

London Anchor Institutions' Network (LAIN) Procurement Working Group

15:00 – 16.30 GMT, 28 November 2023, via Teams/in person at Palestra.

Attendees Helen Linklater (MPS); Jennifer Porter (LFB); Rebecca Fenemore (Thames Water); Sam Horne and Steve Phelps (UoL); Michael Lawlor (OPDC); Kayleigh Salisbury (WCC); Katherine Adams, Saritha Visvalingham, Samiya Hirji, Tim Rudin (TFL); Rachel Williamson, Olivia Tusinski, Miriam Lea (GLA); Alexia Nazarian (Bloomberg) Giuliana, Jeremiah, Julia

Apologies Michelle McCann (NHS Procurement Partnership)

Dates for diaries - 2024

- **LAIN members conference 2024 – 8th Feb at City Hall – *Please save the date***
- Any other AOB - reminder re the annual conference re LAIN members. Set aside Date - 8th Feb, City Hall, to highlight will present overview of actions WGs are taking forward, breakout discussions at conference, facilitated by topic expert in this field, instruction re networking, crossover / collaboration re sustainable where crossover.
- Thurs 27th June 2024 - LAIN Market Engagement Event

Agenda item	Key discussion points	Action/Decision
Welcome, introductions, apologies	Welcome extended to new meeting participants Steve Phelps, Same Horne and Michael Lawlor.	
Note of materials circulated	Documents made available to members to use/adapt are: <ul style="list-style-type: none">• Simplified/short-form T&C (MPS)• Internal comms materials on reserve contracts (GLA);• Guidance on PPE 11/20;• Newsletter copy• Link to editable shared action plan	Action: Members asked to review their presence on shared action plan document and ensure it is up to date
Progress on actions since last meeting Database	<ul style="list-style-type: none">• Ongoing questions and some concern re cost around Kalleida option• Saritha flagged need for tender• Concerns aired around	Decision: Pause review/decision on tender/procurement of database of SME/Diverse-owned businesses for 6 months

	<p>introducing new platform that risks being unused, based on low e-learning uptake, embedding new approach into BAU, wider support for non-commercial users and upskilling of potential suppliers.</p> <ul style="list-style-type: none"> • Wider piece needed from members would be useful in understanding existing channels to SMEs. <ul style="list-style-type: none"> ○ Mandatory channels public sector use ○ Exploration of opportunities to share lists of suppliers / address known barriers (ownership / maintenance) and need for standard classification of suppliers. Procurement Act may help with some of this. ○ Membership / umbrella groups • GLA updated that it has now signed up to membership with MSDUK 	<p>Action: Members to explore scope for database costs in 24/25 budgets</p> <p>Action: Members to collate options and share with ML</p>
<p>Indemnity insurance</p>	<p>SV(TFL) - Some engagement around report. Now looking to slim down and prioritise recommendations in Go4Growth report.</p> <p>HL (MPS) - Initial conversations with in-house insurance expert undertaken, but were very risk averse. A new innovation working group is in place, to be explored further?</p> <p>Discussion around whether new transforming public procurement rules for next autumn will have impact on required insurance levels.</p>	<p>Action: SV to share prioritised recommendations for others to consider circulating</p> <p>Action: Members to distribute Go4Growth report to relevant colleagues and update group on progress in next meeting (continued)</p> <p>Action: ML to undertake 1-1s to better understand status and challenges for members in reviewing indemnity insurance levels</p>

Reserve contracts	OT (GLA) - Tested purchase categories in survey to support organisations asking them to rank relevance of their membership against our primary purchase categories. Will be looking to wrap this into easily digestible output to circulate to procurement colleagues	Action: ML to circulate graphic one-pager on survey outcome to all working group members
Challenges and Barriers <ul style="list-style-type: none"> a. Key challenges and how we might address these b. Reflections on work that has progressed well & further opportunities to progress 	<p>The key challenges faced in progressing action plan elements/work plan</p> <p>JP (LFB) – Cited high staff turnover as ongoing challenge for continuity, but confident in support from senior stakeholders going forward</p> <p>HL (MPS) – Cited core challenge being around culture shift and alignment with core jobs.</p> <p>SV (TFL) Meet the buyers event went well, pleased with completion of e-learning modules. Have struggled to reserve contracts but now making progress around this in process driven changes such as reflecting in GLA Contracts and Funding Code, referencing in proforma and training for purchasing officers. TfL doing more engagement now</p> <p>KA (GLA): Huge amount of effort into digitising the pipeline for GLA - earlier sight of opportunities and where can we get in to reserve contracts. Not delivered outcomes but greater visibility for issues, and overhaul of internal comms and resources. Main focus now re payment performance in SMEs</p>	

