



NOTICE OF MEETING

Cabinet Procurement Committee

TUESDAY, 27TH OCTOBER, 2009 at 19:30 HRS - CIVIC CENTRE, HIGH ROAD, WOOD GREEN, N22 8LE.

MEMBERS: Councillors Bob Harris (Chair), Bevan, Kober and Reith

AGENDA

1. **APOLOGIES FOR ABSENCE (IF ANY)**
2. **URGENT BUSINESS**

The Chair will consider the admission of any late items of urgent business. Late items will be considered under the agenda item where they appear. New items will be dealt with at item 15 below. New items of exempt business will be dealt with at item 25 below.

3. **DECLARATIONS OF INTEREST**

A member with a personal interest in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

A member with a personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgment of the public interest **and** if this interest affects their financial position or the financial position of a person or body as described in paragraph 8 of the Code of Conduct **and/or** if it relates to the determining of any approval, consent, licence, permission or registration in relation to them or any person or body described in paragraph 8 of the Code of Conduct.

4. **MINUTES**

To confirm and sign the minutes of the meetings of the Procurement Committee held on 15 September and 2 October 2009.

5. DEPUTATIONS / PETITIONS / PRESENTATIONS / QUESTIONS

To consider any requests received in accordance with Standing Orders.

6. BLENHEIM COMMUNITY DRUG PROGRAMME - EBAN CRACK SERVICE EXTENSION 2010-2012

(Report of the Assistant Chief Executive – Policy, Performance, Programmes and Communications): To seek approval to an extension of the contract for this specialist crack cocaine service for 2 years from 1 April 2010 to 31 March 2012.

7. SUSTAINABLE PROCUREMENT ACTION PLAN

(Report of the Director of Corporate Resources): To seek approval to the adoption of the Sustainable Procurement Action Plan.

8. PARKING SERVICES MANAGED IT CONTRACT UPGRADE

(Report of the Director of Corporate Resources): To seek approval to extend the existing managed service for Parking Services with Civica Ltd. for an additional 3 years from July 2012 to 2015.

9. FRAMEWORK AGREEMENT FOR ASBESTOS SURVEYS, BULK MATERIAL ANALYSIS, ASBESTOS AIR SAMPLING AND MONITORING AND PERIODIC INSPECTIONS

(Report of the Director of Corporate Resources): To seek approval to award framework agreements for the provision of asbestos surveying services for buildings owned or managed by the Council and Homes for Haringey and other instances where the Council may have a public duty.

10. PRIMARY AND PRE-SCHOOL EDUCATION ADVISORS FRAMEWORK

(Report of the Director of the Children & Young People's Service): To seek approval for the award of framework agreements for education advisors to support capital programmes.

11. PARK VIEW ACADEMY - EMERGENCY HEATING SYSTEM RENEWAL

(Report of the Director of the Children & Young People's Service): To seek approval to the required works to the school's heating system, to the works being included within the current BSF programme and let as a variation to the existing BSF contract for Park View Academy; and to agree that the funding for the works be shared between the Secondary Schools lifecycle fund and the BSF project contingency.

12. 1-24 & 25-67 REMINGTON ROAD AND 1-60 ECKINGTON HOUSE - LIFT REPLACEMENT SCHEME

(Report of the Director of Urban Environment): To seek approval to the award of the contract for lift replacement works at 1-24 and 25-67 Remington Road and 1-60 Eckington House.

13. FRAMEWORK AGREEMENT FOR REPLACEMENT OF COMMUNAL AERIALS WITH INTEGRATED RECEPTION SYSTEM IRS (DIGITAL TV)

(Report of the Director of Urban Environment): To seek approval to the award of the framework contract for the replacement of communal analogue TV aerials with the IRS in time for digital changeover in 2012.

14. SOUTH TOTTENHAM DECENT HOMES PROGRAMME 2010/11 - PHASE ST14

(Report of the Director of Urban Environment): To seek approval to the award of the for a detailed programme of works related to various properties known as Phase ST14 within the delivery of the Decent Homes Programme.

15. NEW ITEMS OF URGENT BUSINESS

To consider any items admitted at item 2 above.

16. EXCLUSION OF THE PRESS AND PUBLIC

The following items are likely to be the subject of a motion to exclude the press and public as they contain exempt information relating to the business or financial affairs of any particular person (including the Authority holding that information).

Note from the Head of Local Democracy and Member Services

Items 17-23 allow for consideration of exempt information in relation to items 8 -14 which appear earlier on this agenda.

17. PARKING SERVICES MANAGED IT CONTRACT UPGRADE

(Report of the Director of Corporate Resources): To seek approval to extend the existing managed service for Parking Services with Civica Ltd. for an additional 3 years from July 2012 to 2015.

18. FRAMEWORK AGREEMENT FOR ASBESTOS SURVEYS, BULK MATERIAL ANALYSIS, ASBESTOS AIR SAMPLING AND MONITORING AND PERIODIC INSPECTIONS

(Report of the Director of Corporate Resources): To seek approval to award framework agreements for the provision of asbestos surveying services for buildings owned or managed by the Council and Homes for Haringey and other instances where the Council may have a public duty.

19. PRIMARY AND PRE-SCHOOL EDUCATION ADVISORS FRAMEWORK

(Report of the Director of the Children & Young People's Service): To seek approval for the award of framework agreements for education advisors to support capital programmes.

20. PARK VIEW ACADEMY - EMERGENCY HEATING SYSTEM RENEWAL

(Report of the Director of the Children & Young People's Service): To seek approval to the required works to the school's heating system, to the works being included within the current BSF programme and let as a variation to the existing BSF contract for Park View Academy; and to agree that the funding for the works be shared between the Secondary Schools lifecycle fund and the BSF project contingency.

21. 1-24 & 25-67 REMINGTON ROAD AND 1-60 ECKINGTON HOUSE - LIFT REPLACEMENT SCHEME

(Report of the Director of Urban Environment): To seek approval to the award of the contract for lift replacement works at 1-24 and 25-67 Remington Road and 1-60 Eckington House.

22. FRAMEWORK AGREEMENT FOR REPLACEMENT OF COMMUNAL AERIALS WITH INTEGRATED RECEPTION SYSTEM (IRS)

(Report of the Director of Urban Environment): To seek approval to the award of the framework contract for the replacement of communal analogue TV aerials with the IRS in time for digital changeover in 2012.

23. SOUTH TOTTENHAM DECENT HOMES PROGRAMME 2010/11 - PHASE ST14

(Report of the Director of Urban Environment): To seek approval to the award of the for a detailed programme of works related to various properties known as Phase ST14 within the delivery of the Decent Homes Programme.

24. 85 MARSH LANE - AWARD OF DEMOLITION AND ASBESTOS REMOVAL CONTRACT

(Report of the Director of Urban Environment): To seek approval to appoint a contractor to carry out the demolition of the existing buildings and other works in order to progress and facilitate the relocation and development of a new strategic depot by Frontline Services and promote the development of 'Green Industries'.

25. NEW ITEMS OF EXEMPT URGENT BUSINESS

To consider any items admitted at item 2 above.

Ken Pryor
Deputy Head of Local Democracy
and Member Services
7th Floor
River Park House
225 High Road
Wood Green
London N22 8HQ

Richard Burbidge
Cabinet Committees Manager
Tel: 020 8489 2923
Fax: 020 8489 2660
Email: richard.burbidge@haringey.gov.uk

19 October 2009

This page is intentionally left blank

**MINUTES OF THE CABINET PROCUREMENT COMMITTEE
TUESDAY, 15 SEPTEMBER 2009**

Councillors *Bob Harris (Chair), *Bevan, Kober and Reith

*Present

MINUTE NO.	SUBJECT/DECISION	ACTION BY
PROC25.	<p>APOLOGIES FOR ABSENCE (Agenda Item 1)</p> <p>Apologies for absence were submitted on behalf of Councillors Kober and Reith.</p>	
PROC26.	<p>MINUTES (Agenda Item 4)</p> <p>RESOLVED:</p> <p>That the minutes of the meetings held on 28 July, 2009 be approved and signed.</p>	HLDMS
PROC27.	<p>NOVATION OF CONTRACT WITH A.E. BURGESS TRADING AS CAVENDISH CARS FOR THE PROVISION OF PASSENGER TRANSPORT SERVICE (Report of the Director of the Children and Young People's Service - Agenda Item 6)</p> <p>We noted that Cavendish Cars had been trading since 1970 as a sole trader, A E Burgess, which was re-organising itself into a new company to be called Lyncade Ltd although it would still trade as Cavendish Cars. The changeover from one legal entity to another involved a transfer of the contract from one company to another which required a novation of contract to transfer the legal obligations under the current contract to the new company.</p> <p>RESOLVED:</p> <p>That, in accordance with Contract Standing Orders 14.01 and 11.03, approval be approval be granted to a novation of contract to transfer the legal obligations from A.E.Burgess trading as Cavendish Cars to Lyncade Ltd trading as Cavendish Cars.</p>	DCYPS
PROC28.	<p>CALL OFF CONTRACTS UNDER FRAMEWORK AGREEMENTS FOR THE FOOD SUPPLIES OF GROCERY & PROVISIONS AND FROZEN FOODS & FROZEN MEATS FOR THE COUNCIL'S CATERING SERVICE (Report of the Director of the Children and Young People's Service - Agenda Item 7)</p> <p>We noted that the Eastern Shire Purchasing Organisation (ESPO) had tendered to establish Framework Agreements for Grocery and Consumables and Frozen Foods materials on behalf of the Council. The tender obtained represented value for money for the Council in terms of cost, quality and environmental sustainability.</p>	

**MINUTES OF THE CABINET PROCUREMENT COMMITTEE
TUESDAY, 15 SEPTEMBER 2009**

	<p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That, in accordance with Contract Standing Order 6.09, approval be granted to utilise the Framework Agreement of the public body Eastern Shire Purchasing Organisation (ESPO). 2. That, in accordance with Contract Standing Order 6.10, approval be granted to the award of call off contracts to enable the Council wide purchasing of food raw materials from the following Framework Agreements – <ul style="list-style-type: none"> • Framework Agreement for Grocery and Provisions • Framework Agreement for Frozen Foods and Frozen Meat 3. That, in accordance with Contract Standing Order 11.03, approval be granted to the award of call off contracts to JJ Foodservice Ltd. for a period of 34 months from 1 November 2009 to 31 August 2012 with the option to extend for one further period of up to 12 months. 	<p>DCYPS</p> <p>DCYPS</p> <p>DCYPS</p>
<p>PROC29.</p>	<p>UPDATE ON THE PROCUREMENT OF THE WASTE MANAGEMENT CONTRACT (Report of the Director of Urban Environment - Agenda Item 8)</p> <p>We noted that the report was for information only and was designed to keep us informed of the procurement process underway and progress to date on the procurement, through an OJEU Competitive Dialogue Procedure of a new contract for the Collection of Waste and Recycling, Street Cleansing and other Environmental Services.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That the procurement procedure currently underway and the progress made to date as outlined in the interleaved report be noted. 2. That it be noted that this was the first of a number of reports to be presented to our Committee scheduled at key stages of the procurement to keep us informed. 3. That it be noted that the procurement would eventually lead to approval being sought to a key decision to award the contract for an Integrated Waste Management Contract with a total value per annum of up to £20 million for a 14 year term with a possible extension for a further period of up to 7 years. 	
<p>PROC30.</p>	<p>APPROVAL OF FRAMEWORK AGREEMENTS FOR SUPPLY OF IT HARDWARE (Report of the Director of Corporate Resources - Agenda Item 9)</p> <p>The Appendix to the interleaved report was the subject of a motion to exclude the press and public from the meeting as it contained exempt information relating to the business or financial affairs of any particular</p>	

**MINUTES OF THE CABINET PROCUREMENT COMMITTEE
TUESDAY, 15 SEPTEMBER 2009**

	<p>schools, car parks and controlled parking zone meters to Contract Security Services Ltd. on the terms and conditions stout in the Appendix to the interleaved report.</p>	
<p>PROC32.</p>	<p>2ND EXTENSION OF CONSULTANTS CONTRACT IN PLANNING, REGENERATION AND ECONOMY (Report of the Director of Urban Environment - Agenda Item 11)</p> <p>The Appendix to the interleaved report was the subject of a motion to exclude the press and public from the meeting as it contained exempt information relating to the business or financial affairs of any particular person.</p> <p>We noted that the Planning Regeneration and Economy Service was required to ensure that major schemes such as Tottenham Hale and Haringey Heartlands were successfully delivered within defined time frames and to standards which met the aspirations of the Council and the community. The need to bring in the necessary expertise to help train existing staff and help to deliver major projects was paramount and the extension of the contract was required to meet these demands.</p> <p>In response to a question it was confirmed that the training of frontline staff in the financial evaluation of large scale schemes was considered a priority and would form part of the consultant's brief.</p> <p>RESOLVED:</p> <p>That, in accordance with Contract Standing Order 13.02, approval be granted to the second extension of the contract to provide expertise in the financial evaluation of large scale schemes for the Planning, Regeneration and Employment Service to Terry Knibbs Consultancy Ltd. on the terms and conditions set out in the Appendix to the interleaved report.</p>	<p>DUE</p>
<p>PROC33.</p>	<p>APPOINTMENT OF NPS PROPERTY CONSULTANTS LTD. TO PROJECT MANAGE THE DETAILED DESIGN, PLANNING AND DELIVERY OF THE DEPOT DEVELOPMENT PROJECT AT 85 MARSH LANE, TOTTENHAM (Report of the Director of Urban Environment - Agenda Item 12)</p> <p>The Appendix to the interleaved report was the subject of a motion to exclude the press and public from the meeting as it contained exempt information relating to the business or financial affairs of any particular person.</p> <p>We noted that the consultant had been engaged in September 2008 to prepare a feasibility study on the project to develop a new strategic depot at 85 Marsh Lane. It was now proposed to appoint NPS to provide project management continuity during the detailed design phase and to build on the work carried out to deliver the feasibility study.</p>	

**MINUTES OF THE CABINET PROCUREMENT COMMITTEE
TUESDAY, 15 SEPTEMBER 2009**

	<p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That, in accordance with Contract Standing Order 11.03, approval be granted to the appointment of NPS beyond their existing contract on the Marsh Lane project, (RIBA, stages A to C) to provide a full project management and design service (RIBA stages D to L) in order to facilitate the relocation and development of a new strategic depot for Frontline Services on the terms and conditions set out in the Appendix to the interleaved report. 2. That it be noted that the contract would include an option to break at the end of each stage dependent upon funding, planning consent and further Committee approvals. 	DUE
PROC34.	<p>BUILDING SCHOOLS FOR THE FUTURE (BSF): AWARD OF CONTRACT FOR FORTISMERE SCHOOL (Report of the Director of the Children and Young People's Service - Agenda Item 13)</p> <p>The Appendix to the interleaved report was the subject of a motion to exclude the press and public from the meeting as it contained exempt information relating to the business or financial affairs of any particular person.</p> <p>We noted that the Fortismere School Building Schools for the Future (BSF) project had been the subject of a 2 stage tendering process with a contractor appointed to undertake pre-construction services. We also noted that the report addressed the process used to ensure value for money, identified the anticipated costs resulting from the procurement exercise and sought our approval to proceed to award the main design and build contract.</p> <p>We were informed that with the exception of a new music block Fortismere School was funding and managing ICT upgrades in all remaining areas of the school. With the exception of ICT, the works required under the project to existing areas were very limited and interfaces between the different aspects of the project could be clearly identified with accountability specified in the Development Agreement which the School had signed. It was recognised that the School would be able to procure the ICT works in existing (legacy) areas more efficiently than BSF and implement them with less disruption to the operation of the school compared to the Construction Partner.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That, in accordance with Contract Standing Order 11.03, approval be granted to the award of the design and build contract for Fortismere School to Balfour Beatty on the terms and conditions set out in the Appendix to the interleaved report with a programme to complete by 3 September 2010. 2. The spending on the contract be authorised up to the sum detailed in Section 16.1.2 of the Appendix with reference to the build up of this sum in Section 16.1.1. 	<p>DCYPS</p> <p>DCYPS</p>

**MINUTES OF THE CABINET PROCUREMENT COMMITTEE
TUESDAY, 15 SEPTEMBER 2009**

	<p>3. That it be noted that the School was contributing to the project in terms of directly funding, managing and delivering the ICT infrastructure works in legacy areas and that this approach replaced the requirement for the School to make a funding contribution to the project, with any deficiency in this work requiring completion / rectification to be made at the School's expense.</p>	
PROC35.	<p>HORNSEY DECENT HOMES PROGRAMME - YEAR 2 - PHASE HO9</p> <p>Concern was expressed that the late submission of the report had meant that it could not be circulated with the agenda and would not have allowed Members of the Committee sufficient time to fully consider it.</p> <p>RESOLVED:</p> <p>That consideration of the report be deferred.</p>	DUE
PROC36.	<p>SOUTH TOTTENHAM DECENT HOMES PROGRAMME - YEAR 2 PHASE ST13 (Report of the Director of Urban Environment - Agenda Item 15)</p> <p>Concern was expressed that the late submission of the report had meant that it could not be circulated with the agenda and would not have allowed Members of the Committee sufficient time to fully consider it.</p> <p>RESOLVED:</p> <p>That consideration of the report be deferred.</p>	DUE

The meeting ended at 19.40 hours.

BOB HARRIS
Chair

**MINUTES OF THE CABINET PROCUREMENT COMMITTEE
FRIDAY, 2 OCTOBER 2009**

Councillors *Bob Harris (Chair), *Bevan, Kober and *Reith

*Present

MINUTE NO.	SUBJECT/DECISION	ACTION BY
PROC37.	<p>APOLOGIES FOR ABSENCE (Agenda Item 1)</p> <p>An apology for absence was submitted on behalf of Councillor Kober.</p>	
PROC38.	<p>DECLARATIONS OF INTEREST (Agenda Item 2)</p> <p>Councillor Reith declared a personal interest by virtue of being a Homes for Haringey leaseholder although not resident in either of the areas covered by the two reports under consideration.</p>	HLDMS
PROC39.	<p>HORNSEY DECENT HOMES PROGRAMME 2009/10 - PHASE HO9 (Report of the Director of Urban Environment - Agenda Item 4)</p> <p>The Appendix to the interleaved report was the subject of a motion to exclude the press and public from the meeting as it contained exempt information relating to the business or financial affairs of any particular person.</p> <p>We noted that the report set out a detailed programme of works relating to 50 properties in the Hornsey area, known as HO9 within the delivery of the Decent Homes Programme. The works concerned were scheduled to commence on the 14 December 2009 and approval was sought to award the contract now to enable the works to proceed in this phase.</p> <p>We also noted that if approved the scheme would be funded from the 2009/10 Decent Homes allocation.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That, in accordance with Contract Standing Order 11.03, approval be granted to the award of the contract for Hornsey Decent Homes Programme – Phase HO9 to Wates Living Space on the terms and conditions set out in the interleaved report and the appendix thereto. 2. That the Agreed Maximum Price (AMP) and the provision for Compliance Team Fees as detailed in the Appendix be noted. 	DUE
PROC40.	<p>SOUTH TOTTENHAM DECENT HOMES PROGRAMME 2009/10 - PHASE ST13 (Report of the Director of Urban Environment - Agenda Item 5)</p> <p>The Appendix to the interleaved report was the subject of a motion to exclude the press and public from the meeting as it contained exempt</p>	

**MINUTES OF THE CABINET PROCUREMENT COMMITTEE
FRIDAY, 2 OCTOBER 2009**

information relating to the business or financial affairs of any particular person.

We noted that the report set out a detailed programme of works which related to various properties known as South Tottenham Phase ST13 within the delivery of the Decent Homes Programme. The works outlined were now scheduled to commence on 12 October 2009 and approval was sought to award the contract now to enable the works to proceed in this phase. We also noted that if approved the scheme would be partially funded from the 2009/10 Decent Homes Programme with the balance funding coming from the 2010/11 allocation.

Clarification was sought of the sentence in paragraph 12.1 of the report in relation to Consultation that 'Ward Member comments have also been considered'. Officers having indicated that this related to the overall Decent Homes Programme rather than individual Phases we asked that it be removed from future Decent Homes programme reports as it was considered ambiguous.

Clarification was also sought of the position with regard to digital satellite provision. Having been informed that the costs relating to digital satellite provision would be funded not from the Decent Homes programme but from the HRA Supported Capital Expenditure allocation, we pointed out that this was not reflected in the Appendix to the report and that the provision shown there for IRS installation would need to be deleted and the total works costs correspondingly reduced. A report which proposed the establishment of a framework agreement for replacement of communal aerials with integrated reception system IRS (digital TV.) was to be submitted to the Committee meeting on 27 October.

In response to a question about observations following the residents meeting on 22 July and the Notice to leaseholders issued on 28 July, we were informed that none had been received. However, because this Phase of works had been accelerated and leaseholders had been given less time to arrange for their own window installations they would be given conditional permission to arrange these following completion of the works.

RESOLVED:

1. That, in accordance with Contract Standing Order 11.03, approval be granted to the award of the contract for South Tottenham Decent Homes Programme Phase ST13 to Apollo Group Ltd on the terms and conditions set out in the interleaved report and the Appendix thereto subject to the deletion of the IRS installation from the works and the corresponding reduction in the total works cost.
2. That the Agreed Maximum Price (AMP) and the provision for Compliance Team Fees as detailed in the Appendix be amended as necessary.

DUE

**MINUTES OF THE CABINET PROCUREMENT COMMITTEE
FRIDAY, 2 OCTOBER 2009**

The meeting ended at 14.20 hours.

BOB HARRIS
Chair

This page is intentionally left blank



Agenda item:

[No.]**[Name of Meeting]****On [Date]**

Report Title. Blenheim Community Drug Programme (Blenheim CDP) Eban Crack Service Extension 2010-2012.

Report of Wayne Longshaw , Interim Assistant Chief Executive, PPP&C

Signed :

Contact Officer : Sarah Hart, Joint Commissioning Manager, Drug & Alcohol Action Team

Wards(s) affected: all

Report for: Key Decision and has been included in the Council's Forward Planner.

1. Purpose of the report (That is, the decision required)

- 1.1. We are seeking to exercise the option to extend the contract for 2 years from 1st of April 2010 to 31st March 2012. The original contract was awarded in 2007 for a period of 34 months with an option to extend for a further 24 months.
- 1.2. To seek Member agreement to extend the contract under the Contract Standing Order 13.02 for a further 2 years.

2. Introduction by Cabinet Member (Cllr Nilgin Canver)

The initial development of this specialist crack cocaine service was welcomed as a further action by the Drug and Alcohol Action team to meet the local needs of Class A drug users. During 2008/9 Eban engaged with 174 drug users in effective treatment contributing significantly to a 12% increase in the number of problem drug users in treatment in 2008/9, exceeding the NI 40 target of 8% growth. Since Eban was established, Haringey has seen a 23% rise in the number of primary crack users in treatment. In terms of successful outcomes this service has achieved 60% successful discharge contributing to Haringey having a successful completion of treatment rate

for crack clients of 48% in comparison to the regional rate of 32%

Although currently Haringey is a high performing borough, the DAAT is aware that it must constantly work with providers to drive up positive outcomes for the lives of Haringey drug users. The extension of this contract would ensure that effective commissioning and service delivery is embedded and built upon, and the contract will continue to be closely and robustly monitored by the DAAT.

3. State link(s) with Council Plan Priorities and actions and /or other Strategies:

3.1 The contract with Eban delivers drug treatment services to primary crack cocaine/poly drug users. It is commissioned by the Drug and Alcohol Action Team in order to meet the objectives of the following key local strategies.

- Adult Drug Treatment plan
- Local Area Agreement
- Council plan
- Safer for all
- Regeneration Strategy
- Greenest Borough Strategy
- National Offender Management plan

3.2 Eban is a Tier 2/3 crack cocaine/poly drug user service provide by Blenheim Community Drug Programme (Blenheim CDP) who are a specialist crack treatment provider. The key indicator linked to this contract is NI 40, growth in the number of problematic drug users in effective treatment. This is a stretch target and achievement of the target is linked to resource allocation in the form of the Adult Drug Pooled Treatment Budget allocation. In 2008/09 Haringey exceeded its target of 8% growth achieving 12%, the target for 2009/10 is a further growth of 6%. The Eban contract is also linked to achieving NI38 reduction of drug related re-offending and NI39 the reduction in the increasing trend of alcohol related hospital readmissions.

3.3 Delivery of effective treatment for crack cocaine users is strategically important for Haringey. According to the National Crack Plan 2002, the supply and use of crack has increased rapidly in the last 10 years. Recent research shows that in London heroin use is falling whilst cocaine use continues to rise. The price of crack and cocaine halved in the early 1990 and has since fallen further. Haringey is one of 35 high crack areas in the UK. Crack/cocaine use has an impact on the communities' health and wellbeing and is linked to crime: in 2008/9 of the 30% of arrestees tested positive for a class A drug, 90% were positive for crack/cocaine.

3.4 The DAAT achieved a 12% increase in the number of problem drug users in treatment in 2008/9 exceeding the NI 40 target of 8% growth. Eban made a

significant contribution to this, 174 for the year. The agency saw almost a quarter (23%) of all crack users¹ in treatment in Haringey. The number of primary crack users in treatment rose by 23% from 2007-8 to 2008/9² and the number of all crack users in effective treatment has risen from 668 to 731 according to National Drug Strategy Priorities reports from November 2008 to August 2009, this represent a 9% increase³. Currently in Haringey the successful completions rates for crack clients is 48% in comparison to the regional 32%⁴.

4. Recommendations

- 4.1. That in accordance with CSO 13.02 approval be granted to the extension of the contract by 2 years for the sum of £990,000 subject to the funds being available (See 8.1 and 8.2 of this report); and that this contract award sum will be paid to Blenheim Community Drug Project directly from the Pooled Treatment Budget to provide the service which they have named Eban.
- 4.2. That it be noted that the cost of the contract will be met from the Pooled Treatment Budget (PTB) which is an annual partnership budget from Department Of Health (National Treatment Agency) hosted by PCT.

5. Reason for recommendation(s)

- 5.1 Haringey DAAT commissions a wide range of drug treatment services, however the 2005/6 needs assessment showed a gap in services for crack users, especially Black and Minority Ethnic Groups age 18-24 and those in contact with the criminal justice system. Haringey has an estimated population of 2141 crack users only 34% of whom were in treatment in 2006/7. National research identifies barriers to treatment for crack users, especially young BME males and shows that they are most effectively supported in specialist services.
- 5.2 In March 2007 following an open tender process to commission a specialist crack/cocaine service, CDP Blenheim were awarded the contract for 34 months, commencing on 1st June 07 with the option to extend a further 24 months. CDP

¹ Includes all clients in treatment with crack as a primary or a secondary drug (173 out of 756) . Data from the quarterly adult partnership and agency reports for 2008-9 quarter 4. Source: NDTMS. Available from www.ndtms.net (restricted statistics)

² Data derived from quarterly partnership effective treatment reports for quarters 4 in 2007-8 and 2008-9. This the number of crack users who use crack only (as opposed to crack and heroin). Source: NDTMS. Available from www.ndtms.net (restricted statistics).

³ Data derived from quarterly drug strategy priorities additional data reports for the rolling 12 month periods where data was available, the two reports were published in 03/11/2008 and 20/08/2009. Source: NDTMS. Available from www.ndtms.net (restricted statistics).

⁴ Data derived from quarterly drug strategy priorities additional data reports for the rolling 12 month periods where data was available, published in 20/08/2009. Source: NDTMS. Available from www.ndtms.net (restricted statistics).

Blenheim is a specialist crack treatment provider, operating crack services, targeting BME groups, especially young males, in Lambeth, Hackney and Kensington and Chelsea.

5.3 Eban is an African word related to a place of safety. Within 4 months of Eban opening the number of primary crack users in treatment rose by 40%. The service is monitored quarterly on an ongoing basis and continues to meeting all performance targets, it has an active service user group who influence service development and it has recently established a carer's/friends and family service. The success of the project demonstrates both the need for this type of project and the expertise that CDP Blenheim has brought to Haringey.

5.4 The DAAT monitors the contract quarterly for both the meeting of NI's and value for money; the DAAT undertakes an annual unit costing exercise overseen by the National Treatment Agency. Eban has performed well in both areas.

5.5 During 2009-11 The DAAT is under significant pressure in achieving NI 40, this is a stretch target with an expectation of 6% year on year growth. There is confidence that the current treatment system can deliver this, but that a change in crack service provider at this stage would be potentially disadvantageous.

6. Other options considered

6.1. The option to re-tender EBAN was considered by the DAAT Joint Commissioning Group. However it was agreed that at this stage in the projects development this would not offer best value and could jeopardise the HSP meeting NI 40. The crack service is recognised as a new type of service both by service users and other health and social care professionals. The current provider has now gained a great deal of knowledge in relation to successfully attracting in and working with Haringey crack/cocaine users, they understanding how to work with this very marginalised group and has gained a good reputation and trust within the local community. In addition in 2008/9 the service reached its stretch target, (for numbers in effective treatment) making a significant contribution to meeting/ exceeding NI 40.

6.2. The nature of the market for the services required to meet this need has been investigated and found to be limited. It is therefore in the Council's best interests not to re-tender at this point but to exercise the contract option to extend the existing contract.

7. Summary

To extend, by a further 2 years, the CDP Blenheim contract to provide a crack/poly drug service. The need for the service is ongoing to meet local need and reach LAA targets. The service is performing well and has reached the targets it has

been set.

8. Chief Financial Officer Comments

- 8.1. Currently this contract is fully funded from the Pooled Treatment Budget (PTB) which is managed by the PCT. The 2009/10 cost is £495k. Although final confirmation of funding beyond 31.3.2010 has yet to be received, drug treatment is seen as an on-going government priority so no significant changes are expected at this stage.
- 8.2. The service has confirmed that the contract allows for variations in service so should funding levels change significantly there is room within the contract for reducing down the service specification to contain costs.
- 8.3. Haringey does not directly fund any element of this contract apart from the incidental resources involved in performance management which are factored into the Safer Stronger Communities budgets.

9. Head of Legal Services Comments

- 9.1. The Tier 2/3 crack cocaine/polydrug use service referred to in paragraph 3.2 is not classed as a priority activity under the Public Contracts Regulations 2006 and it is therefore not subject to the full EU procurement regime so there is no requirement to tender in Europe.
- 9.2. Referring to paragraph 5.2, Blenheim Community Drug Programme (Blenheim CDP) were awarded the contract in March 2007 to provide the service specified in paragraph 3.2 for a period of 34 months commencing on the 1 June 2007 with an option to extend for a further 24 months.
- 9.3. Member approval is being sought to extend the contract under the Contract Standing Order 13.02 for a further 2 years.
- 9.4. Referring to paragraph 5.3, the current service is monitored quarterly on an ongoing basis and continues to meet all performance targets.
- 9.5. The extension of this contract is to be considered as key decision (CSO 11.04) and as such must be included within the Council's Forward Plan.
- 9.6. Subject to confirmation of the provision of funding within paragraphs 8.1 and 8.2, the Head of Legal Services confirms that there are no legal reasons preventing Members from approving the recommendations within this report.

10. Head of Procurement Comments

- 10.1. This report is seeking approval to extend the specialised provision of the Eban treatment of crack users service.

- 10.2. The option to extend this specialised service is contained within the existing contract and which the Council is now seeking to exercise.
- 10.3. The service is demonstrating value for money for the Council in terms of exceeding targets and within allocated funds; and market research indicates that it would not be viable to re-tender at this time.
- 10.1. The contract is monitored quarterly and is meeting the performance indicators set out.
- 10.2. This provision falls under Part B (exempt) services of the 2006 Public Contracts Regulations so no requirement to tender in Europe.

