**London Anchor Institutions’ Network (LAIN) Procurement Working Group**

**14.30 – 16.30 GMT 10 January 2024**

**TEAMS**

**Attendees:** Tim Rudin, TfL/GLA (Chair); Jenny Porter (LFB); Helen Linklater (Met Police); Michelle McCann (NHS); Michael Lawlor (OPDC); Saritha Visvalingam, Samiya Hirji (TfL); Steve Phelps (University of London); Nanita Sohal, Westminster Council) WCC; Olivia Tusinski; Katherine Adams, Miriam Lea (GLA); Alexia Nazarian (Bloomberg).

Apologies: Rebecca Fenemore (Thames Water); Kayleigh Salisbury (Westminster Council)

**Item 1: Recent Progress in delivering the WG Action Plan**

Verbal updates given/slides shared.

Recent achievements across the group include work to reduce barriers for SMEs and better equip our organisations to identify opportunities for diverse and SME suppliers and promote them:

* Development of **Short Form Terms and Conditions –** LFB /Met Police
* Development and publication of **procurement pipelines** / lower value contracts, and external website to support engagement with target suppliers (Met, TfL).
* **Market engagement** (NHS); Development of Supplier Readiness Programme (WCC)
* Delivery of **reserved Contracts** and internal processes to support – GLA
* **e-learning** – development of resources and platforms to host; significant efforts to socialise our work and drive participation via communications channels/senior support and by making mandatory (leading to high completion rates/take up).
* Development of **Contract Management Framework** (WCC).
* Developing understanding of **routes to diverse suppliers**, options available and our needs, individually/collectively through engagement with business associations / trade groups; exploring bespoke resources/databases and looking at our own channels. (TfL, All)
* **Reviewing progress and impact:** Development of powerful case studies (LFB); evaluation of our work through data collection and review – e.g., NHS use of London Datastore

**Actions:**

* **WCC work on Contract Management Framework and Supplier Readiness Programme** – The group would be interested in an update in Spring, (Miriam, Kayleigh / Nanit and Chairs to plan)
* **Short Form T&Cs** – Interest in seeing members to share when possible (Met Police already circulated) to inform what ‘good’ looks like in this space.
* **Mandatory training** – experience of orgs who have done this

**Item 2: Priorities and areas for focussed work/deep dives into 2024:**

The following topics/activities were of interest to most members:

* **Procurement Act** – understanding provisions; opportunities for SME/diverse owned businesses; how we prepare internally and suppliers (commence late Spring, when further detail available). [Knowledge drops](https://www.gov.uk/guidance/the-official-transforming-public-procurement-knowledge-drops) are available now, and a [Conference](https://www.procurementact.co.uk/about/) in March.
* Leveraging relationship with smaller/more diverse suppliers via **Tier 1s**; mentoring
* **Data reporting** – how to work through complexities in baselining and collecting data on supply chain (esp. diversity).  Michelle to share outcomes of recent data exercise.

Other proposed areas of focus include: Tender evaluation – movement to a ‘Total Cost of Ownership’ rather than lowest cost bid; Modern Slavery; sharing insight in communications / platforms – what a good procurement website/platform looks like for SMEs.

We will also co-host our second **Market Engagement Event on 27th June.**

**Actions**:

* Action Plan delivery to be discussed at LAIN Conference on 8th February.
* Outputs of the session and our Governance meeting to inform development of updated Action Plan which will be shared for discussion / iteration / agreement by members at our next meeting. (Chairs/Miriam)