



## MINUTES OF A MEETING OF THE HACKNEY PROCUREMENT BOARD

Tuesday 14 April 2026 at 2.00pm

### Online via Google Meets

**Officers in Attendance:**

Rotimi Ajilore (RA), Assistant Director Procurement and Energy, in the Chair

David Von Ackerman (DvA), Procurement Lead; Jamal Ali (JA) E-Procurement Systems Officer; Margaret Andres (MA) Public Space Surveillance Technical Supervisor; Sarah Bromfield (SB) Head of Children's Centres and Early Help Systems; Brian Clark (BC) Procurement Category Manager; Jeldi Diza (JD) Work Experience Trainee Alison Ebanks (AE) Strategic Procurement Officer; Merle Ferguson (MF), Procurement Lead; Leila Gillespie (LG) Category Lead; Re'hilah Hamid (RH) Procurement Category Officer; Maria Korelina (MK) Customer Journey Project Manager; Timothy Lee (TL) Procurement Lead (Social Care Services); Carl Levoir (CL), Closed Circuit Television Senior Engineer; Maurice Mason (MM) Community Safety Partnership Manager; Anish Palli (AP) Programme Manager Employer Engagement; Rosangela Rhodes (RR), Acting Strategic Procurement Manager; Andrew Solomon (AS) Lawyer; Gareth Sykes (GS) Governance Officer; Michael Wiktorko (MW) Senior Service Area Manager; and Gemma Wetton (GW) Procurement Category Manager.

**Apologies:** Natalie Kokayi (NK) Governance Officer; Gallal Muflahi (GM), Employer Engagement Office and Patrick Rodger (PR) Senior Lawyer.

### 1 Apologies for Absence

1.1 Apologies for absence received from Natalie Kokayi (NK) Governance Officer; Gallal Muflahi (GM) Employer Engagement Office and Patrick Rodger (PR) Senior Lawyer.

### 2 Declarations of Interest

2.1 There were no declarations of interest.

### **3 Minutes of the Previous Meeting**

- 3.1 The minutes of the meeting, held on 10 February 2026, were agreed as a true and accurate record of proceedings.

#### **RESOLVED:**

The minutes of the meeting held on 10 February 2026 were approved as a true and accurate record of proceedings.

### **4 Review of Action Tracker**

#### HCE S689 Vehicle Removals and Car Pound Services

- 4.1 Leila Gillespie reported that procurement had not yet started. As a result the contract award report was now expected around late 2026.

#### **Action - ongoing.**

- 4.2 The Chair asked about the status of structuring clear, measurable social value requirements for the Invitation to Tender (ITT). Anish Pillai confirmed that he and Gallal Muflahi had updated the social value question in the tender.

#### **Action - resolved.**

### **5 CE S698 L2 Integrated Early Pregnancy and Infant Feeding Peer Support Health**

- 5.1 Sarah Bromfield and Re'hilah Hamid introduced the contract award report for the Integrated Early Pregnancy and Infant Feeding Peer Support Service. The report highlighted the coverage of early pregnancy engagement, postnatal ward support, community-based support, and targeted outreach.
- 5.2 The board noted the proposed £611,000 (excl. VAT) contract, funded by the Best Start in Life Family Hubs grant, would be awarded to the current provider, NCT. The contract would run for two years and nine months, from July 2026 to March 2029, and would require NCT to subcontract with the voluntary sector, specifically targeting the Hackney Kurdish, Turkish, and Haredi communities.
- 5.3 The Chair sought clarification regarding the recommendation, noting that the legal comment, at paragraph 6.3 of the published report, suggested an additional three-month extension that was not clearly reflected in the recommendation. Sarah Bromfield confirmed the three-month extension was included to prevent a gap in service. Re'hilah Hamid agreed to add the three-month extension to the recommendation.

#### **Action:**

**Re'hilah Hamid to add the three-month extension to the report recommendation.**

- 5.4 During a discussion on the report the following points were raised:
- Timothy Lee explained that the slight scope change was not substantial, as PSR Direct Award C allowed for up to a 25% variation in price compared to the previous contract, and the additional element was within that permitted envelope;
  - On the long-term procurement strategy for the integrated service, Re'hilah Hamid indicated that the entire specification would need review toward the end of the two years, and the most appropriate route would be determined based on that review, noting that the service was subject to time-limited grant funding which ends in 2029;
  - Re'hilah Hamid confirmed that market engagement had been conducted, with six expressions of interest, four of which were deemed unsuitable; however, they noted that the market might change in two years, potentially allowing for a competitive process later;
  - Regarding the NCT tender evaluation score, Re'hilah Hamid clarified that the score was 78%, which accounted for the breakdown of quality and social value scores;
  - David Von Ackerman raised concerns about creating dependence on a single supplier. Re'hilah Hamid responded by confirming they were aware of the potential for co-dependency, stating they planned to look for other suppliers and investigate what other boroughs were doing over the next two years.