11. Equalities &Community Cohesion Comments

- 11.1. Eban drug treatment service is a positive action programme that was developed to address to specific needs of crack users in Haringey who, prior to the programme, did not readily use treatment services that are available to drug users in general. The client group served by this project are amongst disadvantaged of Haringey's communities and includes a high proportion of BME young men who do not readily access drug treatment services but are over represented in the criminal justice system. 42% of those in treatment in Haringey are from BME groups this has risen since Eban was commissioned and Haringey is now above the regional average. A lower percentage of women use crack than men however their needs are often greater. The percentage of women accessing Haringey drug treatment services is above the regional average, one factor in this is the counselling services offered by Eban and the service design which will allows women to be treated in an environment where they do feel safe. The Equalities Team has been consulted in the preparation of this report and they comment that Eban fulfils all the equalities criteria set down by the Council in the Pre-qualification Questionnaire relating to procurement.
- 11.2. Equalities considerations were considered though-out the original tendering process; an equality impact assessment was conducted and the Senior Equalities and Diversity Officer was part of the tendering process to ensure equalities issues were robustly addressed.

12. Consultation

- 12.1. The need for a specialist crack service came from a needs assessment which included the views of service users from four focus groups with the young black crack users from BUBIC, DASH crack workshop members and sex workers from SHOC. Questionnaires were also completed by service providers.
- 12.2. The current service Eban has a service user involvement group who actively shape the service, their views around extension were sort and they are fully

supportive regarding the effectiveness of the current provider in delivering the service.

- 12.3. The members of the Joint Commissioning Group (JCG) which includes the NHS Haringey, Probation, Supporting People and the police have been consulted and endorse extension of the contract.

13. Service Financial Comments

- 13.1. The Pooled Treatment Budget is comprised of different funding streams from Dept of Health, Home Office and NHS Haringey. The funding is use for drug and alcohol services which are commissioned by the Joint Commissioning Manager and overseen by senior representatives from all the partnership bodies.
- 13.2. The Drug and Alcohol Action Team commission this service from the Pooled Treatment Budget (PTB) which is 'hosted' by the PCT. Although the total indicative budget allocation is forecasted to reduce the service is a Government priority and will need to continue to be funded The indicative budget will be published in October 2009 and any minor changes to funding will be made at this point. .
- 13.3. The budget is approved on the understanding that the work will continue to deliver against the targets and milestones set in the contracts and Performance Management Group. The service is regularly monitored and any significant changes will be identified through the quarterly review.
- 13.4. The full cost of funding for this service depends on the Government grant and that the estimated cost of the 2 years extension of the contract, may vary due to the nature of the funding from the government as stated on 3.2 of the contract.

14. Use of appendices /Tables and photographs

- 14.1. [click here to type]

15. Local Government (Access to Information) Act 1985

- 15.1. [List background documents]
- 15.2. [Also list reasons for exemption or confidentiality (if applicable)]

This page is intentionally left blank



Haringey Council

Agenda item:

Cabinet Procurement Committee Meeting

On 27th October 2009

Report Title.

London Borough of Haringey Sustainable Procurement Action Plan

Report authorised by **Julie Parker, Director of Corporate Resources** *J. Parker 19/10/09*

Contact Officer :

Ben Brown

Sustainable Procurement Manager

Ben.brown@haringey.gov.uk

020 8489 2132

Wards(s) affected: **All**

Report for: **Key Decision**

1. Purpose of the report (That is, the decision required)

1.1 The report outlines the proposed Sustainable Procurement Action Plan of Haringey Council. Cabinet Procurement Committee is requested to approve adoption of the Sustainable Procurement Action Plan by the Council.

2. Introduction by Cabinet Member (if necessary)

2.1 This Action Plan will ensure on implementation that the Council achieves Value for Money and meets some of the CAA requirements.

3. State link(s) with Council Plan Priorities and actions and /or other Strategies:

- Priority 1 - Making Haringey one of London's greenest boroughs.
- Priority 3 - Encouraging lifetime well-being, at home, work, play and learning.

3.1 Council Strategies

3.1.1 It is stated in the Greenest Borough Strategy that Haringey Council will achieve Level 4 of the Flexible Framework (a UK Government endorsed activity checklist) by 2011/12.

3.1.2 The Sustainable Procurement Action Plan incorporates a series of tasks that sets the infrastructure to procure goods and services that are environmentally and socially responsible. The infrastructure of the action plan is derived from the Flexible Framework.

3.1.3 Achieving Level 4 of the Flexible Framework will not only help us meet our commitments under the Greenest Borough Strategy but enable us to reduce carbon emissions and increase borough employment levels as required in the Community Strategy and Council Plan.

3.2 Comprehensive Area Assessment

3.2.1 Sustainable Procurement is an integral aspect of CAA KLOE 3.1 – Use of Natural Resources. By embedding sustainability into procurement activity, the Council will be able to manage the environmental and socio-economic impacts of the goods and services it procures.

3.2.2 The Action Plan sits as a living document behind the Sustainable Procurement Policy and Strategy.

3.2.3 The direction Haringey is taking has already received praise from the CAA auditors as being 'notable practice'.

4. Recommendations

4.1 That Cabinet Procurement Committee approve the adoption of the Sustainable Procurement Action Plan as set out at Appendix 1.

5. Reason for recommendation(s)

5.1 Procurement is a considerable element of an organisation's economic power. As a local authority with responsibility for spending public money, Haringey has a duty to ensure it is spent in the community's interests now and for generations to come.

5.2 To deliver outcomes that support sustainable development, the procurement process must take account of social, economic and environmental objectives. For example, across all buildings commissioned as part of the Building Schools for the Future, Primary Capital Programme and Council refurbishment projects are required to provide information detailing how they will reduce emissions on site by 20%, thus also reducing utilities costs and contributing to statutory compliance (Climate Change Act). Our recent Highways and Street Lighting contract will ensure emissions reporting is provided each quarter, in line with National Indicator 185, and sustainable timber is used on fencing and panelling improving our use of natural resources, enhancing our reputation and CAA UoR score.

5.3 There is an increasing UK government emphasis around sustainable procurement. This includes the UK Sustainable Procurement Task Force, which identified benefits

arising from adopting sustainable procurement as: better stewardship of taxpayers' money; environmental and social benefits; public sector support for innovation; encouragement for more environment-friendly technologies; better management of risk; mitigation of concerns about upfront costs through less waste; better information about purchasing patterns; and improved supplier relationships and management. All these elements of sustainable procurement are, at the same time, examples of good procurement practice.

5.4 In addition to offering real value for money over the long term and contributing to meeting the targets in Greenest Borough Strategy (e.g. reducing CO₂ emissions), adoption of the strategy and policy will demonstrate leadership of the borough. This will show Haringey living its values.

5.5 There are also increasing regulatory and policy requirements in the UK and Europe, primarily around financial reporting, waste management, energy use and sustainable production and consumption. The UK government has set the target for the UK to among the EU leaders in sustainable procurement by 2009, an aspiration shared by the Local Government Association. There are higher expectations of Councils in leading the corporate social responsibility agenda locally.

6. Other options considered

6.1 As this is a LGA requirement, no other options have been considered in the creation of this report.

7. Summary

7.1 In June 2005, the Sustainable Procurement Task Force published its report to Government – "Procuring the Future", which recommended changes to procurement procedures in order to recognise benefits against the sustainability triple bottom line – environment, community and economy. The public sector spends £120bn per annum on goods, services, works and utilities and has significant influence over markets. With climate change and community regeneration high on the public agenda, procurement has been recognised as a process that can substantially contribute to these agendas.

7.2 The Local Government Association (LGA) response to the Task Force report was overwhelmingly in favour of the agenda, and Local Authorities are required to make significant investment in the area. This has inherent benefits, such as leveraging value for money from contracts, reducing negative environmental impacts and improving quality of life for residents and workers in the Borough.

7.3 The crux of the LGA requirements is to use the Flexible Framework to benchmark and improve sustainable procurement activity. It is a checklist of actions that will embed sustainability in procurement operations. Haringey is committed to Level 4 (of 5) of the Framework by 2011/12, in line with the government aspiration "*to be amongst the Leaders in the EU in sustainable procurement*".

7.4 The evidence of current practice has been compiled by the Sustainable Procurement Manager, in conjunction with London Remade – a not-for-profit organisation working with public and private sector businesses in London to deliver environmental benefits through changes to procurement processes. London Remade is the body that administers the Mayor of London's Green Procurement Code. A gap analysis indicating the requirements to move from Haringey's current level to Level 4 (using Flexible Framework actions) forms the basis of the Action Plan.

7.5 The main points that the Action Plan addresses are how to develop suitable procurement infrastructure to deliver sustainability through contracts and how to achieve Level 4 on the Flexible Framework. The Action Plan is structured to reflect the themes, levels and actions of the Flexible Framework. Key Performance Indicators at the end of the document will chart the progress we are making.

7.6 On 18th March 2008, the Cabinet Procurement Committee endorsed the Haringey Sustainable Procurement Policy and Strategy. The strategy required the development of the Sustainable Procurement Action Plan in line with the Flexible Framework and committed Haringey to reach Level 4 by 2012.

7.7 The Action Plan was developed in consultation with the Corporate Procurement Management Team, the Chief Financial Officer and London Remade (external consultants). It reflects Flexible Framework criteria.

7.8 The Action Plan was endorsed by the Leading by Example Board on the 12th May and by the Better Haringey Stream Board on the 13th May 2009.

7.9 Progress in development and implementation is reported through the Leading by Example Programme Board bimonthly.

8. Chief Financial Officer Comments

8.1 The CFO is the sponsor for the Greenest Borough Strategy Priority 4 – Leading by Example Programme – under which the Action Plan sits.

8.2 The council will need to ensure that it builds the sustainability agenda into its Medium Term Financial Strategy and ensure that any cost or savings implications of this agenda are fully evaluated and understood. The council's ability to meet this agenda will be a key component of the new CAA requirements both from a sustainability view point and the ability to demonstrate the achievement of Value for Money.

8.3 As sustainable procurement is essentially the application of best practice procurement (delivering value for money), the cost of implementation should be largely absorbed by existing resource directed towards procurement. It is expected that there will be some programme management resource requirements, however these can also be applied through existing arrangements.

8.4 There may be additional costs surrounding procurement training and supplier engagement. Also, in specifying higher minimum standards for our goods works and services, higher upfront costs may apply, but these will be considered on a whole life basis.

9. Head of Legal Services Comments

9.1 Local authorities have the power under S. 2 (1) of the Local Government Act 2000, to adopt and implement any procurement strategy/ policy likely to promote or develop the economic, social or environmental well-being of their area. Furthermore, the EU Directive on Public Procurement (Directive 2004/18/EC) as implemented in the UK by the Public Contracts Regulations 2006 (“the EU Regulations”) empowers local authorities to take environmental and social factors into consideration in the procurement process.

9.2 In exercising the above powers however, regard must be had to the fundamental procurement principles of transparency, non-discrimination and procedural fairness embodied in the Council’s Contract Standing Orders and the EU Regulations. In addition, care must be taken in incorporating sustainability considerations into procurement exercises to ensure that these considerations are only applied to the extent that they are relevant to and proportionate to the subject matter of the contracts procured. The Action Plan should in practice facilitate this process.

9.3 Legal Services should be consulted on the legal aspects of the procurement pursuant to the policy as per usual practice.

9.4 The Head of Legal Services confirms that there are no legal reasons preventing Officers from endorsing the option for consideration under Paragraph 4 of this report.

10. Head of Procurement Comments –[Required for Procurement Committee]

10.1 Development of a Sustainable Procurement Action Plan is in line with policy from the Local Government Agency. It provides a process framework that will facilitate Value for Money options appraisal in contract design and evaluation. This is in compliance with the Procurement Code of Practice.

10.2. The development of the Action Plan is in compliance with EC legislation. All contracts will be auditable against actions provided in the Action Plan, administered by Corporate Procurement.

11. Equalities and Community Cohesion Comments

11.1 The Council is committed to using its procurement function and process to advance its equal opportunities policy aims.

11.2 In this regard, the Council in its Equality Public Duties Scheme (2006) its Guide to Equality in Procurement (2007) and its Equal Opportunities Policy (2007), commits to

including equalities considerations at every stage of the procurement process in to ensure that the process is fair, transparent and accessible to all, so that local businesses especially small – medium sized enterprises, Black and ethnic minority business, women and the community and voluntary sector run social enterprises have the opportunity to tender for council contracts.

11.3 The Council is also committed to using its economic power to ensure whether in partnership or through contractual arrangements for the provision of goods, services or works on its behalf, that people it does business with have due regards to the Council's equal opportunities obligations and are able deliver on them.

11.4 The Sustainable Procurement Action Plan proposed in this report captures the essence of the Council's equalities commitments in regard to procurement.

11.5 This is reflected in the actions of the plan, and in the statement of aims and objectives, of the Sustainable Procurement Policy and Strategy which this Action Plan appends, and which reiterates the Council's commitment in the Equality Public Duties Scheme adopted by the Council in December 2006, and in the key action statement which includes the use of the Council Guide to Equality in Procurement as a key document to guide implementation of the strategy.

11.6 On the whole, when fully implemented, the Sustainable Procurement Action plan 2009-2013 as proposed will contribute to promoting equality of opportunity in Haringey.

12. Consultation

12.1 The Sustainable Procurement Action Plan have been developed in line with UK government and Local Government Association recommendations, in support of the Greenest Borough Strategy, and in consultation with members and officers of the Better Haringey Programme Board. Consultation on the Sustainable Community Strategy in 2006 showed that Haringey's communities wanted Haringey to be the "greenest borough in London", an "economically sound and prosperous borough", and a borough with "good community cohesion with people respecting each other and their environment". Feedback from the Going Green Conference in 2009 told us that the Leading by Example Priority of the Greenest Borough Strategy, in which the Action Plan sits, is a key element of meeting community expectations.

12.2 The Action Plan has been externally reviewed by London Remade.

12.3 The Action Plan is the three year implementation programme to deliver the Sustainable Procurement Policy and Strategy agreed last year. This detailed programme is supported by implementation programmes through category management, ensuring sustainability is addressed at a contract specific level as well as through process change.

13. Service Financial Comments

13.1 In June 2009, the Environment Directorate for the European Union published a

report on Green Public Procurement across 7 member states, including the UK, which monitored contracts containing environmental credentials and the relative average cost premiums/savings associated with specifying environmental criteria. The UK reported an average 5.7% saving in specifying sustainable solutions.

13.2 The main reason behind the 5.7% saving was because of the whole life cost implications of construction projects. With the Council spending between £80-100m per annum, this figure is realistically achievable across the entire Council expenditure portfolio.

13.3 In spite of a net reduction in costs (assuming a whole life cost approach) there will be instances of price premiums. For example, the report highlights a 19% premium for the use of recycled paper. The Council needs to be aware of these premium and offset them using competitive tendering and market analysis.

14. Use of appendices /Tables and photographs

14.1 Appendix 1 – Sustainable Procurement Action Plan

15. Local Government (Access to Information) Act 1985

Background Papers:

http://www.haringey.gov.uk/sustainable_procurement_policy_and_strategy_final_v1.1.doc

<http://www.defra.gov.uk/sustainable/government/publications/procurement-action-plan/>

<http://www.londonremade.com/green-procurement>

http://ec.europa.eu/environment/gpp/pdf/statistical_information.pdf

'External links – Haringey Council is not responsible for the contents or reliability of linked web sites and does not necessarily endorse any views expressed within them. Listing should not be taken as endorsement of any kind. It is your responsibility to check the terms and conditions of any other web sites you may visit. We cannot guarantee that these links will work all of the time and we have no control over the availability of the linked pages.'

Sustainable Procurement Action Plan

Executive Summary

Sustainable Procurement will be addressed through two key work areas.

1. A gap analysis of procurement practice and sustainability requirements based on the recommendations of the Government sponsored Sustainable Procurement Task Force (SPTF). By implementing an action plan to close the gap, Haringey will create procurement infrastructure able to deliver sustainability through contracts
2. With the infrastructure in place, the Council will use information extracted from our category management system to identify spend categories with high sustainability impacts and markets with potential for innovation. Tools and training will be created to support delivery of sustainable options within these categories.

1. Introduction

In March 2008, Haringey Council published its sustainable procurement policy and strategy. Communicated in this document is Haringey Council's vision – to ensure that sustainability is an implicit consideration during all stages of the procurement process and that the Council's procurement activities support wider social, economic and environmental objectives, in ways that offer real long-term benefits to all.

The strategy identified six key outcomes to be met if we were to achieve this vision:

1. Minimising the environmental impacts of our contracts;
2. Delivering real value for money;
3. A well managed sustainable supply chain;
4. Embedded sustainable procurement practices;
5. A strong sustainable local economy;
6. A sustainable constructed environment.

The objectives required to meet these outcomes were outlined in the strategy and are matched against actions in this plan.

The actions expressed later in this document not only represent Haringey's method of achieving the vision, but also provide a clear project plan for improving against the Sustainable Procurement Task Force Flexible Framework, so that we:

1. Meet Level 2 of the Flexible Framework by September 2009;
2. Meet Level 3 of the Flexible Framework by September 2010;
3. Meet Level 4 of the Flexible Framework by September 2012.

These targets are in keeping with those set out in Haringey's Sustainable Procurement Strategy.

For further information contact:

Ben Brown
Sustainable Procurement Manager
 Address: Corporate Procurement Unit
 Level 5, Alexandra House
 10 Station Road, Wood Green
 London N22 7TR
 Tel: 020 8489 2132
 Email: sustainable.procurement@haringey.gov.uk

Contents

1. Introduction	1
2. Glossary	3
3. Developing the Action Plan	5
3.1 Policy and Process	5
3.2 Contractual Outputs.....	6
4. Benefits to this approach	8
4.1 Benefits Case Study	9
5. Interpreting the Action Plan – How to use the document	10
6. Flexible Framework Checklist	11
6.1 Actions to support People.....	11
6.2 Actions to support Policy, Strategy and Communications	14
6.3 Actions to support the Procurement Process	18
6.4 Actions to support Engaging Suppliers.....	21
6.5 Actions to support Measurements and Results	22
7. Overview RAG Map of Sustainable Procurement Activity.....	25
8. Change Log	26
9. Key Performance Indicators.....	28
Annex A. Key Drivers and Relevance to Sustainable Procurement.....	29
Annex B. Interpreting Key Drivers.....	30
B.1 Priorities (Spend)	30
B.2 Priorities (Policy)	30
B.3 Targets.....	31
B.4 Processes	31
Annex C. Summary Sustainability Strategies for Category Market Segments	33

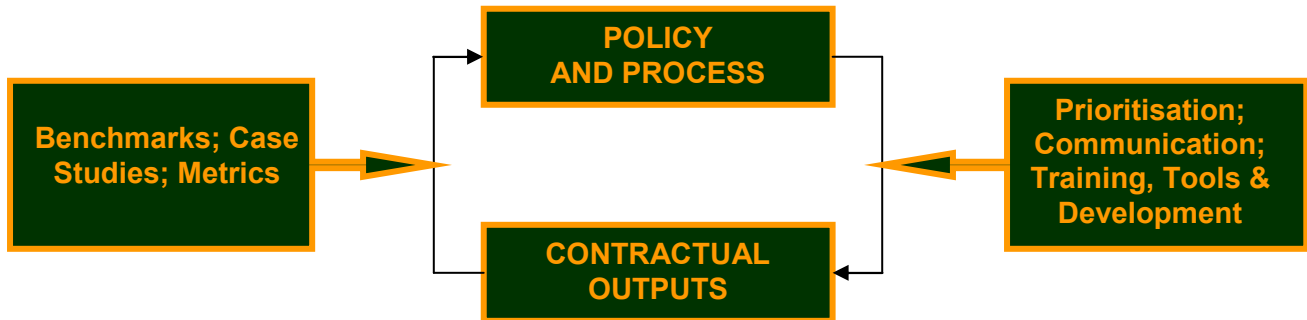
2. Glossary

Term	Definition
Better Haringey	A Council initiative to provide environmental improvements through frontline services to the Borough.
Capital Ambition	A regional programme which serves London local government and the GLA group. It seeks to support London's public services to improve at a swifter rate than they would do alone.
Category Sourcing Plans	Strategies created for 16 markets to realise more efficient and sustainable purchasing practices.
Decent Homes	A programme of works to repair or upgrade existing council accommodation.
Equality Impact Assessment (EqIA)	A systematic approach to discovering and minimising the negative impacts new policy and strategy has on different groups of people.
Environmental Management System (EMS)	This provides organisations with a framework for managing environmental responsibilities (energy, water, waste etc) efficiently in a way that is integrated across all operations.
Flexible Framework (FFW)	A management tool developed for all Governmental bodies to help plan sustainable procurement activity in a co-ordinated and comprehensive manner.
Greenest Borough Strategy (GBS)	The Greenest Borough Strategy sets out how the Council will take forward actions to tackle climate change and embed environmental sustainability into everything it does.
Haringey Strategic Partnership (HSP)	A forum of the Council, local public agencies, community groups and businesses aiming to improve public services and address the key issues in the borough by sharing insight and working practices.
Key Drivers	Existing policy and strategy documents (usually at a national or regional level) which provide direction on any policies yet to be developed.
Key Performance Indicators (KPIs)	A set of quantifiable measures that organisations use to gauge or compare performance in terms of meeting strategic and operational goals.
Life Cycle Costing (LCC)	A procurement evaluation technique which determines the total cost of acquisition, operation, maintaining and disposal of the items or service acquired.
Local Authority Environmental Management and Procurement (LEAP)	A European Union Project to develop a suite of management tools and guidance for public authorities to implement green procurement.
Mayor of London's Green Procurement Code	An external audit procedure which benchmarks London-based organisations on sustainable procurement practice.
National Indicator 185 (NI 185)	A measure of the Council's operational carbon footprint that is reported to the Department of Environment, Food and Rural Affairs and through the Comprehensive Area Assessment.
Personal Performance Agreement	A set of objectives agreed by managers and staff to help them prioritise and deliver projects crucial to organisational requirements.
Pre-Qualification Questionnaire	A questionnaire used to reduce the number of viable bidders prior to conducting a competitive tender.
Prioritisation Methodology	A procedure that is applied to an organisation's spend

	data to determine which products or services have significant sustainability risk.
Purchase to Pay (P2P)	The process of enabling buying organisations and suppliers to make use of technology in order to make processes more efficient.
Quick Wins	A list of 54 product areas that have minimum environmental standards which Government must adhere to when purchasing.
Risk Assessment	A systematic approach to discovering and minimising the negative impacts new policy and strategy has on the organisation.
Sustainability	Ensuring development meets the needs of the present without compromising the ability of future generations to meet their own needs.
Sustainable Investment Fund (SIF)	A fund created by the Council to cover upfront costs of energy management projects which is then paid back over a period defined by the amount of energy saved per month (eg Invest to Save).
Sustainable Procurement Task Force (SPTF)	A business-led group tasked with providing recommendations to Government on how to meet the aspiration to be “amongst the European Union leaders in sustainable procurement by 2009”.
U-Values	A rating for building materials dependant on the amount of heat that is lost through that material.

3. Developing the Action Plan

In the SPTF report 'Procuring the Future', sustainable procurement is identified as existing in two distinct, but overlapping fields. The first is policy and process change – internal infrastructure including training, strategising and risk analysis. Embedding this in an organisation fosters a culture that is more willing to add sustainability clauses into contracts, as there is buy-in at senior level and training and tools to support procurement officers. The second field is therefore contractual outputs. Contractual outputs are the benefits to the environment, society and the economy that are realised through specifications, contract conditions, bid evaluations, contract management manuals and supplier development programmes.



3.1 Policy and Process

For us to deliver benefits to our constituents through the goods and services we buy, there are several conditions which need to be met. Best practice has been identified by the Sustainable Procurement Task Force (SPTF) and is expressed in the Flexible Framework (FFW).

The five themes of the FFW are split over five levels, with Level 5 being the hardest to achieve, but also delivering the most benefits. The Local Government Sustainable Procurement Strategy mandates the use of the FFW for all Local Authorities to record their performance in sustainable procurement.

The FFW requires Haringey to provide training for staff, helping them to become more knowledgeable of the environmental and community impacts of the products and services they buy. They will also be able to understand what actions they can take to reduce the negative impacts and enhance the positive ones.

We are also required to develop a strategy which identifies the actions that government and others expect us to take to deliver sustainable procurement, and who we should work with to make sure this happens. By communicating this to our staff, constituents and suppliers we hope that all people affected by our actions will understand what we are doing and why.

Some of the actions we have to take will change the way we buy. We have I.T. systems in place which allow us to work electronically, cutting down on the amount of storage space we need for documents and saving paper as we can read documents on screen. We need to change the systems to make sure we can monitor sustainable procurement activities. By doing this we can avoid buying products and services which harm the environment or the community and report to whomever needs to know what we are doing to improve the world they live in.

Whilst we can tell our suppliers what we need from them to help us deliver sustainable procurement, there may be instances where they cannot provide us with what we ask for. If we keep demanding products and services standards that suppliers cannot meet, we may damage our relationships with them. To make sure this doesn't happen we need to consult our suppliers on all major decisions which may affect the way we do business with them. We also have a duty to train our suppliers, like our staff, so we can be sure they understand the benefits of sustainable procurement. This may help them practice sustainable procurement themselves.

It is the aim of Haringey Council to achieve Level 4 on the FFW by September 2012. This plan will explain the actions we are taking in order to achieve this target. We have used an amended

version of the Flexible Framework Checklist to show how each action we take affects our progress against the themes and levels. It has been amended to demonstrate the links between the actions we are undertaking, the people we need to involve in the process and any actions from other reports which overlap with this action plan.

3.2 Contractual Outputs

Whilst we can put lots of effort into changing the way we do business, it won't mean anything unless we can demonstrate improvements to our impact on the environment and the quality of life of our constituents. We measure this by assessing various outputs of our contracts. These outputs have been identified by the SPTF – eighteen sustainability indicators that organisations affect when buying goods and services. These areas include environmental and community impacts and are explained below:

Sustainability Indicators:

Greenhouse Gas Emissions

Some gases such as carbon dioxide and methane contribute to climate change and are released as a result of the energy it takes to manufacture, transport or use various products.

Acid Rain Precursors

Acid rain damages plant-life and the soil in which it grows. It is caused by sulphuric gases, released as a result of the energy it takes to manufacture, transport or use various products.

Emissions to Water

Hazardous substances can become trapped in water. When the water sinks into the soil or into local watercourses it can affect local wildlife and communities.

Waste to Landfill

Sending waste to landfill creates many problems. It costs us money (as we have to pay landfill tax), it damages the environment (as it produces greenhouse gases and pollution to water) and can be a burden to society (as it can smell and bring down the prices of nearby houses).

Hazardous Substances

Some products may generate hazardous waste as a by-product, which can be expensive and technically difficult to dispose of. Also, radiation can cause mutations and illness in people and wildlife.

Materials

Using materials which we cannot replace changes the landscapes they come from. Some mining techniques are dangerous for workers. Also, more vehicles on the road, noise and dust can disrupt local communities. Local wildlife suffers from a reduction in suitable habitat.

Energy

Energy required during the manufacture, transport or use of products and services can contribute to climate change and acid rain through the burning of coal, oil and gas by power stations, plant and/or vehicles.

Other Natural Resources

Sometimes the impacts we have on the environment and on communities have knock-on effects. This means we are affecting the environment and communities in ways that may not be clear if we only focus on direct impacts.

Water Usage

Many manufacturing processes require water to dilute, clean or cool products and machinery. Other products consume water during use. Excessive water consumption contributes to drought and intensifies the chemical cleaning process as more water requires processing.

Biodiversity

Biodiversity is the variety and abundance of species, their genetic composition, and the natural communities, ecosystems, and landscapes in which they occur. Harvesting raw materials, climate change and waste disposal all alter the conditions which maintain biodiversity levels.

Local Environment

Satisfaction in the surrounding area including access to green space, responsible use of land (e.g. renovating existing buildings/building on brownfield sites as opposed to building on greenfield sites) and air quality.

Health

When an employee of a supplier, the user of a product or service, or a member of a community affected by the contract suffers ill health as a result of the good/service/work being procured.

Education

Encouraging suppliers of services to participate in apprenticeship, intern or voluntary schemes, providing young adults with opportunities to develop their skills and learn a trade.

Employment

This means improvements in employment prospects in areas/for people which otherwise are restricted in their employment choices. For example, providing amenities at work, such as crèches or coaches, which increase the scope for people restricted by factors other than health to work there or employing a member of the long-term unemployed.

Community

Ensuring the local community is properly consulted or engaged should procurements directly affect them and that projects do not adversely affect or improve standards of safety, amenities and access.

Developing World Supply Chains

In several developing world countries incidences of sweatshops (forced labour), child labour, discrimination and prohibition of labour organisations means peoples' basic human rights are challenged.

Equality and Diversity

Ensuring there is no discrimination regarding the procurement of goods, services and works so that minorities are adequately protected and the supply based becomes more inclusive (welcoming Small Medium Enterprises - SMEs) and therefore competitive.

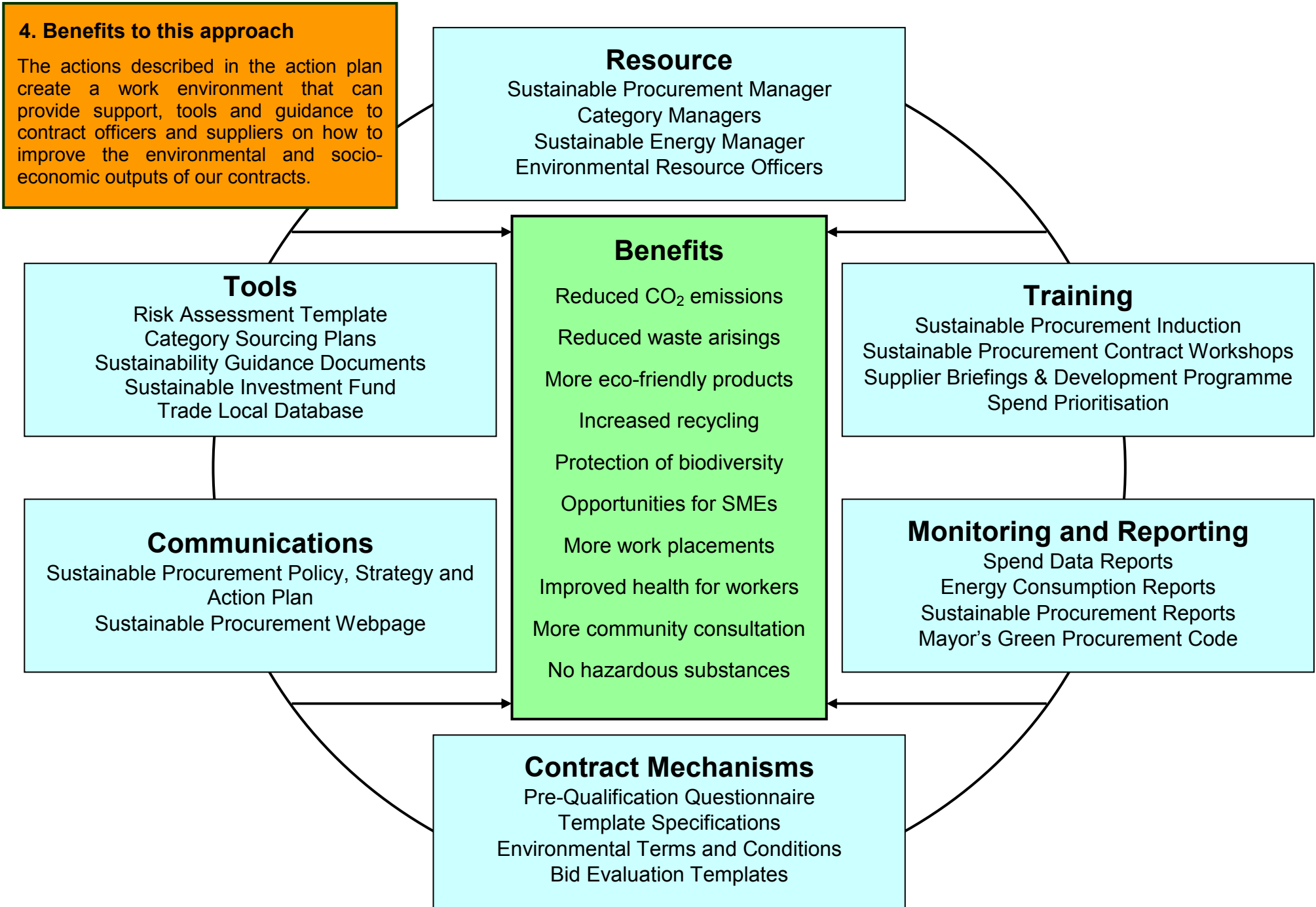
Other Socio-Economic

This means ensuring people affected by procurements and the commissioning of services remain happy with the quality of the life they lead. It is difficult to quantify and is traditionally measured by survey but remains important given the potential for stakeholders to lose faith in the organisation responsible for providing them with services and amenities.

