

London Anchor Institutions' Network (LAIN) Responsible Procurement Working Group

Minutes

15:00 – 17:00 GMT, 07 February 2023

Meeting convened via Teams

Attendees:

Alexia Nazarian (Bloomberg Associates), Katherine Adams (representative for GLA), Lucy Crick (GLA), John Tunncliffe (London Fire Brigade), Helen Linklater (Chair, Metropolitan Police Service), Michelle McCann (NHS London), Simon Carlaw (Transport for London), Saritha Visvalingam (Transport for London), Gordon Innes (Bloomberg), Natalie Evans (Westminster City Council), Stephen Howells (University of London), Souraya Ali (GLA, LAIN Core Team),

Apologies:

Vandana Dass (London Chamber of Commerce and Industry), Bola Abisogun (London Chamber of Commerce and Industry/London Chamber Black Business Association), Sarah Purvis (Greater London Authority), David Lawson (Guys and St Thomas/NHS London), Tim Rudin (Transport for London), Olivia Tusinski (GLA, LAIN Core Team)

1. Welcome and apologies

- Helen welcomed the group and noted outstanding/ongoing actions from previous meeting (6th December)
 - Regarding action point 3.2, Helen noted Company Watch have since changed their portal and it is no longer as easy to detect SMEs

2. LAIN Conference debrief

- The group agreed this was a fantastic event and an excellent opportunity to engage with, and think through potential 'cross-pollination', with other LAIN working groups. A particular item of interest for group members now being followed up by multiple Anchors was the recruitment of refugees in the NHS.
- Saritha noted it would be good to continue to get more focus on some of the great work happening in this group. Saritha provided helpful feedback on the videos produced for the event – we need to ensure relationships and expectations are managed when engaging for video opportunities, TFL reached out to 10-15 suppliers, but case studies may not have been produced or showed at the event which requires some engagement management.
 - Souraya clarified everyone put forward was contacted, some people retracted their initial offer, in some cases it wasn't possible to align availability with videographer, and some videos were produced but not chosen to show at the conference due to content. Everything that was filmed is being put into a final edit for sharing.
 - Some videos did not encapsulate the impact of the Anchor's Network which was the key angle for that day and so may not have been shown.
 - If any individual who offered or took part in a video that was not shown and requires relationship management, members were advised to contact Souraya with individual incidences.
- Michelle noted in future, it would be fruitful to understand the event agenda beforehand to facilitate targeting groups that may not have been converted yet. Similarly, Michelle raised how we can convert the content from the event to reach these target groups.

- Souraya noted they are packaging up content from the day - video, slides, blogs etc - to try to get that broader reach that Michelle discussed and will be sharing this soon.

Actions:

- Souraya/ LAIN Programme Team to share with members all videos that were filmed for their respective organisations and overall content package.

3. Deep dive: Market engagement events

- Helen noted the last event in September was well received. As part of the group's 6-month plan, we have committed to having another event or events. This agenda item is to plan for this.
- Helen raised there are other events going on at FSB/LCCI etc. and we should avoid duplicate or oversaturating to ensure a meaningful offer to suppliers.

Discussion:

- The group agreed **1** event within the 6 months is manageable, focusing on one event but doing this well. The group will aim to do an event every 6 months going forward – this may be revised following outcomes of upcoming discussions with Newable and BITC if more capacity can be provided.
- The group discussed key logistic considerations:

Resources:

- Gordon emphasised a group member needs to be the driver of this. Helen noted a possible off-shoot working group from this group to focus on delivering this could be considered.
- Lucy noted discussions with the Enterprise team regarding potential funding within an existing contract with Newable are ongoing, an update will be provided as soon as possible. A discussion of 2 potential events delivered by Newable is awaiting their response. This could support resource and capacity challenges but not confirmed.
- Saritha discussed there are upcoming conversations with BITC which may also provide opportunities.

