

MINUTES OF A MEETING OF THE CABINET PROCUREMENT AND INSOURCING COMMITTEE

MONDAY, 1 DECEMBER 2025

Councillors Present:	Councillor Robert Chapman in the Chair Cllr Christopher Kennedy, Cllr Carole Williams and Cllr Sarah Young
Officers in Attendance:	Rotimi Ajilore - Assistant Director, Procurement & Energy Services Leila Gillespie - Procurement Category Lead for Corporate Services Bruce Irving - Project Manager (Neighbourhoods and Housing) Rabiya Khatun - Governance Officer Andrew Parsons - ICT Project Manager Patrick Rodger - Senior Lawyer
Officers in Attendance Virtually:	Karim Ali - Contracts & Procurement Officer Nohaad Al-Othmani - Appeals and Debt Recovery Team Leader Olivia Anderson-Lynch - Capital Projects Manager Giles Bartlett - Procurement Category Manager David Clark - Head of Service Education Property Brian Clark - Procurement Category Manager Hayley Craig - Project Director Britannia Phase 2b and Kings Hall Leisure Centre Colin Cowdrey - Head of Colleague Experience Ginevra Davis - Education Property & Development Advisor Toyin Davids - Senior Category Manager Justin Feltham - Major Capital Projects Delivery Lead Alison Ebanks - Strategic Procurement Officer Ian Holland - Head of Leisure, Parks and Green Spaces Opama Khan - Assistant Director ICT & Workplace Services Timothy Lee - Procurement Category Lead for Health and Social Care Marta Kolinska - Procurement Category Manager Rosangela Rhodes - Strategic Procurement Manager Anthony Maddocks - Lawyer Andrew Solomon - Lawyer Tracy Spallin - Facilities Operations and Contracts Manager

**David Von Ackerman - Procurement Category Lead
for Construction & Environment**
**Karon West-Clarke - Assistant Director of Asset
Management Delivery**
**Charles Wigglesworth - E- Procurement Systems
Officer**
**Michael Wiktorko - Senior Service Area Manager,
Customer Services**

1 Apologies for Absence

1.1 There were no apologies for absence.

2 Declarations of Interest

2.1 There were no declarations of interest.

3 Urgent Business

3.1 There were no urgent items of business.

**4 Notice of Intention to Conduct Business in Private and Representations
Received**

4.1 There were no representations received.

5 Deputations/Petitions/Questions

5.1 There were no deputations, petitions or questions to consider.

**6 Unrestricted minutes of the meeting of the Hackney Procurement Board -
None**

6.1 There were no submitted minutes of the previous meeting of the Hackney
Procurement Board.

**7 Unrestricted Minutes of the Cabinet Procurement and Insourcing
Committee held on 6 October 2025**

7.1 Members considered the previous unrestricted minutes of the Cabinet
Procurement and Insourcing Committee held on 6 October 2025.

RESOLVED:

**That the unrestricted minutes of the meeting of the Cabinet Procurement and
Insourcing Committee held on 6 October 2025 be agreed as a true and accurate
record of proceedings.**

CPIC Actions Tracker

The Actions Tracker was noted.

8 CE S640 Stoke Newington School - Creation of Additional Resourced Provision Assessment Centre and Media Suite Works

8.1 David Clark, Head of Service Education Property introduced the report seeking to award the contract to Contractor C to deliver the new facility Stoke Newington School creation of additional resource provision with the contract commencing in January 2026. This was a £2.7m scheme to deliver 30 new special education places and a media suite for the local community, which would be fully funded through government grants and a school contribution. The contract duration was 10.5 months for the design and build, plus a year for the rectification period.

