intranet)	N

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2. Document Amendment Record:

Version	Author	Date	Approved
1	Michelle Lawson	12.03.2021	

3. Contributors/Reviewers (Anyone who has contributed to this document will need to be named):

Name	Position	Date
Nasreen Miah	Equality & Employability Consultant	16/03/2021

4. Glossary of Terms

Term	Description

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[screentip-sectionB](#)

5. Summary

(Please provide a brief description of proposal / policy / service being assessed)

Nottingham City Council to undertake a complaint tendering process for the procurement of an small medium enterprise (SME) friendly multi-supplier framework for design and print services (through the council's tendering system), noting that this framework is for four years and has an estimated value of £3,000,000 in total.

[screentip-sectionC](#)

6. Information used to analyse the effects on equality:

(Please include information about how you have consulted/ have data from the impacted groups)

Profile of bidding suppliers and final contractors.

7. Impacts and Actions:

<u>screen tip-section D</u>	Could particularly benefit X	May adversely impact X
People from different ethnic groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Men	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Women	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trans	<input type="checkbox"/>	<input type="checkbox"/>
Disabled people or carers.	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>
People of different faiths/ beliefs and those with none.	<input type="checkbox"/>	<input type="checkbox"/>
Lesbian, gay or bisexual people.	<input type="checkbox"/>	<input type="checkbox"/>
Older	<input type="checkbox"/>	<input type="checkbox"/>
Younger	<input type="checkbox"/>	<input type="checkbox"/>
Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults).	<input type="checkbox"/>	<input type="checkbox"/>

Please underline the group(s) /issue more adversely affected or which benefits.

<p style="text-align: right;"><u>screeintip-sectionE</u></p> <p>How different groups could be affected (Summary of impacts)</p>	<p style="text-align: right;"><u>screeintip-sectionF</u></p> <p>Details of actions to mitigate, remove or justify negative impact or increase positive impact (or why action isn't possible)</p>
<p>Provide details for impacts / benefits on people in different protected groups.</p> <p>Note: the level of detail should be proportionate to the potential impact of the proposal / policy / service. Continue on separate sheet if needed (click and type to delete this note)</p> <p>SME's from diverse and under-represented protected groups e.g. Black and Minority Ethnic should have the opportunity to submit a tender for the procurement of print services, especially those unaware and unable to use the portal. Training will be arrange to those that are unable to use the portal.</p> <p>Within this design and print framework, we have separated out each element of design and print into different sections (called Lots) to enable more design and print contractors to submit tenders for each Lot. They have been designed in a way to allow</p>	<p>Continue on separate sheet if needed (click and type to delete this note)</p> <p>Contact will be made with all known diverse local SMEs suppliers. We will do this by using the Council's Growth Hub Network and putting information about the print tender in the Growth Hub Network which goes out to all local SMEs. This newsletter will go out in April, in plenty of time before the print tender goes live and will be sent to over 4000 SMEs. We can directly evaluate whether any suppliers/potential suppliers have read this newsletter by using our Gov Delivery software which tells us who has opened the email (the system allows us to see the emails of who has opened the mail).</p> <p>Over the duration of the last tender – numerous print suppliers contacted the Design and Print service with interest to be on our tender. These companies will be contacted again to let them know we will shortly be out again for tender. Existing print suppliers will also be contacted.</p>

<p>for this – by separating out aspects like production and installation which some contractors can do and some cannot.</p>	<p>Six months prior to the end of the contract, the Design and Print team can review the diversity of the previous tender responses and conduct positive action workshops with a range of organisations regarding the renewal of the print framework. (if required) This will be done in conjunction with the Growth Hub to support SMEs.</p> <p>Suppliers will be selected in a fair and consistent manner for the framework by submitting their previous work and ensuring they meet certain criteria such as service delivery and timescales.</p>
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8. Arrangements for future monitoring of equality impact of this proposal / policy / service:

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9. Outcome(s) of equality impact assessment:

<input checked="" type="checkbox"/>	No major change needed	<input type="checkbox"/>	Adjust the policy/proposal
<input type="checkbox"/>	Adverse impact but continue	<input type="checkbox"/>	Stop and remove the policy/proposal

10. Approved by (manager signature) and Date sent to equality team for publishing:

<p>Approving Manager: Jamie.omalley@nottinghamcity.gov.uk</p>		<p>Date sent for advice: 12/03/2021 Send document or Link to: equalities@nottinghamcity.gov.uk</p>	
<p>Approving</p>	<p>Manager</p>	<p>Signature:</p>	<p>Date of final approval:16/03/21</p>

Jamie.omalley@nottinghamcity.gov.uk

Before you send your EIA to the Equality and Employability Team for advice, have you:

1. Read the guidance and good practice EIA's
<http://intranet.nottinghamcity.gov.uk/media/1924/simple-guide-to-eia.doc>
2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user-friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.
6. Consulted the relevant groups or citizens or stated clearly, when this is going to happen.
7. Clearly cross-referenced your impacts with SMART actions.

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PLEASE NOTE: FINAL VERSION MUST BE SENT TO EQUALITIES OTHERWISE RECORDS WILL REMAIN INCOMPLETE.