

PROJECTS AND PROCUREMENT SUB-COMMITTEE
Monday, 15 January 2024

Minutes of the meeting of the Projects and Procurement Sub-Committee held at
Committee Rooms, 2nd Floor, West Wing, Guildhall on Monday, 15 January 2024 at
1.45 pm

Present

Members:

Deputy Shравan Joshi (Deputy Chairman)
Deputy Randall Anderson
Caroline Haines
Deputy Charles Edward Lord
Anett Rideg
Philip Woodhouse

Officers:

Polly Dunn	- Assistant Town Clerk and Executive Director of Governance and Member Services
Sonia Virdee	- Chamberlain's Department
Genine Whitehorne	- Chamberlain's Department
Sarah Baker	- Chamberlain's Department
Emma Claridge	- Chamberlain's Department
Aga Watt	- Chamberlain's Department
Mitchell Walker	- Chamberlain's Department
Daria Faeti	- Chamberlain's Department
Janet Baker	- Chamberlain's Department
Tara Crombie	- Chamberlain's Department
Samantha Kay	- Chamberlain's Department
William Roberts	- Chamberlain's Department
Graeme Low	- City Surveyor's Department
Brendan Crowley	- City Surveyor's Department
Lyall Archer	- City Surveyor's Department
Gillian Howard	- Environment Department
Ben Jeffries	- Barbican Centre
Drea Lee	- City Bridge Foundation

1. APOLOGIES

Apologies were received from Deputy Keith Bottomley, Deputy Madush Gupta, Paul Martinelli Alderman Timothy Hailes, and Deputy Christopher Hayward.

Paul Martinelli and Deputy Madush Gupta observed the meeting virtually.

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

There were no declarations.

3. **MINUTES**

RESOLVED, that – the public minutes of the meeting held on 4 December 2023 be approved as an accurate record.

4. **MANAGED PRINT SERVICE PROCUREMENT**

The Sub-Committee considered a report from the Chamberlain, regarding the managed print service procurement.

Members were assured that the contract would be flexible and could be scaled down as well as up.

Officers advised that soft market testing had been undertaken in October 2023 as it had been seven years since this service had been procured. During this process, suppliers had advised that there had not been significant innovation in that time, so a similar provision would be recommended. Current arrangements were costed on a 'per click' basis. Members asked what that cost was, and officers committed to providing this information after the meeting. Currently there was no fee for the leasing, this was all factored into the price module.

Proposals included the larger printing units used by the in-house print service team.

RESOLVED, that Members:-

1. Approve the recommended Procurement Strategy to undertake a Find a Tender Service Open Procedure, compliant to the Public Contracts Regulations 2015, and the City of London Procurement Code, Rule 16, Contracts Letting;
2. Approve the proposed seven years contract duration, comprising five years initial contract term, with the option to extend by up to a further two years, therefore, at a total contract value of £3.5M.

5. ***GW2 - DAUNTSEY HOUSE, FREDERICKS PLACE - PUBLIC REALM IMPROVEMENTS**

The Sub Committee received a report of the Executive Director, Environment.

RESOLVED – that the report be noted.

6. ***GW345 - BEMS PHASE 1 STAGE 3**

The Sub Committee received a report of the City Surveyor.

RESOLVED – that the report be noted.

7. ***GW5 - BANK JUNCTION IMPROVEMENTS: ALL CHANGE AT BANK**

The Sub Committee received a report of the Executive Director, Environment.

RESOLVED – that the report be noted.

8. ***GW6: BARBICAN CENTRE- NEW RETAIL UNIT**
The Sub Committee received a report of the Chief Executive Officer, Barbican Centre.

RESOLVED – that the report be noted.

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

There was one question.

A Member asked why contract renewals appeared to be considered at the last minute. They asked that some action be sought from Officers to act on this.

In response, Members were advised that the same challenge had been raised at the Court of Common Council by the Finance Committee Chairman, and that the Chamberlain was leading on improvements.

10. **ANY URGENT BUSINESS**

There were no items.

11. **EXCLUSION OF THE PUBLIC AND PRESS**

RESOLVED, that – under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Local Government Act.

12. **NON-PUBLIC MINUTES**

RESOLVED, that – the non-public minutes of the meeting held on 4 December 2023 be approved.

13. **MEDIA PLANNING AND BUYING SERVICES PROCUREMENT STAGE 1-2 STRATEGY AND AWARD REPORT**

The Sub Committee considered a joint report of the Chamberlain, Managing Director of the City Bridge Foundation, and Chief Executive Officer of the Barbican Centre – concerning the Media Planning and Buying Services Procurement Stage 1-2 Strategy and Award.

14. **PORTFOLIO OVERVIEW**

The Sub Committee received a report of the Chamberlain regarding a Portfolio Overview of all City Corporation projects.

15. ***GW1-2: FREEMEN'S SCHOOL DINING HALL INTERNAL REFURBISHMENT**

The Sub Committee received a report of the City Surveyor.

16. ***GW1-4: RADIO SYSTEM INFRASTRUCTURE REPLACEMENT (BARBICAN AND GSMD)**

The Sub Committee received a joint report of the Chief Executive Officer, Barbican Centre and the Principal of the Guildhall School of Music and Drama.

17. ***GW1-4: CITY OF LONDON SCHOOL REVENUE WORKS 2024/25 (SUMMER WORKS 2024)**
The Sub Committee received a report of the City Surveyor.
18. ***GW3-4: CITY OF LONDON SCHOOL MASTERPLAN - CATERING PROJECT**
The Sub Committee received a report of the City Surveyor.
19. ***GW34: WILLIAM BLAKE ESTATE WINDOW REPLACEMENT AND COMMON PARTS REDECORATIONS**
The Sub Committee received a report of the Executive Director of Community and Children's Services.
20. ***GW4: HR, PAYROLL, FINANCE SOLUTION, ERP (ENTERPRISE RESOURCE PLANNING)**
The Sub Committee received a report of the Chamberlain.
21. ***GW5 ISSUES: CITY OF LONDON PRIMARY ACADEMY ISLINGTON**
The Sub Committee received a report of the City Surveyor.
22. ***GW5 - EARLY CLOSURE: CITY FUND - REFURBISHMENT/EXTENSION OF 1-6 BROAD STREET PLACE AND 15-17 ELDON STREET**
The Sub Committee received a report of the City Surveyor.
23. **NON-PUBLIC QUESTIONS RELATING TO THE WORK OF THE SUB COMMITTEE**
There were no questions.
24. **NON-PUBLIC ANY URGENT BUSINESS**
There was one item of urgent business raised in relation to DITS Corporate Licence & Cloud Service Provider Procurement.

The meeting ended at 2.32 pm

Chairman

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