

## **PROCUREMENT SUB (FINANCE) COMMITTEE**

**Friday, 6 November 2020**

**Minutes of the meeting of the Virtual Procurement Sub (Finance) Committee  
meeting held at 9.30 am**

### **Present**

#### **Members:**

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

#### **Officers:**

Christopher Bell	- Chamberlain's Department
Natalie Evans	- Chamberlain's Department
Peter Kane	- Chamberlain
Ian Jarman	- Chamberlain's Department
Oliver Watling	- Chamberlain's Department
Michael Harrington	- Chamberlain's Department
Philip Mirabelli	- Comptroller and City Solicitor's Department
Ola Obadara	- City Surveyor's Department
Antoinette Duhaney	- Town Clerk's Department

#### **1. APOLOGIES**

Apologies for absence were received from Deputy Philip Woodhouse.

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

There were no declarations.

#### **3. PUBLIC MINUTES OF THE PREVIOUS MEETING**

RESOLVED – That the public minutes of the meeting held on 7<sup>th</sup> October 2020 be agreed as a correct record.

#### *Matters arising*

- As agreed at a previous meeting, an Action Fraud update should be a standing agenda item for future meetings.

#### **4. PROCUREMENT SUB-COMMITTEE WORK PROGRAMME 2020-21**

The Sub Committee considered a report of the Chamberlain updating the workplan for future meetings. Officers confirmed that in accordance with a resolution passed at the previous meeting, Action Fraud would be a standing

agenda item for future meetings to allow Members to be kept updated with progress on this matter. Agenda items for meetings beyond February 2021, would also be listed in the work programme.

RESOLVED – That the report be noted.

5. **CITY PROCUREMENT QUARTERLY PROGRESS REPORT (NOVEMBER 2020)**

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

Officers advised that on the whole, City Procurement was performing well despite the ongoing challenges. Although payment performance was below target, further investigation would be undertaken, and measures put in place to support improvements in performance. Throughout the reporting period, Covid-19 had continued to create significant new additional work such as grants and rebate payments, all of which were processed through the Accounts Payable Team. The comparative data on other London Boroughs was trickling through and would be presented to Members as further details emerged.

RESOLVED – That the report be noted.

6. **PROCUREMENT REGULATIONS AND BREXIT**

The Sub Committee considered a report of the Chamberlain to provide assurances to Members that City Procurement was keeping a watching brief on procurement changes post Brexit transition period.

Officers advised Members that at the current time, no substantial changes were anticipated in the short term. Officers also confirmed that any procurement activities which commenced up to 31<sup>st</sup> December 2020 would be bound by EU regulations/OJEU requirements. Any changes to regulations were unlikely likely for approximately 2 years and nor significant impact on supply chains was expected.

The Sub Committee noted that Central Government was committed to a comprehensive review of the procurement process which would favour British businesses and Officers also reported that via the Remembrancer's Office, City Procurement had given feedback to Central Government on recommended changes to the Public Contract Regulations.

RESOLVED – That the report be noted.

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

Procurement Challenges – a Member raised concerns over the procurement process and delays in tendering for a contract which was the subject of a report on the Community & Children's Services agenda later that day.

In response, Officers stated that there was a process to follow and forward planning was essential, emphasising that quality could not be compromised over speed.

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

There was no other urgent business.

**9. EXCLUSION OF THE PUBLIC**

RESOLVED - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for items 12 – 16 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.

**10. NON-PUBLIC MINUTES OF THE PREVIOUS MEETING**

The non-public minutes of the meeting held on 7<sup>th</sup> October 2020 were agreed as a correct record.

**11. SEMI-INDEPENDENT/SUPPORTED ACCOMMODATION PLACEMENTS (16-25 YEAR OLDS) PROCUREMENT STRATEGY REPORT**

The Sub Committee considered a joint report of the Chamberlain and the Director of Community & Children's Services seeking approval of the procurement strategy, to utilise and award call-off contracts for individual placements via the Commissioning Alliance Care Place System framework.

**12. CIVIL PARKING & TRAFFIC ENFORCEMENT: OFF STREET CAR PARKS MANAGEMENT AND BARRIER EQUIPMENT REPLACEMENT, PROVISION OF CCTV ENFORCEMENT CAMERAS AND SUPPORT SERVICES FOR COLLECTING PAYMENTS AND ISSUING NOTICES PROCUREMENT STAGE 1 REPORT (WITH EXTENSION WAIVER REQUEST)**

The Sub Committee considered a joint report of the Chamberlain and the Director of the Built Environment seeking approval of a procurement strategy and evaluation criteria to be used in the selection of the preferred suppliers.

**13. NEW PURCHASE CARD CONTRACT & BENEFITS UPDATE**

The Sub Committee considered a report of the Chamberlain providing an update to on the new Purchase Card contract and outlining benefits of the new contract and the potential efficiencies.

**14. REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS: CONTRACT VARIATION (CENTRAL LONDON WORKS - WORK AND HEALTH PROGRAMME)**

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.

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

There were no non-public questions.

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

The Sub Committee considered 2 items of urgent business.

**17. PROCUREMENT LEADERSHIP UPDATE**

The Chamberlain gave an oral update on staffing changes within the Chamberlain's Department.

**The meeting closed at 10.58 am**

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Chairman

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