8.2 Following the introduction, Members of the Committee asked questions which were responded to as follows:

- In response to a concern raised regarding the high-risk flagging of asbestos being present on the risk register and mitigation, it was confirmed that an asbestos survey was completed and the identified material would be removed by a specialist subcontractor before construction began, with the cost included in the project budget.
- With regard to the tight deadline of the contract, it was acknowledged there would always be a risk with construction timelines, but the programme had been reviewed by consultants and the JCT Design and Build contract allowed for liquidated damages to be applied if the programme deadline were missed.
- In terms of the unusual contract duration in the contract, it was clarified that the ten and a half months was the duration for the actual JCT Design and Build element of the contract and the 'plus year' was the additional year for the standard post-completion rectification period.
- Officers assured Members that the team was experienced in dealing with asbestos removal in schools and only employed qualified professionals. To mitigate the risk, the removal work had been included in the preparation of the site. This high risk rating related to the potential impact on health if this were not addressed.
- It was confirmed that the project would feature the sustainable elements such as solar panels, new insulation, and a connection to the local leisure centre's ground source heat pump
- With regard to the social value element, it was stated that the contractor had committed to providing quantifiable local employment and work experience for local students and locals. The contractor had also committed to prioritising sustainability through the project phases including designs, material choices, working practices and environmental training for staff.
- The contractor had committed to making a community contribution to a landscaping project at a local secondary school.
- Members assured that the supply to the ground source heat pump would meet the requirements for the project
- In relation to the concerns about capacity and sufficient contingency for any unexpected issues, it was stated that officers had received assurance from the Energy Management team and their subcontractors that the supply from the heat pump would meet the required temperatures for heating, and the capacity has been tested and factored into the design.

RESOLVED:

To approve the proposal to appoint Contractor C as a Design and Build Contractor to deliver, at Stoke Newington School from RIBA Stage 3+ onwards, an Additional Resourced Provision for 30 pupils and a media suite.

9 F S624 Google Workspace Licences - Contract Award

9.1 Opama Khan, Assistant Director ICT & Workplace Services introduced the contract award report seeking the three-year renewal of Google Workspace licenses to the existing provider Supplier C, which was essential for service continuity through the Digital Marketplace. The estimated cost was £2.66m excluding VAT, and this increase in cost accommodated Google Gemini AI features. The licenses had been procured through the G Cloud Marketplace based on the competitive weighting of 90% price and 10% social value offering and four suppliers evaluated with Supplier C receiving the highest overall score.

9.2 Following the introduction, Members of the Committee asked questions which were responded as follows:

- With regard to a query about potentially increasing the social value weighting, it was explained that the license was a standard product with limited scope within the license fee to offer additional social value. However, the supplier had made social value commitments that included £2,000 annual donation to a Hackney-based charity or food banks, delivering careers in technology talks in local schools, and funding to support AI training for Hackney Council staff.
- It was confirmed that the increased cost for the new licenses which included Google Gemini AI features would be absorbed within existing Council budgets, and no additional funding was required.
- In terms of preparing green and Google's claim of being carbon neutral since 2007, specifically whether this was achieved through carbon offsets or the production of renewable electricity, officers did not have this information immediately available and offered to provide the details to Members.
- It was confirmed that the 6,011 licenses include shared mailboxes and administrator licenses, with the majority being for staff members.
- In terms of whether the supplier had delivered on its social value commitments within the previous contract, it was emphasised that the provider had provided significant support that included arranging and facilitating the Google Gemini trial which had involved the discovery phase and training for staff. Officers stated that the current commitments would be adhered to and offered to review the social value elements that were delivered. The current social value offer was an improvement and the weighting of 10% to social value adhered to the guidelines of the procurement framework.

ACTION:

The Assistant Director ICT & Workplace Services agreed to follow up with details on how Google would be achieving carbon neutrality following the meeting.

RESOLVED:

To approve the award of a contract to Supplier C for the supply of Google Workspace licenses. The contract will be for an initial two (2) year term, with a single one (1) year extension option exercisable at the Council's discretion, resulting in a potential maximum contract duration of three (3) years (2+1).