Timelines:

- The group agreed to aim for an end of **June** event.
- Katherine noted timelines should be linked to relevant pipeline opportunities. Katherine noted previous 'meet the buyer' events were effective for building face to face connections.
- Alexia suggested the event could be coordinated with a big push ahead of time for supplier readiness training.

Categories:

- Alexia highlighted the pilot database is on advertising services – if this category is in the pipeline of Anchors this could be a category to focus on.
- Helen suggested multiple categories could be included if focusing on one, well executed event.

Venue:

- Helen asked all members to consider a possible venue for this event before the next meeting.
- Gordon suggested the potential for an MP (Paul Scully?), or peer to sponsor the event, and then hold it at the House of Commons/Lords. This would be a good way to get suppliers to attend (L&P should be able to advise).

Format:

- Helen noted an event with MSDUK in November had an effective structure: 10-minute overview, touching on social value and then breaking out into four categories. Suppliers pitched and then other suppliers in the room were able to be linked in together. A few categories in this way could incorporate pipelines.
- Saritha suggested bringing some Tier 1's to facilitate those supplier-to-supplier connections. Reserved contracts should be talked about at this event.
- ReLondon are keen to engage with this group.

Post event support/follow up:

- Natalie fed back some of the lessons learned from their supplier engagement event in January: there is a risk of building up a lot of hopes for SME's but not necessarily going back to them after an event, the post event follow up is more important than the event itself to ensure opportunities are created and suppliers are invited to tender.
- Gordon reiterated Natalie's point is important. The group need to think carefully about how we follow up with these businesses after the event.
- Souraya noted on Michelle's conference point, the group should consider how to make use of the content of this event for a wider distribution list for those who can't be there.

Considerations:

- Michelle noted she recently attended a BITC meet-the-buyer event in North London, many businesses highlighted they were interested in social value and that this may give them a market edge in some cases.
- Gordon noted GLA are issuing a contract using Shared Prosperity Fund money to provide supplier readiness training to small and diverse businesses, the plan was to join up the demand for that and the kind of businesses we want at these events so the successful vendor can find those types of businesses, aim to tie in this piece for any event going forward. The deadlines for applications are 13th February.
- Gordon emphasised the outreach piece, one of the challenges is existing suppliers generally come to these events. Having a group with community groups to connect with businesses that haven't applied for public contracts before will be important.
- Simon agreed, we should make use of the London Business Hub to help with these 'next steps' of after the event. Should invite them to this event.

- Lucy noted it may be helpful to map networks, channels and routes of outreach exercise for this event.

Actions:

- **All group members to come back the next meeting with some categories that are in their pipeline to shape the June event.**
- **All group members to consider a venue option**
- Saritha and Simon to chase procurement lead on if advertising is in their pipeline.
- Lucy to explore if GLA events management team could provide capacity support
- Lucy and Saritha to map out different networks and channels for outreach/event promotion.

4. TFL update on Tier 1 progress

- Simon presented an update on TFL and GLA's progress with their ambition to purchase 20% of goods and services from SME's. See slides attached with minutes.
- Direct spend is £100m per annum or 1.6% of addressable spend. Opportunities lie with supply chain and indirect suppliers. 75% of addressable spend goes to roughly 60 key suppliers for TFL and 20 for GLA.
- Contacted key suppliers via emails to populate data template on SME spend with four simple questions. 10 out of 60 responded.

Discussion:

- Michelle raised they are undertaking a similar exercise and need to ensure they strip out any suppliers they already count as SMEs. Hope to also identify SME spend through the social value portal, one of the measures they can sign up to is to commit to spend locally.
- Souraya asked if there was a guidance note on defining operating in London to ensure consistency.
 - Simon highlighted there was a guidance sheet for this.
- Natalie noted they are also undertaking a similar exercise; leadership team have been asking for more granular data on spend with micros/cooperatives/VCSEs. What do you think suppliers' response to that would have been?
 - Simon noted some suppliers don't recognise themselves as SMEs, if they were to ask contractors how much they subcontract to SMEs, they would have to ask for the names of subcontractors and look up this information themselves.
 - Simon noted to be mindful not to over burden suppliers.
 - Saritha raised if we don't have this data on Tier 1's can we be expecting them to have this. LFB have been capturing this data down to Tier 2 level for years.
- John highlighted if we make it a contractual requirement it is a contractual requirement that it must be fulfilled. We should be pushing here and asking the questions as part of the initial tendering process to embed this.
- John raised to the group where has the micro challenge gone? The micro and diverse piece has been somewhat lost.
- Gordon raised would it be possible to ask suppliers to give permission to share their information between the London Anchors? Which could then be put into a shared database. So, less duplication and avoid data protection problems. If so, this could be integrated with

