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## Nottingham City Council

### Commissioning and Procurement Sub-Committee

Minutes of the meeting held remotely via Zoom on 13 April 2021 from 10.02 am - 10.39 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:

Trevor Bone	- Property Maintenance Manager
Mark Bradbury	- Highways Contracts and Compliance Manager
Councillor Rebecca Langton	- Portfolio Holder for Communities, Highways & Strategic Transport
Jamie O'Malley	- Corporate Communications Manager
Steve Oakley	- Acting Director of Commissioning and Procurement
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 22 April 2021. Decisions cannot be implemented until the working day after this date.

#### 43 Apologies for Absence

Councillor Eunice Campbell-Clark – personal reasons

#### 44 Declarations of Interests

Councillor Adele Williams declared an Other Registerable Interest in agenda item 6 (minute 48) because she chairs Thomas Bow City Asphalt's Board of Directors. She left the meeting prior to discussion and voting on this item.

#### 45 Minutes

The Committee confirmed the minutes of the meeting held on 9 March 2021 as a correct record.

#### 46 Voluntary and Community Sector Update

A verbal update document was provided by Celina Adams, Head of Support Services at The Nottingham Community and Voluntary Service (NCVS), along with a written submission which is appended to these minutes.

#### **47 Building Services and Facilities Management Procurement Requirements 2021-2022 - Key Decision**

Trevor Bone, Property Maintenance Manager, introduced the report setting out Building Services and Facilities Management (FM) procurement requirements for planned, reactive maintenance and minor works for financial year 2021/22.

##### **Resolved to**

- (1) 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) delegate authority to the Strategic Director for Neighbourhood Services to award 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 of the report;**
- (3) 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 of the report;**
- (4) 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 of the report;**
- (5) 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 of the report;**
- (6) 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.**

##### **Reasons for recommendations:**

- 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.

- 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.
- 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.
- 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.

Other options considered:

- 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.
- 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.
- 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.

#### **48 Highway Services 2022-26 Sustainable Procurement Strategy - Key Decision**

Councillor Adele Williams declared an Other Declarable Interest in this item because she chairs Thomas Bow City Asphalt's Board of Directors. She left the meeting prior to discussion and voting on this item.

Mark Bradbury, Highways Contracts and Compliance Manager, introduced the report outlining the recommended procurement strategy to deliver highway improvement

schemes up to 2026.

**Resolved to**

- (1) approve to procure and award replacement Highways Framework Agreements in-line with Public Procurement Regulation 2015, as set out in the report;**
- (2) approve to procure and award specialist highway contracts in-line with Public Procurement Regulation 2015, as set out in the report;**
- (3) 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.**

Reasons for recommendations:

- Renewing the Highway Framework in collaboration with Derby City Council will deliver an environmentally sustainable solution for delivering highways maintenance and construction across Nottingham city reducing carbon emissions, result in reduced costs of procurement by collaborating with DCC on required tender documentation and sharing technical resources, and offer a value-for-money delivery model with no fixed financial commitment to use the framework.
- Procuring specialist highway contracts will enable the delivery of grant funded schemes in line with the timescales of the award, offer a value-for-money delivery model with no fixed financial commitment to use the framework, and provide opportunities for local Small to Medium Enterprise (SME) companies to tender for the work, with the potential for a local workforce either through direct employment or through regional SME sub-contractors.
- To enable the relevant manager to award of works to the value of their approval level under NCC financial regulations.
- 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.
- This delivery model has a number of additional benefits including strong links to the Council's corporate value and objectives, a highly flexible and responsive structure to accommodate short term changes to design programmes, and local knowledge available in the planning and assessment of proposed works.

Other options considered:

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

**49 Nottingham City Council Design and Print Framework - Key Decision**

Jamie O'Malley, Corporate Communications Manager, introduced the report requesting authority to undertake a compliant open tender process to set up a new framework contract to undertake the Authority's external design and printing requirements.

**Resolved to 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.**

Reasons for recommendations:

- 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.)
- 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).

Other options considered:

- Do nothing - 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.

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## Commissioning and Procurement Sub-Committee 13.04.21

### Voluntary Sector Update – Nottingham CVS

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

**Volunteering:** Over the past year NCVS saw a huge surge in volunteering enquiries in April 2020 with smaller peaks in June and July. There was the usual January peak in 2021 as well. Our Volunteer Centre have had approx 2300 enquiries across the year - almost double the 2019 - 20 number

In contrast, the total number of available volunteering opportunities fell from about 600 to just approx 200. Individual opportunities are available on the new NCVS website so citizens interested in Volunteering have been able to self-register and be matched to available opportunities across the city throughout the last year of lockdown. Expired opportunities are removed and new ones added onto our site on a daily basis. A significant trend has been an increase in the number of befriending-type opportunities (mainly over the phone) and also driving roles.

