

PROCUREMENT SUB (FINANCE) COMMITTEE

Wednesday, 13 March 2019

Minutes of the meeting of the Procurement Sub (Finance) Committee held at the Guildhall EC2 at 11.00 am

Present

Members:

Deputy Robert Merrett (Deputy Chairman) in the Chair
John Fletcher
Michael Hudson
Deputy Jamie Ingham Clark
Susan Pearson
Jeremy Mayhew

Officers

Chris Bell	City Procurement
Naomi Bourne	City Procurement
Natalie Evans	City Procurement
Matthew Jones	City Procurement
Andrew Lenihan	City Procurement
Geoff Parnell	City Procurement
Robert Pine	City Procurement
Leslie Ross	City Procurement
Ola Obadara	City Surveyors
Phil Newby	Barbican Centre
John Cater	Town Clerks Department
Antoinette Duhaney	Town Clerks Department

1. APOLOGIES

Apologies for absence were received from Deputy Hugh Morris, Randall Anderson and Deputy Clare James.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were no declarations.

3. PUBLIC MINUTES

RESOLVED – That the public minutes of the meeting held on 16th January 2019 be agreed as a correct record subject to the following correction (italicised) to the first line of the last paragraph of item 4, page 2 of the agenda pack being amended to read as follows:

“Members added that if the Police continued to underperform in this *area, there...*”

4. **SUB-COMMITTEE FORWARD PLAN**

The Sub-Committee considered a report of the Chamberlain providing an update on the Sub-Committee's work programme for 2019.

Officers suggested that Members may wish to consider Key Performance Indicators (KPIs) as a standing item every 2-4 months and also the City procurement Risk Register

Members were supportive of the KPIs and the City Procurement Risk Register being added to the work programme and considered at regular intervals.

RESOLVED – That the report be noted.

5. **EU EXIT READINESS: SUPPLY CHAIN CATEGORY INSIGHT**

The Sub-Committee considered a report of the Chamberlain outlining work undertaken by Efficio Consulting to produce category level risk cards and identify key risks for each category.

RESOLVED – That the report be noted.

6. **ONE SAVINGS APPROACH**

The Sub-Committee considered a report of the Chamberlain outlining proposals for a single approach to recording and reporting savings and efficiencies.

Members were supportive of the proposed approach and Officers advised that a year end report for 2018/19 year would be presented to the Committee in May 2019 followed by quarterly reports thereafter.

RESOLVED – That the adoption of the “One Savings Approach” to savings and efficiencies that are delivered with the support of City Procurement be approved.

7. **PROCUREMENT STRATEGY 2019-2023 - EMERGING KEY THEMES**

Officers reported that this report had been deferred and would be presented to the next meeting of the Sub-Committee scheduled for 3rd April 2019.

8. **THE TRANSITION TO A ZERO EMISSIONS FLEET**

The Sub-Committee considered a joint report of the Director of the Built Environment and the Chamberlain on proposed measures to ensure that the City Corporation's vehicle fleet including City of London Police vehicles complies with the requirements of the Ultra Low Emission Zone (ULEZ) which comes into effect on 8th April 2019.

Officers advised that the proposals in the report would go beyond compliance with the ULEZ and would support the City Corporation's own Strategies including Transport and Clean Air. In response to questions and observations from Committee Members, officers advised that an Internal Officer Transport Co-ordination Group would be established to rigorously challenge operational requirements and support the move towards a zero emission vehicle fleet. Following the decision of the Policy and Resources Committee on 21st February

2019, it was proposed the number of Mayoral and Shrievalty vehicles be reduced and the remaining vehicles replaced with electric vehicles.

RESOLVED – That the report be noted.

9. **PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**

There were no public questions.

10. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

Officers drew the Sub-Committee's attention to the following:

- Catering Contract – Officers were concerned that 6 months after the contract had commenced, the new contract had yet to be formally signed off owing to unresolved issues in respect of TUPE, Insurance and other matters to mitigate. Sub-Committee Members were concerned that this was not a satisfactory situation and sought clarification on what action was being taken to mitigate against the associated risks.
- Recruitment Update – Officers reported that
 - (a) The ongoing leave of absence of an Assistant Director together with an Assistant Director vacancy was creating challenges in managing workloads. However, in close liaison with HR, it was anticipated that this situation would be resolved within the next 6 months.
 - (b) Andrew Lenihan had been appointed as the Head of Accounts Payable
- International Women's Day – the Sub-Committee was advised that Karen Moorhouse from the City Procurement Team won the 2018 Chartered Institute of Procurement and Supply's (CIPS) Young Procurement Professional of the Year. Karen was also featured in a CIPS International Women's Day 'shout out about your success' campaign video.

11. **EXCLUSION OF THE PUBLIC**

RESOLVED - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

Items	Paragraph
12 - 18	3

12. **NON-PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the meeting held on 16th January 2019 be agreed as a correct record.

13. **FUNDING ARRANGEMENTS FOR ULTRA LOW EMISSION ZONE (ULEZ)**
The Sub Committee considered a report of the Chamberlain regarding funding arrangements to support upgrading of the vehicle fleet to facilitate compliance with new ULEZ legislation.
14. **REVIEW OF RECENT HOUSING PROCUREMENT ISSUES AND PROPOSED MITIGATIONS TO IMPROVE COMPETITIVE TENDERING**
The Sub Committee considered a report of the Chamberlain along with a resolution from the Community and Children's Services Committee reviewing recent challenges and recommending improvements to the competitive tendering process.
15. **PROJECT MANAGEMENT CONSULTANTS (FOR CONSTRUCTION) FRAMEWORK PROCUREMENT STAGE 1 STRATEGY - REVISED**
The Sub Committee considered a report of the Chamberlain outlining proposed changes to the Procurement Strategy for the Project Management Consulting (Construction) framework for the City of London Corporation.
16. **MEDIA PLANNING AND BUYING SERVICES FOR THE BARBICAN CENTRE - PROCUREMENT STAGE 1 STRATEGY**
The Sub-Committee considered a report of the Chamberlain regarding the proposed procurement strategy for selecting a preferred supplier of Media Planning and Buying Services for the Barbican Centre.
17. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
The Sub-Committee considered two questions on matters related to the work of the Sub-Committee.
18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB-COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

The meeting closed at 12.31 pm

Chairman

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