In order to best use the resources available; a method of identifying the high-risk categories, based on the relevance of the indicators (above), must be used. In this way, we can focus effort on the contracts where the most risk exists and therefore the most benefits can be realised. However, we should also ensure that categories are assessed for influence (we are constrained in our ability to reduce the risk of contracts where suppliers have no incentive to meet our requests) and the availability of substitutions in the marketplace – if there is no sustainable alternative to a product/service, no changes can be made.

The SPTF prioritisation methodology is the tool we will use to assess our expenditure profile. This tool fully takes account of all the indicators described above. The use of the tool is explained in Annex C.

By using the dual approach identified (Policy & Process plus Contractual outputs), we will develop a system of continual improvement. This is because, as we embed sustainability in our processes, we set the direction we wish to take in pushing sustainability through our contracts. With the information we receive from our contracts we can reshape our policies and process to reflect aspirations beyond what we have already achieved. This in turn will affect the contracts we let, and the whole cycle starts again.



4.1 Benefits Case Study

Highways and Street Lighting Contract

The employment of the Sustainable Procurement Manager (activity 1.1.1) has allowed the Council to analyse the expenditure within the public realm market segment – that is, the work we undertake on the transport infrastructure in the Borough – roads, lighting, grass banks etc.

The SPTF Prioritisation Methodology was applied (activity 3.1.1) to Civil Engineering – a category within the Public Realm segment that includes Highways reactive and planned maintenance. The results of which showed the following:

High Risk –

- Significant use of raw materials in the provision of civil engineering which may be mined, despoiling the local landscape and threatening biodiversity;
- Emissions, dust and noise from the delivery of civil engineering services contribute to pollution levels and climate change, and affect the health of local residents;
- Works may also restrict access to local businesses and increase traffic congestion.

High Scope – There is plenty of opportunity to mitigate the sustainability risks of civil engineering.

- Innovations in recycling allow contractors to crush and reuse road surfacing and base when maintaining roads;
- New patching techniques seal potholes without the need for filling materials;
- Sustainability certification for timber ensures the legal and sustainable growth of forests;
- Considerate Contractors schemes aim to reduce noise and vehicular movements to the benefit of residents and business;
- Contractors can employ and train local people to provide services through the contract.

High Influence –

- Significant spend;
- Long contractual arrangement;
- Poor execution of the contract can affect the contractor's relationship with residents, leading to protracted administration of complaints procedures and a demoralising workplace for staff whilst tarnishing the Contractor's reputation with other potential clients.

Resultant of this, a Sustainability Strategy following a workshop (activity 3.2.1) was created that aimed to maximise the environmental and socio-economic benefits of the contract. This included:

- Developing specifications concerning the recycling of bituminous material;
- Developing KPIs concerning the continuous reduction of emissions resultant of the contract;
- Developing terms and conditions concerning legal and sustainable timber;
- Involving the Sustainable Procurement Manager in bid evaluation to provide guidance where necessary.

Therefore some of the sustainability outputs of this contract will be:

- A systematic and fully auditable reduction in the use of virgin materials.
- A systematic and fully auditable reduction in CO₂ emissions.
- Use of 100% sustainably and transparently sourced timber.

5. Interpreting the Action Plan – How to use the document

Level 1: Foundation Activity Option/Strategy Objective/KPI	Actions		RAG Status
	Complete	Incomplete	
<p>1.1.2 Key Procurement staff are trained in the basic principles of sustainability (environmental, social, community benefits and regeneration etc). Training includes how sustainability issues are to be integrated into contract activity.</p> <p><i>To increase the sustainable procurement skills of our staff within the Council</i></p>	<p>Action: Develop practical sustainable procurement courses for procurement officers. Run biannually. Owner: Sustainable Procurement Manager. Completion Date: 30.06.09. KPI 3.1</p> <p>Action: Develop sustainability risk assessment training for category managers for use in Category Sourcing Plans. Owner: Sustainable Procurement Manager. Completion Date: 31.03.09. KPI 3.2</p>	<p>Action: Develop Sustainable Procurement Reporting for procurement officers. Owner: Co-ordinated by Category Managers. Returns to Sustainable Procurement Manager. Completion Date: 31.03.09. KPI 4</p> <p>Action: Develop refresher training for procurement officers based on quality of Sustainable Procurement Reports. Owner: Sustainable Procurement Manager. Completion Date: Ongoing.</p> <p>Action: Develop online refresher training for all procurement staff on the Harinet Learning Zone. Owner: Sustainable Procurement Manager. Completion Date: 31.03.10</p>	

This section summarises the monitoring and recording information that sits behind the actions. It includes:

- The Flexible Framework recommended activity that needs completion;
- The Haringey Council Sustainable Procurement Strategy Objective that undertaking the activity will help deliver.

This section details the actions, owners and deadlines Haringey Council has identified and implemented that have enabled us to achieve the activity identified in the Flexible Framework.

Where actions have KPIs, they are linked to the Key Performance Indicator section of the document.

In order to track the progress made against actions, when actions are completed and transferred, they are recorded and dated in a change log at the end of the action plan.

This section details the actions Haringey Council has identified that will allow us to achieve the activity identified in the Flexible Framework but has not yet completed.

When actions have been completed they will be moved across to the 'Complete' column.

The RAG (Red, Amber, Green) status represents the degree to which actions have been completed. This is important as it provides a visual indication of how much of the action plan is complete. It also highlights the fact that in spite of actions not being completed, they may be underway.

There is an overview at the end of the document.

6. Flexible Framework Checklist – Haringey Council’s Sustainable Procurement Action Plan

6.1 Actions to support People

Level 1: Foundation Activity Option/Strategy Objective/KPI	Actions		RAG Status
	Complete	Incomplete	
1.1.1 Identify a Sustainable Procurement Champion from within the Procurement team. <i>To provide clear leadership on sustainable procurement</i>	Created Energy and Sustainability Team in Corporate Procurement to include Sustainable Procurement Manager, Sustainable Energy Manager, Energy Administration Officer and Carbon Management Officer.		
1.1.2 Key Procurement staff are trained in the basic principles of sustainability (environmental, social, community benefits and regeneration etc). Training includes how sustainability issues are to be integrated into contract activity. <i>To increase the sustainable procurement skills of our staff within the Council</i>	Developed practical sustainable procurement courses for procurement officers. Run biannually. KPI 3.1 Developed sustainability risk assessment training for category managers for use in Category Sourcing Plans. KPI 3.2 Developed sustainable procurement reporting for contract officers. KPI 4	Action: Develop refresher training for procurement officers based on quality of Sustainable Procurement Reports. Owner: Sustainable Procurement Manager. Completion Date: Ongoing. Action: Develop online refresher training for all procurement staff on the Harinet Learning Zone. Owner: Sustainable Procurement Manager. Completion Date: 31.03.10	
1.1.3 Sustainable Procurement principles are included in key employee induction programmes.		Action: Develop new starter sessions which highlight the history of sustainable procurement and how it is applied in the Council. Owner: Human Resources provide new starter information. Sustainable Procurement Manager delivers training. Completion Date: 31.03.09 KPI 3.3	

Level 2: Embedding activity	Actions		RAG Status
	Complete	Incomplete	
1.2.1 All people involved in the procurement activity (e.g. project managers, specifiers, engineers, designers, senior managers etc) have received sustainability training. <i>To increase the sustainable procurement skills of</i>		Action: Develop sustainable procurement manuals for each key market segment and include bespoke policies, specifications and terms and conditions. House on Category Sourcing Plan webpage. Owner: Sustainable Procurement Manager/	

<i>our staff within the Council</i>		Category Managers. Completion Date: 31.03.10.	
1.2.2 Procurement job descriptions include requirements for sustainable procurement competencies. All relevant job descriptions include a requirement to support sustainability principles. Those that interface with procurement specifically (e.g. project managers, engineers, facilities managers etc) need to support sustainable procurement. <i>To increase the sustainable procurement skills of our staff within the Council</i>		Action: Integrate sustainability into contract officers' personal performance agreements. Owner: Reviewed by line managers. Audited by Sustainable Procurement Manager (5%). Completion Date: Ongoing. Action: Develop a template for all procurement job descriptions concerning sustainability, equalities, health and safety and basic IT literacy. Owner: Sustainable Procurement Manager/ Head of Supplies and Services Procurement. Completion Date: 30.09.09.	
1.2.3 Recruitment includes sustainable procurement criteria in candidate selection. <i>To increase the sustainable procurement skills of our staff within the Council</i>	Candidate selection criteria for both applications and interview are directly linked to job specifications.		

Level 3: Practice activity	Actions		RAG Status
	Complete	Incomplete	
1.3.1 A sustainable procurement incentivisation programme is in place to motivate procurement staff and key delivery staff such as Project Managers, specifiers etc. <i>To increase the sustainable procurement skills of our staff within the Council</i>	Set up a Sustainable Investment Fund (SIF) of £500k, match fund through external grant schemes. KPI 6 Set up a Schools Sustainable Investment Fund (SSIF) amounting to 12.5% of residual school balances.	Action: Compile a list of relevant award schemes and ensure routine submissions. Owner: Sustainable Procurement Manager. Completion Date: Ongoing.	

Level 4: Enhancing activity	Actions		RAG Status
	Complete	Incomplete	
1.4.1 Sustainable Procurement is included as part of all employee induction programmes. <i>To increase the sustainable procurement skills of our staff within the Council</i>		Action: Include Sustainable Procurement Policy in employee induction pack. Owner: Sustainable Procurement Manager. Completion Date: 31.12.09 Action: Develop an introductory presentation to Sustainable Procurement. Publish on the sustainable procurement intranet page and reference at the bottom of the updated policy.	

		Owner: Sustainable Procurement Manager. Completion Date: 31.12.09.	
--	--	---	--

Level 5: Leading activity	Actions		RAG Status
	Complete	Incomplete	
<p>1.5.1 Achievements in sustainable procurement are publicised and used as part of a strategy to retain and attract procurement professionals.</p> <p><i>To increase the sustainable procurement skills of our staff within the Council</i></p>	Developed an externally facing sustainable procurement internet page which houses key documents and achievements.	<p>Action: Develop a template referencing Council sustainable procurement commitments and achievements for job advertisements.</p> <p>Owner: Sustainable Procurement Manager/ Head of Supplies and Services Procurement.</p> <p>Completion Date: 30.09.09.</p>	
<p>1.5.2 Internal and external awards are used to recognise achievements. This is open to all people involved in the procurement process including suppliers.</p> <p><i>To adopt mechanisms and indicators to review and achieve continuous improvement in our supply chain, including the extent to which it is applied to SME, BAME, voluntary and social enterprises</i></p> <p><i>To research and promote best practice in sustainable procurement.</i></p>		<p>Action: Linked to Better Haringey - develop an annual in-house award scheme with the following (example) categories:</p> <ul style="list-style-type: none"> • Best Haringey Sustainable Procurement Project; • Haringey's Most Sustainable Supplier; • Most Improved Supplier; • Best Partnering Arrangement; • Haringey Buyer Significant Achievement Award. <p>Owner: Sustainable Procurement Manager/ Better Haringey Programme Manager.</p> <p>Completion Date: 31.03.11.</p>	
<p>1.5.3 People are focused on demonstrating benefits achieved. Good practice is shared with other organisations.</p> <p><i>To adopt mechanisms and indicators to review and achieve continuous improvement in our supply chain, including the extent to which it is applied to SME, BAME, voluntary and social enterprises</i></p> <p><i>To research and promote best practice in sustainable procurement</i></p>	Haringey leads on the Capital Ambition Project for Energy and provide practical information on energy procurement and energy efficiency/CO ₂ reduction.	<p>Action: Develop a forum with key partnering organisations (e.g. HfH, Haringey Accord, Alexandra Palace etc.) to share practical examples of how to improve the sustainability of procurement processes and outputs.</p> <p>Owner: Sustainable Procurement Manager.</p> <p>Completion Date: 31.03.11.</p> <p>Action: Develop feedback form and encourage customers to provide constructive criticism.</p> <p>Owner: Sustainable Procurement Manager.</p> <p>Completion Date: 31.03.10.</p> <p>KPI 7.1</p> <p>Action: Scope the potential to deliver consultancy to other organisations.</p> <p>Owner: Sustainable Procurement Manager/</p>	

		Innovation and Commercial Consultant Completion Date: 30.09.12.	
--	--	---	--

6.2 Actions to support Policy, Strategy and Communications

Level 1: Foundation activity	Actions		RAG Status
	Complete	Incomplete	
<p>2.1.1 High-level assessment of the organisations' sustainability values has taken place.</p> <p><i>To identify the social, environmental and economic diversity of council expenditure and predict likely demands and trends including their likely impact on the diverse sections of the Haringey population and service users.</i></p>	Assessed external and internal key drivers for steer on sustainable procurement. Report available as Annex A. Review biennially.		
<p>2.1.2 Overarching organisational sustainability objectives agreed.</p> <p><i>To identify the social, environmental and economic diversity of council expenditure and predict likely demands and trends including their likely impact on the diverse sections of the Haringey population and service users</i></p>	Agreed organisational sustainability objectives in the Council Plan 07-10 and Greenest Borough Strategy 08-18.		
<p>2.1.3 Links between organisational sustainability objectives and procurement have been made.</p> <p><i>To identify the social, environmental and economic diversity of council expenditure and predict likely demands and trends including their likely impact on the diverse sections of the Haringey population and service users.</i></p>	<p>Included Sustainable Procurement in the Greenest Borough Strategy to demonstrate the role procurement plays in delivering sustainability priorities. Audited through a bimonthly Greenest Borough Project Board.</p> <p>E&ST co-ordinated the collation of carbon emission data for submission to stakeholders such as the Audit Commission and Carbon Trust. This is in line with NI 185.</p> <p>KPI 5</p>	<p>Action: Update the contract expiry report to highlight high-risk sustainability contracts to suppliers and procurement officers. Reported monthly.</p> <p>Owner: Sustainable Procurement Manager/ P2P Performance Manager.</p> <p>Completion Date: 31.12.09.</p>	
<p>2.1.4 A simple sustainable procurement policy is in place and endorsed by the Chief Executive.</p> <p><i>To provide clear leadership on sustainable procurement</i></p>	Developed a simple Sustainable Procurement Policy and achieve endorsement from the Cabinet Member for Corporate Resources.		
<p>2.1.5 The sustainable procurement policy is communicated to all staff within procurement, key</p>	Communicated policy through a series of mechanisms including the Haringey Procurer – a		

<p>specifiers and others as necessary.</p> <p><i>To provide clear leadership on sustainable procurement</i></p>	<p>publication for all employees with an interest in procurement and purchasing, the Inter/Intranet, Smart Talk (Haringey's internal bulletin) and the global mailing system. Reference to its internet location made on all high sustainability risk contracts.</p>		
<p>2.1.6 A programme to raise supplier awareness of sustainability issues is in place.</p> <p><i>To provide clear leadership on sustainable procurement</i></p> <p><i>To adopt mechanisms and indicators to review and achieve continuous improvement in our supply chain, including the extent to which it is applied to SME, BAME, voluntary and social enterprises.</i></p>		<p>Action: Set up a supplier development programme, focussing on resource efficiency, health and safety and community liaison.</p> <p>Owner: Sustainable Procurement Manager/ Sustainable Energy Manager/ Environmental Resource Officer/ Haringey Guarantee Officer.</p> <p>Completion Date: 31.03.12.</p> <p>Action: All relevant documents to be placed on the Sustainable Procurement internet page.</p> <p>Owner: Corporate Procurement's Web Administrator.</p> <p>Completion Date: Ongoing.</p>	

Level 2: Embedding activity	Actions		RAG Status
	Complete	Incomplete	
<p>2.2.1 A detailed sustainable procurement policy is in place, endorsed by Chief Executive and part of a wider Sustainable Development Strategy.</p> <p><i>To provide clear leadership on sustainable procurement.</i></p>		<p>Action: Update the sustainable procurement policy to reflect LEAP best practice – identifying objectives linked to actions and targets. Explicit ownership of the agenda is communicated within the document.</p> <p>Owner: Sustainable Procurement Manager Endorsed by the Cabinet Member for Corporate Resources and the Cabinet Member for Environment and Conservation.</p> <p>Completion Date: 31.03.11.</p>	
<p>2.2.2 The sustainable procurement policy is formally communicated to key suppliers and their views actively sought.</p> <p><i>To work with our key vendors on sustainable procurement and our procurement needs.</i></p>		<p>Action: Launch consultation on the updated sustainable procurement policy and seek comments from suppliers and members of the Haringey Strategic Partnership.</p> <p>Owner: Head of Corporate Procurement.</p> <p>Completion date: 31.12.10.</p>	
Level 3: Practice activity	Actions		RAG Status
	Complete	Incomplete	

<p>2.3.1 The policy has now evolved into a high level Sustainable Procurement Strategy with key actions to address key sustainability impacts. The Sustainable Procurement Strategy is endorsed by the Chief Executive.</p> <p><i>To provide clear leadership on sustainable procurement</i></p>	<p>Developed a sustainable procurement strategy and action plan to ensure continued progress against the flexible framework, our Corporate Plan targets and to mitigate sustainability risk in our high impact contracts.</p>	<p>Action: Undertake an Equality Impact Assessment on the strategy. Owner: Sustainable Procurement Manager. Completion Date: 31.03.09.</p>	
--	---	---	--

Level 4: Enhancing activity	Actions		RAG Status
	Complete	Incomplete	
<p>2.4.1 A review of progress against the Sustainable Procurement Strategy has taken place.</p>	<p>Developed an amendments log to be appended to the action plan as Annex B. Updated Biannually.</p>	<p>Action: Review Sustainable Procurement Strategy every 5 years to update changes in progress, policy and legislation. Significant developments will require development of a new strategy. Owner: Sustainable Procurement Manager. Completion Date: Ongoing.</p> <p>Action: Launch consultation on the updated sustainable procurement strategy and seek comments from suppliers and members of the Haringey Strategic Partnership. Owner: Head of Corporate Procurement. Completion date: 31.03.12.</p>	
<p>2.4.2 Briefing on the Sustainable Procurement Strategy are provided to all those involved in the procurement process including key suppliers.</p>		<p>Action: Develop and provide suppliers with regular communications and training workshops as part of the supplier development programme. Suppliers are asked to provide feedback. Owner: Sustainable Procurement Manager. Completion Date: Ongoing.</p> <p>KPI 7.2</p>	
<p>2.4.3 The Sustainable Procurement Strategy is included and/or referenced from within the organisations' overall corporate strategy.</p>		<p>Action: Include explicit information about the Sustainable Procurement Strategy in all future Council Plans. Owner: Head of Policy and Performance. Completion Date: Ongoing.</p>	

Level 5: Leading activity	Actions		RAG Status
	Complete	Incomplete	
<p>2.5.1 The Sustainable Procurement Strategy is reviewed on a regular basis and is externally</p>	<p>Annual submission progress against the Sustainable Procurement Strategy to London</p>		

scrutinised.	Remade – the Mayor’s Green Procurement Code Project Team.		
2.5.2 Progress against the Sustainable Procurement Strategy is reported to the Board and evidence is available that shows Board commitment to continuously improve the sustainability of the organisation and procurement. <i>To provide clear leadership on sustainable procurement.</i>		Action: Implement the KPIs from this action plan to monitor progress against the Flexible Framework. Reported monthly to Head of Procurement and externally through the annual Mayor’s Green Procurement Code submission. Owner: Sustainable Procurement Manager. Completion Date: Ongoing.	
2.5.3 The Sustainable Procurement Strategy is directly linked to the organisations’ accredited EMS and achievements are publicly reported.		Action: Develop and deliver an EMS for the corporate buildings that remain following the estate rationalisation programme and ensure sustainable procurement is fed in. Owner: Head of Environmental Resources. Completion Date: TBA.	
2.5.4 Any revisions to the Sustainable Procurement Strategy are communicated through a mixture of media including briefing, websites, public reporting, press releases etc.		Action: Develop a communications plan for all sustainable procurement activity. Owner: Sustainable Procurement Manager. Completion Date: 30.09.09.	
2.5.5 The Sustainable Procurement Strategy is recognised by political leaders.	<i>Moot Point. This is not a criterion we can fulfil as it relies on external forces. However, monitoring of Haringey Council in the news is undertaken by the media centre and information placed on the internet.</i>		

6.3 Actions to support the Procurement Process

Level 1: Foundation activity	Actions		RAG Status
	Complete	Incomplete	
<p>3.1.1 High-level organisational expenditure analysis has been undertaken and key expenditure areas have been identified.</p> <p><i>To identify the social, environmental and economic diversity of council expenditure and predict likely demands and trends including their likely impact on the diverse sections of the Haringey population and service users.</i></p>		<p>Action: Apply the Sustainable Procurement Task Force Prioritisation Methodology to Haringey's expenditure profile and develop risk mitigation plans for categories scoring over 35. Insert in category sourcing plans. Review following changes to funding and remit or when significant leaps in technology alter the risk profile of certain categories.</p> <p>Owner: Sustainable Procurement Manager.</p> <p>Completion Date: 30.09.09.</p>	
<p>3.1.2 Basic sustainability criteria are integrated into key contracts to improve performance.</p> <p><i>To specify minimum standards for environmentally preferable and fairly traded materials and products.</i></p>	<p>Updated contract terms and conditions to improve environmental protection in contract, including the precautionary principle.</p>	<p>Action: Develop generic specifications for use in all tenders and house the list on the Sustainable Procurement intranet page. Include high-visibility policy areas of energy, waste and water (in line with organisational priorities and SOGE requirements).</p> <p>Owner: Sustainable Procurement Manager.</p> <p>Completion Date: 30.09.09.</p> <p>KPI 4</p>	
<p>3.1.3 Quotes/ tenders are starting to ask for alternative solutions that are more sustainable. These are evaluated openly and where benefits are clear the more sustainable solution is chosen.</p> <p><i>To specify minimum standards for environmentally preferable and fairly traded materials and products.</i></p>	<p>Updated the Environmental section of the Council's Pre-Qualification Questionnaire to require information on sustainable operations, with a checkbox to alert suppliers of sustainability specifications in high sustainability risk tenders.</p>	<p>Action: Develop and roll-out a standard bid evaluation model that ensures points are awarded objectively on a cost/quality/sustainability basis.</p> <p>Owner: Procurement Senior Management Team.</p> <p>Completion Date: TBA.</p>	
<p>3.1.4 All costs associated with the procurement process are assessed so that the total cost is determined e.g. purchase price + energy consumption + spares + training + maintenance + insurance + consumables + disposal costs etc over the anticipated/ stated life of the purchase/ service.</p> <p><i>To ensure that the Whole Life Cost of our procurements is considered.</i></p>	<p>Developed a U-values calculator to be used for assessing the environmental costs of building works for the Decent Homes Project.</p> <p>Designed and rolled-out a life cycle costing tool which provides information on sustainable products; their environmental performance and where to source them.</p>	<p>Action: Develop and run a training course for procurement officers on life cycle costing. Include costs of environmental impacts and cost breakdown in line with ISO 15686-5 (Life Cycle Costing).</p> <p>Owner: Sustainable Procurement Manager.</p> <p>Completion Date: 31.12.09.</p> <p>KPI 3.4</p>	
<p>3.1.5 Generally the organisation is not willing to pay a cost premium for the more sustainable solution.</p>	<p><i>NB. Haringey accepts in several instances sustainable options will incur a price premium, owing to material costs, risk insurance against untried technologies etc. It is important medium to long-term payback is preferred to short-term capital savings.</i></p>		

<i>To ensure that the Whole Life Cost of our procurements is considered.</i>			
<p>3.1.6 Purchases take into account all "Quick-win" criteria identified by central government. If a "Quick-Win" product is available it is always bought.</p> <p><i>To specify minimum standards for environmentally preferable and fairly traded materials and products.</i></p>		<p>Action: Make the Quick Wins list available on the intranet and integrate into Sustainable Procurement Training. Audit through Sustainable Procurement Reports. Owner: Sustainable Procurement Manager. Completion Date: 31.03.09.</p> <p>Action: Rationalise SAP CRM to provide specialist approval routing for categories with quick win compliant products. Owner: P2P Performance Manager (IT Changes), Sustainable Procurement Manager (Approval). Completion Date: 31.03.12.</p>	
<p>3.1.7 The sustainable procurement process is a separate addendum to the main procurement procedures.</p> <p><i>To research and promote best practice in sustainable procurement.</i></p>	<p><i>NB. Sustainable procurement is good procurement. Retrospectively applying sustainability to completed contracts duplicates workloads and restricts the extent sustainability a) is cascaded through the organisation and b) is able to deliver benefits to the organisation and wider community through contracts. All Haringey Council sustainable procurement procedures are being developed to be integrated throughout the procurement process.</i></p>		

Level 2: Embedding activity	Actions		RAG Status
	Complete	Incomplete	
<p>3.2.1 Expenditure and sustainability risk, scope and influence are used to drive contract/ expenditure/ procurement resource prioritisation and allocation.</p> <p><i>To identify the social, environmental and economic diversity of council expenditure and predict likely demands and trends including their likely impact on the diverse sections of the Haringey population and service users.</i></p>	<p>Developed a sustainability risk mitigation plan template for all new procurements valued between £25k-250k. Audit on a 10% basis.</p>	<p>Action: Develop and run three-quarter day sustainable procurement workshops for all new procurements over £250k. Owner: Sustainable Procurement Manager. Completion Date: 31.12.09.</p>	
<p>3.2.2 Those submitting tenders are actively encouraged to offer more sustainable solutions and where benefits are clear the more sustainable solution is chosen, assuming it is affordable.</p> <p><i>To ensure that the Whole Life Cost of our procurements is considered.</i></p>		<p>Action: Develop a paragraph to be integrated into the 'background' section of all contracts, drawing suppliers' attention to Haringey's commitment to sustainability, key documents and where they can be found. Owner: Sustainable Procurement Manager. Completion Date: 31.03.09.</p>	

Level 3: Practice activity	Actions		RAG
----------------------------	---------	--	-----

	Complete	Incomplete	Status
3.3.1 Sustainability risks are managed at all stages of the procurement process from supplier selection, specification development, evaluation, contract management and disposal. <i>To adopt mechanisms and indicators to review and achieve continuous improvement in our supply chain, including the extent to which it is applied to SME, BAME, voluntary and social enterprises.</i>	Contract management procedures for high sustainability risk contracts have a 10% audit regime. Determined from Sustainable Procurement Report returns.		
3.3.2 Any "Gateway" reviews undertaken include an assessment of sustainable development issues.		Action: Update project management framework to include sustainability benefits section. Review at Better Haringey Programme Board/Cabinet Procurement Committee. Owner: Head of Policy and Performance. Completion Date: 31.03.10.	

Level 4: Enhancing activity	Actions		RAG Status
	Complete	Incomplete	
3.4.1 Sustainability risk mitigation plans are agreed with Project Managers, specifiers, Engineers etc. Risks are managed at all stages of the procurement process.	Developed a structured approach to strategic procurement, ensuring all procurement tools and techniques, from project forecasting to contract management are addressed for all strategic procurements.		
3.4.2 Sustainability lessons learned from "Gateway" review processes are captured and disseminated within the organisation.		Action: Add a sustainability section to both project initiation documents and procurement comments for Procurement Committee Papers. Owner: Head of Policy and Performance (implementation)/Sustainable Procurement Manager (content review). Completion Date: 31.03.10.	

