

## MINUTES OF A MEETING OF THE HACKNEY PROCUREMENT BOARD

TUESDAY 12 MAY 2026

**Officers in Attendance:** Rotimi Ajilore (RA), Assistant Director  
Procurement and Energy, in the Chair

David Von Ackerman (DvA), Procurement Lead; Brian Clark (BC) Procurement Category Manager; Alison Ebanks (AE) Strategic Procurement Officer; Merle Ferguson (MF), Procurement Lead; Leila Gillespie (LG) Category Lead; Timothy Lee (TL) Procurement Lead (Social Care Services); Rosangela Rhodes (RR), Acting Strategic Procurement Manager; Patrick Rodger (PR) Senior Lawyer; Andrew Solomon (AS) Lawyer; Gallal Muflahi (GM), Employer Engagement Officer; Natalie Kokayi(NK) Governance Officer; Niti Acharya (NA) Museum Manager; Natalia Frantsuzova (NF) Procurement Category Manager; Pallavi Dham (PD) Head of Commissioning & Performance Employment & Skills; Gary Smith (GS) Capital Project Manager; Dujon Harvey (DH) Assistant Director Employment & Skills.

**Apologies:** None

### **1 Apologies for Absence**

1.1 There were no apologies.

### **2 Declaration of Interests**

2.1 There were no declarations of interest.

Rotimi Ajilore, Chair of HPB, noted that Natalie Kokayi was retiring from the council. The chair expressed his thanks for the professionalism and support Natalie had given to HPB.

### **3 Minutes of the previous meeting**

3.1 The minutes of the meeting, held on 14 April 2026, were agreed as a true and accurate record of proceedings.

#### Matters Arising

Agenda Item 5, CE S698 Integrated Early Pregnancy & Infant Feeding Peer Support Service: it was noted that the action to add 3 month extension to the report recommendation was not required.

Agenda Item 6, HCE S671 PSS Optical Fibre Cable Installation: It was noted that all three actions had now been closed and the Chair had given the go ahead to go to the

market to procure that contract. It was noted that officers were due to go to the Cabinet Procurement and Insourcing Committee (CPIC) with the contract award report later in the year.

Agenda Item 7, HCE S695 Parking and Markets Services IT Systems: David von Ackerman (DvA) agreed to share (if he had not already done so) the formal wording, previously agreed with Legal, for the competitive flexible procedure, which addressed closing the process once a winner was determined.

**RESOLVED:**

**That Hackney Procurement Board approve the minutes of the meeting held on 14 April 2026 as a true and accurate record of proceedings.**

**4 Review of Action Tracker**

4.1 There was no officer update.

**5 HCE S617 Hackney Museum Refurbishment, Contract Award**

5.1 Gary Smith (GS) Capital Projects Manager introduced the report. The contract award report set out the recommendation to appoint the Principal Contractor for the refurbishment, improvements and adaptations of Hackney Museum, 1 Reading Lane, Hackney E8 1GQ following a competitive procurement process.

5.2 The National Lottery Heritage Fund had awarded Hackney Council a delivery grant of £2.24m, matched with a Council capital contribution of £350,000, for the capital refurbishment and a significant programme of community participation. The overall project is planned to be completed by the end of 2028.

5.3 During the course of discussion the following was noted:

- Gallal Muflahi (GM) Employment Engagement Officer noted the social value section required strengthening to set out quantifiable deliverables.
- Natalia Frantsuzova (NF) Procurement Category Manager highlighted that it was planned to hold a meeting with Employment and Skills officers to clarify the measurable enforceable social value deliverables.

**ACTION1:** Natalia Frantsuzova to provide a briefing note to the Chair regarding the social value deliverables agreed with the Employment and Skills Team and the supplier, when confirmed. The briefing note was to include details of what the contractor was to deliver in terms of social value from across the three-strategy themes.

- In response to an inquiry from the Chair about the supplier selection process it was noted that it was a specialist market for exhibition spaces and there was a small pool of suppliers. Expressions of interest were sought and due diligence undertaken. After that, stage two contractors had fallen away and 2 alternate contractors sought.
- The Legal Advisor Patrick Rodger (PR) noted that the performance bond requirement included in the tender documents may be a standard clause in documentation but was not an absolute requirement for the value of the contract.