**RESOLVED:**

The award of a contract for the delivery of the Integrated Early Pregnancy & Infant Feeding Peer Support Service under the Direct Award Process C of the Provider Selection Regime (PSR) for Health Services to the National Childbirth Trust (NCT). The contract will be for an initial 21-month term (from 1st July 2026 to 31<sup>st</sup> March 2028), plus an option for a further 12-month extension (from 1st April 2028 to 31st March 2029), at a total cost of up to £611,000 ex VAT (£222,000 ex VAT p.a.).

**6 HCE S671 PSS Optical Fibre Cable Installation**

- 6.1 Maurice Mason, Carl Levoir, and Margaret Andres presented the business case report, previously presented to the board, for the Public Space Surveillance (PSS) and Optical Fiber Installation and Maintenance contract. The report sought approval for the continued operation, maintenance, and capital replacement of the Closed Circuit Television (CCTV) system and optical fibre networks.
- 6.2 The seven-year proposed contract for outsourcing, valued at an estimated £17.1 million (with £10m revenue and £7m potential capital expenditure), was the preferred option over insourcing. The board noted that outsourcing was favoured because insourcing was projected to cost an additional £1.4 million over the contract period, and the Council lacked the specialised expertise and recruitment capacity for the highly skilled CCTV sector before April 2027. Maurice Mason added that the Cabinet Member for Community Safety and Regulatory Services, Councillor Susan Fajana-Thomas, and the Director for Environment and Climate Change, Geeta Subramaniam-Mooney, had given in-principle agreement for the outsourcing option. The Chair welcomed this news, particularly as the decision was to go to market before the Cabinet Procurement Insourcing Committee (CPIC) saw the final award.

- 6.3 During a discussion on the report the following points were raised:
- On whether any other London Councils were insourcing this service, David Von Ackerman responded that the London Borough of Hammersmith and Fulham had investigated the matter some years ago but it was determined that it was not financially viable. Carl Levoir added, citing the technical consultant firm Cognetics, that they were not aware of any London boroughs that provided this service in-house, as it was typically outsourced. The Chair requested independent verification, beyond the consultant's view, as this would provide a stronger argument for outsourcing;
  - Carl Levoir proposed writing to the London CCTV User Group to ask if other London boroughs were insourcing or outsourcing the service. They noted awareness of at least six boroughs, including the London Borough of Islington and the London Borough of Tower Hamlets, who outsourced their CCTV installation and maintenance. Carl Levoir clarified that the Council would only realistically consider insourcing the maintenance element of the contract, as installation works were variable, and insourcing both could lead to an excess of staff when capital works are constrained;
  - The Chair raised concerns about conflicting staffing figures provided for the insourcing option, noting that while the proposal involved 13 staff, the incumbent supplier used 13 staff, only six of whom were doing more than 50% on the contract, which skewed the financial figures. Following a request from Maurice Mason, the Chair agreed to send to Maurice a single set of all outstanding questions so Maurice's team could address them comprehensively without interrupting the staff's day-to-day work;
  - Brian Clark clarified that the Council had officially been informed that TUPE (Transfer of Undertakings (Protection of Employment)) regulations would not apply to this service. The staff breakdown information sent by the supplier was internal data and not the official TUPE information typically required on a spreadsheet.

The Chair deferred approval of the Public Space Surveillance and Optical Fiber contract business case due to outstanding questions. Approval would be granted outside of the meeting once Maurice Mason's team had satisfactorily addressed all queries submitted by the Chair.

**Action 1:**

**Carl Levoir to write to the London CCTV User Group to ask if other London boroughs were insourcing or outsourcing the installation and maintenance of their PSS service.**

**Action 2:**

**Maurice Mason to research, taking a dip sample of similar London boroughs about whether any London Boroughs were insourcing their PSS service.**

**Action 3:**

**The Chair to email Maurice Mason a single set of all outstanding questions on the HCE S671 PSS Optical Fibre Cable Installation.**

**RESOLVED:**

That the decision be deferred until such time that all outstanding issues are addressed with the Assistant Director - Procurement & Energy Service. It was agreed that this report would not be required to come back to the board for consideration.