Level 5: Leading activity	Actions		RAG Status
	Complete	Incomplete	
3.5.1 The organisation is now identifying potential partners for collaborative contract arrangements, organisation is leading an increasing sustainability agenda in key spend areas with peer organisations.		Action: Set up a collaborative procurement group with members of the Haringey Strategic Partnership, increasing influence over suppliers by aggregating spend. Owner: Head of Procurement. Completion Date: 31.03.12.	
3.5.2 Barriers to sustainable procurement delivery have been completely removed.	<i>NB. Resultant of all other actions.</i>		

6.4 Actions to support Engaging Suppliers

Level 1: Foundation activity	Actions		RAG Status
	Complete	Incomplete	
<p>4.1.1 Organisational supplier spend analysis has been undertaken and the key suppliers to the organisation have been identified.</p> <p><i>To identify the social, environmental and economic diversity of council expenditure and predict likely demands and trends including their likely impact on the diverse sections of the Haringey population and service users.</i></p>	Plotted spend against key suppliers using Business Information Warehouse software.	<p>Action: Plot suppliers on a commercial risk/spend matrix to illustrate key partners. Ensure information on sustainable working practices is shared irrespective of sustainability risk to improve working relationships.</p> <p>Owner: Category Management Manager.</p> <p>Completion Date: 31.03.11.</p>	
<p>4.1.2 A high level examination of the sustainability performance of key suppliers has been undertaken.</p> <p><i>To identify the social, environmental and economic diversity of council expenditure and predict likely demands and trends including their likely impact on the diverse sections of the Haringey population and service users.</i></p>		<p>Action: Map the Council's top 20% of suppliers against high sustainability risk categories and develop supplier management strategies in accordance with prioritisation methodology requirements. Review following changes to funding and remit or when significant leaps in technology alter the risk profile of certain supplier products/services.</p> <p>Owner: Sustainable Procurement Manager.</p> <p>Completion Date: 31.03.11.</p>	

Level 2: Embedding activity	Actions		RAG Status
	Complete	Incomplete	
<p>4.2.1 Suppliers are beginning to identify their key suppliers and a sustainable approach to supply chain management is beginning to evolve.</p> <p><i>To work with our key vendors on sustainable procurement and our procurement needs.</i></p> <p><i>To adopt mechanisms and indicators to review and achieve continuous improvement in our supply chain, including the extent to which it is applied to SME, BAME, voluntary and social enterprises.</i></p>		<p>Action: Deliver prioritisation training to key suppliers and aid them in the production a prioritised category/supplier list.</p> <p>Owner: Sustainable Procurement Manager.</p> <p>Completion Date: Ongoing.</p>	

Level 3: Practice activity	Actions		RAG Status
	Complete	Incomplete	

<p>4.3.1 Suppliers clearly recognise the procurers commitment to sustainability and are now focused on offering the most sustainable solution at the most economic cost.</p> <p><i>To adopt mechanisms and indicators to review and achieve continuous improvement in our supply chain, including the extent to which it is applied to SME, BAME, voluntary and social enterprises.</i></p>	<p><i>Note: This is implicit in the development of supplier engagement.</i></p>	<p>Action: Develop a biannual supplier conference which has Sustainable Procurement presentations and which champions results of Supplier Development Programme and Sustainable Procurement Awards. Include key note speech from Haringey's CEO. Owner: Head of Procurement. Completion Date: 31.03.12.</p>	
---	---	--	--

Level 4: Enhancing activity	Actions		RAG Status
	Complete	Incomplete	
<p>4.4.1 Key supply chains have targeted improvement programmes and benefits are realised.</p> <p><i>To adopt mechanisms and indicators to review and achieve continuous improvement in our supply chain, including the extent to which it is applied to SME, BAME, voluntary and social enterprises.</i></p>		<p>Action: Upgrade the Supplier Development Programme to include supply chain development work, promoting consistency in benefits realisation and reporting procedures down the supply chain. Owner: Sustainable Procurement Manager. Completion Date: 31.03.12.</p>	

Level 5: Leading activity	Actions		RAG Status
	Complete	Incomplete	
<p>4.5.1 Suppliers are seen as essential to the delivery of the organisations sustainable development strategy.</p>		<p>Action: Good practice case studies of the sustainable delivery of supplies and services are included in the updated sustainable procurement strategy. Owner: Sustainable Procurement Manager. Completion Date: Ongoing.</p>	
<p>4.5.2 The programme of supplier/procurer sustainability development has a track record over a number of years and progress of all parties is clearly evident.</p>	<p><i>Defined by progress against KPIs, awards, supplier development, stakeholder feedback and continuous improvement plans.</i></p>		

6.5 Actions to support Measurements and Results

Level 1: Foundation activity	Review Action	RAG Status
<p>5.1.1 High-level sustainability impacts of the procurement activity have been identified.</p>	<p><u>Prioritisation of Category Spend.</u> Review: Annual or following changes to organisational remit/technological developments.</p>	

5.1.2 Simple measures based on achieving all aspects of the foundation level of the flexible framework are put in place and delivered.	<u>Completion of Action Plan.</u> Review: Annually. Audit: Annually (External – London Remade). Every 5 years (Internal Audit). KPI: % Action Plan Complete. Target: Level 4 (70%) by September 2012.	
--	---	--

Level 2: Embedding activity	Review Action	RAG Status
5.2.1 Measures are implemented to manage the high-risk impact areas identified.	<u>Sustainable Procurement Training for Procurement Officers.</u> <u>Prioritisation Training for Category Managers.</u> <u>Sustainable Procurement Introduction for New Starters.</u> <u>Life Cycle Costing Training.</u> KPI: # attendees / # procurement officers (%). Target: 100% KPI: Satisfaction with training (%). Target: 80% <u>Sustainable Procurement Reporting.</u> Audit: Monthly. KPI: # contracts let with sustainability aspects. Target: 5% of total # contracts. KPI: Cumulative value of contracts let with sustainability aspects (£). Target: 5% of cumulative contract value (£). <u>Sustainable Investment Fund.</u> KPI: % committed to projects. KPI: Carbon saving projection per annum (CO ₂ tonnes equivalent). KPI: External match funding received (£ cumulative).	

Level 3: Practice activity	Review Action	RAG Status
----------------------------	---------------	------------

Level 4: Enhancing activity	Review Action	RAG Status
5.4.1 Measures are integrated into a balanced score card approach reflecting both input and output measures as well as costs and benefits.	<u>RAG Status of SPAP Progress.</u> Review: Biannually.	
5.4.2 Measures are linked to delivery of the organisations Environmental Management System (EMS).	<u>Implementation of Environmental Management System.</u> KPI/Target: See SOGE targets – http://www.defra.gov.uk/sustainable/government/gov/estates/targets.htm	
5.4.3 Comparison is made with peer organisations and progress/lessons learned are reported to the Board and actions are taken to address problems identified and success is acknowledged.	<u>Sustainable Procurement Benchmarking.</u> Audit: Annually (External – London Remade). KPI: Quartile Ranking. Target: Top Quartile by 2010/11. <u>Routine Submission to Award Schemes.</u> Review: Annually.	

	<p><u>Carbon Footprint Reporting (CRC League Table).</u> Audit: Annually. KPI: League Table Ranking. Target: Top Quartile. KPI: Building Emissions Statement. Target: 90% Emissions of 2007 levels by 2012.</p>	
5.4.4 Benefits delivered by more sustainable procurement are becoming evident and benefit statements have been produced.	<p><u>Use of Feedback.</u> KPI: Supplier Satisfaction (%). Target: 60%. KPI: Customer Satisfaction (%). Target: 60%.</p>	
Level 5: Leading activity	Review Action	RAG Status

NB: Not all levels across themes and activities are included in this action plan. This is because many of the interpretive actions Haringey is taking comply with more than one activity. Rather than duplicate the actions in a different box, the Council has decided to remove those activities where the completion criteria is met elsewhere. This reduces the length of the document and improves readability.

7. Overview RAG Map of Sustainable Procurement Activity

LEVEL	Foundation Level 1	Embed Level 2	Practice Level 3	Enhance Level 4	Lead Level 5
THEME					
People	Yellow	Red	Grey	Grey	Grey
Policy, Strategy & Communications	Yellow	Red	Grey	Grey	Grey
Procurement Process	Yellow	Red	Grey	Grey	Grey
Engaging Suppliers	Yellow	Red	Grey	Grey	Grey
Measurements & Results	Green	Yellow	Grey	Grey	Grey
MILESTONES	Grey	Level 2 – Sept '09	Level 3 – Sept '10	Level 4 – Sept '12	Grey

NB: Haringey Council has taken the view that, despite the fact that we may be doing good work on one of the FFW themes, unless we have completed all the actions of the level, it cannot be seen as green. We will not progress beyond the level until all actions are completed. Therefore, even if we have achieved a lot in Level 5 of a theme, unless all the levels before it are complete, it will receive a red status.

The Flexible Framework Checklist (Section 5) indicates how well we are progressing individual actions at all levels.

8. Change Log

Date	Change	Owner	Comments
21.09.09	1.1.1. Action: Create Carbon Management Officer role. Owner: Head of Corporate Procurement Completion Date: 31.03.09 Completed. Moved to complete column.	Sustainable Procurement Manager	Carbon Management Officer successfully recruited in June 2009.
21.09.09	1.1.2. Action: Develop Sustainable Procurement Reporting for procurement officers. Owner: Co-ordinated by Category Managers. Returns to Sustainable Procurement Manager. Completion Date: 31.03.09. Completed. Moved to complete column.	Sustainable Procurement Manager	First reporting round co-ordinated by Sustainable Procurement Manager in March 2009.
21.09.09	1.3.1. Added Schools Sustainable Investment Fund to the complete column.	Sustainable Procurement Manager	This is a loan fund for schools to encourage capital investment in energy efficient infrastructure. Schools requiring more information should contact sustainable.procurement@haringey.gov.uk .
21.09.09	1.5.1. Action: Develop an externally facing sustainable procurement internet page which houses key documents and achievements. Owner: Sustainable Procurement Manager. Completion Date: 31.03.09 Completed. Moved to complete column.	Sustainable Procurement Manager	http://www.haringey.gov.uk/index/business/selling/sustainableprocurement.htm
21.09.09	2.1.1. Action: Assess internal key drivers for steer on sustainable procurement. Report available as Annex A. Review biennially. Owner: Sustainable Procurement Manager. Completion Date: 30.06.08. Completed. Moved to complete column.	Sustainable Procurement Manager	
21.09.09	2.1.5 Action: Communicate policy through a series of mechanisms including the Haringey Procurer – a publication for all employees with an interest in procurement and purchasing, the Inter/Intranet, Smart Talk (Haringey’s internal bulletin) and the global mailing system. Reference to its internet location made on all high sustainability risk contracts. Owner: Sustainable Procurement Manager. Completion Date: 31.03.09. Completed. Moved to complete column.	Sustainable Procurement Manager	‘Sustainability Matters’ – Haringey Procurer Issue 1. Summer 05. ‘WEEE Directive’ – Haringey Procurer Issue 2. Winter 05. ‘How green are our greens?’ – Haringey Procurer Issue 5. Summer 07. ‘Sustainable Procurement’ – Haringey Procurer Issue 7. Spring 08. ‘Carbon Emissions of Council Buildings’ – Haringey Procurer Issue 7. Spring 08. ‘Sustainable Timber Policy’ – Haringey Procurer Issue 8. Winter 08. Government Business Energy Award – Smart Talk Issue 57. April 09. London Energy Project GO Award – Smart Talk Issue 61. August 09.
21.09.09	3.1.4 Action: Design and roll-out a life cycle costing tool which provides	Norfolk Property	

	<p>information on sustainable products; their environmental performance and where to source them. Owner: Norfolk Property Services Ltd. Completion Date: 30.06.09. Completed. Moved to complete column.</p>	Services Ltd.	
21.09.09	<p>3.2.1 Action: Develop a sustainability risk mitigation plan template for all new procurements valued between £25k-250k. Audit on a 10% basis. Owner: Sustainable Procurement Manager. Completion Date: 31.12.09. Completed. Moved to complete column.</p>	Sustainable Procurement Manager	SPIRA now routinely used in Sustainable Procurement Training.
21.09.09	<p>3.3.1 Action: Contract management procedures for high sustainability risk contracts have a 10% audit regime. Determined from Sustainable Procurement Report returns. Owner: Sustainable Procurement Manager. Completion Date: 31.03.09. Completed. Moved to complete column.</p>	Sustainable Procurement Manager	First reporting round co-ordinated by Sustainable Procurement Manager in March 2009.
21.09.09	<p>3.4.1 Action: Develop a structured approach to strategic procurement, ensuring all procurement tools and techniques, from project forecasting to contract management are addressed for all strategic procurements. Owner: Head of Procurement Completion Date: 31.03.10. Completed. Moved to complete column.</p>	Sustainable Procurement Manager	

9. Key Performance Indicators

1. Progress against the Flexible Framework (cumulative)																
	Performance 07/08	Performance 08/09	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Target 10/11	Target 11/12
Measure	14%	25%			37%			-			-			-	40%	70%

2. Sustainable Procurement Benchmark						
	Baseline 07/08	2008/9	2009/10	2010/11	Target 09/10	Target 10/11
Measure	27% (3 rd Quartile)	-	-	-	2 nd Quartile	1 st Quartile

3. Contracts Let With Sustainability Requirements (cumulative)																	
	Baseline 09/10	Performance 10/11	Performance 11/12	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Target 09/10	Target 10/11
Number	n/a	n/a	n/a	-	-	-	-	-	-	-	-	-	-	-	-	5%	10%
Value	n/a	n/a	n/a	-	-	-	-	-	-	-	-	-	-	-	-	5%	10%

4. NI 185 Weather Corrected Carbon Emissions from Council Occupied Buildings (quarterly – one month lag)																
	Baseline 06/07	Performance 07/08	Performance 08/09	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Target 09/10
Tonnes	41445	40994	40306	39266			-			-			-			39166 (2279 reduction)
Reduction	n/a	-1%	-3%	-5%			-			-			-			3% (Cumulative 5.5%)
CRC Rank	n/a	n/a	n/a	-												n/a

5. SIF Fund (cumulative)																
	Baseline 07/08	Performance 08/09	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Target 09/10	Target 10/11
Committed	3%	25%	25%	25%	25%	25%	25%	31%	-	-	-	-	-	-	60%	70%
Match Funding (£)	32k	£155k	£155k	£155k	£155k	£155k	£155k	£155k	-	-	-	-	-	-	£300k	£300k
CO ₂ Savings t.eq.p.a	n/a	500													1000	

Annex A. Key Drivers and Relevance to Sustainable Procurement

This table provides an overview of the sustainability implications (in terms of priorities, targets and processes) arising from key drivers. This information has been used to inform the actions in the SPAP and how implementation will be prioritised.

	Priorities (Spend)	Priorities (Policy)	Targets	Processes
Council Plan 07-10	<ul style="list-style-type: none"> Construction Energy 	<ul style="list-style-type: none"> Greenhouse Gas (GHG) Employment 	<ul style="list-style-type: none"> 3% CO₂ reduction on the Council Estate 	<ul style="list-style-type: none"> Develop a green register of products for use in refurb and construction projects Develop a Sustainable Procurement Strategy/Implementation Plan Develop employment programmes for marginalised groups
Local Area Agreement 08-11 (LAA)		<ul style="list-style-type: none"> GHG Employment Health 	<ul style="list-style-type: none"> 11% (0.55t per capita) CO₂ reduction by 2011 	
Comprehensive Spending Review 07 (CSR 07)		<ul style="list-style-type: none"> Community Diversity 	<ul style="list-style-type: none"> £2.8bn cash releasing savings by Local Authorities levied through smarter procurement by 2011 	<ul style="list-style-type: none"> Develop mechanisms for and focus on cash releasing savings Smarter procurement, building sustainability into design stage of projects which will release operational efficiencies overtime. Adoption of best practice procurement approaches including collaboration with other authorities and via consortia
Use of Resources KLOE (including procurement)		<ul style="list-style-type: none"> GHG Community 	<ul style="list-style-type: none"> The organisation has a sound understanding of its costs linked to performance and achieves value for money in the delivery of services The organisation commissions and procures quality services, tailored to local needs, to deliver sustainable outcomes and value for money 	<ul style="list-style-type: none"> Develop whole life analysis for relevant procurements, costing where economics allow, GHGs and community impacts Develop processes based on current best practice sustainable procurement guidance
National Procurement Strategy (NPS)				<ul style="list-style-type: none"> Develop life cycle costing and build into contract specifications and procurement processes. Provide opportunities for the inclusion of SMEs and the VCS in the tendering process
Local Government Sustainable Procurement Action Plan (LGSPAP)	<ul style="list-style-type: none"> Construction Facilities Management Social Care Waste Management Energy Transport Food 	<ul style="list-style-type: none"> GHG Community 		<ul style="list-style-type: none"> Develop processes in line with required actions of the Sustainable Procurement Flexible Framework Ensure senior management assumes responsibility for the delivery of sustainable procurement Develop training to support sustainable procurement Develop whole life analysis for relevant procurements, costing where economics allow, GHGs and community impacts

Annex B. Interpreting Key Drivers

This Annex explains the sustainability implications arising from key drivers (see Annex A) and explains how they apply to Haringey Council.

B.1 Priorities (Spend)

What are spend priorities?

Spend priorities are categories of goods, services, works or utilities that the Council spends significant amounts of money on with external providers (e.g. construction). The Council should aim to deliver sustainability through these categories.

What do the key drivers require?

Spend priorities have been agreed by pulling out the SPTF Pan-Government Priorities most relevant to Local Government spend. The SPTF Pan-Government Priorities are available here:

<http://www.defra.gov.uk/sustainable/government/publications/procurement-action-plan/documents/chapter-1.pdf>

What will Haringey Council do?

Haringey Council spends approximately £406m per annum on goods, services and works that we believe are best suited to helping us overcome the unique challenges the borough faces. Instead of using a set of priorities developed for all Local Authorities, we believe we should develop our own priorities, using the SPTF Prioritisation Methodology.

The full document can be found here:

www.defra.gov.uk/sustainable/government/gov/task-forces/procurement/documents/prioritisation.pdf

We will employ the following changes to the SPTF Prioritisation Methodology:

- The Prioritisation Methodology only assesses the top 20% of categories by spend. We will analyse **all** categories for sustainability risk. This is because even low value categories carry sustainability risk.
- In order to ensure we use up-to-date spend information to assess sustainability risk, we will reapply the prioritisation methodology to our category list annually. This will ensure that changes in spend on different categories are factored into the risk analysis. Also, we make inroads into improving the sustainability of projects, or as governmental policy and technology changes, the scope to effect change in certain categories should reduce. This will also affect our spend priorities and we should remain flexible, ensuring developments are recorded and changes are made accordingly.

B.2 Priorities (Policy)

What are Policy Priorities?

Policy priorities are decisions taken at a national or regional level that inform Local Authorities on the actions they should take, and the outcomes they should look to achieve on sustainability indicators (a list of sustainability indicators can be found in Annex C).

What do the key drivers require?

In nearly all the drivers, reference is made to achieving sustainable outputs from contracts, focussing specifically on carbon emissions and community benefits, either through providing employment opportunities to marginalised groups or improving the diversity of Haringey's supply base, encouraging partnerships with small-to-medium sized enterprises (SMEs) and the voluntary community sector (VCS).

The current procurement climate is conducive to the identified priority policies for several reasons.

- In 2008 the UK government published the Climate Change Act. This piece of legislation requires UK carbon emissions to be 80% lower by 2050 than they were in 1990.
- Historically, the sustainability has been scored qualitatively in bid evaluations. However, new developments in social accounting have ensured that costs are now being attributed to sustainability.

For example, Value Wales in conjunction with Jobcentre⁺ has estimated that up to £10,000 per year per person could be saved (based on a combination of reduced benefits and increased tax revenue) by creating job opportunities for the long-term unemployed through contracts.

- The Local Multiplier 3 effect – designed by the New Economics Forum – measures the impacts of money remaining in the local economy. *However, it should be noted that EC Procurement Directives still maintain that it is anti-competitive to specify local business/products in tenders as it precludes opportunities for business from further a field.*

What will Haringey Council do?

We will assess all spend categories against 18 sustainable procurement indicators. These indicators are taken from the Sustainable Development Indicators developed by Defra and are available here:

www.defra.gov.uk/sustainable/government/progress/data-resources/sdiyp.htm

Based on the prioritised approach to sustainable procurement, it is not guaranteed that procurement will focus consistently on policy priorities as the yield of benefits from various categories may prove marginal. However, where benefits in these areas are forthcoming, evaluations can provide financial data which can contribute to the evidence base indicating Haringey's contribution to tackling climate change and social exclusion.

B.3 Targets

What are Targets?

Targets have been set at a national or regional level for policy priorities that Local Authorities are recommended to achieve.

What do the key drivers require?

Carbon emissions are measurable and each driver commits itself to a reduction.

Haringey also needs to ensure we achieve £2.5m worth of cash releasing savings to be levied through procurement by 2011.

What will Haringey Council do?

Haringey's corporate procurement unit is leading on achieving a 10% carbon reduction target for the Council's property portfolio, relative to 2007 levels, by 2011. This is in support of Haringey's Greenest Borough Strategy and is achievable in two ways.

- Procurement of goods and services designed to accurately report or reduce energy consumption.
One of the largest problems faced by government is poor management information. Without readily available data, it is impossible for organisations to develop realistic action plans to improve weak, or maintain strong performance. Data is extremely important in energy management. Having access to accurate energy information allows Haringey to focus resource on energy saving measures on high consumption sites. Energy consumption reduction technologies, such as voltage optimisation and microgeneration provide organisations with carbon reductions which run in the background and do not affect the way we work.
- Procurement of goods and services with additional sustainability benefits.
Many products and services we buy are not purpose built to reduce energy consumption. In many instances these products and services have an operational carbon footprint of their own. Procurement can help to develop specifications and bid evaluation which encourage innovation and reduce sustainability impacts such as carbon emissions by weighting these impacts appropriately in evaluation.

B.4 Processes

What are Processes?

A list of actions that are required in order to achieve targets.

What do the key drivers require?

Summarised into three areas, the key drivers require us to:

1. Develop an approach to life cycle costing;
2. Develop or update procurement processes to facilitate sustainability
3. Develop contractual mechanisms for key market segments

What will Haringey Council do?

1. Develop an approach to life cycle costing

If we only looked at the price we pay for products or services, we could find ourselves in danger of losing significant amounts of money through use and disposal. For example, a person looking to buy a new car would look beyond the purchase price and consider fuel consumption, insurance and depreciation.

We will look at the life cycle costs of the products and services that we buy. We will include sustainability in life cycle costing by equating monetary savings to carbon, water and waste. Beyond this, we will develop a life cycle *analysis* approach, in which risks are costed where possible to reflect governmental reporting mechanisms, but are also considered in options appraisal when the results are qualitative. This will be measured through effective engagement with affected stakeholders.

1. Develop or update procurement processes to facilitate sustainability

We are committed to reaching Level 4 on the FFW by 2012, the same level as the Environment Agency, which is currently considered best practice in green public procurement. The FFW has been confirmed as best practice in both the Central and Local Government responses to the SPTF report.

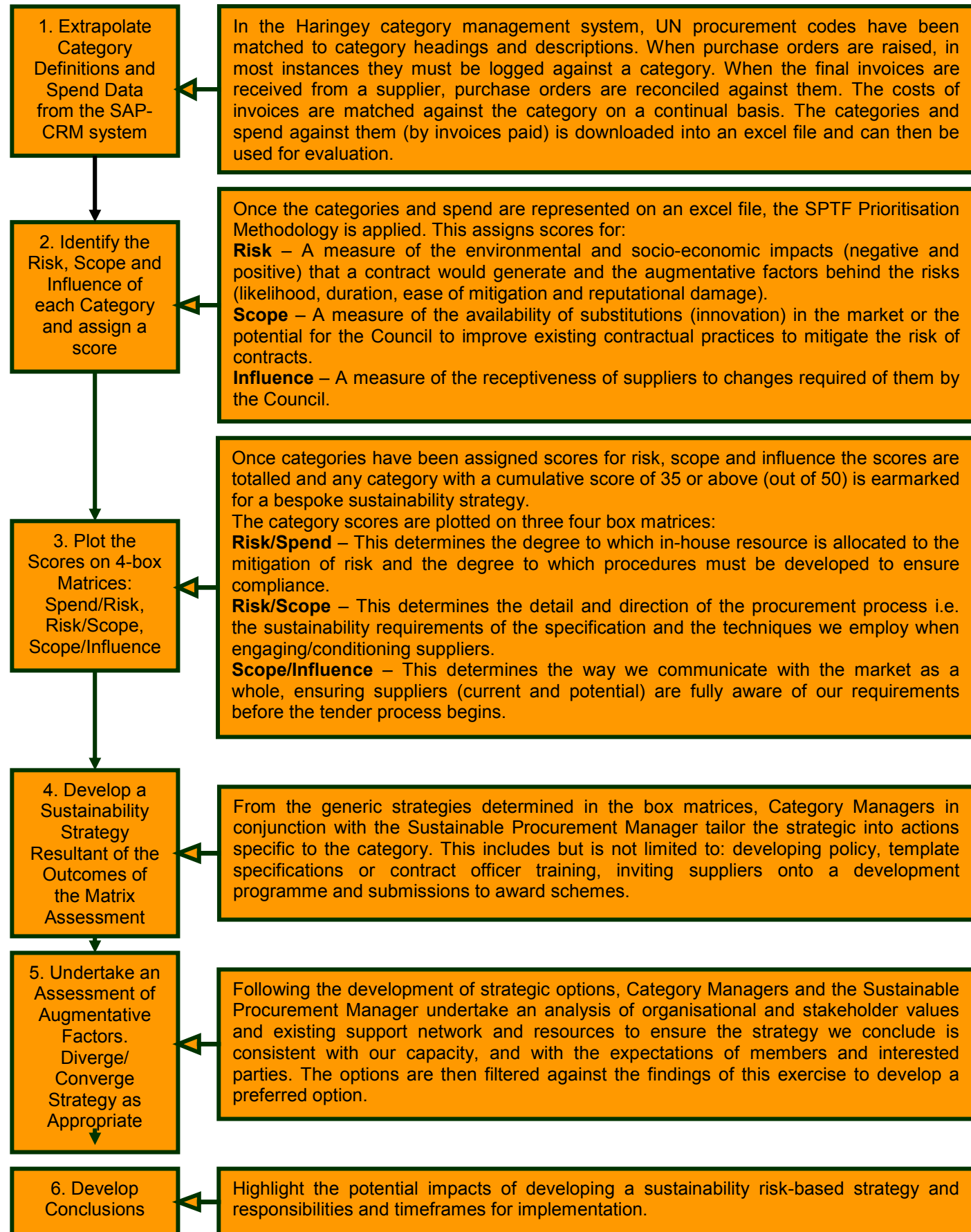
Using this will help organisations understand and take the steps needed to improve procurement practice and ensure we have share a common understanding of sustainability risk management with other public bodies. The full document can be found here:

www.defra.gov.uk/sustainable/government/gov/task-forces/procurement/documents/flexible-framework.pdf

2. Develop contractual mechanisms for key market segments

For each of the categories identified as high sustainability risk following prioritisation, we will develop a suite of bespoke tools for each market segment which will maximise the sustainability benefits from each contract. These tools will include template specifications and contract conditions, early contractor presentations, purchasing policies and procurement officer training. These tools will facilitate outputs which will be underpinned by a supplier development programme. A Supplier Development Programme will allow Haringey to work with suppliers to improve the sustainability of *their* operations, not just the product/service they are providing. A shorter version of this programme will also be made available to potential suppliers so they have the same opportunities as existing suppliers in bidding. The benefits will be captured using the life cycle analysis tool and reported back to ensure policies and procedures are updated to reflect improvements.

Annex C. Summary Sustainability Strategies for Category Market Segments



Haringey Council Report

Report 1A - Spend by Product Category (YTD)

Category Manager	Market Segment	Material Code	Material Description	Active Vendor	Net Invoiced Value	On Contract	Off Contract	Invoice Cost	% On Reg
14200000	Communication	14111500	General Office Paper						
24100000	Printing Services	49101500	Printing Jobs Paper						
49101500	Printing Services	55000000	Print Manufacture Equip						
55000000	Printing Services	55101500	D External substatin						
55101500	Printing Services	55102000	Publications & Subs						
55102000	Printing Services	73111804	Publications						
73111804	Printing Services	7811804	Stationery						
7811804	Printing Services	80141500	Paper production						
80141500	Printing Services	80141805	Document Storage Ser						
80141805	Printing Services	80141900	Market research						
80141900	Printing Services	82101500	Printing activities						
82101500	Printing Services	82101805	Printing Merchandise						
82101805	Printing Services	82101900	Mailing Services						
82101900	Printing Services	82102000	Print advertising						
82102000	Printing Services	82102100	Broadsheet advertising						
82102100	Printing Services	82102200	Advertising agency						
82102200	Printing Services	82102300	Press & Media						
82102300	Printing Services	82102400	Interpretation						
82102400	Printing Services	82102500	Editorial Support Ser						
82102500	Printing Services	82102600	Written translation						
82102600	Printing Services	82102700	News and publicity						
82102700	Printing Services	82102800	D Advertising Service						
82102800	Printing Services	82102900	Printing						
82102900	Printing Services	82103000	D Publishing						
82103000	Printing Services	82103100	Photographic services						
82103100	Printing Services	82103200	Graphic design						
82103200	Printing Services	PUBS8000	X INVAUD PUBLICATIO						
		Result							

Here is the process flowchart used in the development of sustainability strategies for high sustainability risk categories. Further information can be found on Haringey's website or in the relevant Category Sourcing Plans.

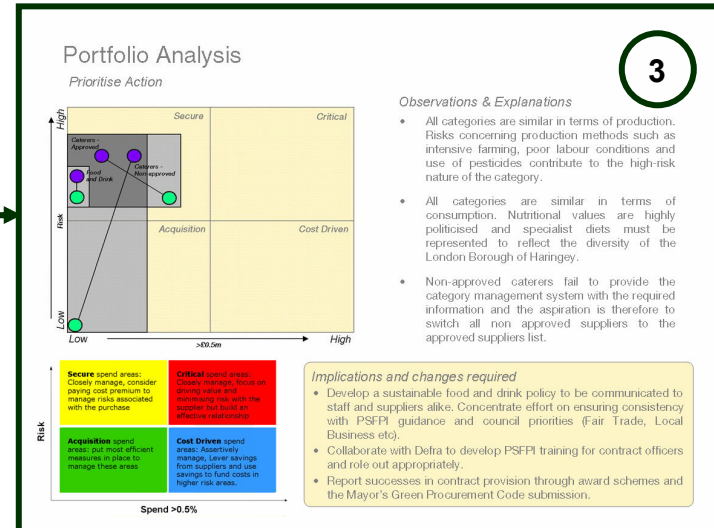
Sustainability Prioritisation

*Data extrapolated from LH8 Sustainability Procurement Prioritisation

Category*	Spend	Risk	Scope	Influence	Total	> 35 Threshold?
Catering Equipment Suppliers	£ 161,931.12	11	3	1	15	x
Vending Machine Products	£ 25,356.28	14	5	1	20	x
Refreshments	£ 41,261.30	8	1	1	10	x
Catering Disposables	£ 5,791.64	13	6	0	19	x
Meals and Drinks	£ 21,701.87	17	13	5	35	✓
Caterers - Approved	£ 89,403.11	19	13	5	37	✓
Caterers - Non Approved	£ 203,161.75	19	13	5	37	✓
Catering Supplies	£ 105.60	9	3	1	13	x

Key Observations

- The key sustainability impacts of Food and Drink have been well documented by the Public Sector Food Procurement Initiative and centre around production methods and health.
- Haringey Council has committed the borough to Fair Trade status which is already evident in our refreshment provision but has not filtered through to our catering provision.
- Catering equipment should not include industrial kitchen appliances. These are white goods and should be captured elsewhere.



Strategic Options

Prioritise Action	Comments	Preferred Option
Develop a sustainable food and drink policy.	Little resource required. Consolidates previous commitments (Fair Trade etc).	✓
Collaborate with Delta to develop PSFPI training.	Builds a strong network with other organisations. Improves knowledge of buyers.	✓
Report successes.	Improves management information.	✓
Buyer Approach		
Develop template specifications.	Existing tools makes this simple to implement. Ensures standardised approach.	✓
Develop early contractor engagement presentations.	May result in preconceived notions that Haringey is difficult to work with, suppliers may be put off bidding.	✗
Ensure sustainability is highly weighted in contracts.	High weightings ensures serious consideration is given to sustainability. Same issue as above.	✗
Market Strategy		
Supplier development programme should be developed.	Resource intensive. Should be developed as part of a wider programme.	✗
Sustainable procurement successes to be communicated to the market.	Good conditioning exercise - will require improvement in management information.	✓
Common Minimum Standards should be a minimum requirement for supplying the Council.	Not overly challenging and could be added into specifications as well as a pre-tender conditioning exercise.	✓

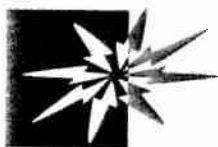
Direction setting for preferred option

Organisational Values	Support Framework
<ul style="list-style-type: none"> Fair Trade Resolution passed by Council Trade Local Initiative Greenest Borough Strategy Key sustainability drivers are improving employment opportunities and reducing carbon emissions. 	<ul style="list-style-type: none"> Clr Reith is Fair Trade Champion Sustainable Procurement Manager Haringey Fair Trade Borough Steering Group Sustainable Haringey Food Group Urban Environment Facilities Management
Resource	Stakeholder Values
<ul style="list-style-type: none"> PSFPI guidance and toolkits EUROPA Green Public Procurement Toolkit LEAP Green Procurement Toolkit Fair Trade promotional materials Free consultancy from London Remade 	<ul style="list-style-type: none"> Government – Advocates agenda but has not mandated any actions. Supports the agenda Public – Generally prefer cheapest option but recent high-profile media campaigns is increasing interest Staff – Will support the agenda unless choice editing affects their usual habits NGOs – Strong advocates of agenda

Conclusions

- Sustainable Food and Drink Policy should be developed in line with LEAP best practice. The content should reflect Haringey's key policies such as Fair Trade and reflect wider strategies such as the Greenest Borough.
- Consultation on documents such as the policy should be undertaken with key groups in the Borough such as the Sustainable Haringey and Fair Trade groups.
- An audit should be developed to ensure key sustainability aspects of contracts are logged and performance benchmarked. This will inform the Mayor's Green Procurement Code submission.
- A review of toolkits should be undertaken and the best specifications consolidated into a Haringey document and training session.
- A horizon scan of food award schemes should be undertaken and successes communicated to them as appropriate.
- A communications strategy should be prepared, ensuring suppliers are kept informed of developments within Haringey.

