

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

### Minutes

15:00 – 17:00 GMT, 30 March 2023

Meeting convened via Teams

#### Attendees:

Alexia Nazarian (Bloomberg Associates), Lucy Crick (GLA), Jennifer Porter (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), Souraya Ali (GLA, LAIN Core Team), Olivia Tusinski (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), Stephen Howells (University of London), Katherine Adams (representative for GLA), Natalie Evans (Westminster City Council)

#### Actions:

##### Market engagement event

- All members to identify all opportunities and reserved contracts within the 3 purchase categories - IT, FM, Professional Services - and send to Lucy to collate by **26<sup>th</sup> April**
- All members to also put forward Tier 1 suppliers to Lucy by **26<sup>th</sup> April**
- Lucy to confirm date of event in consultation with Newable and inform group
- Lucy to set up two weekly drop ins with Newable for all members to join planning of the event
- All members to explore holding calendars for procurement officers 27,28, 29 June
- Lucy to work up a rough agenda for the event and share with group for input/collaboration
- Simon to investigate artwork internally
- LAIN team to ask if wider Anchors interested in participating in the event

##### Metrics/reporting

- LAIN team to next propose specific dates for 6 monthly reporting cycles to group members

##### Action Plan

- All members to review action plan document to ensure their own respective actions/organisation are represented against workstreams
- Simon to follow up with DPIA colleagues to push this ahead of June event

##### Co-Chairing

- Members interested in co-chairing with Helen to contact Lucy

##### AOB

- Simon to set up an intro meeting for Gordon to meet Jadon Silva, Capital Programmes Director, TfL
- All members to confirm to Olivia who purchases energy at their organisation
- All members to reflect on any areas of upskilling/masterclasses that could support or upskill their teams in procurement and feed back to Olivia

## 1. Welcome and apologies

- Helen welcomed the group and noted apologies.
- Jennifer Porter was welcomed to the group, joining from LFB in the interim.

## 2. June Market Engagement Event (LC/OT)

- Lucy gave an update on meetings with Newable where Olivia and Lucy have been providing an outline brief. There is a confirmed £51,000 underspend to be utilised for this event and legacy products.
- The event can be pitched as a half day market engagement event rather than meet the buyer with 1:1 matchmaking elements.
- Newable have proposed the following structure 9:30 -12:30 which is up for discussion:
  - Introduction to buyers, live opportunities, and the Anchor's mission
  - 3 x bite-size training sessions including one on social value
  - 60-minute market stall style networking session
  - Less speakers more networking market stalls

### Discussion:

- Gordon highlighted networking requires structure and sharing lists of attendees between Anchor's and Newable prior to the event to allow for 1:1 meetings could be beneficial. Lucy confirmed Newable can share attendee lists prior to event.
- Olivia highlighted several areas to be shaped by the group:
  - Role of Tier 1's and how their presence at the event can work
  - Volume of suppliers on the day
  - Purchase categories
- Olivia also highlighted ability to use past assets including the supplier readiness webinar recording (by way of intro topic) and London Business Hub landing page (which needs refreshing)
- Michelle noted NHS as an umbrella organisation would defer to the Trusts on what conversations they would like to have depending on procurements coming up. Until we have seen the attendee list we won't know if 1:1 conversations will be of value to the Trusts.
- Simon suggested breaking the event down to 3 components for suppliers:
  - What's the opportunities available
  - How do I get involved
  - How do I find future contracts
- Simon noted TFL has an internal graphics department who could put uniformed artwork together for market stalls.
- The group agreed supportive of organisations such as ReLondon, MSDUK, London Business Hub attending
- The group agreed members of this Procurement Working Group will represent their organisation and bring in relevant, specific procurement colleagues and category managers.
- The group agreed LAIN Programme Team to decide a **late June date** and confirm to group.

### Purchase categories:

- Simon highlighted Procurement Officers will need to be involved who can speak to the categories and commodities at play.

- Group discussed and agreed that event should try to be more rather than less specific about working with us as Anchors. Simon and Saritha can use their data to find opportunities between £100-£300k, if the event has specific categories they can speak to the relevant category managers, or if the event is positioned as 'we are TFL, this is how you can buy' a more generic look at the pipeline can be provided.
- Reserved contracts identified as a hook for securing attendance. We need to combine identifying potential reserved contract opportunities in pipelines, having conversations with the relevant category managers, briefing them on the reserved aspect as well, going armed with 10-12 reserved contracts and with the more generic 'this is who we are' framing.
  - Gordon agreed specific opportunities are key to this and having the correct commercial managers there but within 1-3 categories so that Newable can target attendees.
  - Alexia suggested including some 'myth busting' for public procurement in the introduction.
- The group agreed on **IT, FM, and Professional Services** (incl. advertising, marketing etc.) as initial generic purchase categories.
- The group agreed if a large contract has already gone to Tier 1's in these categories, that is the Tier 1 that is invited to the event.
  - Michelle noted depending on responses from the Trusts, we may have more of a focus on Tier 1's who have come through the Social Value Portal and are looking for SMEs in their supply chains to attend the event.