	<p>in 10 working day commitment.</p> <p>HL (MPS) - In new year, want to look at action plan, stop / start / continue, consider what else is worthwhile doing. Everyone to take away action to consider what would add the most value and is there anything we're missing, quick wins we can get great success on, want new sense of energy, vigour, different conversations as we go through these meetings.</p>	
<p>2024 Meetings: frequency and format</p>	<p>HL (MPS) – Introduced idea of reviewing how we meet in the new year</p> <p>TR (TFL) – Suggested deeper dive into subjects / pull together people as a follow up to get into the detail of something might be productive focus for meetings, with updates from individual members on what they've been up to</p> <p>SP (UoL) – Advocated maintaining frequency in diary but dropping meetings as necessary as difficult to align schedules. Individual procurements, modern slavery could be a deeper dive.</p> <p>KA (TFL) - Consider restructuring meetings in a way that clearer purpose re oversight at this meeting and then focussed delivery groups to feed in.</p> <p>TR (TFL) – Perhaps clinic surgeries where people come with challenges to share with others?</p>	<p>Decision agreed: Schedule quarterly 2-hour meeting for progress updates and structure in the interim for focused challenges or topics</p>
<p>AOB</p>	<p>SV (TFL) – Updated that Newable have offered to support</p>	<p>Decision agreed: All aware of 27 June 2024</p>

Newable ME event	<p>us to run another Meet the Buyer event with a proposed date of Thurs 27th June. Newable will fund, locate venue and run the event. Saritha seeking agreement from members as to the date.</p> <p>HL (MPS) – suggested we review lessons learned from June 2023 event, including debriefing of key speakers for ‘on message’ presentations</p>	for market engagement event to collaborate on
Update on ‘BIG South London’ supply chain event (Tim)	<p>TR (TFL) – Updated on morning session in South London attended by 5 South London boroughs and 30-40 small businesses. Took LAIN activities / resources shared. Good follow ups, including with Boroughs in attendance who are interested in joining the group. Opportunities like this are a good opportunity for us to engage and get the word out about what we’re doing.</p>	
Sharing of e-learning files (Saritha)	<p>SV (TFL) - London Responsible Procurement Network (borough members) have requested request - share via London Councils link - already out there, good way to promote via supplier diversity. Grow London Live hub hosting - want to do this eventually but are we happy for e learning files to be shared and can I have the most up to date ones??? They need to be on a learning management platform - Met Police to share with LAIN colleagues.</p>	Action: MPs to share scorm files with LAIN team to distribute to London Councils
Leeds Anchors Network visit	<p>OT (GLA) - Souraya met Chief Officer at Leeds Council who have formed their own Anchor Network. Procurement is key interest for the group, who have expressed interest in finding out</p>	Action: Working group members to inform OT if interested in joining procurement call with Leeds in the new year

	more about our work.	
Procurement Act	TR (TFL) – The new Procurement Act regulations will come into force in October, looking to address barriers for SMEs in procurement. Could be helpful for us to understand and share how this impacts our work individually.	Action: TR to circulate link to document to rest of working group members
LAIN Members Conference 2024	OT (GLA) – Reminder that conference is going ahead in early February. Date of 8 th February at City Hall has now been fixed. Save the date. Olivia will be reaching out for input to integrate into design of the day	Action: WG members to feedback to OT on aspects, topic experts of value to breakout and networking sessions in particular
Other	SV (TFL) - National Highways have set up dynamic procurement tool. Potentially useful in terms of due diligence and specific categories undertaken.	Action: SV to circulate link to National Highways tool