This page is intentionally left blank



Haringey Council

Agenda item:

[No.]**Procurement Committee****On 27 October 2009**Report Title. **Parking Services Managed IT Services Contract**Report of **Director of Corporate Resources**Signed : *J. Parker 19/10/09.*

Contact Officer : David Hatley , IT Services, Extension 3235

Wards(s) affected: **All**Report for: **Key****1. Purpose of the report (That is, the decision required)**

- 1.1. To seek Procurement Committee approval to extend and vary the existing Managed Service contract for Parking Services with Civica Limited for an additional 3 years from the current expiry date of July 2012 to July 2015.
- 1.2. This will enable the system to be upgraded to enable public access online to manage penalty notices and request permits, and will also enable performance and efficiency improvements to be made within the service.
- 1.3. To demonstrate the benefits of this course of action and the options considered in making this recommendation.

2. Introduction by Cabinet Member (if necessary)

- 2.1. The Cabinet Member for Resources notes the recommendations this report.

3. State link(s) with Council Plan Priorities and actions and /or other Strategies:

3.1. National Indicator NI14 – reducing avoidable contact.

4. Recommendations

4.1. It is recommended that Members approve, under Contract Standing Order 13.02, the variation of the existing Managed Service contract for Parking Services with Civica Limited to allow the upgrade of the existing system and the purchase of additional software described in paragraph 5 of this report as well as an extension and variation of the contract for an additional 3 years until July 2015.

5. Reason for recommendation(s)

5.1. This report has been prepared following a review of the options for the Parking Service computer application contract which is due to expire in 2012.

5.2. The current Parking System, Civica's Parking Enforcement System (PES) does not facilitate the online purchase or renewal of parking permits nor enable Customers to review Parking Notice (PCN) evidence online. When the contract was originally let the requirement for online permit management was not foreseen and not available.

5.3. The PES system runs on dated technology and the Supplier has confirmed that PES will not be developed further, other than legislative requirements, as Civica focus their efforts on their new system Civica Enforcement (CE). CE provides improved functionality including online self service for key areas of the Parking Service.

5.4. The Council needs to provide modern, efficient and relevant services to Customers and to encourage the use of online channels to interact with the Council, which will improve services to Customers and promote efficiencies within the Service.

5.5. The Parking service is an important revenue stream for the Council and there are pressures to increase efficiencies and incomes for the Service.

5.6. In seeking to improve customer services and to introduce new self service online functionality, the Council approached Civica for costs to upgrade the existing system.

5.7. Whilst this upgrade can be done within the current contract term, the return on investment is only justifiable over an extended period. Whilst there are stand alone online permit modules that can be purchased, there would be a cost, not only for the module, but also to create an interface to the PES system which, as stated previously, is outdated and no longer being developed.

- 5.8. A review was undertaken of the options available and these are detailed in Paragraph 6 and Appendix 3 attached.
- 5.9. The outcome of the review highlighted that the most favourable and best value option to provide online services would be to extend and vary the contract and upgrade the system to CE to provide online functionality and associated benefits.
- 5.10. The Supplier performance is monitored by way of monthly Service Performance reports and bi-monthly Service Review Meetings and performance has been acceptable under the contract. This upgrade would provide improved stability and management of the software.
- 5.11. The original contract contains a clause enabling variation agreed between the parties and implemented via the contract Change Control Procedure.
- 5.12. The option chosen allows the Council to implement online permits and other online parking services in 2010 and to take advantage of further benefits that accrue from the implementation of CE.
- 5.13. The implementation of CE involves an estimated 12 month project with the new system ready for launch in 2010. The project will also include a review of processes to ensure that best use is made of the system and resources. A Project Board will be established for the implementation incorporating benefits tracking and post implementation review processes.
- 5.14. The costs of the project and the benefits to be realised are detailed in Appendix 1 (exempt) attached.
- 5.15. The annual fee applicable for the period of the extension will remain unchanged from current levels. Supplier performance will continue to be monitored by way of monthly Service Performance reports and bi-monthly Service Review Meetings.
- 5.16. The proposal to extend and vary the contract and migrate to the new system provides improved customer services with the online functionality as well as providing cashable benefits which demonstrate value for money.
- 5.17. Benefits of The Proposal**
The migration to Civica Enforcement (CE) would enable:
- Improved Customer Access 24/7
 - online (electronic) permits to reduce manual intervention and improve service. This will include the ability to interrogate Enforcement Officers' handheld units for up to date permit details.
 - online representations allowing the customer to submit their enquiry or representation online reducing manual activity.
 - online access to evidence such as CCTV image or Photographs by the Customer

to view the contravention. It is estimated that this facility will reduce contacts to the Council's Customer Services call centre by 10% as well as reduce parking correspondence levels by 10%.

- Increased choice of access channels for the Customer.

In addition, the upgraded software will enable the following benefits:

- Improved notice processing through provision of Workflow technology (reducing manual intervention and increasing performance), and appeal packs which automatically collate evidence for appeals hearings reducing the need for officer intervention.
- Improved debt recovery and debt management helping to achieve end to end process timing targets and providing improved analysis and interrogation facilities.
- Enabling the Service to fully understand the requirements and achievements that can be made with a modern IT system before tendering in 2015.

6. Other options considered

6.1. A detailed financial and technical review was undertaken of the options available and is summarised below. A detailed review is contained in Appendix 3 attached.

6.2. In summary the options were:

- **Do nothing** and let the contract run to its current contractual end date of 2012. Some 18 months prior to the end of contract, a project team will need to have been established and a competitive tender completed to take over from the existing contract, which will involve a large number of resources. This solution does not enable the Parking Service to develop/make efficiencies through IT and will require additional investment in a separate system for electronic permits and the relevant interfaces required.
- **Migrate to Civica CE now** and deliver an online permit service (during 2010) and other improvements with an extension to the contract of a further 3 years (until 2015). This is the favoured option for the benefits outlined in Section 5.
- **Serve notice to the present contractor to terminate early** and tender the contract. As for Option 1 above, a project team would need to have completed the competitive tender prior to the termination date. This option does allow the contract to be tendered to ensure competitive advantage and early adoption of a new business model. However, a platform for electronic parking permits is unlikely to be in place before 2011.
- **Upgrade the parking system now** without extending the contractual date. This option would incur potential costs from Civica and there would be insufficient time for the benefits to be realised in the timescales prior to re-tender with the potential for further system change post tender in 2012.

7. Summary

- 7.1. The current Parking System is outdated and does not deliver the level of services to citizens or efficiencies that the Council requires.
- 7.2. An upgrade to a modern system providing customer online access is available from the incumbent Supplier.
- 7.3. There will be benefits to the Business with estimated cashable savings as detailed in Appendix 1 attached.
- 7.4. The upgrade is dependent upon the contract being extended for 3 years beyond the current expiry date of 2012.

8. Chief Financial Officer Comments

- 8.1. The one off capital costs have been considered by the Corporate IT Board and earmarked to deliver this project and will come from the corporate IT capital programme. The spend will span 2009/10 & 2010/11 and the current phasing is set out in Appendix 1 (Exempt).
- 8.2. In terms of one-off revenue costs such as training on the new package, data testing etc. Parking services have confirmed that these can be met from within their existing resources and no back filling should be required.
- 8.3. The proposed extension to this contract will enable a system upgrade which is forecast to deliver on-going revenue savings as well as supporting the council's wider customer, payments and smart working strategies. The revenue savings will not be fully deliverable until 2011/12 due to the need to fully migrate data & imbed the system.
- 8.4. As stated in section 5, paragraph 5.16, there will be no increase to the current annual maintenance charge under the proposed new solution. The budget for this sits within the IT business unit.

9. Head of Legal Services Comments

- 9.1 This report is recommending a variation to Civica's existing contract to include additional services. This involves extending the 10-year contract by 3 years in order to secure an enhanced version of an IT solution for parking and enforcement. The major aim of the extension is to achieve electronic permits functionality along with further technical and performance benefits.
- 9.2 The Procurement Committee has power under Contract Standing Order (CSO) 13.02 to approve the recommendation provided that it is consistent with the Council's Financial Regulations and any other applicable rules.

9.3 The letting of the additional services by way of the proposed contract extension is subject to EU rules. As such, the extension would only be permissible without EU tendering under an exception to the Public Contract Regulations 2006 (PCR). This is on certain assumptions set out below.

9.4 The relevant exception involves the use of the negotiated procedure without prior publication of a contract notice to other parties under PCR reg. 14(1)(d)(i). The procedure allows a contracting authority to use the negotiated procedure, without notice to any other party, to approach a provider with which it already has a services contract to provide additional services not included in that contract.

9.5 This may be done where: (i) the additional services have become necessary through unforeseen circumstances and (ii) the services cannot for technical or economic reasons be provided separately from those under the original contract without major inconvenience to the contracting authority. In addition, the total value of the additional services must not exceed 50% of the original contract value.

9.6 The electronic permits functionality did not exist and was not foreseeable on contract start-up. IT and Parking Services have confirmed that it is now a necessary part of a modern parking enforcement system, especially given the expectations of the public. Further, integrating an electronic parking component from a different IT provider with Civica's system would pose technical challenges involving significant time and expense and therefore major inconvenience to the Council.

9.7 In order to allow time for the upgrade to the new functionality and sufficient time for it to be economically viable, a 3-year contract extension is considered necessary.

9.8 Provided IT and Parking Services can objectively sustain the assumptions in paras. 9.6 - 9.7, the use of the negotiated procedure under PCR reg. 14(1)(d)(i) is permissible and by extension the recommended contract variation.

9.9 Subject to the proviso stated in the foregoing paragraph, there are no legal reasons preventing the approval of the recommendation in paragraph 4 of the report.

10. Head of Procurement Comments

10.1. The Head of Procurement has been involved in the options appraisal for this project and is supportive of the procurement strategy being taken.

10.2. Robust contract and project management has been put in place to ensure that the required objectives for the contract extension are achieved.

10.3. The current contract does allow for variation, and this service development was not foreseeable when the contract was originally let.

10.4. VFM is demonstrated by the avoidance of cost identified in this recommendation and set out in Appendix 2 (Exempt).

11. Equalities & Community Cohesion Comments

11.1. Equality issues will be fully considered during the consultation process for parking permits should this recommendation be approved.

12. Consultation

12.1. The Parking Service will undertake consultation with residents in respect of the proposed parking permits changes should this recommendation be approved.

13. Service Financial Comments

13.1. Appendix 1 (Exempt) sets out the financial costs and benefits from the proposed upgrade to the Civica Parking IT system.

13.2. The cost for the extension and reconfiguration of the contract services is shown in Appendix 1. There will be no additional charges to the existing managed service costs for each year of extension, this is the existing ongoing management cost for this contract, it does not represent any additional cost.

14. Use of appendices /Tables and photographs

14.1 Appendix 1-3 of this report contains exempt information and is **not for publication**. The exempt information is under the following category (identified in the amended Schedule 12A of the Local Government Act 1972)

14.2 Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Ground 3)'

|



Agenda item:

[No.]**Cabinet Procurement Committee****On 27th October 2009**

Report Title. **Framework Agreement for Asbestos Surveys, Bulk Material Analysis, Asbestos Air Sampling and Monitoring and Periodic Inspections**

Report of **Director of Corporate Resources**

Signed :

Contact Officer : Jey Jeyakumar, 020 8489 1070

Wards(s) affected: **All**

Report for: **Key Decision**

1. Purpose of the report (That is, the decision required)

- 1.1. To seek Cabinet Procurement Committee approval to award framework agreements for the provision of asbestos surveying services for buildings owned or managed by the Council and Homes for Haringey; and other instances where the Council may have a public duty.

2. Introduction by Cabinet Member (if necessary)

- 2.1. I note the recommendations set out in this report.

3. State link(s) with Council Plan Priorities and actions and /or other Strategies:

- 3.1. The opportunity to procure long term agreements for asbestos surveying services was identified through the Council's Category Management strategy.
- 3.2. The framework agreement complies with the Homes for Haringey and Haringey

Council Corporate Asbestos Policies. These documents are included as appendices to the contract document for this framework agreement.

4. Recommendations

- 4.1. In accordance with CSO 11.03 that framework agreements for asbestos surveys, bulk material analysis, asbestos air sampling and monitoring and periodic inspections be awarded to those companies listed in Appendix 1
- 4.2. That the framework agreement be awarded for a period of 2 years with an option to extend for a further 2 years and with an estimated total value of £200,000 per year.

5. Reason for recommendation(s)

- 5.1. The Council currently procures construction project-related asbestos surveying services through the use of a pre-qualified list of contractors that is managed the Construction Procurement Group (CPG). The Council's Category Management strategy has identified asbestos surveying as an area of spend where benefits can be achieved through the procurement of a long term procurement arrangement.
- 5.2. The framework agreement will provide a mechanism for the procurement of asbestos surveying companies for individual projects. Commissions will normally be let on a call-off basis. Selection will be on the basis of the most economically advantageous tender (MEAT) based on the results of the procurement process for the framework agreement and performance measured through key performance indicators (KPI). The framework agreement will also allow for the option to let commissions via mini-competitions.
- 5.3. The use of a framework agreement will provide a robust contract management process, with key performance indicators used to monitor contractor performance in order to maintain a quality service for the Council and to inform the decision making process taken in selecting companies through the call-off process (see 5.2 above).
- 5.4. The framework agreement will be available to all Council directorates and Homes for Haringey.
- 5.5. The framework agreement will also be able to provide routine inspections to Haringey schools in order to maintain an annual schedule of inspections.
- 5.6. It is intended that an asbestos database is to be provided by one of the successful contractors, using a separate procurement process through this framework agreement. This will provide details of surveys carried out for Council assets for future record, which will be utilised in any future construction work that may be carried out. It will also be used to monitor the schedule of inspections for

Haringey schools.

6. Other options considered

6.1. The Construction Procurement Group examined the option of using other public sector arrangements for the provision of asbestos surveying. No such arrangements were discovered within the public sector that catered for asbestos surveying services and which Haringey could legitimately access.

7. Summary

- 7.1. The procurement followed an EU tender process. A contract notice was published on 20th February 2009 via the Official Journal of the European Union (OJEU).
- 7.2. Pre-qualification Questionnaires (PQQ) were received from 20 companies. The pre-qualification questionnaires were assessed by officers from CPG, the Children & Young People's Service and Homes for Haringey.
- 7.3. The 8 companies with the highest scores following evaluation of pre-qualification questionnaires were invited to tender for the framework agreement on 31/07/09. Valid tenders were received from 7 companies. One tender was received after the deadline for the return of tenders.
- 7.4. Please see Appendix 1, point 1.2
- 7.5. Tenders were assessed on a 60% Quality: 40% Price basis.
- 7.6. Quality evaluation was based upon tenderers' responses to questions relating to their proposed delivery of the framework agreement (see Appendix 1, 1.5 for questions). The content of the questions related to both business delivery and specialised asbestos surveying expertise. The potential marks available for each question were specified in the tender documents. The quality responses were evaluated by officers representing the Children & Young People's Service and Homes for Haringey.
- 7.7. Price was evaluated using a schedule of rates submitted by each tenderer. The schedule of rates related to specific types and quantities of work that may be carried out through this framework agreement. The calculation of tender scores for price was undertaken using calculation factors for each item that were specified in the tender documents.
- 7.8. The 3 companies with the highest scores following the tender evaluation are being recommended to be appointed under this framework agreement.

8. Chief Financial Officer Comments

8.1. The proposal to move to a framework agreement for asbestos surveying should provide better prices for this type of work as well as a more streamlined procurement process. All spend on this contract will be from the capital programme.

9. Head of Legal Services Comments

9.1. The EU Directive on public procurement (the Consolidated Directive), as implemented in the UK by the Public Contracts Regulations 2006, allows local authorities to enter into framework agreements with service providers, and to select service providers in respect of specific projects from amongst those providers with which it has concluded framework agreements.

9.2. The framework agreement to which this report relates has been tendered in the EU in accordance with the Public Contracts Regulations 2006, using the restricted procedure, a tendering procedure whereby expressions of interest are invited by advertisement in the Official Journal of the EU, with a selection of the contractors who have expressed an interest being invited to submit tenders.

9.3. This report is recommending award of the framework agreement to the companies named in Appendix 1. These companies have been selected based on the most economically advantageous tenders submitted, in accordance with Regulation 30 of the Public Contracts Regulations.

9.4. As the total estimated value of the contracts to be awarded under the framework agreement is likely to exceed £250,000, the proposed award must be approved by Members pursuant to CSO 11.3.

9.5. The award of this framework agreement is a key decision and the client has confirmed that it has been included in the Forward Plan.

9.6. The Head of Legal Services sees no legal reasons preventing Members from approving the recommendations in paragraph 4 of the report.

10. Head of Procurement Comments

10.1. This procurement exercise falls within the scope of the EC Public Procurement Directives and was advertised accordingly in the Official Journal of the European Union (OJEU).

10.2. As a result, 6 valid bids were received and evaluated and from which 3 companies have been selected to the Framework Agreement.

- 10.3. Asbestos surveys and related services are crucial to managing risks to public health and the well-being of the borough and the successful companies have been selected on the basis of quality (60%) and price (40%).
- 10.4. The Framework Agreement will be managed by Corporate Procurement and monitored using the Contract Management System.
- 10.5. There was robust competition and the recommendation to appoint the 3 firms in Appendix 1 offers overall best value to the Council.

11. Equalities & Community Cohesion Comments

- 11.1. All pre-qualification questionnaires were evaluated in terms of equality and diversity. The companies to be appointed under this framework agreement have demonstrated a commitment to equalities and diversity.
- 11.2. The framework agreement will benefit all wards within the borough.

12. Consultation

- 12.1. The procurement process for the framework agreement has been undertaken in consultation with the Children & Young People's Service, Homes for Haringey and Corporate Legal Services.
- 12.2. Following discussions with Corporate Legal Services and Homes for Haringey the decision was taken not to hold a Section 20 Leaseholder consultation (under Section 151 of the Commonhold and Leasehold Reform Act 2002) for this procurement. It is anticipated that asbestos survey work to communal areas will be of minimal value and therefore the minimum reimbursement of £100 per leaseholder will not be reached. If an instance occurs in which the Section 20 consultation applies a mini-competition will be held with the companies appointed to this framework plus a contractor nominated by affected leaseholders.

13. Service Financial Comments

- 13.1. The costs involved in the use of the framework agreement for future asbestos survey work will come from the capital budget for the directorate for which work is being carried out.
- 13.2. The prices submitted by the successful tenderers have been assessed and are competitive against the current market. The option for the use of mini-competition for the award of asbestos survey work is also available for projects covered by this framework agreement. This will provide further competition in terms of price.

14. Use of appendices /Tables and photographs

14.1. Appendix 1 of this report contains information exempt from public viewing. The information contained relates to the evaluation process for this procurement.

15. Local Government (Access to Information) Act 1985

15.1. Appendix 1 of this report contains exempt information and is **not for publication**. The exempt information is under the following category (identified in the amended Schedule 12A of the Local Government Act 1972):

- *Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Ground 3).*

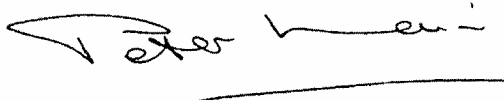
[No.]

Agenda item

PROCUREMENT COMMITTEE

On 27th October 2009Report Title. **Primary and Pre-School Education Advisers Framework**Report authorised by : **Director of the Children & Young People's Service**

Signed :


Contact Officer : **David Williamson****020 8489 2939****david.williamson.haringey.gov.uk**Wards(s) affected: **All**Report for: **Key Decision****1. Purpose of the report**

- 1.1 To seek procurement committee approval for the award of framework agreements for education advisers to support capital programmes.

2. Introduction by Cabinet Member

- 2.1 I am satisfied that the appropriate procedures have been followed and am happy to support the recommendations. I believe this approach will provide good value for money which will be of benefit to schools and thus to the young people of the borough.

3. State link(s) with Council Plan Priorities and actions and /or other Strategies:**3.1 Council Priorities**

- 3.1.1 This framework will contribute to a number of Council policies and strategies. Of particular significance are the following:

3.1.2 The Primary Strategy for Change 2008-2020

- 3.1.2.1. Throughout the duration of this framework, there will be significant capital investment in Primary and Pre-school facilities across the borough. The framework for educational advisers will provide the added capacity needed to ensure that key principles outlined in the Council's Primary Strategy for Change are translated into the design of school buildings and ICT infrastructure.

3.1.3 Primary Strategic Vision for ICT

3.1.3.1. Future call-offs through this framework will have a significant input into the Authority achieving the vision set out in the Strategic Vision for Primary ICT

3.1.3.2. The framework will provide expertise and experience in embedding ICT within school environments and will ensure that transformation planning incorporates the ICT approach and solution.

3.2 Resources

3.2.1 Value for Money

3.2.1.1. Overall Value for money and quality will be achieved through the use of this framework. Pricing schedules will dictate the costs for various roles and these will form part of the evaluation of each mini competition.

3.2.2 Risk Management

3.2.2.1. Risks are managed within the governance of capital programmes. This includes Stream Lead meetings and reporting to the Programme Board. The projects are managed within Prince 2 methodology and Managing Successful Programmes. Procurements are managed to European Legislation and advice is taken from legal advisers to ensure compliance.

4. Recommendations

4.1 That the procurement committee approve the appointment of the providers listed, in Appendix A (i) of this report, to the Educational Advisers Framework

4.2 That Members agree that where awards of specific contracts under the framework agreement in excess of £250,000 are sought, this will act as a key decision and therefore items for the forward plan which must be approved by procurement committee.

5. Reason for recommendation(s)

5.1 Review

5.1.1 In September 2007 the BSF Educational Advisers Framework was appointed. This provided capacity, as and where needed, to ensure that the educational objectives of the capital investment translated into high quality design outcomes. The BSF arrangements have been successful in supporting head teachers and school staff in their dealings with architects, construction partners and other professionals, providing expert advice in a timely manner to ensure that projects meet milestones and avoid overspends.

5.1.2 This procurement seeks to establish a new framework that will build upon and extend this opportunity to primary, and pre-school projects.

5.1.3 Haringey's capital programme is seeking to establish a framework agreement of educational specialists to provide educational advice, guidance and support at various stages throughout the life of the programme. This framework will include a range of

Tenderers, with wide and diverse skills, capability and experience, and with familiarity of working in school and community settings similar to those of Haringey.

5.1.4 Due to the specialised nature of the work required, other national frameworks available did not offer the range of services needed by the programme or did not provide the value for money achieved in the secondary school programme for BSF. It was therefore decided to procure the service independently.

5.1.5 The procurement process was advertised at a local and national level, with the contract notice published on the Official Journal of the European Union (OJEU) website on 21st April 2009.

5.1.6 7 Successful applicants were Invited to Tender on 20th July 2009. Six tender responses were received. These tenders have now been assessed using the criteria outlined in the Invitation To Tender.

5.1.7 Once the framework is in place, each appointment under the framework will be awarded through a mini competition, based on the specification of the work and the tenderer's ability to provide the quality of resource, their proposed management of the work and other commercial considerations not covered in the framework bid but in accordance with the same award criteria. The successful Tenderer(s) for this piece of work will then agree a contract sum and enter into a contract for that project or for an agreed length of time.

5.1.8 The procured services will cover three main areas:

1. Managing and leading change through capital programmes
2. Transformation of ICT within schools; and
3. Specific strategy and integration areas

6. Other options considered

6.1 Prior to embarking on the procurement process, existing frameworks were explored to ascertain whether they offered the same range of skills needed to deliver the PPS programme.

6.2 None of the existing frameworks offered the breadth required.

7. Summary

7.1 This report seeks the approval of the Cabinet Procurement Committee for the award of the framework contract to the companies named in appendix 1.

8. Chief Financial Officer Comments

8.1

In order to comply with accounting regulations it is important to note that only costs which can be legitimately capitalised. In the context of this report therefore it is important to draw a distinction between those costs which directly impact on the scheme design and more general educational advice (which should not be capitalised). The Council's auditors have in the past considered carefully such distinctions when testing the legitimacy of capitalised costs and it is therefore important that, when considering the engagement of consultants under the proposed framework agreement, due regard is given to this distinction.

The costs of educational advice and guidance can be capitalised under accounting regulations, on the basis that it is "directly attributable to bringing the asset into working condition for its intended use". Careful consideration will need to be given to this when commissioning contractors. The framework can also be used to provide advice and guidance for CYPS if required through legitimate revenue streams.

9. Head of Legal Services Comments

- 9.1 The EU Directive on public procurement (the Consolidated Directive), as implemented in the UK by the Public Contracts Regulations 2006, allows local authorities to enter into framework agreements with service providers, and to select service providers in respect of specific projects from amongst those providers with which it has concluded framework agreements.
- 9.2 The Education Advisers framework agreement has been tendered in the EU in accordance with the Public Contracts Regulations 2006, using the restricted procedure, a tendering procedure whereby expressions of interest are invited by advertisement in the Official Journal of the EU, with a selection of the contractors who have expressed an interest being invited to submit tenders.
- 9.3 Consultants for the framework agreement have been selected based on the most economically advantageous tenders submitted, in accordance with Regulation 30 of the Public Contracts Regulations.
- 9.4 This report is recommending award of the framework agreement to the selected consultants.
- 9.5 As the total estimated value of the contracts to be awarded under the framework agreement is likely to exceed £250,000, the proposed award must be approved by Members pursuant to CSO 11.3 which provides that Procurement Committee must award all contracts valued over £250,000.
- 9.6 As the contract affects all Wards this is a Council Key Decision. Details of the proposed decision therefore have to be included in the Forward Plan, the client has confirmed that they this has been included this in the Forward Plan
- 9.7 The report is also seeking Members' approval to delegation of award of those individual consultant-appointment contracts (call-off contracts) under the framework agreement which exceed £250,000 in value, to the Director of Children's Services in consultation with the Cabinet Member for Children's Services. These contracts would usually be awarded by the Procurement Committee under CSO 11.3.
- 9.8 The Procurement Committee has the power under S.15(7) of the Local Government Act 2000 to delegate any of its powers to officers.

The Head of Legal Services confirms that there are no legal reasons preventing Members from approving the recommendations in Paragraph 4 of this report.

10. Head of Procurement Comments

- 10.1 This framework is being established to provide providers to lead on educational objectives in the design process for primary and pre-school. A similar framework has been in

place for BSF.

10.2 The framework has been advertised in the European Union due to the value of services to be provided under this framework.

10.3 The framework has been evaluated using a price/quality assessment of 20/80%

10.4 Each project or programme of projects will be let by further mini competition.

10.5 The Head of Procurement acknowledges the recommendation to award and delegate in paragraph 4 and within paragraph 3 in Appendix A.

11. Equalities and Community Cohesion Comments

11.1 Providers on the framework have been required to show that they will deal with inclusion issues as a core element of their work and to show examples of what they have done in similar Authorities elsewhere.

11.2 All suppliers have been evaluated in line with the Council's Equalities Policy

12. Consultation

12.1 The Construction Procurement Group has been consulted in the preparation of this report.

12.1.1 The establishment of the framework agreement will provide the capacity to enable continued and wider high-quality consultation through the stages of design development, construction and ICT implementation, to listen to and respond to the voices of young people, their parents and the local community.

13. Service Financial Comments

13.1 Budgetary provision for Education Advisory costs for the Primary and Pre- School capital programme is included within the approved CYPS capital programme within the overall budget for programme delivery.

13.2 The approved budget for the Primary programme delivery for 09/10 is £1.2m in total, and is sufficient to cover all planned programme management and advisory costs, including the Education Advisory costs which are the subject of this report.

14. Use of appendices /Tables and photographs

14.1 Appendix A- Exempt Information

15. Local Government (Access to Information) Act 1985

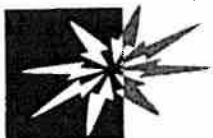
15.1 The following documents were used in the compilation of this report:

15.2 The Council's Standing Orders

15.3 Appendix 1 of this report contains exempt information and is **not for publication**. The exempt information is under the following category (identified in the amended Schedule 12A of the Local Government Act 1972):

Information relating to the financial or business affairs of any particular person (including the authority holding that information) (Ground 3).

This page is intentionally left blank



Haringey Council

Agenda item:

[No.]**Procurement Committee****On 27th October 2009**

Report Title. Park View Academy, Emergency Heating System Renewal.

Report of **The Director of the Children and Young People's Service**

Signed :

Contact Officer : Jon McGrath Capital Programme Manager CYPS

Wards(s) affected: **West Green**Report for: **Key Decision****1. Purpose of the report**

- 1.1. To seek Procurement Committee approval to the required works to the school's heating system at a cost as detailed in Appendix A, the works being included within the current BSF programme and let as a variation to the existing BSF contract for Park View Academy.
- 1.2. To agree that the funding for the works be shared between the Secondary Schools lifecycle fund and the BSF project contingency.

2. Introduction by Cabinet Member

- 2.1. I support the recommendations in this report as the most cost effective way of ensuring these urgent and necessary works are done as soon as possible.

3. State link(s) with Council Plan Priorities and actions and /or other Strategies:

- 3.1. BSF Programme – transforming secondary schools and curriculum delivery.
- 3.2. Greenest Borough Strategy – the renewal of the pipework will increase the efficiency of the heating system and reduce the carbon emissions of the school.

4. Recommendations

- 4.1. To agree to the works being let to the existing Park View Academy Contractor partner as a variation to the contract.
- 4.2. To approve expenditure up to the cost of the required works as detailed in Appendix A to the school's heating system being included within the current BSF programme.
- 4.3. To agree that the funding for the works be shared between the Secondary Schools lifecycle fund and the BSF project contingency.

5. Reason for recommendation(s)

- 5.1. The Building Schools for the Future (BSF) programme outcome is to provide one new secondary school and significant transformation to all existing secondary schools, including the two Voluntary Aided schools.
- 5.2. As part of this programme works to Park View Academy commenced in September 2008. During the early part of the works, following demolition of part of the school, it became evident that the heating pipes, which sit largely under the school buildings in deep ducts, were in extremely poor condition due to flooding which had gone undiscovered for a considerable time.
- 5.3. Further surveys have been undertaken in other areas of the school which have revealed that most of the under floor pipe work serving all but the Sports Hall and the new block, erected under the PFI contract, are in extremely poor condition.
- 5.4. These surveys have revealed that the internal surfaces of the majority of the existing pipes and radiators are scaled and corroded to the point of being beyond reasonable repair due to water contamination of the underground heating pipes. Connection of new BSF installed services to the existing system will inevitably result in cross contamination and would be likely to negate any warranties issued by the BSF contractor. It is recommended that a design solution is progressed for the replacement of all faulty pipework which will bring the school back to an acceptable standard, provide warranties for all work and aid in the future maintenance of the system by removing underground pipework.
- 5.5. The current system is in such poor repair that it may cross contaminate with the hot water service and therefore cause a significant risk of users being exposed to legionella bacteria.
- 5.6. The total costs for the heating system replacement including professional and design fees, prolongation costs for exceeding the BSF Contract Practical Completion date and other associated costs such as extended temporary accommodation and decanting / storage costs are detailed in Appendix A. The scope of this work is for replacement of pipes from Blocks A through to M and the replacement of the boilers and associated pipework. The requirement for the replacement of the boilers is subject to a further detailed survey of the condition of the current boilers. The potential carbon reduction that could be achieved by the

replacement of the boilers will be used to help inform the decision on their replacement. Should replacement not be required a cost saving would be made as detailed in Appendix A

5.7. The costs advised by the contractor are based on full detailed cost for the replacement of all pipework in Blocks B to M, the replacement of the boilers and the full scope of prolongation costs. The design of pipe work in Block A has not yet been completed. The cost estimate includes an allowance for the works to Block A which would be a maximum figure based on the scope of work. As the work is being let as a variation to the existing contract, all costs for the entire scope of works will be verified by the BSF cost consultants, Potter Raper Partnership in accordance with the rates agreed at AMP.