### 3. Metrics and Reporting (LAIN Programme Team)

- Olivia discussed previous conversations on importance of light-touch means of demonstrating collective impact; proposed metrics in MS Form for metrics and reporting.
- Olivia asked the group to discuss and agree on the 4 metrics, frequency of reporting and MS Form accessibility and to feed back by COP the next day if any changes to wording necessary.
- The group agreed every 6 months for frequency
- The group agreed MS Forms as a medium works

### 4. Action Plan Review for Steering Committee (LAIN Programme Team)

- AI database update – still undergoing Data Protection Impact Assessment. Next steps are to consider roll out.
- E-learning module for buyers – This has been circulated.
  - TFL/GLA has integrated the package on Ezone, minor changes to be made and then will be deployed to live. Saritha and Simon have drafted comms to share with TFL Procurement colleagues.
  - These are live in NHS systems and circulated via newsletter last week.
  - Olivia noted there is an intention to report on roll-out, completion of courses by staff at June Steering Committee
- Leveraging Tier 1's – mainly fits within the context of the market engagement event, and reporting cycles, so should not be stand-alone workstream of action plan (OT)
- Removing barriers –
  - Helen noted T&C's reviewed by LCCI are being reviewed and then being launched in MPS.

- Saritha noted there needed some more groundwork before taking this forward. In the interim TFL are looking at Purchase Order T&C's and getting reviewed by LCCI and Black Equity Organisation.
- Training guides – Olivia noted as part of working with Newable we have asked them to produce public procurement and social value guides to live on the London Business Hub on the page this group created

## 5. Co-chairing/working group resourcing (LAIN Programme Team)

- Olivia noted the Programme Team have been looking at moving towards a co-chairing model in line with some of the other working groups, to make governance more sustainable in long-term
- Proposal is two co-chairs would work together to set the agendas and keep moving on the action plan; with periodic rol
- Michelle and Simon agreed in principle with co-chairing approach
- Simon noted as moving to a new role and possibly covering maternity leave of another colleague so will be pursuing discussions around TfL representation in the working group moving forward.

## 6. AOB

### Supply chain finance

- Gordon noted supply chain finance came up conversation with Phil Graham, ED for Good Growth Directorate at GLA.
- Gordon has been asked to pull together a 60-minute meeting after Easter to explain and raise the profile of supply chain finance programmes within the GLA and Anchor's. It can break down barriers for SME's in terms of cash flow.
- Gordon shared two links of providers who will present at the meeting:  
<https://innovative.finance/chapters/supply-chain-finance/>  
<https://www.oxygen-finance.com/public-sector/>
- Gordon encouraged the group to include their Directors in the meeting. A Doodle poll will be sent around for dates.
  - Simon noted TFL have capital investment projects which provide a project bank account to make payment processes speedier. This would be something for this team.
  - Simon noted Laura has left TFL and they will now report to an existing Director, Jadon Silva who is Capital Programmes Director.
  - The group agreed this would be situated within the removing barriers activity in the 6-month action plan

### Renewable energy

- Olivia discussed there has been interest in the Network and Steering Committee in cross over of Procurement and Green New Deal objectives around sustainable procurement. Renewable energy also a key interest identified in January conference
  - Gordon reminded the group to circulate the videos produced for the conference widely
  - Souraya noted any rolling stories for further videos are welcomed
  - Youtube playlist for videos  
[https://www.youtube.com/playlist?list=PLEKGu9FyeUZ\\_CPN5QL2eXpeNBF8\\_xik0v](https://www.youtube.com/playlist?list=PLEKGu9FyeUZ_CPN5QL2eXpeNBF8_xik0v)
- TFL and MPS already involved in power purchasing agreement pilots, and GLA is on 100% renewable energy; but switching to renewable energy identified as potential interim goal for other members.

- Olivia suggested it would be helpful to identify which team within our respective organisations are responsible for energy contracts, and learn status of those contracts (Will be following up individually offline with each working group member to gauge interest).

#### Member benefits/training

- Olivia noted the Core Team are thinking ahead around central provision of upskilling, training and member benefits to implement enhanced procurement
- Example formats could be workshops or masterclasses
- Relevant skillsets or learning might involve
  - Principles of good service design
  - Commissioning technology services (language)
  - Writing job descriptions to reflect competencies
- Relevance of workshops in these areas somewhat dependent on where in cycle they are with existing tender portal contracts
- Members welcome to feedback to LAIN team on this and other training, topics or events that would be valuable to them and their teams

#### Stakeholder engagement

- LAIN core team met with Black Equity Organisation to discuss the action plan and opportunities to collaborate in its delivery
- BEO put itself forward to review simplified T&Cs, and to participate as support organisation in the market engagement event
- Recommended purchase categories most relevant for minority-owned businesses: cleaning, catering, social media

#### **Next meeting:**

- 16<sup>th</sup> May 2023