We have developed 239 new volunteer roles with a significant proportion of them being with small groups both new and existing. This work continues with approx.15 new roles in development at any time.

**NCVS Group Development:** NCVS continues to work remotely, delivering group support sessions via video link, phone or email. This work is part funded by arrangement with Area Based and Community of Identity Leads however, there are a still lot of groups in the city who 'slip through the net'. In addition there is no free training available for those very small, grassroots groups who cannot afford event the low-cost training offered by NCVS.

The voluntary sector has been widely recognised as playing a vital role in supporting communities and vulnerable people directly affected by the pandemic. There is no doubt that without volunteers, grass roots organisations and front line staff in the sector many more people would have suffered. NCVS is concerned about the number of groups and organisations in the city who cannot access local support and funding. We remain keen to discuss in detail a more efficient way of ensuring equal access to VCSE support and development across the city for all groups.

#### **State of the Sector Report.**

There has not been a citywide report conducted on the state of Nottingham's VCSE for some time now. Some organisations/groups have survived the past year but some have not. As we enter a new phase of the pandemic, it is crucial that this report be undertaken in order to have more definitive information on the true impact of COvid-19 in order to inform a roadmap to recovery and to ensure the sector is firmly embedded in wider systems as equal partners with the public sector.

**NCVS Training Programme:** NCVS have redesigned its training programme to be accessible and user friendly in a virtual world. The 2020/21 programme has additional sessions in response to demand: Mental Health Awareness, Is your Insurance Appropriate? and Health and Safety Risk Assessments. Our pdf training brochure can be [viewed online here](#).

There has been a huge demand for VCSE Safeguarding training during lockdown – accessible Safeguarding training is a big gap in the city. Again, those groups who cannot

access even the low cost training offered by NCVS will need Safeguarding training in order to apply to many funders. 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 move into a COVID 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:** We have kept the new NCVS website page dedicated to COVID-19 emergency resources (including funding streams) up to date throughout the last year. It provides links to reliable sources of Government resources or VCSE sector specific resources.

NCVS also 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 and regular blogs which will now include how to return to Volunteering safely. .

**Networks and voice:** NCVS continues to host network meetings during the pandemic, continuing to provide a forum for local organisations to connect, have their voices heard and collaborate:

- Children and Young People Providers Network
- Vulnerable Adults Providers Network
- Designated Safeguarding Leads
- Leaders of Volunteers Network

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.

### **Funding Updates:**

- **Green Social Prescribing:**  
NCVS is playing a key role in a new two-year partnership project aimed at improving the mental wellbeing of communities hardest hit by Coronavirus. Green social prescribing is about connecting people with nature and their local environments (such as local Walking for Health schemes), active travel (such as walking or cycling), local park runs, community gardening and food growing projects, as well as conservation volunteering, green gyms, and arts and cultural activities which take place outdoors and also aid nature connectedness (taking the time to notice and enjoy nature).

The project is funded nationally by the Department of Health and Social Care, Department for Environment, Food and Rural Affairs, Natural England, NHS England and NHS Improvement, Public Health England, Sport England, Ministry of Housing Communities and Local Government and the National Academy for Social Prescribing. Nottingham and Nottinghamshire Integrated Care System (ICS) applied to deliver the two-year project from April 2021 to March 2023 and will test how to make green social prescribing an integral part of supporting local communities in order to:

- Improve mental health outcomes
- Reduce health inequalities
- Reduce demand on the health and social care system
- Develop best practice in making green social activities more resilient and accessible.



NCVS will be leading the programme on a day to day basis, working closely with Framework and the Canal & River Trust East Midlands alongside other local partners across the city to enhance the nature-based offer by:

- Developing green volunteering opportunities, capacity and capability
- Enhancing the connections between nature-based providers and health and social care
- Delivering targeted nature-based interventions, making green prescriptions a part of everyday life.
- Investing in the community and voluntary sector
- Communicating green opportunities and engaging communities in green co-production

Communities targeted will be some of the most deprived communities that have been disproportionately affected by the COVID-19 pandemic, namely:

- People living with long term conditions, especially older people
- Black, Asian and Minority Ethnic (BAME) communities
- Families living in disadvantaged communities and in particular, those without access to gardens, balconies or green space

The Green Social Prescribing Programme will launch in May during Mental Health Awareness Week (10 May – 16 May). The theme for the week is nature and the benefits engaging in nature-based activities have on our mental health.

In June, we will also be launching our Green Grant Scheme for community and voluntary organisations to enhance or develop their nature-based activities.

- Community Asset Assessment (CAA):  
NCVS has now completed the CAA programme that was commissioned by the Violence Reduction Unit (VRU) 12 events were organised 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), what makes communities feel safe and where the gaps are. We shall now submit a detailed report to the VRU and have circulated our local findings to those groups and organisations who took part in the future.
- 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](http://www.pdunottingham.org)

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