6. Other options considered

6.1. Two alternatives were considered in addition to the works detailed above. These were to either do nothing, or to allow the BSF contractor to complete their works on schedule and retro fit new pipework.

6.2. Alternative one was discounted as this would leave the school without heating, open to the risk of legionella and invalidate the warranties available to the BSF programme of works.

6.3. Alternative two was discounted as it failed to achieve economies of scale from having the works undertaken by a contractor already working on site. It would not address the lack of heating for an unacceptable period. It would incur additional tender time and associated costs and additional cost in re-instating finishes that were still under warranty.

7. Summary

7.1. During BSF construction works PVA contractors discovered heating pipework in a precarious state. This report considers the options available and the associated costs both financially and health wise. CYPs seeks procurement committee approval to utilise the existing BSF governance (including associated professional fees) and raise a variation to the contractor to include the pipe replacement works in this programme.

8. Chief Financial Officer Comments

8.1. The Chief Financial Officer has been consulted on this project and supports the need to undertake the works. As outlined in the service financial comments, the funding for the works could come from either of the BSF contingencies or the Lifecycle Fund.

8.2. At the time of writing this report, the extent of the total commitments already earmarked against the Lifecycle fund have not been fully quantified and therefore it is not prudent to approve release of the fund, at this time, to support the funding

of these works.

- 8.3. The contract should be awarded initially using funding from BSF contingencies with a subsequent contribution to be made from the Lifecycle fund if appropriate and approved at a later stage.

9. Head of Legal Services Comments

- 9.1. The Procurement Committee has power under CSO 13.02 to approve the recommendation, provided that to do so is consistent with the provisions of the Council's Financial Regulations.
- 9.2. The Head of Legal Services advises that as the existing contract to which this variation relates was competitively procured off a framework established under the Public Contract Regulations 2006, approved by the members on 19 February 2009, the variation would be permissible by use of the negotiated procedure without prior publication of a contract notice to other parties under Public Contract Regulations 2006 regulation 14(d)(i).
- 9.3. This may be done where the additional works have become necessary and cannot for technical or economic reasons be provided separately from those under the original contract or are strictly necessary to the later stages of the performance of that contract and the value of the additional works do not exceed 50% of the original contract value.
- 9.4. The Head of Legal Services confirms that the recommendations contained in this report may be accepted.

10. Head of Procurement Comments

- 10.1 The original selection of the contractor was by mini competition in accordance with the Councils Building Schools for the future framework agreement.
- 10.2 The scope of the project, due to issues contained within this report, has resulted in proposed variations exceeding prior Committee approvals. This is now reported to the executive. These variations are needed to enable the school to have heating and for health and safety reasons.
- 10.3 The contractor currently working on the project has provided initial costs of the works and these are being assessed and verified by the BSF Cost Consultants to ensure they represent value for money and that there is a full audit trail.
- 10.4 The need for this variation was unforeseen and only came to light when demolition works exposed significant latent defects.
- 10.5 To avoid any risks associated with warranties and to ensure optimum value for money; it would be in the Councils overall best interest for the appointed BSF contractor to carry out the work under a contract variation and as part of the existing works programme.
- 10.6 The Head of Procurement therefore supports the recommendations contained in

<p>this report subject to item 1.4 above.</p>
<p>11. Equalities & Community Cohesion Comments 11.1. [click here to type]</p>
<p>12. Consultation 12.1. [click here to type]</p>
<p>13. Service Financial Comments 13.1. This work currently falls outside the scope of the Park View Academy BSF project and can be funded from the budget sources set out in section 16.1, subject to agreement with the Chief Finance Officer. 13.2. If BSF funding is used to deliver this work, it is very important that key stakeholders are engaged to ensure that they agree to these funds been used for this outcome. 13.3. It is confirmed that funding for this work exists subject to agreement with the Chief Finance Officer of the exact budgets to be utilised.</p>
<p>14. Use of appendices /Tables and photographs Appendix A</p>
<p>15. Local Government (Access to Information) Act 1985 15.1. [List background documents] 15.2. Appendix A contains exempt information relating to the business or financial affairs of any particular person (including the Authority holding that information).</p>

This page is intentionally left blank



Agenda item:

[No.]**Procurement Committee****On 27th October 2009**

Report Title: 1-24 & 25-67 Remington Road and 1-60 Eckington House – Lift Replacement Scheme

Report authorised by Niall Bolger, Director of Urban Environment

N Bolger 01/10/09

Contact Officer : Elena Wilmot - Project Manager, Contact Tel: 020 8489 1018,
email: Elena.wilmot@homesforharingey.org

Wards(s) affected: Seven Sisters

Report for: **Non-Key Decision**

1. Purpose of the report (That is, the decision required)

- 1.1 To seek member's agreement to award the contract for Lift Replacement works at 1-24 & 25-67 Remington Road and 1-60 Eckington House

2. Introduction by Cabinet Member

- 2.1 I thank residents in advance for their cooperation whilst these works are in progress and would advise residents to contact their Tenancy Management Officer should they anticipate that these works will cause any problems for themselves.

3. State link(s) with Council Plan Priorities and actions and /or other Strategies:

3.1 Sustainable comment

The replacement of the lifts will improve the reliability and make the operation of the lifts more efficient for residents and visitors to these blocks.

3.2 Environmental Improvement

The lift replacement programme forms part of the overall asset management

strategy and the 5 year capital programme that delivers the strategy. The 5 year capital programme report has been agreed with Homes for Haringey board members and Haringey council officers.

3.3 Conservation Area
Not applicable

4. Recommendations

- 4.1 That Members agree to award the contract for the above project, as allowed under Contract Standing Order (CSO) 11.01(a).
- 4.2 That the total estimated cost excluding fees as detailed in Para 2.1 of Appendix A be noted.

5. Reason for recommendation(s)

- 5.1 Homes for Haringey invited tenders from the approved list of specialist contractors in accordance with the Council's procurement procedures. It is intended that the contract is awarded to the lowest price tender.

6. Other options considered

- 6.1 Not applicable

7.0 Summary

- 7.1 The works set out in this report forms part of the overall delivery of the Housing Capital Programme for 2009/10.

7.2 Background

- 7.2.1 The lift systems at these sites are extremely old and spare parts are largely no longer available. The lift modernisation works will improve the reliability and make the operation of the lifts more efficient.

7.3 Contract Details

- 7.3.1 Total estimated construction cost (excluding fees) refer to **para 2.1 Appendix A**
- | | |
|------------------------------------|-------------------------------|
| Anticipated contract start on site | 11 th May 2010 |
| Anticipated contract completion | 25 th October 2010 |
| Contract duration | 44 weeks |

7.4 Properties Within Project

- 7.4.1 There are 127 dwellings in this project that will benefit form the works described in this report and they are listed below:

Block/Street	Property numbers	No. of floor levels
Remington Road	1-24	4
Remington Road	25-67	5
Eckington House	1-60	9

7.5 Schedule of Works

7.5.1 The scope of improvement works within this project includes the replacement of the lift cars, doors and steel architraves to each landing. The lift motor room equipment will be replaced along with the associated wiring. Each lift shaft will be painted, rewired and will include new shaft lighting

7.5.2 The works will be carried out in two phases with the replacement of one lift at Eckington House and both lifts at Remington House. The two lifts at Remington Road will be carried out simultaneously as the blocks are separate, each lift serving one side of the building only. The second phase will address the remaining lift at Eckington House.

7.5.3 The lifts at Eckington House serve either odd or even floors and residents may need to climb/descend one flight of stairs during the replacement of the lifts.

7.5.4 Residents have been asked to consult their Tenancy Management Officer if they feel that they will be unable to cope during the replacement of the lifts.

7.5.5 Life Cycle Costings summary
Not applicable

7.5.6 Digital Satellite Provision
Not applicable

7.5.7 Sustainability Implications

7.5.8 The modernisation of the lifts is pre-emptive as some of the equipment is redundant. The replacement of the lifts will reduce the likelihood of the lifts being totally inoperable in the event of a breakdown which may require the replacement of parts that are redundant. The new lifts will be more reliable and efficient which will bring enormous improvements to residents, especially the elderly, disabled and parents with young children.

7.5.9 The scheme has been carefully designed where possible to allow for minimising waste during the construction and the useful life of the products. The new lifts will fit in the existing lift shafts thus minimising reconstruction. The new lifts will have simple and standard replacement parts to reduce the repair time when maintaining the equipment.

- 7.5.10 All of the new equipment is designed to be more efficient and usually smaller. The reduced size contributes to less energy use, less lubrication, less noise, reduced maintenance of components and repairs.
- 7.5.11 All replacement equipment is broken into constituent parts for recycling and disposed of through specialist organisations, this includes all of the metallic components such as stainless steel cars, entrances, steel ropes, bronze tracks and lift motors.
- 7.6 **Conservation Areas**
- 7.6.1 For the purposes of this project, the properties are not located in a conservation area.
- 7.7 **Planning**
Not applicable

8. Chief Financial Officer Comments

- 8.1 This report proposes to award a contract for lift replacements work at Remington Road and Eckington House in accordance with the Council's Contract Standing Orders. The lift replacement programme forms part of the overall asset management strategy and the 5 year capital programme that delivers the strategy.
- 8.2 Provision for expenditure in 2009/10 is included within the capital programme for 2009/10. Expenditure to be incurred in 2010/11 will be taken into account in finalising the detailed capital programme for that year within available resources.

9. Head of Legal Services Comments

- 9.1 This report is seeking Procurement Committee approval to award a contract for lift replacement on two buildings listed in paragraph 1 of this report.
- 9.2 The value of this contract is below the works threshold required to tender in the EU. The Public Contracts Regulations 2006 will therefore not apply to this contract and it is the Council's CSO's that will apply.
- 9.3 The report states that tenders were obtained from various contractors on the Council's approved list.
- 9.4 The value of this contract requires the Procurement Committee to approve the Contract in accordance with CSO 4.03.
- 9.4 The Head of the Legal Services is satisfied that leaseholder consultation has been carried in accordance with the requirements of the Service Charge (Consultation Requirements) (England) Regulations 2003. It should be noted that the second

period of leaseholder consultation (see paragraph 12.11 below) had not been completed by the date of these comments (12 September 2009). Nevertheless, the Council will have complied with its obligations under the Regulations provided it does not award a contract for the works, or instruct a contractor to begin works on site, before the end of the 30 day leaseholder consultation period allowed under the second notice to i.e. before 24 September 2009.

9.5 The Head of Legal Services confirms that provided there are no leaseholder consultation issues arising under paragraph 12.11 of this report, then there are no legal issues preventing Members from approving the recommendations.

10. Head of Procurement Comments

10.1 The contractors invited to tender have been selected from the pre-qualified list of lift contractors.

10.2 The selected contractor is based on lowest price.

10.3 The lift contractors will be recycling a number of component parts.

10.4 The Head of Procurement acknowledges the recommendation to award in paragraph 4 and Appendix A.

11. Equalities and Community Cohesion Comments

11.1 The proposed works will benefit all residents living in these dwellings and visitors to the blocks. It will allow easy access to the upper floors of the block, particularly to those with push chairs and residents who are elderly or with poor mobility.

12. Consultation

12.1 Internal

Homes for Haringey have carried out detailed consultation on this project by detailed newsletters to council officers and Ward Members.

12.2 External

Homes for Haringey have carried out details consultation on this project by detailed newsletters to residents.

12.3 Upon appointment of the contractor, a meeting will be arranged for the residents to meet the contractor and HfH Project Team so that any concerns can be addressed.

12.4 Leaseholder Implications

12.5 There are 33 leasehold properties within this project and these are as follows:-

Eckington House: 1, 12, 14, 16, 18, 24, 26, 28, 48
Remington Road: 5, 8, 9, 11, 12, 14, 17, 21, 24, 27, 31, 33, 34, 35, 37, 39, 40
43, 44, 47, 52, 56, 60, 62

12.6 As a result of applications made under the Right to Buy legislation, there are 33 leaseholders as well as council tenants, living in the properties affected by the works described in this report.

12.7 Under the terms of their lease the lessee is required to make a contribution towards the cost of maintaining in good condition the main structure, the common parts and common services of the building. Such contributions are recovered by the freeholder through the lessees service charge account.

12.8 In accordance with the Landlord and Tenant Act 1985, the Council as freeholder, has obtained competitive prices and subject to the Procurement Committee's agreement the council will award this contract to the lowest tender.

12.11 The Housing Service issued the following Section 20 Notices to the leaseholders:

- Notice of intention issued on 17/09/09 and expired on 17/10/09.
- A second Section 20 Notice (Notice of Estimates) was issued on 26/08/09 and expires on 24/09/08.

The notice gave a description of the proposed works and provided details of two estimates for the costs of the works. The Council is obliged to have regard to any observations from leaseholders on either the first or second notice.

12.12 The total amount estimated to be recovered from 33 leaseholders is £105,968

12.13 Leaseholders within the 5 year Section 125 period total estimated recoverable charges would be £25,643 which equates to an average of £4,274 per leaseholder.

12.14 Leaseholders outside of the 5 year Section 125 period total estimated recoverable charges are £80,325 which equates to an average of £2,975 per leaseholder.

12.15 The charges to all 33 leaseholders are limited to the estimates contained in their Offer Notices. Invoices for these works are included within the annual Certificate of Actual Services Charge, which is sent to every leaseholder after the end of the financial year. Each invoice will be calculated on the basis of the stage payments and other costs incurred in respect of the contract during the year. The invoice will be payable interest free over a period of up to one year. For longer periods interest is chargeable, currently at 7.46%.

13. Service Financial Comments

13.1 The project is estimates to cost as detailed in Appendix A and will be funded from the Housing Capital Lifts Improvements Budget.

14. Use of appendices /Tables and photographs

14.1 Appendix A – separate attachment

15. Local Government (Access to Information) Act 1985

15.1 The background papers relating to this project are:

- Tender analysis report dated 6th August 2009

These can be obtained from Elena Wilmot – Project Manager on 0208 489 1018.

15.2 This report contains exempt and non exempt information.

Exempt information is contained in Appendix A of this report and is NOT FOR PUBLICATION. The exempt information is under the following category (identified in the amended Schedule 12A of the Local Government Act 1972):

Information relating to the financial or business affairs of any particular person (including the authority holding that information).

This page is intentionally left blank



Haringey

Agenda item:

Procurement Committee

On 27th October 2009

Report Title: Framework Agreement for Replacement of Communal Aerials with Integrated Reception System (IRS)

Report authorised by: Niall Bolger, Director of Urban Environment

NPBolger
14/10/09

Contact Officer : Manley Murray

Contact Telephone 0208 489 1153

Email: manley.murray@homesforharingey.org

Wards(s) affected: All

Report for: Key Decision

1. Purpose of the report

- 1.1 To seek Members approval to award the Framework contract for the replacement of communal analogue TV aerials with the Integrated Reception System (IRS) in time for digital changeover in 2012.

2. Introduction by Cabinet Member

- 2.1 I have noted the steps being taken to procure a Framework contract that will ensure communal analogue TV aerials are replaced in time for the digital switchover in 2012.

3. State link(s) with Council Plan Priorities and actions and /or other Strategies:

- 3.1 The installation of the IRS will allow the Council to discharge its statutory responsibility in the provision of digital TV services within its housing blocks. It will also facilitate the removal of satellite dishes fitted by residents, as these can damage the fabric of buildings and they are unsightly. They may also need to be removed when access is required in order to execute maintenance and improvement works.

4. Recommendations

- 4.1 That Members approve the award of contract for the 4 Framework contractors for the installation of the IRS digital TV services as allowed under Contract Standing Order.

5. Reason for recommendation(s)

- 5.1 The Council is responsible for the maintenance of the TV system within its housing blocks. The Tenancy Agreement and leases outlines the communal services provided to the properties which includes the communal TV system.
- 5.2 The Government is turning off the analogue broadcasts to London in 2012. This means that for residents to receive digital TV services the existing analogue communal TV aerial system must be replaced to receive digital TV in time for the digital switchover in 2012.
- 5.3 The digital system chosen reflects the resident's ethnically diverse cultures and languages spoken. The new communal digital service will allow residents to receive digital TV and a range of community channels.
- 5.4 The Provision of a communal digital TV system will substantially reduce the need for residents to erect satellite dishes to receive community channels.
- 5.5 Option 4 was agreed by Cabinet on 08/09/2009, which is the installation of the 13 wire integrated reception system inclusive of; digital TV, FM/DAB radio, Sky Plus, Hotbird and Turksat (unit cost £600 internal wiring and £530 external wiring).

6. Other options considered

- 6.1 The following four options were explored for the provision of communal digital TV services to HfH housing stock: The under mentioned option unit costs include fees:
- a. Option 1 - Digital TV reception inclusive of FM/DAB radio (unit cost £320 internal wiring £270 external wiring).
 - b. Option 2 - 5 wire integrated reception system inclusive of digital TV, FM/DAB radio and Sky Plus (unit cost £480 internal wiring £440 external wiring).
 - c. Option 3 - 9 Wire integrated reception system inclusive of digital TV, FM/DAB Radio, Sky Plus and Hotbird (£530 internal wiring £465 external wiring).
 - d. Option 4 - 13 Wire integrated reception system inclusive of digital TV, FM/DAB radio, Sky Plus, Hotbird and Turksat (unit cost £600 internal wiring £530 external wiring).
- 6.2 The decision to install internal or external wiring will be a technical decision which will be based on the type construction, the configuration of the blocks and service ducts within each block. The decision will be made by the design team.

7. **Summary**

7.1 The analogue TV signal will be switched off by the Government in 2012 and without the replacement to a digital TV system residents will have no TV reception. For this reason HfH are proposing to set up this Framework for the replacement of its communal analogue TV systems in advance of the digital switchover. Under the Framework Agreement, individual projects will be priced and approved will be obtained before any contracts are placed.

7.2 The tender evaluation process undertaken was to identify the “most economically advantageous” tender submissions for Haringey Council, based upon its strategic objectives for the works tendered, which are:

1. That the tenders received would be subject to a detailed evaluation process based upon quality and price.
2. That no single contractor would be awarded all of the works for the borough.
3. To appoint up to 4 Framework Contractors.
4. To enable a more simplified method of payment.
5. The introduction of a robust scheme of monitoring performance using key performance indicators.
6. To introduce a set of proactive processes that will drive improved relationships and collaborative working that will stimulate continuous improvement in performance and quality of service delivery.

7.3 Therefore with the emphasis and key objectives being on a quality approach it was decided that the weighting between Quality and Price would be 60/40 respectively. Contractors also attended a formal interview/clarification meeting for a pre informed “questions and answers” based on the contractors written submission that was part of quality evaluation weighting. A minimum quality threshold of 45% was to be applied.

7.4 **Background**

7.4.1 The replacement of communal aerials with integrated reception system is a new contract.

7.4.2 The value of the contract was calculated in May 2008. This excluded all of the IRS works which would be undertaken within the Decent Homes and Electrical Installation programmes.

7.4.3 The value of the proposed new contract is below the threshold contained within the European Procurement Rules for services; however, on advice from Haringey Council Construction Procurement Group a contract notice of Haringey Council's intention was published in the Official Journal of the European Union (OJEU) website and Hornsey Journal on 17th November 2008. Interested contractors were asked to submit a detailed questionnaire with their latest company accounts, relevant references and information regarding their health and safety record, plus

a brief quality submission.

7.4.4 A total of 25 expressions of interest were received with 12 submitting the required completed application documents. The applications were analysed against the pre-qualification questionnaire criteria. A total of 7 companies were short-listed and invited to tender.

7.5 Evaluation Of The Quality Submission

7.5.1 The contractors were required to submit a written qualitative delivery proposal submission that addressed all the criteria in the qualitative delivery requirements as set out below against which the evaluation would take place:

<u>CRITERIA</u>	<u>Criteria Weighting</u>	<u>Sub Criteria Weighting</u>
<u>1 – Contract Management</u>	<u>25%</u>	
1A Structure of organisation roles & responsibilities		40%
1B Proposal for management & IT systems		30%
1C Proposal arrangement or sequence of working		30%
<u>2 – Supply Chain Management</u>	<u>5%</u>	
2A – Details of intended use of consultants etc.		50%
2B – Arrangements for controlling design consultants etc.		50%
<u>3 – Quality</u>	<u>20%</u>	
3A – Culture of Right first time		25%
3B – Working in occupied dwellings		25%
3C – System of feedbacks and lessons learnt		25%
3D – Dealing with defects		25%
<u>4 – Labour Resources, Recruitment, Training and Development</u>	<u>10%</u>	
4A – Apprenticeship scheme		40%
4B – Training programmes		30%
4C – Company's continuity planning		30%
<u>5 – Cost Management</u>	<u>10%</u>	

5A – Proposal for high standards	50%
5B – Proposals for financial management	50%
<u>6 – Health and Safety, risk management relating to this type of work</u>	<u>10%</u>
6A – Role and duties under CDM Regulations 2007	40%
6B – Health and Safety information and training	30%
6C – Method and systems intended to use for safe working	30%
<u>7 – Sustainability</u>	<u>5%</u>
7A – Disposal of waste	50%
7B – Management of potential sources of pollution	50%
<u>8 – Resident Care and communications with Residents and working in resident's homes</u>	<u>15%</u>
8A – Consultation processes & proposals	20%
8B – Procedures and processes – RLO, continuity, instructions	20%
8C – Details of supervision and care of property	20%
8D – Management procedures for complaints, attitude to residents	20%
8E – Working within diverse range of residents	20%

7.5.2 All 7 written quality delivery proposal submissions were evaluated against the criteria shown above. The evaluation panel (EP) consisted Homes for Haringey officers, leaseholder resident and resident, with the residents scoring section 8 of the criteria which refers to resident care, communication with residents and working in resident's homes.

7.5.3 Following the evaluations each tenderer attended a formal interview/clarification meeting where the evaluation panel were joined by a Haringey Council Corporate Procurement Officer as an observer for some of the meetings. Tenderers were required to respond in writing to clarification issues raised by the evaluation panel against their written submissions, prior to attending the interview/clarification meeting.

7.5.4 Tender documents included evaluation criteria and methodology for quality assessment to establish a quality score for each of the tenderers as follows:

- Each of the quality delivery proposal, relating to quality delivery requirements criteria 1 to 8 including sub-criteria, which was marked separately by members of the EP.

- The score was computed and transferred onto the quality assessment – evaluation matrix and weighted to produce a weighted score.
- The weightings have been included in the quality delivery requirements. The total weighted score, the sum of the scores for each of the quality delivery proposals, is expressed as a percentage of the maximum possible score of a 100.
- The tenderer with the highest score is awarded the maximum quality score of 100 and scores of the other tenderers proportionally lower.
- This procedure establishes the adjusted quality score for each tenderer.

7.5.5 The composite evaluation calculations assess the 60% for quality score.

7.5.6 The results of the evaluation of the quality submissions including the interview/clarification meeting process are contained within the detailed data analysis spreadsheets and a summary of that analysis is shown for all contractors within Appendix A.

7.6 Evaluation Of The Price Submission

7.6.1 The pricing document comprised of single pricing schedules, which incorporated the following elements:

1. Pre-priced schedule of rates (inclusive of all operational costs, overheads and profit) for work items which will be charged into which tenderers were invited to submit their required plus or minus percentage adjustment to pre-priced schedule of rates.
2. Tenderers were invited to submit their required plus or minus percentage adjustment to approved /named sub-contractors.
3. Tenderers were invited to submit their required to dayworks hourly rates for labour and plus or minus percentage adjustment for materials and plant.

7.6.2 A notional price summary was included in the tender documents showing anticipated value of work during the Framework Agreement. A detailed analysis was carried out using anticipated spend to ascertain a notional Framework Agreement price and these were extrapolated out to arrive at a total comparable cost for each tenderer. The figures arrived at may not reflect the actual final costs incurred as the actual ratios may alter, but the exercise allows for a realistic estimated comparison between the tenders received.

7.6.3 Tender documents included evaluation criteria and methodology for price assessment to establish a price score for each of the tenderers as follows:

The tenderer with the lowest notional Framework Agreement price is given the maximum price score of 100 and prices of the other tenderers proportionally lower namely:

$$\frac{\text{Lowest notional Framework Agreement price}}{\text{Tenderer's notional Framework Agreement price}} \times 100$$

- 7.6.4 The composite evaluation calculations assess the 40% for price score.
- 7.6.5 The results of the evaluation of the price submissions are contained within detailed data analysis spreadsheets and a summary of that analysis is shown for all contractors within Appendix A.
- 7.6.6 The Framework Agreement does not commit the Council to place any work with any of the four contractors, it allows the Council place any amount of work with one or all four of the contractors up to the £2,800,000 limit stated within the agreement.
- 7.6.7 Appendix A provides information relating to the results of the procurement and evaluation process of the Framework Agreement for replacement of communal TV aerials with an integrated reception systems (IRS)
- 7.6.8 Appendix B lists all housing blocks with a communal TV system.
- 7.7 Life Cycle Cost Analysis**
- 7.7.1 The majority of the communal TV aerial systems in Haringey are over 30 years old and nearing the end of their useful life.
- 7.7.2 The cabling for the 13 wire IRS inclusive of digital TV, FM/DAB radio options for Sky Plus, Hotbird and Turksat has a 30 year life as stated by the Institute of Electrical Engineers, therefore the system will need to be replaced again in 2039.

8. Chief Financial Officer Comments

- 8.1 The costs of this scheme can be contained within the Mechanical and Electrical Works budget of the Housing Capital Programme. It should be noted that as Option 4 is the most expensive of the 4 options put forward it will reduce the amount available in this budget for other projects.
There is also risk that where costs are to be recharged to leaseholders, that there may be resistance to paying for the system chosen and this could lead to increased cost falling upon the Council.

9. Head of Legal Services Comments

- 9.1 The tender for suppliers to join a Framework Agreement for provision of communal aerial with Integrated Reception Systems was advertised in accordance with EU Procurement Regulations and the Council's Contract Standing Orders.
- 9.2 The Council now wishes to appoint four contractors to the Framework Agreement.
- 9.3 Because of the proposed value of the works to be let under the Framework Agreement, the appointments will need to be approved by the Procurement Committee. It has power to approve these appointments under CSO 11.03 (contracts valued at over £250,000).

9.4 The Head of Legal Services confirms that provided there are no legal issues arising from leaseholder consultation, Members may approve the recommendations in this report.

10. Head of Procurement Comments

10.1 This procurement exercise falls within the scope of the EC Public Procurement Directives and was advertised accordingly in the Official Journal of the European Union (OJEU).

10.2 As a result, 7 valid bids were received and evaluated, from which 4 companies have been selected to the Framework Agreement.

10.3. The successful companies have been selected on the basis of quality (60%) and price (40%).

10.4. The Framework Agreement will be managed by Homes for Haringey.

10.5 There was robust competition and the recommendation to appoint the 4 firms in paragraph 4.1 and appendix 1 Paragraph 4.1 offers overall best value to the Council.

11. Equalities and Community Cohesion Comments

11.1 Haringey is one of the most ethnically diverse boroughs in London, with over 60% of the residents in receipt of housing benefit. The Council and HfH have taken into consideration the ethnically diverse resident population and the languages spoken with the various communities in selecting the IRS to be installed.

11.2 The availability of community channels provided by the 13 wire IRS will enhance the viewing options available to the ethnically diverse population. It will also reflect the cultures and languages spoken within the borough of Haringey.

12. Consultation

12.1 The Framework Agreement was discussed at the Leasehold Panel on the following dates; 4th September 2008, 14th January 2009, 18th February 2009, it was also discussed at the Asset Management Panel on 14th May 2009 advising residents of the need to upgrade the analogue TV system to a digital TV system by the switchover date of 2012. The Framework Agreement will be the main delivery vehicle for installation of digital TV.

12.2 A number of pilot projects were undertaken in previous years, and the feedback from residents was taken into consideration in selection the IRS to be installed.

12.3 Leasehold Implications

12.4 Under the terms of the lease, the lessee is required to make a contribution towards the cost of maintaining in good condition the main structure, the common parts and common services of the building. Such contributions are recovered by

the freeholder through the lessees service charge account.

12.5 As the Framework Agreement will be longer than 12 months, the leaseholders have been served with the two notices for a Qualifying Long Term Agreements.

12.6 The first Notice was served 30th June 2008 & the second on 29th July 2009. The responses to the observations are in Appendix C.

13. Service Financial Comments

13.1 This scheme will be funded from the Mechanical and Electrical Works budget within the Housing Capital Programme. There is sufficient funding to meet the cost of this project in 2009/2010 and 2010/2011 from this budget, and it will not have an impact on the Decent Homes Funding.

14. Use of appendices /Tables and photographs

14.1 Appendix A - Exempt Information

14.2 Appendix B - List of all the properties which have a communal TV system.

14.3 Appendix C- Response to Leaseholder Observations

15. Local Government (Access to Information) Act 1985

15.1 The background papers relating to this project are:

- Tender analysis report dated 6th August 2009

These can be obtained from Manley Murray – Planned Preventative Maintenance Manager on 0208 489 1018.

15.2 This report contains exempt and non exempt information.

Exempt information is contained in Appendix A of this report and is NOT FOR PUBLICATION. The exempt information is under the following category (identified in the amended Schedule 12A of the Local Government Act 1972):

Information relating to the financial or business affairs of any particular person (including the authority holding that information).



