

PROCUREMENT SUB (FINANCE) COMMITTEE
Wednesday, 9 June 2021

Minutes of the virtual meeting of the Procurement Sub (Finance) Committee held on
Wednesday, 9 June 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
Paul Martinelli
Jeremy Mayhew
Susan Pearson
Deputy Philip Woodhouse

Officers:

Lisa Moore	- Chamberlain's Department
Nicholas Richmond-Smith	- Chamberlain's Department
Ola Obadara	- City Surveyor's Department
Caroline Al-Beyerty	- Chamberlain
Graeme Quarrington-Page	- Chamberlain's Department
Bruce McVean	- Department for the Built Environment
Emma Cunnington	- Town Clerk's Department
James Graham	- Chamberlain's Department
Antoinette Duhaney	- Town Clerk's Department
Cecilie Booth	- City of London Police
Andrew Lenihan	- Chamberlain'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 of interests were made.

3. PUBLIC MINUTES OF THE PREVIOUS MEETING

RESOLVED – That the public minutes of the meeting held on 12 April 2021 be agreed as a correct record.

4. PROCUREMENT SUB-COMMITTEE WORK PROGRAMME JUNE 2021

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

In response to questions from Members, Officers advised that a report on responsible procurement and the top 25 most used suppliers would be presented to the Sub Committee during the autumn and updates on the responsible procurement pledges would be presented to Members in due course.

Members requested that the schedule for considering these matters be included in the workplan so Members had a clear idea of when these items were expected.

RESOLVED - That the report be noted.

5. CITY PROCUREMENT RISK MANAGEMENT - QUARTERLY REPORT JUNE 2021

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

Officers advised that a key challenge was the historical savings target and the impact on work pressures. No changes were planned in the short term pending the arrival of the Chief Operating Officer and vacancies were not being filled to mitigate budget pressures. However, this led to a knock on effect for providing support to new projects coming on stream.

Officers agreed to review budget and resource risks and reassess targets to see whether alterations were necessary and present an update report on this to the next meeting of the Sub Committee.

RESOLVED – That the report be noted.

6. TARGET OPERATING MODEL CITY OF LONDON SCHOOL PILOT: PROCUREMENT EMPOWERMENT AND CHOICE

The Sub Committee considered a report of the Chamberlain seeking approval of a pilot for increasing procurement empowerment to the City of London School. Officers drew attention to an error in the recommendations on page 22 of the report and advised that the spend threshold for non-works procurement was £180k - £330K.

RESOLVED – That the report be noted.

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

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 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.

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

The non-public minutes of the meetings held on 12 April 2021 were agreed as a correct record.

11. **HIGH SUPPORT HOSTEL FOR ROUGH SLEEPERS PROCUREMENT STAGE 2 AWARD REPORT: REPORT OF ACTION TAKEN**

The Sub Committee considered a report advising Members of action taken under urgency procedures in accordance with Standing Order Nos. 41(a) and 41(b).

12. **ANNUAL WAIVER REPORT 2020/21**

The Sub Committee considered a report of the Chamberlain providing details on non-compliant waivers.

13. **NON-COMPLIANT WAIVER REPORT - CASH COLLECTION**

The Sub Committee considered a report of the Chamberlain requesting approval of a non-compliant waiver in respect of the cash collection services.

14. **PROCUREMENT CODE WAIVER - ALDGATE YOUTH SERVICE**

Officers reported that this item had been withdrawn.

15. **CORPORATE WAN CONTRACT EXTENSION**

The Sub Committee considered a report of the Chamberlain seeking an extension to the contract for network services provision.

16. **TRANSPORTATION AND PUBLIC REALM CONSULTANCY FRAMEWORK - AWARD REPORT**

The Sub Committee considered a report of the Chamberlain providing an update on progress for tendering for the Transportation and Public Realm Consultancy Framework for Professional Services.

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

The Sub Committee considered a report of the Chamberlain regarding the use of purchase cards.

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**

There was one item of non-public business.

The meeting ended at 11.42 am

Chairman

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