10 F S650 Security Services Contract - Lots 1 & 2, Hackney Corporate Site Security, Vacant Buildings and Concierge Services

10.1 Opama Khan, Assistant Director ICT & Workplace Services and Andrew Parson, ICT Project Manager introduced the contract award report seeking approval to appoint Supplier C for both Lot 1 and Lot 2 covering Corporate buildings, and concierge services for thirteen of the Council's residential blocks and award of a framework agreement. Due to a recent restructure the operational management of the procurement would be moving to Corporate Property Services. The scoring was a combined quality and price.

10.2 Following the introduction, Members of the Committee asked questions which were responded as follows:

- It was confirmed that a prior condition for continuing with an outsourced security solution to train up some Hackney contact centre staff had been met and that some front-of-house duties and the Mace Bearer duties had been brought back in-house.
- It was clarified that one bidder had been deemed not viable despite submitting a very low price due to its highly inconsistent quality scoring.
- The supplier's key social value commitments included providing a minimum of 13 apprenticeships and 12 paid work placements for Hackney residents over the contract term over both Lots, and a £5,000 annual donation to Hackney's chosen charity directed to any environmental causes.
- With regard to the process of selecting causes for the cash donations, it was clarified that the allocation of the funds was solely within the remit of the Council and would be determined by Council staff working with community groups.
- In response to a query concerning the general process of managing donations as well as the social value contributions obtained from contractors, it was stated that there was currently no formal fixed process for allocating these contributions. However, the team worked collaboratively with the Hackney Works and Learning Skills Team to determine how the money should be distributed to community groups.

10.3 Members referred to the £5,000 donation and the Committee commented on the importance of establishing a clear and transparent process for allocating the £5,000 donation to ensure the funds are spent within the year. Officers were asked to consider developing a clear approach for allocating donations and social value funds in the future. Specifically, this process should define whether these funds should be used for general social value initiatives or focused on specific established criteria. This process was necessary to ensure transparency and oversight of the funds.

10.4 Members emphasised the need for officers to plan for the long-term insourcing of the service towards the end of the third year of the current contract term which would allow the Council adequate planning time.

- 10.5 A member commented positively on the tender process, noting that the high number of bidders and the high score achieved by the winning contractor are evidence that the competition successfully drove a requirement for high quality in the proposals.
- 10.6 Members thanked the officers and procurement team for their work on the contract,

ACTION:

The Assistant Director, Procurement & Energy Services to work towards establishing a clear process and reporting mechanism for the allocation of funds received from the social value element in procurement contracts.

RESOLVED:

- 1 Approve the award of a framework agreement in respect of Lot 1 to Supplier C (see exempt Appendix: B) for a period of four years to provide security services to the Council, as detailed within the published tender documents.**
 - 2 Approve the award of a framework agreement in respect of Lot 2 to Supplier C (see exempt Appendix: B) for a period of four years to provide concierge services to the Council, as detailed within the published tender documents.**
- 11 HCE S603 Parks Play Areas Refurbishments Phase 3: Design and Build Contract**
- 11.1 Bruce Irving, Project Manager (Environment & Climate Change) introduced the report seeking approval to award a fixed-price Design and Build contract for the refurbishment of three key play areas at Clissold Park, London Fields (North) and Millfields Park. These parks were among Hackney's most valued public spaces, with high visitor numbers and significant importance for children's physical and mental wellbeing. The mini-competition procurement had resulted in a single compliant bid and officers had benchmarked the bid's value against previous phases and established the cost to be in line with expectations.
- 11.2 The recommended supplier had an impressive track record of successfully delivering at Phases 1 and 2 of the programme Children's Garden at Kew Gardens and undertaking design works for the Royal Parks. Phase 3 of the project would involve a two-stage engagement process starting with outreach work through local schools and drop-in events to gain insight for shaping the play areas and the second stage of consultation would involve sharing the final designs publicly for comments. In terms of sustainability, the plans were to reuse old play equipment by sharing it with supervised public play spaces or adventure playgrounds if they could not be adapted for public use.
- 11.3 Following the introduction, Members of the Committee asked questions which were responded as follows:
- It was confirmed the supplier's previous work at Clapton Common used a light touch design approach to ensure the new play space did not disrupt the landscape character.

