

PROCUREMENT SUB (FINANCE) COMMITTEE

Thursday, 11 February 2021

Minutes of the virtual meeting of the Procurement Sub (Finance) Committee held at 10.30 am.

Present

Members:

Hugh Morris (Chairman)	Alderman Gregory Jones QC
Deputy Robert Merrett (Deputy Chairman)	Jeremy Mayhew
Deputy Roger Chadwick	Susan Pearson
Michael Hudson	Deputy Philip Woodhouse
Deputy Jamie Ingham Clark	

Officers:

Peter Kane	- Chamberlain
	- Chamberlain's Department
	- Chamberlain's Department
Darran Reid	- Chamberlain's Department
Sharon Lokko	- Chamberlain's Department
Christopher Bell	- City of London Police
Oliver Bolton	- Town Clerk's Department
Antoinette Duhaney	- Town Clerk's Department

1. APOLOGIES

Apologies for absence were received from Randall Anderson.

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

No declarations were made.

3. PUBLIC MINUTES OF THE PREVIOUS MEETING

RESOLVED – That the public minutes of the meeting held on 06.11.20. be agreed as a correct record subject to the following corrections:

- As agreed at a previous meeting, an Action Fraud update should be a standing agenda item for future meetings.
- The location of the meeting in the minutes header to be corrected to reflect that the meeting was a virtual meeting.

4. PROCUREMENT SUB-COMMITTEE WORK PROGRAMME 2021

The Sub Committee considered a report of the Chamberlain outlining the workplan for future meetings.

Members noted that the workplan for forthcoming meetings in March and May did not have many items listed. In view of this, the Sub Committee agreed to cancel these meetings and arrange a new meeting to be held in April after the Easter break. It was also agreed that the Sub Committee's terms of reference be reviewed at the next meeting.

RESOLVED –

1. That the report be noted.
2. That the meetings scheduled for March and May 2021 be cancelled and a new date arranged for the Sub Committee to meet in April 2021, after the Easter break.
3. That the Sub Committee's terms of reference be reviewed at the next meeting.

5. **CITY PROCUREMENT QUARTERLY PROGRESS REPORT (FEBRUARY 2021)**

The Sub Committee considered a report of the Chamberlain updating Members on the work of the City Procurement team, key performance indicators and areas of progress.

Officers reported that despite the continuing challenges of COVID-19, a high level of output was being maintained with invoices being paid on time to support Small and Medium Enterprises during these unprecedented times.

In response to questions and comments from Members, Officers stated that additional staff had been recruited to assist with the processing Freedom of Information (FoI) requests and that all expenditure above £500 was published on the CoL website. Officers undertook to revisit thresholds to see if more data could be made public to reduce the number of FoI requests.

RESOLVED –

1. That the report be noted.
2. That Officers revisit thresholds to see if there is scope for more data to be made public to reduce the number of FoI requests.

6. **CITY PROCUREMENT RISK MANAGEMENT - QUARTERLY UPDATE REPORT**

The Sub Committee considered a report of the Chamberlain giving an overview of the management of risks faced by City Procurement.

In response to comments and questions from Members, Officers stated that funding and staffing were of equal concern and that the impact of fundamental review savings and staffing levels was under constant review.

It was also reported that a Brexit Assurance exercise carried out for key suppliers had not identified any significant concerns/ impact. Some contractors such as specialist engineering and highways and maintenance had flagged delays in receiving key components/materials but thus far, this had not caused disruption

Although there was media interest in fresh food supplies, in the context of CoL supply chains, any impact was negligible and not due to Brexit. Officers were keeping a watching brief and undertook to provide an update for the next meeting.

RESOLVED –

1. That the report and the actions taken by the City Procurement team to monitor and manage risks arising from its operations be noted.
2. That an update of the impact of Brexit on supply chains be presented to the next meeting.

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

There were no public questions.

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

- **ACTION FRAUD PROJECT: DISPUTE RESOLUTION UPDATE, TENDER OF NEW SYSTEM AND OPTIONS FOR INTERIM ARRANGEMENTS**

The Chairman reported that the above late paper which had been circulated to Members, would be considered as urgent business. Once the non-public business had been concluded, the livestream would be resumed so that this item could be considered in public session.

9. **ENDORSEMENT FOR COURT SUBMISSION ON NEW COMMITTEE FOR NEXT GENERATION FRAUD AND CYBER CRIME REPORTING AND ANALYSIS SERVICE PROJECT**

The Sub Committee considered a joint report of the Town Clerk and the Commissioner seeking authority to establish a dedicated, time-limited, stand-alone fulfil the need for Member oversight of the Next Generation Fraud and Cyber Crime Reporting and Analysis Service (FCCRAS).

In considering this report, a Member expressed reservations about establishing yet another Committee in the context of the recommendations of the corporate governance review which were still being considered. A Member also expressed concerns at the late circulation of this report which provided little time for Members to give this matter full consideration before making an informed decision.

Officers gave assurances that the proposed new Committee would be required for a fixed period of time to steer procurement of the new service, following which the committee would be dissolved.

RESOLVED - That the establishment of a new stand alone, time-limited committee to oversee the FCCRAS project be endorsed, with decision-making responsibilities of the Procurement Sub Committee passed on to this new committee. (Submission of the proposal to the Court of Common Council will be subject to consultation with, and approval from all the relevant committees referenced in paragraph 15 of the officer report).

10. 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 remaining 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.

11. NON-PUBLIC MINUTES OF THE PREVIOUS MEETING

The non-public minutes of the meeting held on 06.11.20. were agreed as a correct record.

12. REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS

The Sub Committee considered a report of the Town Clerk advising Members of action taken by the Town Clerk in consultation with the Chairman and Deputy Chairman, in accordance with Standing Order Nos. 41(a) and 41(b) since the last meeting.

13. ACTION FRAUD PROJECT: DISPUTE RESOLUTION UPDATE, TENDER OF NEW SYSTEM AND OPTIONS FOR INTERIM ARRANGEMENTS

The Sub Committee considered a joint oral update from the Chamberlain and the Commissioner.

14. EXTENSION OF MANAGED SERVICE TEMPORARY AGENCY RESOURCE CONTRACT

The Committee considered a joint report of the Town Clerk and the Chamberlain seeking approval for the recommended procurement strategy to extend the existing contract for the supply of temporary labour.

15. MAJOR PROGRAMMES UPDATE

The Committee considered an update from the Chamberlain.

16. DEPARTMENTAL RESPONSE TO LATEST CHIEF OFFICERS PURCHASE CARD REPORT

The Committee considered a report of the Chamberlain outlining action to monitor the use of departmental purchase cards.

17. NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE

There were no non-public questions.

18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB-COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There was no other non-public business.

The meeting closed at 11.26 am

Chairman

**Contact Officer: Antoinette Duhaney, 020 7332 1408,
antoinette.duhaney@cityoflondon.gov.uk**