

## Actions – LAIN Procurement Working Group – Thursday 7<sup>th</sup> September 2023

**Attendees:** Helen Linklater (Chair); Jennifer Porter (LFB), Saritha Visvalingham (TfL); Tim Rudin (TfL), Samiya Hirji (TfL); Michelle McCann (NHS); Stephen Howells (University of London); Rebecca Fenemore (Thames Water); Souraya Ali (GLA); Olivia Tusinski (GLA), Lucy Crick (GLA); Miriam Lea (GLA); Alexia Nazarian (Boomberg); **Apologies:** Simon Carlaw (TfL); Gordon Innes (Bloomberg); Natalie Evans (Westminster CC).

Topic	Key discussion points & decisions
Governance and Future meetings	<ul style="list-style-type: none"> <li>➤ Tim Rudin co-chairing group alongside Helen and will chair our next meeting (10<sup>th</sup> October and 28<sup>th</sup> November).</li> <li>➤ Miriam to diarise dates for 2024 every 6-8 weeks in line with current schedule</li> <li>➤ Stephen Howells is moving roles and confirmed this is his last meeting.</li> </ul>
Market Engagement	<p>Opportunity to engage in market engagement event organised by Newable. Discussion focused on</p> <ul style="list-style-type: none"> <li>• Need for lead in time to ensure barriers are removed</li> <li>• Targeted – right suppliers / levels of readiness</li> <li>• Ample pipeline to share</li> <li>• Advantage to ‘piggybacking’ on existing events</li> <li>• Importance of all tracking ‘conversion’ rate of SMEs entering pipelines who have attended our events</li> </ul> <p>➤ Agreement reached to request push back of timing, avoiding end of Q4 rush</p>
E-learning	<p>Proactive approach to signposting appropriate colleagues to resources.</p>
Reserved Contracts	<ul style="list-style-type: none"> <li>• Reserve contract work continues by all members</li> <li>• GLA/TfL hosted working session on user journey for GLA commissioning officers; identified need for concerted internal communications strategy and permanent signposting of relevant information, criteria etc on intranet</li> <li>• LAIN team has secured approval from support organisations (FSB, LCCI, Supply Change, BEO, MSDUK) to act as sounding boards, reviewing contract pipelines or purchase categories against ability of their membership to meet. Initial purchase categories proposed include: <ul style="list-style-type: none"> <li>. <i>Professional Services: training, language services, marketing and advertising, surveying and data collection, computer modelling, grant management services and environmental assessments.</i></li> <li>. <i>Hard Facilities management</i></li> <li>. <i>Soft facilities management, (cleaning, catering, security, pest control, grounds maintenance).</i></li> <li>. <i>HR, recruitment</i></li> <li>. <i>Fleet</i></li> <li>. <i>Construction</i></li> <li>. <i>Street furniture</i></li> </ul> </li> </ul>

Lowering Barriers	➤ Next meeting to include 'deep dive' on indemnity insurance. GLA/LAIN officers to brainstorm framing of that conversation in the meantime, but all should attend prepared to discuss and participate
Reporting	<ul style="list-style-type: none"> <li>➤ Mid-year reporting returns due 4<sup>th</sup> October for London Partnership Board meeting for 14<sup>th</sup> October (data inputted should be from 1<sup>st</sup> April through 16 September only)</li> <li>➤ BA/LAIN core team have drafted onboarding document to support new members to set targets; feedback welcome</li> <li>➤ Request made to members for opportunity for Deputy Mayor Debbie Weeks-Bernard to visit a diverse led business benefitting from the work this group has done and any case studies for impact videos</li> </ul>

## ACTION LOG

To track commitments to help the group to progress agreed work captured in the Action Plan. To be reviewed/updated by WG members ahead of each meeting.