**RESOLVED:**

**That Hackney Procurement Board approves the award of the contract for the Principal Contractor to deliver the refurbishment, service improvements and adaptations to Hackney Museum, based in the Hackney Technology & Learning Centre, 1 Reading Lane, Hackney E8 1GQ to the Supplier E for the price of £1,256,634.88 excl VAT.**

RELATED DECISIONS

The Hackney Museum Low Risk Business Case Report was prepared and approved by the requisite authorised signatories in September 2025. This approved a restricted competition tender route as set out in the approved business case.

**6 HCE S704 Adult Skills Framework**

- 6.1 The report was introduced by Dujon Harvey (DH) Assistant Direct Employment & Skills. This proposal set out the business case to use the Crown Commercial Service (CCS) Adult Learning Dynamic Purchasing System (DPS) for the 2026/2027 procurement cycle to appoint training providers to deliver adult skills courses for Hackney residents (funded by the Adult Skills Fund). This procurement method ensured that the Employment, Skills and Adult Learning Service was able to onboard delivery partners quickly within the necessary timeframe for the upcoming academic year. The DPS was immediately usable and was already used by other adult learning providers, confirming its suitability for purpose.
- 6.2 The Hackney Procurement Board approved a Business Case on 8th July 2025 to create a 4-year Adult Skills Open Framework agreement (with two 12-month extension options, totaling a maximum of 6 years) to procure providers and deliver adult skills courses in Hackney. Due to unforeseen circumstances the establishment of this framework had been delayed, preventing it from being in place for the 2026/2027 academic year. This business case proposed a 2 year (1 yr with a 1 yr optional extension) interim arrangement using the DPS to save time and prevent non-delivery. This interim DPS does not replace the previously approved framework, which was still necessary because the DPS was set to expire in October 2028 and therefore it was not permitted under the Procurement Act 2023.
- 6.3 During a discussion the following points were raised:
- The Chair noted that it was a national framework and wanted to understand how local suppliers were not disadvantaged by the national framework.
  - DH highlighted that the network of local providers had been contacted via email informing them of the intention to use a dynamic purchasing system. That communication went out with instructions and a video on how local suppliers can access the dynamic purchasing system.
  - Two in-person sessions had been set up for May and early June 2026 and officers were working with partners including HCVS and other community organisations.
  - It was noted that Call-Offs from the Dynamic Purchasing System be approved in line with the scheme of delegation as set out in the report.

**RESOLVED:**

That Hackney Procurement board agree to the use of the existing Crown Commercial Service (CCS) Adult Learning Dynamic Purchasing System (DPS) for the 2026/2027 procurement cycle for Adult Skills funding for a period of one (1) year (with the option of a one (1) year extension) to deliver adult skills courses to Hackney residents.

**RELATED DECISIONS**

On the 8th July 2025 Hackney Procurement Board approved a Business Case for a 4-year Adult Skilled Open Framework agreement (with two 12-month extension options, totalling a maximum of 6 years) to deliver adult skills courses. However, due to unforeseen circumstances the establishment of this framework has been delayed, preventing it from being in place for the 2026/2027 academic year.

**7 HCE S595 Sanctuary Scheme**

- 7.1 The Chair noted concerns that this item had been scheduled for discussion at a number of previous HPB agendas.
- 7.2 David Von Ackerman (DvA), Procurement Lead Officer, indicated that he had undertaken significant work on the report and that it was an important proposal for the council. It was anticipated that the report would be ready for submission to the next HPB agenda.

Natalie Kokayi, Governance Officer, noted that her colleague Gareth Sykes was to replace her in supporting HPB agenda and Decisions publication and in the production of Minutes for future meetings.

**8 HPB Timetable for 2026-2027**

- 10.1 The next scheduled HPB meeting was scheduled on 9 June 2026.

**Duration of the meeting:** 2:00pm - 2:35pm

**Date of the next meeting** - 9 June at 2.00pm

**Rotimi Ajilore - Chair of Hackney Procurement Board**