- Officers acknowledged the concern raised about achieving best value with only a single compliant bidder and explained that the Council had attempted to reach out to other companies on the framework, but those companies had not responded. The limited interest was likely due to the highly specialised nature of the large contract covering three major play areas and the requirement for the contractor to include landscape architect resource combined with high-quality construction experience.
- It was confirmed that officers had benchmarked the single bid costs against costs of previous play areas to ensure the value was in line with the expected budget. In addition, an independent Quantity Surveyor would be appointed to the project to ensure accountability and scrutinise the contractor's claims.

11.3 A member expressed their support for the engagement plan.

RESOLVED:

1. **To approve the award of a JCT Design & Build contract for Phase 3 of the Play Area Refurbishment Programme to the most economically advantageous tenderer at a total fixed contract value of £2,332,375 following a mini-competition under the Procure Public Dynamic Purchasing System (Supporting Construction Works - Landscaping Work Category).**
2. **To delegate authority to the Director Environment & Climate Change in consultation with the Director of Legal to agree and enter into the final form of contract as well as any ancillary contract documents.**

12 HCE S642 Penalty Charge Notices (PCN) Enforcement Agent Services

- 12.1 Nohaad Al-Othmani, Appeals and Debt Recovery Team Leader, introduced the report seeking approval for a four-year contract for parking Enforcement Agent services to recover unpaid Penalty Charge Notice and was seeking to appoint six primary enforcement agents that included two secondary agents for residual debt. The aim of the contract was to maintain strategic enforcement, improve the recovery rate, and modernise the service using a performance-based model. The service would be delivered at no cost to the Council as agents recovered statutory fees directly from the debtors and strong protections were in place for vulnerable residents. The social value commitments included local jobs, apprenticeship funding, community hardship funds for vulnerable debtors, and ethical recovery practice.
- 12.2 Following the introduction, Members of the Committee asked questions which were responded as follows:
- Referring to an incident where a recommended contractor overcharged and had to provide refunds and if the Council had appropriate conversations with the contractor to ensure they had learned lessons, the officer confirmed that the overcharging issue had been identified in 2020-2021 and was fully investigated. It had involved only 166 cases over a 10-year period which was a small percentage of the over 45,000 warrants issued annually. The enforcement agent had refunded all the money and implemented new measures to ensure this did not occur again.
 - Officers clarified that they had not spoken directly to the contractor since they were procured through a framework, but they had spoken to the

framework provider to gain assurance that the supplier was still fit to bid and that they had rectified the issue.

- With regard to the contractor's reputation for heavy-handedness and measures taken to assess the quality of their work, it was stated that the service was highly regulated and the framework required adherence to a set of standards.
- A question was asked about why the recommendation included six suppliers. An officer began to answer by confirming that four of them are for primary recovery, which increases competition.
- It was clarified that of the six enforcement agents appointed four would act as primary recovery agents to promote competition, and two would serve as secondary agents to handle any residual or unrecovered warrants that the primary agents could not resolve.

12.3 Members thanked the officers for their work on this contract.

RESOLVED:

To approve the award of contracts to a total of six (6) suppliers (and for a period of four (4) years in each case) based on the final evaluation scores for the collection of outstanding Penalty Charge Notice debt.

13 HCE S653 Kings Hall Leisure Centre (KHLC) Refurbishment Project - Enabling Works Design and Build contract award and Main Works Design and Build (D&B) Contract Award