Topic	Action	Due
<b>Market engagement events</b>	<ul style="list-style-type: none"> <li>• Newable offer to host 1 x meet the supplier event and 3 x supplier readiness workshops in preparation. 29<sup>th</sup> Nov in London. <b>Saritha</b> to ask Newable to push back to later in year so that Anchors can meet criteria above.</li> <li>• <b>Miriam</b> – gather info from BEO</li> <li>• <b>Miriam</b> - develop forward look of London Borough and other brokered Market Engagement events as resource for WG members.</li> </ul>	<p>End Sept</p> <p>End Oct End year</p>
<b>Market engagement – evidence of impact</b>	<ul style="list-style-type: none"> <li>• All to investigate tracking conversion rate from June event</li> <li>• Michelle to share experience of the MtB in Croydon (Nov)</li> <li>• Miriam to share list of attendees of LAIN Market Engagement Event</li> </ul>	<p>End year By end Nov End Sept</p>
<b>E-learning modules</b>	<ul style="list-style-type: none"> <li>• Proactive efforts to encourage take up of new e-learning looks positive. <b>Members</b> asked to share feedback at future meeting.</li> <li>• <b>Helen</b> to share scorn files with Rebecca</li> </ul>	<p>End year End Sept.</p>
<b>Database</b>	<ul style="list-style-type: none"> <li>• <b>Saritha</b> continues to explore options for a database of suppliers that meets the requirements of members, inc. looking at the Borough model via WCC.</li> <li>• Details for LCCI; LBH; Kaleida; Supplier IO, MSDUK and others being logged. <b>Members</b> to flag to Saritha if interested in participating in trials at this stage.</li> </ul>	<p>Sept-Oct</p> <p>Nov (TBC).</p>

	<ul style="list-style-type: none"> <li>This can be brought together by Miriam/Saritha for members to help support decisions on next steps including inviting demonstrations / participating in trials.</li> </ul>	
<b>Reserved Contracts</b>	<ul style="list-style-type: none"> <li>TfL /GLA offered to share Responsible Procurement Case Study learnings and approach attend departmental away day, (<b>Saritha</b>); LAIN team to circulate internal communications strategy to influence other strategies for outreach and advocacy (<b>Miriam</b>).</li> <li><b>Members</b> invited to consider purchase categories / pipeline to test with support organisations, proposed being <ul style="list-style-type: none"> <li><i>Professional Services: training, language services, marketing and advertising, surveying and data collection, computer modelling, grant management services and environmental assessments.</i></li> <li><i>Hard Facilities management</i></li> <li><i>Soft facilities management, (cleaning, catering, security, pest control, grounds maintenance).</i></li> <li><i>HR, recruitment</i></li> <li><i>Fleet</i></li> <li><i>Construction</i></li> <li><i>Street furniture</i></li> </ul> </li> <li><b>Core team</b> to share pipeline from MPS with and any insight back to group</li> <li><b>Members</b> invited to consider further criteria - maturity size / scale of the organisations – might depend on scale looking for. <b>LAIN team</b> working towards a one pager on stats / RAG rating to test with support orgs for greater market confidence</li> <li><b>Helen</b> to look at Compete4 and if this can support this</li> </ul>	Ongoing By end Sept.
<b>Lowering Barriers</b>	<ul style="list-style-type: none"> <li><b>Members</b> noted ongoing challenges around proportionate approach to IT security issues and that it represents an additional barrier. <b>Helen</b> to share experiences/approach of MPS. Where there is little hope of a quick fix / use of Cyber Essentials Certificate to consider supplier readiness opportunities.</li> <li>Indemnity insurance deep dive.</li> <li><b>Helen</b> - shortform MPS T&amp;Cs to be shared once review complete</li> <li><b>Michelle</b> - ongoing work to explore payment in 10 days - if 30 day payment rule is being hit and if we can get a higher level of compliance then challenge central government targets</li> </ul>	Ongoing  End year End year
<b>Other</b>	<ul style="list-style-type: none"> <li><b>All</b> - Reporting deadlines as above.</li> <li><b>Stephen</b> to update the group on his replacement</li> </ul>	See p1. End Year