Appendix B

Digital TV Framework Address List				
ADDRESS	ROAD NAME	POST CODE	AREA	FLATS IN FRAMEWORK
Alexandra House 1-8	Hillcrest Estate, North Hill, Highgate	N6 4HL	HO	8
Alexandra Mansions 150-208	Middle Lane, Hornsey	N8 7LA	HO	56
Anderton Court 1-6	Alexandra Park Road, Wood Green	N22 4BE	HO	6
Beattock Rise 1-17	Hillfield Park, Muswell Hill	N10 3DS	HO	17
Birkbeck Road 105-109	St Mary's Road, Hornsey	N8 7PG	HO	3
Birkbeck Road 2-152	St Mary's Road, Hornsey	N8 7PF	HO	76
Brackenbury 1-16	Osbourne Road, Stroud Green Road	N4 3SA	HO	16
Byron Court 1-6	Inderwick Road, Hornsey	N8 9JS	HO	6
Carlton Lodge 47-54	Lancaster Road, Stroud Green Road	N4 4NJ	HO	8
Charter Court 1-6	Crescent Road, London	N22 4AN	HO	6
Charter Court 1-14	Lancaster Road, Stroud Green Road	N4 3SG	HO	14
Churchill Court 1-24	Connaught Road, Stroud Green Road	N4 4NU	HO	24
Clemence Court 1-9	Middle Lane, Hornsey	N8 8SP	HO	9
Colwick Close 1-19	Hornsey Lane, Highgate N6	N6 5NU	HO	19
Connaught Lodge 1-24	Connaught Road, Stroud Green Road	N4 4NR	HO	24
Crescent Road 29/1-8	Crouch Hill, London	N8 8AL	HO	8
Cunningham House 1-8	Hillcrest Estate, North Hill, Highgate	N6 4HA	HO	8
Dale Court 1-12	Park Road, Hornsey	N8 8JH	HO	12
Donovan Avenue 16/a-d	Rosebery Road Muswell Hill	N10 2JX	HO	4
Dowding House 1-28	Hillcrest Estate, North Hill, Highgate	N6 4HD	HO	28
Eastfield Road 1-12	Nightingale Lane, Hornsey	N8 7AD	HO	12
Ennis Road 8/a-b	London	N4 3HD	HO	3
Fenstanton Court 1-8	Marquis Road, Stroud Green Road	N4 3AT	HO	8
Fire Station Flats 1-6	North Hill, Highgate	N6 4BQ	HO	6
Fire Station Flats 7-12	North Hill, Highgate	N6 4BQ	HO	6
Garton House 1-37a/b	Hornsey Lane, Highgate	N6 5NH	HO	71
Grove House Road 1-21	Middle Lane, Hornsey	N8 7JY	HO	21
Grove House Road 22-32	Middle Lane, Hornsey	N8 7JY	HO	10
Holmesdale Road 44/1-6	Archway Road, Highgate	N6 5TQ	HO	6
Hutton Court 1-24	Victoria Road, Stroud Green Road	N4 3AR	HO	24
Jacqueline Croft Terrace	Grange Road, Highgate	N6 4EB	HO	4
Kenwood Road 1-12a	North Road, Highgate	N6 4EA	HO	12
Kelland Close 1-12	Park Road, Hornsey	N8 8JS	HO	12

Kelland Close 13-26	Park Road, Hornsey	N8 8JS	HO	14
Lancaster Road 86-96	Upper Tollington Park, Stroud Green Road	N4 4PT	HO	6
Lancaster Road 98-102	Upper Tollington Park, Stroud Green Road	N4 4PT	HO	3
Lancaster Road 104, 106, 108	Upper Tollington Park, Stroud Green Road	N4 4PT	HO	3
Lawson Court 1-16	Lorne Road, Stroud Green Road	N4 3AU	HO	16
Lightfoot Road 51-261	Middle Lane, Hornsey	(51-83 N8 7JF) (55-119 7JL)	HO	105
Manray Court 1-9	Hermiston Avenue, Hornsey	N8 8NL	HO	9
Marquis Court 1-16	Marquis Road, Stroud Green Road	N4 3AL	HO	16
Marriot Road 40-52	Coppetts Road, Muswell Hill	N10 1JJ	HO	12
Middle Lane 5	Hornsey	N8 8PJ	HO	2
Middle Lane 73/1-8	Hornsey	N8 8PE	HO	8
Middle Lane 126/1-7	Hornsey	N8 7JP	HO	7
Mildura Court 1-38	Church Lane, Hornsey	N8 7NS	HO	38
Miles Road 4-24	Myddleton Road, Hornsey	N8 7SJ	HO	20
Milton Avenue 18/1-4	Hornsey Lane, Highgate	N6 5QE	HO	4
Milton Avenue 3/1-4	Hornsey Lane, Highgate	N6 5QD	HO	4
Milton Road 17/1-4	Hornsey Lane, Highgate	N6 5QD	HO	4
Milton Road 30/1-4	Hornsey Lane, Highgate	N6 5QD	HO	4
Milton Road 22/1-4	Hornsey Lane, Highgate	N6 5QD	HO	4
Minster Walk 1-76	Lightfoot Road, Hornsey N8	N8 7JR	HO	76
Montgomery House 1-8	Hillcrest Estate, North Hill, Highgate N6	N6 4EX	HO	8
Mountbatten House 1-28	Hillcrest Estate, North Hill, Highgate N6	N6 4HJ	HO	28
Moselle Close/Cottage 1- 69/73-75	Moselle Close, Hornsey N8	N8 7SE	HO	72
Muswell Hill Place 86-90	Muswell Hill, London N10	N10 3RR	HO	4
Muswell Hill Place 94, 96	Muswell Hill, London N10	N10 3RR	HO	2
Nelson Mandela Close 1-24	Coppetts Road, Muswell Hill N10	N10 1LA	HO	24
New Road 39-69	Middle Lane, Hornsey N8	N8 8TA	HO	16
Nichols Close 1-16	Osbourne Road, Stroud Green Road N4	N4 3SB	HO	16
Northwood Road 21	Archway Road, Highgate N6	N6 5TL	HO	21
Palace Road	Park Road, Hornsey N8	N8 8QJ	HO	9
Ramsey Court 1-24	Park Road, Hornsey N8	N8 8JU	HO	24
Sackville House 1-24	Myddleton Road, Hornsey N8	N8 7PW	HO	24
Springfield Cottages 159- 163	North Hill, Highgate N6	N6 4ED	HO	3
Springfield Cottages 165- 167	North Hill, Highgate N6	N6 4ED	HO	2
Springfield Cottages 169- 175	North Hill, Highgate N6	N6 4ED	HO	4

Springfield Cottages 177, 179	North Hill, Highgate N6	N6 4ED	HO	2
Springfield Cottages 181-187	North Hill, Highgate N6	N6 4ED	HO	4
Springfield Cottages 189-191	North Hill, Highgate N6	N6 4ED	HO	2
Summersby Road 1-9	Wood Lane, Highgate N6	N6 5UH	HO	9
Summersby Road 10-18	Wood Lane, Highgate N6	N6 5UH	HO	9
Summersby Road 19-25a	Wood Lane, Highgate N6	N6 5UH	HO	9
Summersby Road 33-44	Wood Lane, Highgate N6	N6 5UH	HO	12
Tedder House 1-8	Hillcrest Estate, North Hill, Highgate N6	N6 4HB	HO	8
Teresa Walk 1-13	Muswell Hill, London N10	N10 3LL	HO	13
Toyne Way 1-45	North Hill, Highgate N6	N6 4EG	HO	45
Truro Court 1-6	Palace Road, Hornsey N8	N8 8QN	HO	6
Tudor Close 1-18	Langdon Park Road, Highgate N6	N6 5PR	HO	18
Tudor Close 19-30	Langdon Park Road, Highgate N6	N6 5PR	HO	12
Tudor Close 31-42	Langdon Park Road, Highgate N6	N6 5PR	HO	12
Valette Court 1-12	St Jame's Lane, Muswell Hill N10	N10 3RA	HO	12
Valette Court 13-27	St Jame's Lane, Muswell Hill N10	N10 3RA	HO	15
Wall Court 1-24	Stroud Green Road, London N4	N4 3RY	HO	24
Wavell House 1-28	Hillcrest Estate, North Hill, Highgate N6	N6 4HH	HO	28
Wellington 1-31	Ashford Avenue, Hornsey N8	N8 8LL	HO	16
Wellington 2-32	Ashford Avenue, Hornsey N8	N8 8LL	HO	16
Williams Close 1-18	Crescent Road, London N8	N8 8EN	HO	18
Wiltshire Court 1-16	Marquis Road, Stroud Green Road N4	N4 3AX	HO	16
Wisbech Court 1-8	Lorne Road, Stroud Green Road N4	N4 3AS	HO	8
Woodridings Court 1-56	Crescent Road, London N22	N22 4RX	HO	56
Woodside Avenue 109-116	Muswell Hill, London N10	N10 3JA	HO	7
Woodland Rise 57/1-3a	Muswell Hill, London N10	N10 3UN	HO	4
Woodstock Road 95/a-b	Stroud Green Road, London N4	N4 3EU	HO	3
Woodstock Road 97/a-b	Stroud Green Road, London N4	N4 3EU	HO	3
Acacia Avenue 1-15	Great Cambridge Road, White Hart Lane N17	N17 8LR	WG	15
Acacia Road 22-38	Douglas Road, Wood Green N22	N22 5RS	WG	9
Acacia Road 4-20	Douglas Road, Wood Green N22	N22 5RS	WG	9
Acacia Road 40-56	Douglas Road, Wood Green N22	N22 5SB	WG	9
Acacia Road 58-74	Douglas Road, Wood Green N22	N22 5SB	WG	9
Acacia Road 76-92	Douglas Road, Wood Green N22	N22 5SB	WG	9
Acacia Road 94-104	Douglas Road, Wood	N22 5SB	WG	9

	Green N22			
Albert Victoria House 1-15	Pellatt Grove, Wood Green N22	N22 5PG	WG	15
Birch House 1-8	Acacia Road, Wood Green N22	N22 5RT	WG	8
Bounds Green Court 1-40	Bounds Green Road, Wood Green N22	N11 2EX	WG	40
Brownlow Road 12/1-5	Bounds Green Road, Wood Green N22	N11 2EX	WG	5
Coldham Court 1-18	Lordship Lane, Wood Green N22	N22 5LL	WG	18
Coldham Court 19-32	Lordship Lane, Wood Green N22	N22 5LL	WG	14
Commerce Road 13-21/8-34	High Road, Wood Green N22	N22 8DZ	WG	34
Commerce Road 35-49/51-73	High Road, Wood Green N22	N22 8DZ	WG	18
Corbett Grove 1-6	Bounds Green Road, Wood Green N22	N22 8DQ	WG	6
Corbett Grove 7-22	Bounds Green Road, Wood Green N22	N22 8DQ	WG	16
Corbett Grove 23-26	Bounds Green Road, Wood Green N22	N22 4DQ	WG	4
Corbett Grove 27-34	Bounds Green Road, Wood Green N22	N22 8DQ	WG	8
Cumberland Road 1-39	Station Road, Wood Green N22	N22 7PA	WG	39
Fenton Lodge 50-84	Fenton Road, White Hart Lane N17	N17 7JN	WG	25
Finsbury Road 10-42	Nightingale Road, Wood Green N22	N22 8DT	WG	32
Firemans Cottage 1-9/7-12	Bounds Green Road, Wood Green N22	N22 4DG	WG	8
Gardner Court 1-11	Willingdon Road, Wood Green N22	N22 6SF	WG	11
Grasmere Court 1-6	Palmerston Road, Wood Green N22	N22 8QR	WG	6
Grasmere Court 19-24	Palmerston Road, Wood Green N22	N22 8QR	WG	6
Grasmere Court 7-18	Palmerston Road, Wood Green N22	N22 8QR	WG	12
Janet Court 1-12	Canning Crescent, Wood Green N22	N22 5SR	WG	12
Jack Barnet Way 1-20	Parkland Road, Wood Green N22	N22 6SZ	WG	20
Kings Road 10-28	High Road, Wood Green N22	N22 5SN	WG	18
Nightingale Road 5-46	Finsbury Road, Wood Green N22	N22 8QB	WG	39
Nightingale Road 45-59	Finsbury Road, Wood Green N22	N22 8QB	WG	8
Noel Park Road 1-6	Gladstone Avenue, Wood Green N22	N22 6LU	WG	6
Park Court 1-18	Park Grove, Bounds Green N11	N11 2QB	WG	18
Parkland Road 120-154	Station Road, Wood Green N22	N22 6SS	WG	18
Parkland Road 156-166	Station Road, Wood Green N22	N22 6SS	WG	6
Partridge Way 2-70	Trinity Road, Wood Green	N22 4DW	WG	68

	N22			
Pellatt Grove 48-122	Progress Way, Wood Green N22	N22 5PN	WG	74
Portree Close 1-11	Truro Road, Wood Green N22	N22 8HD	WG	11
Robert Owen House 1-12	Progress Way, Wood Green N22	N22 5RN	WG	12
Sandling The 1-183	Whymark Avenue, Wood Green N22	N22 6XT	WG	225
Sandra Close 1-32	New Road, Wood Green N22	N22 5HB	WG	32
Thetford Close 1-108	Devonshire Hill Lane, White Hart Lane N17	N13 6AU	WG	108
Tredegar Road 29-44	Park Road, Bounds Green N11	N22 2PY	WG	16
Trinity Road 46-57	High Road, Wood Green N22	N22 8XU	WG	12
Truro Road 51/1-6	Trinity Road, Wood Green N22	N22 8EH	WG	6
Vincent Square 1-16	Vincent Road, Wood Green N22	N22 6NB	WG	16
Vincent Square 17-22	Vincent Road, Wood Green N22	N22 6NB	WG	6
Vincent Square 23-38	Vincent Road, Wood Green N22	N22 6NB	WG	16
Warkworth Road 3-39	The Roundway, White Hart Lane N17	N17 7BD	WG	36
White Hart Lane 9-39	White Hart Lane, London N22	N22 5RL	WG	30
White Hart Lane 34-94	White Hart Lane, London N17	N17	WG	60
Winkfield Road 55/1-8	Lordship Lane, Wood Green N22	N22 5RP	WG	8
Winkfield Road 72a-78a		N22 5RR	WG	6
Alexandra Road N8 32	Alexandra Road, Wood Green N22	N8 OPP	Social S	?
Alfred Findley House 1-20	Meads Road, Wood Green N22	N22 6SJ	SH	20
Ashmount Road 1-6a	High Road, Tottenham N15 4DD	N15 4DD	SH	20
Asplins Road 95-117	Lansdowne Road, Tottenham N17	N17 ONX	SH	22
Avenue Road 1/1-12	Stanhope Road, Highgate N6 5DJ	N6 5DJ	SH	12
Baden Court 1-12	Gordon Road, Bound Green N11	N11 2NY	SH	12
Bedale House 1-34	Boyton Road, Hornsey N8	N8 7AZ	SH	34
Bigbury Close 1-33	Barkham Road, Tottenham N17 8JQ	N17 8JQ	SH	33
Bracknell Close 81-116	Winkfield Road, Wood Green N22	N22 5RG	SH	36
Brookside House 1-30	Lordship Lane, Tottenham N17 6LZ	N17 6LZ	SH	30
Buckden Close 1-17	Fortis Green, London N2 9NE	N2 9NE	SH	17
Clarence Road 43/1-18	Truro Road, Wood Green N22	N22 4PG	SH	18
Circular Road 1-55	Tottenham N17 9HA	N17 9HA	SH	25
Clements House 1-27	Siddons Road, Tottenham N17 9UR	N17 9UR	SH	27

Clissold Close 1-8	Fortis Green, London N2 9ND	N2 9ND	SH	8
Coombes House 2-29	Bromley Road, Tottenham N17 0AW	N17 0AW	SH	28
Cooperage Close 1-14	Brantwood Road, Tottenham N17 0HF	N17 0HF	SH	14
Cranley Dene Court 1-44	152-154 Muswell Hill Road, Muswell Hill N10	N10 3JH	SH	44
Crescent The 1,3,4,9,10,13,14,19-24	Westcott Close, Tottenham N15 6DH	N15 6DH	SH	15
Dorset Road 16-26	West Green Road, Tottenham N15 5AJ	N15 5AJ	SH	12
Earlsmead Road 1	Wakefield Road, Tottenham N15 4DA	N15 4DA	SH	9
Eastbourne Road 1-31	St Ann's Road, Tottenham N15 6NT	N15 6NT	SH	16
Gosport Walk 1-24	Ferry Lane Estate, Tottenham N17 9QB	N17 9QB	SH	24
Grove The 1-48	Lynton Road, Hornsey N8 8ST	N8 8ST	SH	48
Hilldene Court	11 Alexandra Park Road, Muswell Hill	N10 2DB	SH	32
High Road 41-85	The Crescent, Tottenham	N15 6DH	SH	22
John Clifford House	Drylands Road, Hornsey	N8 9HW	SH	11
Keynes Close 1-34	Fortis Green, London	N2 9NE	SH	34
Lamsford Close 1-19	Laburnum Avenue, White Hart Lane	N17 8LQ	SH	19
Larkspur Close 1-37	Jellicoe Road, White Hart Lane	N17 7BZ	SH	37
Latimer Road 1-32	St Ann's Road, Tottenham	N15 6NW	SH	32
Lindales The 1-27	Grasmere Road, Tottenham	N17 0HE	SH	27
Loobert Road 21-39	Tottenham	N15 4LQ	SH	10
Louise Court 1-12	Pellatt Grove, Wood Green	N22 5NW	SH	12
Lowry House 1-52	Pembury Road, Tottenham	N17 8LZ	SH	52
Newham Road 24-50	Canning Crescent, Wood Green	N22 5SS	SH	26
New Road 9-37	Middle Lane, Hornsey	N8 8TA	SH	16
Park Road 61-87	Park Road, Hornsey	N8 8JN	SH	30
Palace Gates 45-89/64-94	Braemer Avenue, Wood Green	N22 4AR	SH	38
Park Road 61-87	Park Road, Hornsey	N8 8JN	SH	30
Priory The 98/2-53	98 Priory Road, Hornsey	N8 7HS	SH	52
Protheroe House 1-42	6 Cheshunt Road, Tottenham	N17 9EQ	SH	42
Queensferry Walk 1-16	Ferry Lane Estate, Tottenham	N17 9QB	SH	16
Roseland Close 1-20	Cavell Road, Tottenham	N17 7BY	SH	20
Runcorn Close 1-22	Ferry Lane Estate, Tottenham	N17 9QB	SH	22
Russell Court 9-69	Russell Road, Tottenham	N15 5LT	SH	30
Sophia House 1-33	Antill Road, Tottenham	N15 4AQ	SH	34
Spanswick Lodge 1-28	Waldeck Road, Tottenham	N15 3EN	SH	29
Stokely Court 1-47	Brook Road, Hornsey	N8 7BG	SH	47
Stonebridge Road 151-203	Seven Sisters Road, Tottenham	N15 5PB	SH	27
Summerhill Road 57-117	West Green Road, Tottenham	N15 4HR	SH	31
Talbot Close 1-24	Broad Lane, Tottenham	N15 4DG	SH	24

Westcott Close 1-24	Ermine Road, Tottenham	N15 6DP	SH	24
William Atkinson House 1-39	Beaufoy Road, Tottenham	N17 8AE	SH	39
William Rainbird House 1-17	Beaufoy Road, Tottenham	N17 8AY	SH	17
Arundel Court 25-69	Lansdowne Road, Tottenham	N17 0LR	NT	45
Ashdowne Court 1-44	Lansdowne Road, Tottenham	N17 9XQ	NT	44
Avenue The 2-12a	Bruce Grove, Tottenham	N17 6JJ	NT	6
Baldewyne Court 1-12	Lansdowne Road, Tottenham	N17 9XH	NT	12
Baldewyne Court 13-57	Lansdowne Road, Tottenham	N17 9XH	NT	45
Beaufoy Road 4-67	White Hart Lane, Tottenham	N17 8BB	NT	6
Blaydon Close 1-42	Northumberland Park, Tottenham	N17 0TW	NT	42
Brereton Road 1-18	Church Road, Tottenham	N17 8BY	NT	8
Broadwater Road 1-6	Lordship Lane, Tottenham	N17 6ES	NT	4
Cartmel Close 1-13	Heybourne Road, Tottenham	N17 0QS	NT	12
Charles House 1-60	Love Lane, Tottenham	N17 8DB	NT	60
Chesnut Road a/1-g/1	High Road, Tottenham	N17 9ET	NT	7
Church Road 11-49	The Roundway, Tottenham	N17 8QA	NT	20
Church Road 46-62	The Roundway, Tottenham	N17 8AQ	NT	8
Circular Road 2-24	Scales Road, Tottenham	N17 9HS	NT	12
Concorde House 1-22	Park Lane, Tottenham	N17 0JQ	NT	22
Dawlish Road 1-23	Scales Road, Tottenham	N17 9HN	NT	12
Devon Close 1-23	Circular Road, Tottenham	N17 9HR	NT	12
Devon Close 2-24	Circular Road, Tottenham	N17 9HR	NT	12
Ermine House 1-60	Moselle Street, Tottenham	N17 8DE	NT	60
Fairbanks Road 5-72	Chesnut Road, Tottenham	N17 9JH	NT	67
Fiske Court 1-21	Lansdowne Road, Tottenham	N17 0NA	NT	21
Fiske Court 22-39	Lansdowne Road, Tottenham	N17 0NA	NT	18
Fiske Court 40-60	Lansdowne Road, Tottenham	N17 0NA	NT	21
Forster Road 21-32	High Road, Tottenham	N17 6QD	NT	12
Gretton Road 2-25	Beaufoy Road, Tottenham	N17 8BZ	NT	24
Hamilton Close 1-18	Chesnut Road, Tottenham	N17 9EF	NT	18
Hamilton Close 19-33	Chesnut Road, Tottenham	N17 9EF	NT	15
Hamilton Close 34-48	Chesnut Road, Tottenham	N17 9EG	NT	15
Hamilton Close 49-66	Chesnut Road, Tottenham	N17 9EG	NT	18
Hamilton Close 79-96	Chesnut Road, Tottenham	N17 9HW	NT	18
Hamilton Close 97-114	Chesnut Road, Tottenham	N17 9HW	NT	18
Hamilton Close 115-132	Chesnut Road, Tottenham	N17 9HW	NT	18
Haynes Close 1-19	Northumberland Park, Tottenham	N17 0QX	NT	10
Haynes Close 21-49	Northumberland Park, Tottenham	N17 0QX	NT	15
Haynes Close 51-73	Northumberland Park, Tottenham	N17 0QX	NT	12
Holcombe Road 93-110	Park View Road, Tottenham	N17 9AB	NT	18
James Place 1-43	Church Road, Tottenham	N17 8NR	NT	22
Kathleen Ferrier Court 1-19	Brereton Road, Tottenham	N17 8BY	NT	19

Kings Road 4-8	Bruce Castle Road, Tottenham	N17 8NP	NT	5
Moorfield Way 3-17	Bruce Grove, Tottenham	N17 6PX	NT	14
Morpeth Walk 1-12	West Road, Tottenham	N17 0XH	NT	12
Morpeth Walk 13-24	West Road, Tottenham	N17 0XH	NT	12
Morpeth Walk 25-42	West Road, Tottenham	N17 0XH	NT	18
Moselle House 1-60	William Street, Tottenham	N17 8DD	NT	60
N'thumberland Grove 1-62	Park Lane, Tottenham	N17 0PY	NT	62
N'thumberland Grove 42-234	Park Lane, Tottenham	N17 0SY	NT	190
N'thumberland Park 73-91	High Road, Tottenham	N17 0TH	NT	10
N'thumberland Park 127/1-6	High Road, Tottenham	N17 0TH	NT	6
N'thumberland Park 160-186/a-b	High Road, Tottenham	N17 0SW	NT	42
N'thumberland Park 188-214/a-b	High Road, Tottenham	N17 0SW	NT	42
Orchard Place 2-28	Brereton Road, Tottenham	N17 8BH	NT	14
Park Lane 196/1-4	High Road, Tottenham	N17 0JR	NT	4
Park Lane 1-82	High Road, Tottenham	N17 0JR	NT	82
Park View Road 59-102/103-107/162-167	Chesnut Road, Tottenham	N17 9AX	NT	53
Park View Road 108-161	Chesnut Road, Tottenham	N17 9BL	NT	54
Phillip Lane 57-87	High Road, Tottenham	N17 4JP	NT	30
Rees House 1-12	Brereton Road, Tottenham	N17 8DA	NT	12
Reynardsons Court 1-16	High Road, Tottenham	N17 7JX	NT	16
Rheola Close 1-10	High Road, Tottenham	N17 9TR	NT	10
Rheola Close 11-16	High Road, Tottenham	N17 9TR	NT	6
Rheola Close 17-32	High Road, Tottenham	N17 9TR	NT	16
Rheola Close 33-40	High Road, Tottenham	N17 9TR	NT	8
Rheola Close 63-70	High Road, Tottenham	N17 9TR	NT	8
Robert Burns House 1-58/1a-11a	Northumberland Park, Tottenham	N17 0RB	NT	69
Rothbury Walk 1-39	Northumberland Park, Tottenham	N17 0PW	NT	39
Rothbury Walk 40-57	Northumberland Park, Tottenham	N17 0PW	NT	18
Rothbury Walk 58-74	Northumberland Park, Tottenham	N17 0PQ	NT	17
Rothbury Walk 75-80	Northumberland Park, Tottenham	N17 0PQ	NT	6
Rothbury Walk 81-94	Northumberland Park, Tottenham	N17 0PQ	NT	14
Rycroft Way 1-11	Chesnut Road, Tottenham	N17 9ER	NT	11
Scales Road 1-25	Park View Road, Tottenham	N17 9HB	NT	11
Scotswood Walk 188-214/216-238	Northumberland Park, Tottenham	N17 0TF	NT	25
Scotswood Walk 33-36/160-186	Northumberland Park, Tottenham	N17 0TF	NT	48
Stirling Road 1-21	Siddons Road, Tottenham	N17 9UN	NT	21
St Loys Road 51-73	High Road, Tottenham	N17 6UE	NT	14
Tamer Way 1-80	Broad Lane, Tottenham	N17 9HQ	NT	80
Tenterden Road 51-74	White Hart Lane, Tottenham	N17 8BW	NT	24
Tenterden Road 75-92	White Hart Lane, Tottenham	N17 8BW	NT	18

Thornley Close 1-46	West Road, Tottenham	N17 0TQ	NT	46
Topham Square 1-12	Risley Avenue, Tottenham	N17 7HL	NT	12
Topham Square 13-24	Risley Avenue, Tottenham	N17 7HL	NT	12
Topham Square 25-36	Risley Avenue, Tottenham	N17 7HL	NT	12
Topham Square 37-48	Risley Avenue, Tottenham	N17 7HL	NT	12
Topham Square 49-60	Risley Avenue, Tottenham	N17 7HL	NT	12
Trulock Court 1-60	Trulock Road, Tottenham	N17 0PH	NT	60
Waverley Road 89,91,133,135	Northumberland Park, Tottenham	N17 0PX	NT	4
Waverley Road 93-131	Northumberland Park, Tottenham	N17 0PX	NT	20
Waverley Road 1-15/239- 253	Northumberland Park, Tottenham	N17 0PX	NT	16
Waverley Road 17-43/193- 237	Northumberland Park, Tottenham	N17 0PX	NT	37
Waverley Road 45-63/173- 191	Northumberland Park, Tottenham	N17 0PX	NT	20
Waverley Road 65-87/137- 171	Northumberland Park, Tottenham	N17 0PX	NT	30
Whitbread Close 32-43	Hampden Road, Tottenham	N17 0YB	NT	12
Whitbread Close 44-58	Hampden Road, Tottenham	N17 0YB	NT	15
Williams House 1-8	Brereton Road, Tottenham	N17 8BJ	NT	8
Albany Close 1-90	Glenwood Road, West Green Road	N15 3RF	ST	90
Albert Road 1-18	Seven Sisters Road, Tottenham	N15 6JA	ST	18
Albert Road 19-30	Seven Sisters Road, Tottenham	N15 6JA	ST	12
Alan Barclay Close 19- 26/27-34	High Road, Tottenham	N15 6LW	ST	16
Antill Road 1-46	Broad Lane, Tottenham	N15 4AS	ST	46
Appleby Close 1-38	Penrith Road, Tottenham	N15 5QZ	ST	38
Armadale Close 2-81	Ferry Lane Estate, Tottenham	N17 9PL	ST	80
Armadale Close 82-113	Ferry Lane Estate, Tottenham	N17 9PL	ST	32
Bedford Road 2/1-7	West Green Road, Tottenham	N15 4HA	ST	7
Bedford Road 4/1-6	West Green Road, Tottenham	N15 4HA	ST	6
Blackboy Lane 85-100	West Green Road, Tottenham	N15 3AQ	ST	32
Blenheim Rise 1-8	Broad Lane, Tottenham	N15 4TJ	ST	8
Blenheim Rise 9-24	Broad Lane, Tottenham	N15 4TJ	ST	16
Blenheim Rise 25-48	Broad Lane, Tottenham	N15 4TJ	ST	24
Blenheim Rise 49-50	Broad Lane, Tottenham	N15 4TJ	ST	2
Bournes House 1-40	Chisley Road, Tottenham	N15 6EH	ST	40
Braemar Road 8-32	Seaford Road, Tottenham	N15 5LQ	ST	13
Broad Lane 62-108	Broad Lane, Tottenham	N15 4DU	ST	24
Broad Lane 110-156	Broad Lane, Tottenham	N15 4DT	ST	26
Brunel Walk 1-36	Breamar Road, Tottenham	N15 5HQ	ST	36
Brunswick Road 1-36	West Green Road, Tottenham	N15 5DD	ST	36
Canfield House 1-16	Langford Close, Tottenham	N15 6JB	ST	16
Chedworth House 1-46	West Green Road, Tottenham	N15 5EH	ST	46
Colsterworth Road 10-34	High Road, Tottenham	N15 4DB	ST	24

Cordell House 1-48	Newton Road, Tottenham	N15 4PR	ST	48
Craven Park Road 146/1-8	High Road, Tottenham	N15 6AG	ST	8
Craven Park Road 200-442	High Road, Tottenham	N15 6AG	ST	242
Culross Close 1-71	West Green Road, Tottenham	N15 3RH	ST	71
Culvert Road 2-59	Seven Sisters Road, Tottenham	N15 5HP	ST	57
Daleview Road 2-56	Paignton Road, Tottenham	N15 6PJ	ST	55
Edgecot Grove 1-4/21-32/109-116	Oulton Road, Tottenham	N15 5HG	ST	20
Edgecot Grove 49-66/125-136	Oulton Road, Tottenham	N15 5HE	ST	30
Edgecot Grove 5-20/33-48/117-124	Oulton Road, Tottenham	N15 5HD	ST	40
Edgecot Grove 67-90/137-152	Oulton Road, Tottenham	N15 5HG	ST	40
Edgecot Grove 91-108/153-164	Oulton Road, Tottenham	N15 5HG	ST	30
Endymion Road 5/a-b	Green Lanes, London	N4 1EE	ST	3
Endymion Road 6/a-c	Green Lanes, London	N4 1EE	ST	3
Ermine Road 10-101	St Ann's Road, Tottenham	N15 6DB	ST	91
Erskine Crescent 1-179	Moselle Street, Tottenham	N17 9PS	ST	179
Fowler House 1-11	South Grove, Tottenham	N15 5QJ	ST	11
Franklin Street 1-18	Vartry Road, Tottenham	N15 6QH	ST	18
Green Lanes 635/1-8	Green Lanes, London	N8 0RE	ST	8
Grovelands Road 25-43	Craven Park Road, Tottenham	N15 6BT	ST	18
Hatchfield House 1-24	Albert Road, Tottenham	N15 6JD	ST	24
Helston Court 1-46	Culvert Road, Tottenham	N15 5HF	ST	46
Henrietta House 1-7/22-28	St Ann's Road, Tottenham	N15 6NP	ST	14
Henrietta House 8-21	St Ann's Road, Tottenham	N15 6NP	ST	14
Ida Road 19-25	Newsam Avenue, Tottenham	N15 5JE	ST	7
Ida Road 32-40	Newsam Avenue, Tottenham	N15 5JD	ST	10
Ida Road 57-69	Newsam Avenue, Tottenham	N15 5JN	ST	13
Ida Road 74-80	Newsam Avenue, Tottenham	N15 5JN	ST	7
Ida Road 81-88	Newsam Avenue, Tottenham	N15 5JN	ST	9
Ivatt Way 3-21	Downhills Park Road, Tottenham	N17 6PF	ST	20
Ivatt Way 35-50	Downhills Park Road, Tottenham	N17 6PF	ST	16
Jarrow Road 1-24/30	Ferry Lane Estate, Tottenham	N17 9PP	ST	25
John Masefield House 1-30	Fladbury Road, Tottenham	N15 6SD	ST	30
Kerswell Close 1-50	Seven Sisters Road, Tottenham	N15 5HT	ST	50
Kessock Close 1-118	Ferry Lane Estate, Tottenham	N17 9PW	ST	118
Langham Road 1a-11	West Green Road, Tottenham	N15 3LR	ST	19
Leabank View 2-60	Grovelands Road, Tottenham	N15 6BZ	ST	60
Legat Court 1-10	Warwick Gardens, London	N4 1JE	ST	10
Lemsford Close 1-34	Grovelands Road,	N15 6BY	ST	34

