

PROCUREMENT SUB (FINANCE) COMMITTEE
Monday, 12 April 2021

Minutes of the virtual meeting of the Procurement Sub (Finance) Committee held on
Monday, 12 April 2021 at 11.00 am

Present

Members:

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

Officers:

Lisa Moore	- Chamberlain's Department
Nicholas Richmond-Smith	- Chamberlain's Department
Connie Dale	- Chamberlain's Department
Ian Hughes	- Department of the Built Environment
Peter Kane	- The Chamberlain
Ola Obadara	- City Surveyor's Department
Richard Skok	- Chamberlain's Department
Antoinette Duhaney	- Town Clerk's Department

1. APOLOGIES

No apologies for absence were submitted.

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

No declarations on interests were made.

3. PUBLIC MINUTES OF PREVIOUS MEETINGS

RESOLVED – That the public minutes of the meetings held on 11.02.21 and 22.03.21. be agreed as a correct record subject to the following corrections to the minutes for 22.03.21:

Under item 1 – apologies *delete* “John Bennett “and *insert* “Deputy Robert Merrett.”

4. PROCUREMENT SUB-COMMITTEE WORK PROGRAMME (APRIL 2021)

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

RESOLVED -That the report be noted.

5. **OPTIONS TO PROMOTE SUPPLIER DIVERSITY**

The Committee considered a report of the Chamberlain outlining options to promote diversity in the CoL supply chain. In presenting the report, Officers advised that several options were proposed to diversify the supply chain and that while some options required further consultation and research, there were also actions which could be implemented immediately to increase the use of suppliers from under-represented groups.

In response to questions and comments from Members, Officers advised that options for awarding extra points to larger bidders collaborating with diverse SMEs as part of the tender evaluation process could be explored. Officers also emphasised the need to strike the right balance between taking into account the recommendations of the Tackling racism Taskforce

RESOLVED – That the recommended action plan for FY2021/22 be approved.

6. **HIGHWAY CONSTRUCTION & MAINTENANCE TERM CONTRACT TENDER**

The Committee considered a report of the Director of the Built Environment regarding a proposed procurement strategy to select a new term contractor for highway construction & maintenance services.

In response to questions and observations from Members, Officers advised that there may be scope for reviewing the shortlist and that a key challenge was to include wording in contracts to encourage supplier collaboration/partnership.

RESOLVED – That the retendering of the term contract for highway construction & maintenance as set out in the report be approved.

7. **PUBLIC SECTOR DECARBONISATION SCHEME (PSDS) PROJECT APPROVAL AND GOVERNANCE**

The Committee considered a report of the City Surveyor regarding a Public Sector Decarbonisation Scheme (PSDS) to deliver Central Government funded projects.

Members noted that a Project Board would drive the PSDS and were hopeful that this would speed up decision making, given the tight timescales for completion by 30th September 2021. However, Officers indicated that it was likely that the deadline for completion was likely to be extended to March 2022.

RESOLVED – That the report be noted.

8. **PUBLIC SECTOR DECARBONISATION SCHEME (PSDS) PROJECT GATEWAY 2**

The Committee considered a report of the City Surveyor regarding the delivery of PSDS projects to achieve carbon savings through upgrading building services (heating, cooling, ventilation, and lighting) and improving building controls and energy metering.

RESOLVED -That the report be noted.

9. **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**

There was no other urgent business.

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 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.

12. **NON-PUBLIC MINUTES OF PREVIOUS MEETINGS**

The non-public minutes of the meetings held on 11.02.21 and 22.03.21. were agreed as a correct record.

13. **MECHANICAL AND GAS APPLIANCE TESTING AND MAINTENANCE AT DCCS HOUSING PROPERTIES: PROCUREMENT STAGE 1 STRATEGY REPORT**

Members considered a joint report of the Chamberlain and the Director of Community & Children's Services approval of a procurement strategy and evaluation criteria to select a preferred supplier for the mechanical and gas appliance testing and maintenance services for DCCS Housing properties.

14. **INSURANCE - PROPERTY: PROCUREMENT STAGE 1 STRATEGY REPORT**

The Sub Committee considered a joint report of the Chamberlain outlining a strategy for procuring Property Insurance for the City Corporation and seeking approval of evaluation criteria to be used in the selection of a preferred supplier(s).

15. **DEPARTMENTAL RESPONSE TO LATEST CHIEF OFFICERS PURCHASE CARD REPORT**

Members considered a report of the Chamberlain regarding oversight of actions being taken by departments following the issue of the quarterly Chief Officers Purchase Card Report.

16. **REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS**

The Committee considered a report of the Town Clerk outlining action taken in consultation with the Procurement Sub Committee Chairman and Deputy Chairman.

17. **ACTION FRAUD PROJECT UPDATE**

Members received an oral update from the Commissioner of the City of London Police in respect of the Action Fraud Project.

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

There were no non-public questions.

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

Members considered one item of urgent business.

The meeting ended at 11.55 am

Chairman

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