

Ealing Procurement and Social Value Network

Terms of Reference

1. Purpose

The purpose of the Ealing Procurement & Social Value Network is to support the Ealing Local Strategic Partnership (LSP) in the exercise of its functions to promote collaborative working between partner organisations in the borough.

The Network will enable partners to share good/ best practice and, where appropriate, develop common approaches to integrating social and environmental value into procurement / commissioning that respond to local needs and opportunities, as well as to identify and encourage local responsible suppliers.

2. Background

In July 2019 the LSP agreed to focus on key areas of work that will benefit from doing so on an LSP scale, from the range of sectors covered as LSP members, through to tackling some issues on a borough-wide basis. These are called Multi Partner Activities (MPAs) and the LSP Executive agreed to develop five MPAs. Each has a distinct focus and the aim is to draw on good work happening at local or organisation level and expand it through the LSP membership and influence.

The five MPAs are:

<p>1. Workforce planning Improving our co-ordinated approach to maximising workforce planning and opportunities across the borough <i>LSP lead: West London College</i> <i>Co-leads: DWP and MakeitEaling</i></p>
<p>2. Health promotion Taking health and wellbeing issues at a borough level <i>LSP lead: CCG</i> <i>Co-lead: LBE Public Health</i></p>
<p>3. Resource optimisation Taking a holistic and strategic view of managing some our important organisational resources to maximum effect for the borough <i>LSP lead: MET Police</i> <i>Co-leads: LBE and West London Business Partnership</i></p>
<p>4. Volunteering Enhancing the volunteering offer across the borough <i>LSP lead: ECN</i> <i>Co-lead: ECVS</i></p>
<p>5. Customer insight Improving our collective understanding of current and future issues and demand in the borough through better use of data and assistive technology and analytics <i>LSP lead: LBE</i> <i>Co-leads: A2 Dominion and Catalyst Housing</i></p>

The **Resource Optimisation** MPA has the following key deliverables:

- a) **One Public Estate Strategy:** *Taking a holistic and strategic view of managing some of our important organisational resources to maximum effect for the borough.*
- b) **Troubled families and priority neighbourhoods:** *Pro-actively pooling community data, intelligence and resources to agree joint actions and targeted interventions for troubled families and priority neighbourhood.*
- c) **Procurement and Social Value:** *LSP to provide a platform for partners to have shared and co-ordinated approach to procurement / commissioning and to promote responsible suppliers for achieving better social value.*
- d) *Set up a cross-partner network of procurement heads and social value leads that meet quarterly to share market data, insights and intelligence on public sector procurement activities in Ealing and across West London.*
- e) *Develop a platform for partners to have shared and co-ordinated approach to procurement / commissioning and to promote local responsible suppliers for achieving better social value.*

3. Core activities

Convene network, develop framework and establish baseline:

- Set up key officers 'working group' / network to share market data, insights and intelligence – clarifying models for assessing responsible suppliers.
- Assessing what services have been procured and is already available locally.
- Identify key responsible/ local suppliers & service providers and gaps.
- Identify think tanks that can provide best practice advice.
- Provide up to date information of local commissioning procurement activities.
- Utilisation of LSP's collective bargaining power / leverage.
- Share knowledge of responsible and/or local suppliers / and increase business growth.
- Share performance issues.
- Common standards and signals to the supply chain.
- Start to avoid duplication and purchasing services from weak providers.

Capacity build the supply chain:

- Improve signposting for suppliers to tender opportunities.
- Input social/ environmental value guidance to LB Ealing's 'fit to bid' SME training programme – online/ face-to-face.
- Method for mutual recognition of suppliers' quality marks to reduce cost of tendering.
- Reduce negative social / environmental impacts and increase positive outcomes – e.g. employment opportunities for vulnerable residents and achieve carbon neutral buying.

Embed the change and monitor impact:

- Facilitate regular dialogue and encourage greater collaboration between procurement / commissioning leads in partners orgs.
- Quarterly commissioning / procurement trends & market Intelligence reports.
- Share social value impact – and % of procurement that is meeting shared approach to social value overtime.

4. Core Membership

Proposed membership of the Procurement and Social Value Network:

Ealing Procurement and Social Value Network, Terms of Reference, March 2020

Andrew Dakers	Chair, Ealing Business Partnership/ CEO, West London Business / Procurement and Social Value Lead for LSP Resource Optimisation MPA
Anthony Lewis	Head of Strategy, Performance and Intelligence, Ealing Council
Mohammed Ahmed	Policy Officer, Ealing Council and Secretariat to LSP
Henry Swan	Interim Head of Commercial Hub (Ealing Council)
Darren Sullivan	Category Lead Corporate Commercial Hub (Ealing Council)
Nasreen Tayab	Head of Procurement (Catalyst Housing)
Konrad Adamski	Procurement Manager (A2 Dominion Housing)
Bassam Mahfouz	Community Investment Social Inclusion Manager (A2 Dominion Housing)
Syed Hasnain	Head of Procurements (West London NHS Trust)
Robert Henaghan	Senior Procurement Manager (British Lands / MakeitEaling)
Gurpreet Rana	Senior Manager (Ealing CVS)
Irfan Arif	Officer (Ealing CVS)
Peter F. Gardner	Borough Commander (Met Police)
Tony Cooper	Ealing Blue Light Strategy (Met Police)
Colin Attree	Commercial Lead (Met Police)
Paul Greenwood	London Fire Brigade
Phil Scott	Head of Procurement (University of West London)
Anil Nagpal	Chief Operating Officer (West London College)
Carol Sam	Regeneration Manager (Ealing Council)

Other colleagues will attend the meeting by invitation as required.

5. Meetings

The Network will meet quarterly. Additional meetings may be arranged if required. Members of the Network are requested to send a deputy/ nominee if they are unable to attend a meeting.

6. Governance

The Network will report, and be accountable to, the LSP and produce biannual reports for the LSP Executive Board.

Network members will be responsible for sharing procurement data and social value reports with its members, in accordance with the agreed sharing policy. Where 'sensitive' data, such as personally identifiable data or commercial data that is internal to a member organisation, is required for exercising the functions of the Network and/ or the MPA, this must be governed by an explicit data sharing protocol that adheres to all relevant legislation.

Network members should seek relevant senior management authorisation from the respective organisations before sharing such data. It should be noted however that this should not create an unnecessary barrier to sharing data and thereby defeat the very purpose of the Network. It should be to ensure data and information is transferred, stored and used in accordance with data protection legislation and safeguards the rights and privacy of our residents.

7. Administrative arrangements

An officer of the Council will:

- Attend to take minutes/ action notes of the meeting of the Network
- Collate papers for meetings, circulating them before the meeting (agenda items should be circulated at least three working days before the meeting)
- Keep a record of all communication of members of the group
- Ensure that all actions at meetings are updated at the following meeting and action plans are circulated to Network members

9. Communication

The Network will agree and maintain clear lines of communication. Members will provide comments/ feedback by email and identify any gaps. Members will also engage relevant stakeholders to promote the work of the network to help achieve its aims.