	Tottenham			
Lomond Close 1-104	West Green Road, Tottenham	N15 5DF	ST	36
Maple Close 1-31	Stamford Hill, London N16	N16 6DF	ST	50
Maple Close 32-51	Stamford Hill, London N16	N16 6DF	ST	20
Markfield House 2-48	Stamford Road, Tottenham	N15 4PY	ST	24
Markfield House 50-72	Stamford Road, Tottenham	N15 4PY	ST	12
Mountview Court 1-80	Green Lanes, London	N8 0SG	ST	80
Penrith Road 2-72	Cornwall Road, Tottenham	N15 5QY	ST	36
Plevna Crescent 1-33	St Ann's Road, Tottenham	N15 6DX	ST	17
Plevna Crescent 87-119	St Ann's Road, Tottenham	N15 6DY	ST	17
Plevna Crescent 151-203	St Ann's Road, Tottenham	N15 6DZ	ST	27
Portland Place 59-153	West Green Road, Tottenham	N15 4SY	ST	48
Pulford Road 2-96	Moreton Road, Tottenham	N15 6SR	ST	95
Redlands 1-20	Summerhill Road, Tottenham	N15 4HE	ST	20
Reedham Close 1-95	Ferry Lane Estate, Tottenham	N17 9PX	ST	48
Reedham Close 161-223	Ferry Lane Estate, Tottenham	N17 9PX	ST	31
Reedham Close 2-48	Ferry Lane Estate, Tottenham	N17 9PT	ST	24
Reedham Close 50-96	Ferry Lane Estate, Tottenham	N17 9PT	ST	24
Reedham Close 97-159	Ferry Lane Estate, Tottenham	N17 9PY	ST	32
Reedham Close 98-144	Ferry Lane Estate, Tottenham	N17 9PU	ST	24
Reygate Court 1-12	Warwick Gardens, London	N4 1JB	ST	12
Richmond Road 1-24	Vartry Road, Tottenham	N15 6QB	ST	12
Russell Road 1,3,5,7	Culvert Road, Tottenham	N15 5LT	ST	4
Russell Road 71-111	Culvert Road, Tottenham	N15 5LT	ST	21
Seven Sisters Road 545-583/585-593/597-617	Seven Sisters Road, Tottenham	N15 5NA	ST	66
Sherborough Road 1-16	Ermine Road, Tottenham	N15 6DR	ST	16
Sheridan 1-12	Sydney Road, London	N8 0EY	ST	12
Southey Road 24-50	Seven Sisters Road, Tottenham	N15 5LL	ST	26
Spondon Road 2-46	Tynemouth Road, Tottenham	N15 4DX	ST	45
St Anns Road 2-24	Seven Sisters Road, Tottenham	N15 6DT	ST	12
St Johns Road 1-23	Vartry Road, Tottenham	N15 6QJ	ST	12
St Johns Road 2-12	Vartry Road, Tottenham	N15 6QN	ST	8
Stainby Road 1-11	Antill Road, Tottenham	N15 4EA	ST	11
Stamford Close 1-47	Stamford Road, Tottenham	N15 4PX	ST	24
Stamford Close 49-63	Stamford Road, Tottenham	N15 4PX	ST	8
Stamford House 1-63	Stamford Road, Tottenham	N15 4PX	ST	32
Stonebridge Road 2-40	Seven Sisters Road, Tottenham	N15 5PF	ST	20
Stonebridge Road 42-74	Seven Sisters Road, Tottenham	N15 5PF	ST	17
Stonebridge Road 91-149	Seven Sisters Road, Tottenham	N15 5PF	ST	30
Sturrock Close 1-57	Ida Road, Tottenham	N15 5JA	ST	57
Templeton Road 1-61	Hermitage Road, London	N15 6RX	ST	31

Templeton Road 2-24	Hermitage Road, London	N15 6RU	ST	12
Templeton Road 26-48	Hermitage Road, London	N15 6RU	ST	12
Tenby Close 1-10	Hanover Road, Tottenham	N15 4TB	ST	10
Turner Avenue 1-23	West Green Road, Tottenham	N15 5DG	ST	12
Turner Avenue 25-51	West Green Road, Tottenham	N15 5DG	ST	14
Turner Avenue 53-83	West Green Road, Tottenham	N15 5DG	ST	16
Turner Avenue 2-56	West Green Road, Tottenham	N15 5DG	ST	28
Vicarage Mansions 1a-f	Abbottsford Avenue, West Green Road,	N15 3BP	ST	6
Victoria Crescent 2-36	Culvert Road, Tottenham	N15 5LR	ST	35
Victoria Crescent 38- 126/128-162	Culvert Road, Tottenham	N15 5LU	ST	122
Warren Court 1-40	High Cross Road, Tottenham	N17 9PE	ST	40
Warwick Gardens 67-109	St Ann's Road, Tottenham	N4 1JD	ST	22
Willow Walk 1-13	West Green Road, Tottenham	N15 3DJ	ST	13
Wordsworth 1-18	Sydney Road, London	N8 0EU	ST	11
Yarmouth Crescent 2-137	Ferry Lane Estate, Tottenham	N17 9PH	ST	135
Croydon 1-74	Gloucester Road, Broadwater Farm	N17 6LL	BWF	74
Debden 1-104	Gloucester Road, Broadwater Farm	N17 6LN	BWF	104
Hawkinge 1-70	Gloucester Road, Broadwater Farm	N17 6LP	BWF	70
Lympne 1-80	Gloucester Road, Broadwater Farm	N17 6LU	BWF	80
Manston 1-56	Adams Road, Broadwater Farm	N17 6HU	BWF	56
Martlesham 1-96	Adams Road, Broadwater Farm	N17 6HT	BWF	96
Northolt 1-102	Griffin Road, Broadwater Farm	N17 6HY	BWF	102
Rochford 1-80	Griffin Road, Broadwater Farm	N17 6HX	BWF	80
Stapleford 1-89	Willan Road, Broadwater Farm	N17 6NA	BWF	89
Tangmere 13-128	Willan Road, Broadwater Farm	N17 6NA	BWF	116



Appendix C

Leaseholder Observations And Responses From Homes for Haringey

The first notice was issued to the leaseholders on 30th June 2008, and a summary of the response to the observations is listed below:

- a. Leaseholder observation: Leaseholders should have the choice as to whether they use of the communal TV service provided by the Council.
- b. Landlord's response: Although a leaseholder may choose not to use this service or to have it installed in their flat they will still have to contribute towards the cost of the installation and the annual maintenance. The reason for this is that all leaseholders must pay a proportion of the landlord's costs of the provision of all works and services to the building (please refer to clause 4, 2 of your lease). Furthermore the Council is required as part of its normal duties as the landlord to provide individual access regarding national TV services to all its residents.
- c. Leaseholder observation: There is no good reason for the Council to undertake this work.
- d. Landlord's response: The Council is required as part of its normal duties as the landlord to provide individual access regarding national TV services to all its residents. The existing systems are generally in excess of 25 years old and in need of replacement - most are only able to receive the analogue signal. The Government intends all UK TV to be switched from analogue to digital signals between 2007 and 2012. London will switch to digital in 2012. To ensure that residents will be able to receive the full range of TV and other services after the analogue is switch-off, communal aerial systems will need to be replaced with digital systems. If this is not done, TV and radio reception will either be poor or completely unobtainable for all the residents of Haringey's blocks and other buildings whose reception depends on communal aerial systems.
- e. Leaseholder observation: It would be cheaper if residents were allowed to install their own satellite dishes.
- f. Landlord's response: The Council's policy is not to permit residents to install their own satellite dishes on its housing blocks. Under the terms of the lease, the leaseholder is required to apply for permission from the landlord before undertaking any work that affects the exterior or the communal parts of the building and this includes the installation of satellite dishes. The landlord has the right to remove anything of this nature, if prior approval has not been granted. Similar conditions apply to tenants. The provision of an integrated reception system will include Freeview, Sky, Sky Plus, Hotbird and Turksat and will mean that residents will have no reason to make private individual arrangements regarding these matters. The Council's policy as landlord is to

minimise the number of individual cables and aerials/dishes attached to the outside of its buildings, which are often unsightly and occasionally may constitute a hazard to other residents (if they are vandalised or become dislodged).

- g. Leaseholder observation: I do not propose to allow the contractors to install the new socket in my flat.
- h. Landlord's response: Although a leaseholder may choose not to use this service or to have it installed in their flat they will still have to pay towards the cost of installation, when it is carried out, and for the annual maintenance.

The second notice was served 29th July 2009, and a summary of the response to the observations is listed below:

- a. Leaseholder Observation: HfH leaseholders should be able to opt out of the communal aerial 13 wire digital system. For example Homes For Islington has given their leaseholder's this option.
- b. Landlord's response: Under the terms of the lease the leaseholder are obliged to contribute towards the communal services provided to the block/property. Homes For Islington provide a much less comprehensive digital system than that provided by HfH. If the Council were to grant an opt out this would result in a loss of recoverable recharge income. The 13 wire integrated reception system inclusive of FM and Dab radio with options for Sky Plus, Hotbird & Turksat, provides HfH residents with access to a variety of ethnic channels that reflect Haringey's diverse cultures and languages spoken within the borough.
- c. Leaseholder Observation: Why do you need to upgrade the Communal TV aerial to digital as it costs a lot and it is not required as the existing aerial works.
- d. Landlord Response: The analogue signal will be switched off in 2012, residents will not be able to receive TV reception without the upgrade to digital. Under the terms of the lease leaseholders are obliged to contribute towards the communal services provided to the block/property. In this case the upgrade of the communal aerial.
- e. Leaseholder Observation: There are cheaper alternatives for digital TV provision and this system does not offer value for money.
- f. Landlord Response: HfH will not give permission for satellite dishes to be erected to the outside wall of the Councils housing blocks because the dish damages the external fabric of the building and increases the reactive repair and planned maintenance costs to the building. The communal digital upgrade works have been tendered to ensure that value for money is obtained.
- g. Leaseholder Observation: I have already upgraded to digital do not need the communal system and, if I am forced to have the new communal system I will demand a refund.
- h. Landlords Response: Under the terms of the lease permission is required to undertake improvements/alterations to the property. Permission has not been

granted for the installation satellite dishes to be attached to the outside wall of the housing blocks. If satellite dishes have been installed without the landlord's consent the Council is entitled to remove the dishes and the Council is not responsible to repay the Leaseholder for equipment or digital service contract entered in to by the leaseholder.

- i. Leaseholder Observation: Digital TV is an improvement under the terms and conditions of the lease I cannot be charged for improvements.
- j. Landlord response: The analogue signal is being switched off in 2012. Without the communal aerial upgrade to a digital service, residents will not be able to receive a TV service after the digital switchover date in 2012. Due to the digital switchover this is deemed to be a repair and not an improvement.
- k. Leaseholder Observation: When will I receive the actual recharge cost for the communal digital aerial up grade?
- l. Landlord Response: The works are borough wide and because of the large number of properties involved the works will be phased. When your block/property is included in the programme of works you will receive a Section 20 Notice that provides the details for payment.
- m. Leaseholder Observations: You are providing more channels than the current analogue service provides and this increases the proposed cost of the communal digital works.
- n. Landlord Response: Haringey is one of London's most ethnically diverse boroughs with a variety of cultures and Languages spoke. The system chosen reflects this and will provide residents with a TV service suitable to their cultures and languages.

Leaseholders will be sent a third notice advising them when the proposed work to their block will be carried out, including the estimated costs for the works. The leaseholders will have the opportunity to make observations about the works and HfH will respond to all observations received.



Haringey Council *

Agenda item

[No.]

Procurement Committee Meeting

On 27th October 2009

Report Title. South Tottenham Decent Homes Programme 2009/10. Phase ST14.

Report authorised by: **Niall Bolger, Director of Urban Environment***WPBdg 19th October 2009*

Contact Officer : Larry Ainsworth, Strategic Client Representative
 Tel: 020 8489 1134
 e.mail: larry.ainsworth@homesforharingey.org

Wards(s) affected:

Report for: **Key Decision**

Seven sisters

1. Purpose of the report.

1.1 This report sets out a detailed programme of works as it relates to various properties known as ST14 within the delivery of the Decent Homes Programme. The works outlined in this report is scheduled to commence on the 9th November 2009. As such, this report is seeking Procurement Committee approval to award the contract and proceed with the works in this phase.

2. Introduction by Cabinet Member

2.1 In accordance with our stated commitment to improve the quality of homes for our tenants and to meet housing need, this report informs Members of the Procurement Committee of the current packages of work to commence under the Decent Homes programmes as delivered by Homes for Haringey. It shows the improvements and benefits that we are providing to an increasing number of our tenants and leaseholders. The many lessons learned from the first year of the programme are also being incorporated into this phase.

3. State link(s) with Council Plan Priorities and actions and /or other Strategies:

3.1 Homes for Haringey supports the Council's Housing Strategy and is committed to providing an excellent housing service while effectively delivering the Decent Homes programme for the residents of Haringey. As its strategic delivery partner, Homes for Haringey is committed to

ensuring that the Decent Homes programme meets the aspirations of residents and Members.

3.2 Homes for Haringey have in place an Asset Management Strategy and Environmental Sustainability Strategy which provide a strategic framework for delivery of the Decent Homes and associated Environmental Improvements programme. The objectives of these strategies are closely linked to the Council's Greenest Borough Strategy, the Sustainable Procurement Strategy, Regeneration Strategy and Asset Management Plan.

3.3 The Decent Homes and Environmental programmes will contribute to the achievement of Council Priorities 1,2,3, and 5 by:

- Improving the environmental performance of Council Housing stock
- Providing a cleaner and greener environment for residents
- Providing decent homes and improving well-being
- Delivering cost effective services through partnering

4. Recommendations

4.1 To facilitate the delivery of the decent homes works, Members of the Procurement Committee are requested to agree:

4.2 To award the contract for the above Project to the contractor named in Appendix A as allowed under Contract Standing Order (CSO) 11.03 and that the AMP (Agreed Maximum Price) excluding fees as detailed in Para 2.2 of Appendix A be noted.

4.3 The scheme is to be funded from the 2010/11 Decent Homes allocation.

5. Reason for recommendation(s)

5.1 The requirement for all local authority homes to meet the Decent Homes Standard was set out by The Office of the Deputy Prime Minister (ODPM) now known as Department for Communities and Local Government (DCLG) in February 2003.

5.2 The Decent Homes programme is a long term programme of major investment to bring all tenanted homes up to a decent standard. Environmental improvements, including sustainability issues, may represent up to 5% of the overall programme.

5.3 In February 2007, following a robust and extensive partner selection process, administered by Homes for Haringey, four constructor partners were appointed in accordance with the Council's procurement procedures.

5.4 In January 2008, the Department of Communities and Local Government (DCLG) confirmed the Council's overall indicative decent homes funding allocation in the sum of £198.58m. This includes £11.4m earmarked for environmental projects.

5.5 Managing and delivering the Decent Homes Programme to cost, time and to the expectation of the tenants and residents of Haringey is paramount and as such requires the appointment of Constructors with a proven track record of delivering a similar programme for other local

Authorities/ ALMO's.

6. Other options considered

6.1 None applicable. The one flat roof being replaced to Bournes House cannot physically be replaced with a pitched roof (see comments in paragraph 7.5.2.2)

7. Summary

7.10 Agreed Maximum Price of this works package.

7.1.1 The Agreed Maximum Price is based on the schedule of rates contained within the contractors tender returned 30th November 2006.

7.1.2 The Agreed Maximum Price is the procedure for determining the cost of a project under the PPC2000 (Project Partnering Contract) form of contract. The PPC2000 form of contract was formed from the 'Egan Report' and was designed to allow the early appointment of constructors and specialists.

7.2 Background

7.2.1 The Project Partnering Contract (PPC2000) is designed to allow for a multi party approach by the client, constructor, consultants and specialists in order to provide a consistent approach to working within a partnering ethos. The Project Partnering Contract (PPC2000) also provides the opportunity to progress joint selection of supply chains and supply chain partnering to encompass value engineering and allows for 'open book' accountability.

7.3 Detailed below is a summary of contractor details:

Total estimated construction cost (excluding fees)	para 2.2 Appendix A
Anticipated Contract start on site	9 th November 2009
Anticipated Contract completion	29 th October 2010
Contract duration	48 weeks
Contractor	para 2.1 Appendix A

7.4 Property address location

7.4.1 This report details the specific works required to the 432 properties in the South Tottenham area and are priced in accordance with the framework agreement. Listed below are the property addresses that will benefit from the raft of decent homes work under this particular phase of the programme:

Albert Road. 1, 3, 7 to 30 incl.

Bournes House. 1 - 40 incl

Candler Street. 15, 20, 22.

Daleview Road. 2, 4, 13, 20, 22, 24, 28, 30, 38, 41, 41a, 42, 46, 48, 50.

Eastbourne Road. 10, 20, 28, 36, 38.

Franklin Street. 1, 4, 5, 8, 9, 12, 15, 16, 18.

Frinton Road. 7, 20, 21.

Heysham Road. 21, 23, 34, 36.

Howard Road. 2, 2a, 4, 4a, 6, 11, 12, 16, 22, 23.

Oatfield House 1 – 128, G1 – G5.

Richmond Road. 2 – 24 even, 44, 79, 81, 99, 101, 119, 121.

St Johns Road. 1 – 15 incl, 6a, 12a, 17, 19, 21, 23, 58.

Thorpe Road. 17, 17a, 25.

Twyford House. 1 – 128 incl, G1 – G5.

Vartry Road. 16, 53, 56, 58, 84, 162, 164.

7.4.2 Property Address details

Property Address	No of units	Property Type	Floor level	No of L/holders	Type of existing roof	Conservation Area
Albert Road	26	Houses and Low rise Block	2 2	0 8	pitch pitch	No
Bournes House	40	Med rise Block	8	5	flat	No
Candler Street	3	Houses	2	1	pitch	No
Daleview Road	15	Houses	2	0	pitch	No
Eastbourne Road	5	Houses	2	2	pitch	No
Franklin Street	9	Houses	2	0	pitch	No
Frinton Road	3	Houses	2	0	pitch	No
Heysham Road	4	Houses	2	2	pitch	No
Howard Road	10	Houses	2	3	pitch	No
Oatfield House	133	High rise block	16	7	flat	No
Richmond Road	19	Houses	2	0	pitch	No
St Johns Road	22	Low rise Block	2	6	pitch	No
Thorpe Road	3	Houses	2	1	pitch	No
Twyford House	133	High rise block	16	24	flat	No
Vartry Road	7	Houses	2	3	pitch	No

7.5 Schedule of works

7.5.1 The scope of improvements works included under this phase of the programme will include internal rewires, window and front door renewal, roof renewal, kitchen and bathroom refurbishment, asbestos removal, central heating/boiler renewal, smoke detectors and insulation.

7.5.2.1 Proposed Roof works

7.5.2.2 All roofs with the exception of Twyford House. Oatfield House and Bournes House are pitched and require isolated renewal and repairs.

The roofs to Oatfield and Twyford House are flat roofs and it is proposed to replace these with flat roofs as these two blocks are 16 storey high rise blocks.

Bournes House is an existing flat roof and will be replaced by a flat roof.

We are only going to fully scaffold the front elevation, the remaining two sides & rear are not having any works to the façade, so we only require a perimeter boxed-handrail at roof level to carry out the flat re-roofing replacement.

If we scaffolded the whole block then that would be in the region of an extra £50k.

The existing roof has 5 fairly large rectangular tank houses that are situated off-centre & therefore a flat to pitched roof could not be designed without these being removed.

These 5 tank house's also have 8 existing gas flues penetrating through each tank house.

The blocks adjacent to Bournes House are all flat.

7.5.3 Life Cycle Costing Analysis.

7.5.3.1 As the roof works within this phase are a direct replacement of the existing and in the case of Bournes House there is no other option, there is no comparable life cycle cost analysis.

7.5.3.2 Life cycle costings are being undertaken for key components as required by the Construction Procurement Group. A process is underway to determine life cost analysis on kitchens, bathrooms, boilers windows and roofs.

7.5.4 Whole Life Costings.

7.5.4.1 As stated above, the roof works programmed within this phase are such that whole life costings are not relevant.

7.6 Digital Satellite Provision

7.6.1 No installation of Digital IRS will be carried out under this phase of work.

7.7 Planning Approval

7.7.1 The Planning department will be consulted under the standard application methods on the above and will be advised us on their concurrence with our proposals prior to Procurement Committee.

7.8 Environmental Improvements

7.8.1 There are no proposed environmental works during this phase of decent homes works.

7.9 Sustainability

- 7.9.1 The procurement of materials and components to be used during the decent homes programme will involve the selection of products that have a positive impact on the environment. The new windows will improve the thermal efficiency of the properties as well as reduce future maintenance costs.
- 7.9.2 The new wiring contains an element of copper; a material that can be recycled at the end of its useful life and will reduce the need for maintenance as testing of the electrical system is carried out after ten years for dwellings and five years for the landlord's services.
- 7.9.3 The dwellings that benefit from new kitchen and bathroom replacement will be fitted with two low energy light fittings. The selected kitchen, Premier, has received the F.I.R.A Gold Award and Kite mark Certification with a life expectancy of thirty years.
- 7.9.4 The scheme has been carefully designed where possible to allow for minimising waste during the construction and consideration given to the useful life of the products.
- 7.9.5 The contractor is registered and complies with the Considerate Constructors Scheme.
- 7.9.6 All new windows will be double glazed and adhere to Part 'L' of the Building regulations.

7.10 Conservation Areas

- 7.10.1 In administering the decent homes programmes due regard will be shown for areas that are subject to specific consents relating to conservation.
- 7.10.2 For the purposes of this programme, the Planning department has confirmed that there are no conservations consents required in this phase.

8. Chief Financial Officer Comments

- 8.1 On 13th Feb 2007 the procurement committee approved framework agreements with Decent Homes contractors and compliance teams, to cover 4 areas. This report details the specific works needed to properties in South Tottenham (ST14), priced in accordance with the framework agreement.

Members will be aware that the Department for Communities and Local Government has approved the funding for Decent Homes, totalling £198.5m phased over six years, of which £31.5m has been approved for 2010/11. This scheme is included in the funding schedule for 2010/11 as indicated in Appendix B. Any expenditure in respect of leaseholder properties will be funded from leaseholder chargers for major works.

9. Head of Legal Services Comments

- 9.1 This report is seeking Procurement Committee approval to award a call-off contract for Decent

Homes works at 432 properties in the South Tottenham area of the borough (details of which are set out in paragraphs 7.4 and 7.5 of the report) to the contractor named in paragraph 2.1 of Appendix A to this report.

- 9.2 Cabinet Procurement Committee had on 13th February 2007 granted approval to the award of four Decent Homes Construction Partner Framework Agreements in respect of four areas within the borough (Wood Green, Hornsey, North Tottenham and South Tottenham to four respective contractors, of which the recommended contractor is one.
- 9.3 The Framework Agreements were tendered in the EU and selection of the Framework contractors was undertaken in compliance with the Public Contracts Regulations 2006, as confirmed by external legal advisors (Towers and Hamlin) who provided legal advice on the procurement of the Framework Agreements.
- 9.4 The Contractor named in paragraph 2.1 of Appendix A to this report was awarded the Framework Agreement in respect of the South Tottenham area.
- 9.5 The value of the proposed contract exceeds £250,000 therefore the award requires the approval of the Procurement Committee in accordance with CSO 11.03.
- 9.6 The Head of Legal Services is satisfied that leaseholder consultation has been carried out to date (01 October 2009) in accordance with the relevant legislative requirements. See further comments on leaseholder consultation below in paragraph 12.
- 9.7 The contract is also a key decision and, as such, needs to be included in the Council's Forward Plan (in accordance with CSO 11.04). Urban Environment Directorate has confirmed that this has taken place.
- 9.8 The Head of Legal Services confirms that provided the Council has considered any comments from leaseholders made between the date of provision of these comments (01 October 2009) and the expiry date of the statutory leaseholder consultation period, and providing there are no issues arising from the Planning Department, there are no legal reasons preventing Members from approving the recommendations in this report.

10.0 Head of Procurement Comments

- 10.1 The selection of the contractor for these works has been undertaken from the Decent Homes contractor framework.
- 10.2 An Agreed Maximum Price has been agreed by the parties prior to start on site, in accordance with the process allowed under the form of contract.
- 10.3 Life cycle costing will need to be completed for the project as a whole.

10.4 The Head of Procurement therefore states that the recommendations in this report offer best value for the Council.

11. Equalities and Community Cohesion Comments

11.1 Homes for Haringey's Asset Management Strategy, 2007/2017, covers all investment in the Councils housing stock, including decent homes. In drawing up the Strategy, an Equalities Impact Assessment was undertaken. The findings have been incorporated into Homes for Haringey's planning processes for delivering decent homes. This includes ensuring that all residents receive the same standard of work, and consideration of specific language and other needs are identified and addressed when drawing up programmes of work.

12. Consultation

Internal

12.1 Homes for Haringey have consulted council officers in the preparation of the proposed year 2-5 programme, which was approved by the Board in July 2008.

The Leader of the Council and the Cabinet Member for Housing have been consulted in the formulation of the proposed programme. Ward member comments have also been considered. Residents have been consulted through the Homes for Haringey Asset Management Panel and Leasehold Panel. Leasehold consultation forms part of the overall consultation process and is a statutory requirement.

Homes for Haringey have a dedicated team in place to manage resident consultation and involvement throughout programme delivery. They work closely with the constructor partners' Resident Liaison Officers.

External

12.2 Homes for Haringey has carried out detailed consultation with the residents that will be effected by the works set out in this report. A resident's meeting was held on the 16th September and 38 residents attended in total. The Ward Members were invited to attend. This was followed by a newsletter to residents within 10 days of the meetings.

12.3 Leasehold consultation forms part of the overall consultation process and is a statutory requirement. Details of this are set out below.

12.4 The Service Charges (Consultation Requirements) (England) Regulations 2003 ('the Regulations') require Homes for Haringey to conduct formal consultation with every leaseholder in the Borough. A Notice of Intention to appoint Constructor Partners was sent to leaseholders on the 21 July 2006. The form and content of the Notice was approved by Mr Jonathan Brock, a leading property law Queen's Counsel, before it was issued. In March last year the LVT awarded the dispensation in respect of the appointment of the Constructor Partners.

12.5 Leasehold Implications

12.6 As a result of applications made under the Right to Buy legislation, there are 67 leaseholders

living in the properties affected by the works described in this report. The number of leaseholder dwellings where the Section 125 Notice is within the 5 year period is 8 while the number outside the period is 59. This report provides a breakdown of the costs for each group in paragraph 12.10

- 12.7 Under the terms of their lease the lessee is required to make a contribution towards the cost of maintaining in good condition the main structure, the common parts and common services of the building. Such contributions are recovered by the freeholder through the lessees service charge account.
- 12.8 In accordance with The Service Charges Regulations 2003, under schedule 3, notices will be issued on 25th September 2009 to expire on 24th October 2009.
- 12.9 The notice gave a description of the proposed works and provided details for the costs of the works. The 30 day statutory consultation commenced 25th September 2009.
- 12.10 The total amount estimated to be recovered from the 67 leaseholders is £236,242.41 This is broken down as follows:
1. Leaseholders within the 5 year Section 125 period total estimated recoverable charges £0.
 2. Leaseholders outside of the 5 year Section 125 period total estimated recoverable charges £236,242.41.
- 12.11 No works will commence on site until completion of the notice period or if there is an outstanding leasehold enquiry as a result of the notice.
- 12.12 Observations to be included on expiry of the Section 20 notice period.

13. Service Financial Comments

- 13.1 Please note comments of the Chief Financial Officer's comments in paragraph 8 of this report. This scheme will be funded from the Decent Homes programme. There is sufficient funding to meet the cost of the project from the Decent Homes Programme in 2010/11 as set out in the paragraph 8.2.
- Value for money has been achieved in the project through approved framework agreements as set out in paragraph 8.1

14. Use of appendices /Tables and photographs

- 14.1 Appendix A AMP cost and breakdown
- 14.2 Appendix B, Expenditure to date (attached)
- 14.3 Appendix C, Life cycle cost details are not applicable for this contract.

15. Local Government (Access to Information) Act 1985

15.1 The background papers relating to this project are:

- 'The Award of Framework Agreements to four Decent Homes Constructors Partners'.
- Pre Qualification Questionnaires (PQQ) Responses from Constructors dated September 2006.
- Short List Report dated October 2006
- Invitation to Tender Document dated October 2006
- Tender Reports dated February 2007

These can be obtained from Larry Ainsworth – Strategic Client Representative on 020 8489 1134.

15.2 This report contains exempt and non exempt information. Exempt information is contained in Appendix A of this report and is **NOT FOR PUBLICATION**. The exempt information is under the following category (identified in the amended Schedule 12A of the Local Government Act 1972):

15.3 Information relating to the financial or business affairs of any particular person (including the authority holding that information).

APPENDIX B. Expenditure to date 2010/2011.

Area	Report Number	Agreed Maximum Price by work package	Start on Site	Finish on site
South Tottenham	ST14	£4,484,231.98		
		£4,484,231.98		



PJS/RCG/BKB/B6250/2

4 September 2009

L Ainsworth Esq
Homes for Haringey
By email to larry.ainsworth@homesforharingey.org

Dear Mr Ainsworth

Package ST14:- 1 & 3, 7 to 30 Albert Road. 1 to 40 Bournes House. 15, 20 & 22 Candler Street. 2, 4, 13, 20, 22, 24, 28, 30, 38, 41, 41a, 42, 46, 48 & 50 Daleview Road. 10, 20, 28, 36 & 38 Eastbourne Road. 1, 4, 5, 8, 9, 12, 15, 16 & 18 Franklin Street. 7, 20, & 21 Frinton Road. 21, 23, 34 & 36 Heysham Road. 2, 2a, 4, 4a, 6, 11, 12, 16, 22 & 23 Howard Road. G1 to G5, 1 to 128 Oatfield House. 2 to 24 (Evens only), 44, 79, 81, 99, 101, 119 & 121 Richmond Road. 1 to 23 (Odds only) 2, 4, 6, 6a, 8, 10, 12, 12a, 14 & 58 St Johns Road. 17, 17a & 25 Thorpe Road. G1 to G5, 1 to 128 Twyford House. 53, 56, 58, 84, 162, 164 & 16 Vartry Road.

I confirm that we have agreed an AMP for the proposed works to the above with Apollo Limited in the amount of £4,275,773.12 as detailed on the enclosed schedule. Please note that this excludes VAT and Fees.

Please note that the works are currently programmed as follows:-

Start on site	09 November 2009
Duration	48 Working weeks
Completion	28 October 2010

There is no contingency included within the AMP, however costs have been included against items identified as "Risk Items" where it has not been possible to obtain full access or fully price a particular element of the works at this stage. These elements are included in the enclosed schedule.

Yours sincerely

Robert C Gibbons

Encl

Document is exempt

This page is intentionally left blank

Document is exempt

This page is intentionally left blank

Document is exempt

This page is intentionally left blank

Document is exempt

This page is intentionally left blank

Document is exempt

This page is intentionally left blank

Document is exempt

This page is intentionally left blank

Document is exempt

This page is intentionally left blank

Document is exempt

This page is intentionally left blank