- 13.1 Hayley Craig, Project Director Britannia Phase 2b and Kings Hall Leisure Centre introduced the report setting out the process which had been undertaken to carry out a second stage procurement to appoint a Design and Build contractor and the recommended two contract awards one for a JCT Enabling Works contract and the second for a Design and Build Main Works contract. The project had been in progress for over three years and the current stage involved the open book tendering process with the pre-construction services contractor Morgan Sindall, which had been appointed in January 2024.
- 13.2 The revised project budget and business case had been accepted by Cabinet the previous week, and the financial recommendations for the Enabling and Main works were within that approved budget. The enabling works contract of £1.87m primarily for asbestos removal would be subsumed into the main works contract up to a maximum of £70.93m upon completion. Securing a Fixed Price pre January 2026 increases would allow the project to move forward with only one percent of the price remaining as a provisional sum. Morgan Sindall's social value proposal included an employment skills plan with a target of 30 apprentices for the project, but this contractor had historically over delivered on this commitment in the previous phases of the project.
- 13.3 Following the introduction, Members of the Committee asked questions which were responded to as follows:
- Over the previous two years, officers had worked on developing the design and securing the necessary building consent.
 - With regard to social value commitments, the draft Employment Skills Plan was detailed, including a target of 30 apprenticeships for this project and a commitment to monthly track social value.

- A specific contract for the enabling works, primarily asbestos removal and accessing operational areas had been recommended before the main works could commence.
- It was explained that the several red risks in the project would be mitigated by the commercial structure of the agreements, targeted value engineering and client contingencies. Moving forward was the most significant way to mitigate project risk such as cost and delays.

RESOLVED:

That, subject to approval by Cabinet of the revised project budget on 24 November 2025, Cabinet Procurement and Insourcing Committee (CPIC) is recommended to:

- 1. Note the completion of Stage 2 of a 2-stage procurement in relation to the selection of a Design and Build contractor for Kings Hall Leisure Centre Refurbishment Project.**
- 2. Approve the award of a JCT Design and Build Enabling Works contract to Morgan Sindall for a maximum Contract Sum of £1,877,048.99 exclusive of VAT.**
- 3. Approve the award of a JCT Design and Build Main Works contract to Morgan Sindall for a maximum Contract Sum of £70,939,423 exclusive of VAT.**
- 4. Authorise the Director of Legal, Democratic and Electoral Services to agree and enter into all necessary legal and ancillary documentation relating to the Design and Build contracts for Kings Hall Leisure Centre Refurbishment Project, including all necessary consents required to enable the works.**

14 Exclusion of the Public and Press

RESOLVED:

THAT the press and public be excluded from the proceedings of the Cabinet Procurement Committee during consideration of Exempt items 15- 21 on the agenda on the grounds that it is likely, in the view of the nature of the business to be transacted, that were members of the public to be present, there would be disclosure of exempt information as defined in paragraph 3 of Schedule 12A to the Local Government Act 1972 as amended.

15 CE S640 Stoke Newington School - Creation of Additional Resourced Provision Assessment Centre and Media Suite Works (Exempt Appendices)

- 15.1** The exempt appendices relating to item 8 were noted during the discussion of the report.

16 F S624 Google Workspace Licences - Contract Award (Exempt Appendices)

- 16.1** The exempt appendices relating to item 9 were noted during the discussion of the report.

17 F S650 Security Services Contract - Lots 1 & 2, Hackney Corporate Site Security, Vacant Buildings and Concierge Service (Exempt Appendices)

- 17.1 The exempt appendices relating to item 10 were noted during the discussion of the report.

18 HCE S603 Parks Play Areas Refurbishments Phase 3: Design and Build Contract (Exempt Appendices)

- 18.1 The exempt appendices relating to item 11 were noted during the discussion of the report.

19 HCE S642 Penalty Charge Notices (PCN) Enforcement Agent Services (Exempt Appendices)

- 19.1 The exempt appendices relating to item 12 were noted during the discussion of the report.

20 HCE S653 Kings Hall Leisure Centre (KHLC) Refurbishment Project - Enabling Works Design and Build Contract Award and Main Works Design and Build (D&B) Contract Award (Exempt Appendices)

- 20.1 The discussion relating to the exempt appendices is restricted.

21 Urgent Exempt Business

- 21.1 There was no urgent restricted business.

Duration of the meeting: 14.00- 15.30 hours