**7 HCE S695 Parking and Markets Services IT Systems**

- 7.1 Maria Korelina presented the business case for the Parking Services and Market IT system procurement, seeking approval to proceed with a medium-risk procurement with an estimated aggregate value of £10 million (excluding VAT) over a four-year initial term and two three-year extensions. The board noted that the new system would cover statutory enforcement, permits, cycle hangers, suspensions, market street trading, and the parking enforcement plan.
- 7.2 The procurement involved nine lots for cloud-hosted Software as a Service (SaaS) solutions, structured to boost competition and allow smaller suppliers access, replacing the current single-supplier contract. The recommended process was the competitive flexible procedure under the new Procurement Act, permitting testing and down-selection. Maria Korelina confirmed a 15% social value evaluation, which exceeded the 10% central government recommendation, with requirements tailored to SaaS, focusing on elements like internships.
- 7.3 During a discussion on the report the following points were raised:
- On the use of the TOMS framework for calculating proxy values, Maria Korelina explained that it was used as a skeleton framework but it was customised by combining it with the Council's internal service priorities to create a tailored social value requirement;
  - Rosangela Rhodes advised removing the specific reference to the TOMS framework from the tender document to avoid misleading suppliers and instead recommended referencing the Council's Sustainable Procurement and Insourcing Strategy. Maria Korelina agreed to make this change;
  - David Von Ackerman offered to share formal wording previously agreed with Legal for the competitive flexible procedure, which addressed closing the process once a winner is determined. Leila Gillespie and Gemma Wetton agreed to facilitate the sharing of that information;
  - On the potential for the fragmentation of the delivery of social value, with the dividing of the contract into nine lots, Maria Korelina responded by stating that the social value requirements would be proportional to the size of the lot awarded and that the limitations of SaaS contracts meant the possible scope for social value was less extensive;
  - In response to a query about insourcing elements of the system, Maria Korelina confirmed that they had investigated the matter, but ICT did not currently have the capacity to build or manage those elements internally;
  - Maria Korelina indicated that while the high-level business plan was deliberately vague to see what proposals were submitted, they had explored the possibility of building something in-house and had investigated off-the-shelf software solutions that could be adapted for their needs. The Chair requested that the final tender outcome and award report outline any decisions made regarding insourcing potential components of the solution. Maria Korelina confirmed that the award

report would detail all decisions made following the procurement process, noting that the current systems have been in place for over 10 years;

- The award report would include details of the savings that would be made over the 10 years;
- Michael Wiktoro updated the Committee on the Cashless Payment Strategy and National Parking Platform (NPP), noting that new statutory guidance from the Secretary of State for Transport urged local authorities to consider the NPP, a non-profit established by the DFT. The Council's procurement would now consider this guidance, exploring a multi-vendor approach, similar to Westminster's. Due regard for the NPP was now mandatory, meaning any alternative arrangement required a strong rationale. This post-drafting development would be fully detailed in the contract award report.

7.4 The Chair approved the business case based on the explanations. Maria Korelina committed to sending the comprehensive award report in advance for review.

**Action 1:**

**Maria Korelina to remove specific reference to the TOMS framework from the tender framework and instead to reference the Council's Sustainable Procurement and Insourcing Strategy.**

**Action 2:**

**David Von Ackerman to share a formal wording, previously agreed with Legal, for the competitive flexible procedure, which addressed closing the process once a winner was determined. Leila Gillespie and Gemma Wetton agreed to facilitate the sharing of that information.**

**RESOLVED:**

To approve the procurement process via a Competitive Flexible Procedure of Parking and Markets ICT Systems (cloud-hosted software as a service solutions), via the engagement of a minimum of one (1) and maximum of nine (9) IT systems suppliers, each for a period of four (4) years plus two optional extensions of three (3) years each for an estimated aggregated value of £10 million ex VAT.

**8. CHE S704 Adult Skills Dynamic Purchase System**

8.1 The item was deferred until the next meeting.

**RESOLVED:**

That the consideration of this report be deferred to the next meeting.

8.2 On a point of clarification, Timothy Lee explained, for agenda item 5, that the three-month contract extension mentioned in the legal comments was outdated. The extension was proposed in an initial draft but was later confirmed as unnecessary before the final report submission. Timothy Lee explained that the

inclusion of the extension reference in the legal endorsement comments was a drafting error that should have been removed.

**9. HCE S595 Sanctuary Scheme**

9.1 This report was not submitted for consideration at the meeting.

**10 HPB Timetable for 2025-2026**

10.1 The next scheduled HPB meeting was on 12 May 2026.

**Duration of the meeting:** 2:00pm - 3:07pm

Date of the next meeting - 12 May at 2.00pm

**Rotimi Ajilore - Chair of Hackney Procurement Board**

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