the Glass.ai data – potentially having some shared data between Anchors.

- Simon suggested as Anchors, the group should follow the same approach so that suppliers are used to reporting the same data at regular times of the year for each of the Anchors they are contracted with. Developing an online form for this could be taken forward.
 - Alexia suggested hosting the form on the Anchors website
 - Michelle raised cleansing supplier databases and matching up databases can be difficult.
 - Natalie commented if we could get that harmonisation sorted - across borough too, if possible, that would help capture an incredible amount of spend.
 - Gordon suggested a smaller separate working group could be formed to progress this harmonisation/mechanism.

Actions:

- Simon to share the spreadsheet TFL/GLA used for data collection with other members to support collecting data in a standardised way.
- Members to email Lucy if they are interested in forming a smaller working group to progress this harmonisation effort

5. Forward planning: next areas of focus

Bloomberg

- Alexia thanked the group for their input in the e-learning courses. The next step is to share the files with Anchors. Alexia requested all members to provide email contacts for relevant members of each Anchor's institution. A letter will be sent from Richard Watts to share the resources. This item in the 6-month plan is now completed.

TFL

- Simon and Saritha are engaged with their commercial law team to look at shorting standard terms and conditions where appropriate. This should be completed before the end of the financial year.

GLA

- Lucy noted GLA are exploring the potential funding from Enterprise for Newable to deliver the market engagement events
- Lucy gave an update on conversations with FSB/LCCI:
 - Saritha, Lucy and Olivia met with James and Matt recently to discuss how they can be engaged with the 6-month plan activities.
 - They will be feeding in on reviewing TFL's T&C's, engaging on the pilot database, input into the market engagement events and share intelligence from their members on what they would like/need from these events to help shape these and on channels for outreach to promote the events.
 - Helen noted they had previously spoken with Esenam at LCCI regarding reviewing other documentation such as ITTs. Simon has reviewed wider documents such as procurement strategies and successfully influenced some of their design around reserved contracts and responsible procurement.

WCC

- Natalie noted they are making their own directory of small and diverse businesses. Natalie asked if the AI pilot could be shared for those located in Westminster.
 - Saritha noted this is on hold for the moment as they are undertaking the Data Impact Assessment as required by TFL. It would not likely be shared with Tier 1's. Natalie and Saritha will continue conversation on this.

LFB

- John noted LFB have recently raised threshold from £10k to £25k.
- Also have completed the short T&C's for contracts. Other documentation is also being reviewed.
- John shared that he will be leaving LFB in 4 weeks. The group thanked John for all of his hard work in the group and wished him well in his next chapter. David Rowell is a current replacement contact.

MPS

- Helen highlighted from a strategic side, they are re-segmenting suppliers to identify who they are and then look at where the tier 2 activity is from those suppliers.
- Refreshing pipeline to feed into potential reserve contracts – one around gangs' liaison is being explored for viability.
- Revising documentation to see where barriers are.

Actions:

- **Alexia and Gordon to share the e-learning module files with all group members**
- **All group members to provide Alexia/Lucy with relevant email contacts for sharing the e-learning modules**
- Natalie to forward GDPR deep dive guidance to group
- Lucy to follow up with LCCI/FSB
- Simon to share (if permission given) wider documentation that has undergone review at TFL with the group

Next meeting:

- 30th March 2023