

# Procurement Board meeting held via MS Teams Live

17<sup>th</sup> February 2021

Meeting commenced 10:00

Meeting ended 10:41

## Present

Councillors Hinds (in the chair) and Merry.

## In Attendance

Jane Barlow	Programme & Commercial Manager
Chris Conway	Category Manager
Peter Cowling	Service Manager
Sandra Derbyshire	VCSE Commissioning Manager
Christine Flisk	Procurement Manager
Rob Langford	Digital Data Manager
Andrew Leigh	Head of Housing & Strategy
Peter Locke	Public Health Strategic Manager
Janice Lowndes	Assistant Director People & Communities
Gillian Mclauchlan	Deputy Director of Public Health
Carol Eddleston	Democratic Services

### 1. Apologies for Absence

Apologies for absence were submitted on behalf of City Mayor Paul Dennett and Councillor Kelly.

### 2. Declarations of Interest

There were no declarations of interest.

### 3. Minutes of Proceedings

The minutes of the meeting held on 22<sup>nd</sup> January were approved as a correct record.

### 4. Matters Arising

There were no matters arising.

## ITEMS FOR DECISION – PART 1 (OPEN TO THE PUBLIC)

### 5. Request for Approval – Contract Extension – Information and Advice Services

Consideration was given to a report of the Strategic Director People seeking approval to extend a contract for Information and Advice Services.

It was acknowledged that the Council and CCG had a longstanding commitment to the provision of services that supported financial resilience in the city and the contract for the provision of Information and Advice currently provided by Citizens Advice Bureau was one of the components of a citywide service. Salford CAB continued to provide value for money, overachieve in the delivery of the majority of the KPI's and outcomes set in the service specification, deliver significant levels of Social Value and their information, advice and interventions brought in significant benefit gains for Salford residents.

Whilst services were in part funded by the Non-Integrated budget and in part by the Integrated budget, the contract for all services sat with Salford City Council and were due to expire on 31 March 2021. Covid had impacted on workload and strategic plans/actions and in many areas a year of work had been lost. Approval of a 2-year contract would ensure that an in-depth robust Option Appraisal/review could be undertaken, and Commissioning Managers would engage with Procurement as soon as possible in order to agree a timeline/options papers for this service moving forward. The Option Appraisal/review would be scheduled to be completed by January 2022 to, if appropriate, allow sufficient time to put a redesigned service out to tender and, again if appropriate, give notice on this contract ensuring the council remained Compact compliant.

Procurement Board acknowledged that COVID had had a significant impact on capacity and agreed that an extension of two years would allow time for a necessary in-depth robust review and option appraisal.

RESOLVED THAT: a two year extension to the contract with Salford Citizens Advice Bureau for Information and Advice Services be approved at an estimated average cost of £577,186 per annum.

## 6. Request for Approval – Contract Award – Postal Services

Consideration was given to a report of the Strategic Director for Service Reform seeking approval to award a contract for Postal Services.

Eight suppliers had been invited to submit tenders through the electronic bidding system used by the Strategic Procurement Group for the Yorkshire and Humberside regions, but only two did so. Royal Mail declined to submit on the basis that there were no guaranteed volumes.

Whistle had agreed a % discount on all items should combined postal volumes achieve in excess of 14 million items. There were now 25 authorities in the collaborative group and another six were expecting to join within the next few months, including a number from Greater Manchester, which would contribute toward this total volume.

RESOLVED THAT: a two year contract, with two optional extension periods of 12 months each, be awarded to WHISTL UK for Postal Services, at an estimated average cost of £380,000 per annum.

## 7. Request for Approval – Exception to Contractual Standing Orders – Active Lifestyles for Adults and Physical Activity in Schools Service

Consideration was given to a report of the Deputy Director of Public Health seeking an exception to Contractual Standing Orders to allow the direct award of a contract for the Active Lifestyles for Adults and Physical Activity in Schools Service. The exception was being sought for reasons of best value to the Council, the services were only available from one provider, with no other provider available to allow genuine competition and the supply of the services was required so urgently as not to permit compliance with the requirements of competition.

It was explained that this item related to a joint contract for two services which had been performing very well, particularly in responding innovatively to the challenges of COVID including the provision of online classes and facilitating COVID secure classes or gym inductions for more vulnerable clients.

RESOLVED THAT:

- 1) An exception to Contractual Standing Orders be approved as outlined above, and
- 2) A one year contract, with one optional extension period of 12 months, be awarded to Salford Community Leisure for the Active Lifestyles for Adults and Physical Activity in Schools Service, at an estimated average cost of £190,000 per annum.

## 8. Request for Approval to Go Out to Tender – Statutory Homeless Supported Temporary Accommodation

Consideration was given to a joint report of the Strategic Directors for Place and People seeking authority to go out to competition for the delivery of statutory homeless support temporary accommodation.

It was explained that most people being provided with statutory temporary accommodation as a homeless single person were likely to have a high level of needs. This could broadly be split into three categories: Complex multiple needs (often one or more of the following: drug/alcohol misuse, mental health, offences); High level single need; and High level needs managed through floating support. There had been a significant increase in single homeless requiring statutory temporary accommodation between 1<sup>st</sup> April 2018 (56) and 1<sup>st</sup> October 2020 (123) and the aim of the tender exercise was to increase statutory provision for the same amount of funding to start to narrow the gap between need and provision. Tenders would be welcomed for good quality accommodation which provided excellent services in accessible locations.

Procurement Board emphasised that the quality of the accommodation was one of the most important aspects of this service rather than cost and requested that this be taken into consideration when the returned tenders were being evaluated.

RESOLVED THAT: authority be granted for Statutory Homeless Supported Temporary Accommodation to be procured in accordance with the Council's Contract Procedure Rules through open tender.

## PUBLIC BRIEFING/INFORMATION ITEMS (OPEN TO THE PUBLIC)

### 9. Request for Approval – Contract Award – SAP Licences on behalf of Liverpool City Council

This item was submitted for the primary purpose of providing members of the public with all relevant information on the respective matter, other than those elements, which in accordance with the relevant sections of the Local Government Act 1972, remained confidential and required the arising decision to be taken in Part 2 of the agenda.

Consideration was given to a report of the Strategic Director for Service Reform seeking an exception to Contractual Standing Orders to allow the direct award of a contract for SAP Licences on behalf of Liverpool City Council, the costs of which would be fully recharged to Liverpool City Council. The exception was being sought for reasons of best value to the Council and the licences were currently available only from SAP direct, with no other provider available to allow genuine competition.

See Minute 11 below.

## 10. EXCLUSION OF THE PUBLIC

RESOLVED: THAT, under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involve the likely disclosure of exempt information as specified in the relevant paragraphs of Part 1 of Schedule 12(A) to the Act.

## ITEMS FOR DECISION – PART 2 (CLOSED TO THE PUBLIC)

### 11. Request for Approval – Exception to Contractual Standing Orders - Contract Award – SAP Licences on behalf of Liverpool City Council

Consideration was given to a report of the Strategic Director for Service Reform seeking an exception to Contractual Standing Orders to allow the direct award of a contract for SAP Licences on behalf of Liverpool City Council, the costs of which would be fully recharged to Liverpool City Council. The exception was being sought for reasons of best value to the Council and the licences were currently only available from SAP direct, with no other provider available to allow genuine competition.

RESOLVED THAT:

- 1) An exception to Contractual Standing Orders be approved as outlined above, and
- 2) A two year contract be awarded to SAP UK Limited for the provision of SAP licences for Liverpool City Council.