

Felicity Foley,  
Committees Manager

0208 489 2919

felicity.foley@haringey.gov.uk

29 March 2021

To: All Members of the Alexandra Palace and Park Board

Dear Member,

Alexandra Palace and Park Board - Monday, 29th March, 2021

I attach a copy of the following reports for the above-mentioned meeting which were not available at the time of collation of the agenda:

**12. PROCUREMENT - SUMMARY REPORT (PAGES 1 - 4)**

Yours sincerely

Felicity Foley, Committees Manager

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**ALEXANDRA PARK AND PALACE CHARITABLE TRUST**  
**BOARD MEETING**  
**29 MARCH 2021**

**Report Title:** Procurement Update

**Report of:** Emma Dagnes, Deputy CEO, APPCT

**Purpose:** This report informs the Board of recent and upcoming procurement processes and any delegated decisions taken.

**Local Government (Access to Information) Act 1985** N/A

**1. Recommendations**

1.1 To note the information.

**2. Executive Summary**

2.1 Since January 2021 the CEO has approved the waiver of five contract standing orders in order to procure works, services or goods:

2.2 The decisions were in relation to:

- Glazing and roof repairs – Palm Court, East Court, Great Hall
- Redecoration of the Great Hall external space frames
- CSP Traffic Enforcement
- Consultant's review of works
- Consultant's to undertake a tender process

2.3 This report summarises the decisions and the financial details are included in the Trustees Information Pack.

**3. Glazing and Roof Repairs**

3.1 As reported to the Board on 26 January, the East Court, Palm Court and The Great Hall glazing works were reprioritised on the Fabric Maintenance plan following many years of leaking and accelerated deterioration due to variable weather conditions.

3.2 The CEO approved the waiver of Contract Standing Order (CSO) 8.04 (3 quotes for works over £10,000) so that the works could be awarded quickly on the basis of

urgency to prevent risks of further decay and reduce risks to safety, and to enable completion whilst the building was closed and the spaces available without serious detriment to income generation opportunity. Emergency work has been completed and renewal works will complete in May 2021.

#### **4. Redecoration of Great Hall Space Frames**

- 4.1 As reported to the Board at its meeting on 26 January, the Great Hall external spaceframes were badly degraded. The CEO approved the waiver of CSO 8.04 to enable the works to be awarded and conducted whilst the building was closed to minimise the impact on potential income generation.
- 4.2 Remedial works have now been undertaken and a listed building consent application has been submitted to repaint the spaceframes in April 2021 with Jotun Hardtop XL Dark Aluminium in accordance with the Alexandra Park & Palace Colour Framework (listed building consent).

#### **5. Vehicle Management on Alexandra Palace Way**

- 5.1 Following consultation with the Board in February and notifying the Advisory and Consultative Committees, the CEO approved the waiver of CSO 8.03 (3 quotes for works over £10,000) to award the Vehicle Management contract to the organisation's existing traffic management supplier.
- 5.2 Due to the extreme urgency and the requirement for the supplier to be highly familiar with Alexandra Park and Palace estate and operating procedures and have a pre-existing relationship with our stakeholders (Police, TFL and LBH) it was considered prudent to depart from CSO requirements.

#### **6. Cost and technical review of Fire Systems Upgrade Proposal**

- 6.1 Due to age of existing cabling and devices the fire alarm detection systems are in need of upgrading to resolve some compliance issues. If not completed, it will impact the Trust's buildings insurance cover for 2021/22.
- 6.2 The Trust's current Fire Services provider oversees the servicing, maintenance of the current infrastructure. This same provider was procured by the Main Contractors on the East Wing project to design and install the Fire Detection System in the Theatre and East Court.
- 6.3 The same supplier has provided an estimate for installing the same fire systems in the remainder of the building and the CEO has approved the waiver of CSO 8.03 to enable the appointment of a property and construction consultant to conduct a pre-contract cost and technical review of the proposals.
- 6.2 The findings of the report will enable a decision to be taken on whether to go to open market or to seek a waiver of CSO 8.04 and award the works to the supplier of the East Wing fire systems.

**7. Great Hall Rewire project**

- 7.1 The CEO has approved to waiver CSO 8.03 to appoint consultants to act on behalf of the Trust to conduct the two-stage procurement process for the Great Hall Rewire project.
- 7.2 The consultants have extensive knowledge of the site and the workings of an event space and there is a need to urgently conduct this work alongside the Fire Alarm Detection System works.

**8. Is the decision/ action consistent with the Charity’s Vision, Mission Purpose and Values?**

- 8.1 The delegated actions above are consistent with the charitable objects to repair, restore and maintain the Park and Palace for public benefit and will support resilience as we re-open and resume *enriching lives, through great experiences*.
- 8.2 Our values, specifically to be *resourceful*, are demonstrated in the actions, which have been taken to resolve current challenges such as illegal and dangerous parking on Alexandra Palace Way and to protect the charitable assets, under exceptional circumstances, in the most cost and time effective way possible.

**9. Equality, Diversity & Inclusion**

- 9.1 The actions outlined in this report have been assessed as having no adverse impact on any protected characteristics groups or any other groups.

**10. Legal Implications**

- 10.1 Alexandra Park and Palace is held in Trust by Haringey Council and therefore the Council’s contract standing orders apply, specifically:

**CSO 14.** “These Contract Standing Orders apply to the procurement of works, goods and services by or on behalf of Alexandra Park & Palace Charitable Trust on the following basis:

- a) The Chief Executive of APPCT shall have the powers and duties of a Director specified in Contract Standing Orders;
- b) The APPCT Board and AP Panel shall have the powers and duties of the Cabinet and a Cabinet Member specified in these Contract Standing Orders;
- c) In the event of any conflict, the requirements of the Charities Act 1993, any regulations made under that Act or charity law in general shall prevail over the provisions of Contract Standing Orders.”, and;

**CSO10.01.1** “Contract Standing Orders other than Contract Standing Order 5 (which relates to the Regulations) may be waived on the basis set out in CSO 10.01.2 by:

- a) the Cabinet [**or AP Board/ Panel**] where the contract value is £500k or more;

b) a Director [**AP CEO**] where the contract value is less than £500k (save that the Director shall not have authority to waive CSO 9.08).”

10.2 Due to the late preparation of this report the Council’s Head of Legal & Governance (interim) was consulted after the agenda publication date and, therefore, any comments will be tabled or circulated in advance of the meeting.

**11. Financial Implications**

11.1 Due to the late preparation of this report the Council’s Chief Financial Officer Head of Legal & Governance (interim) was consulted after the agenda publication date and, therefore, any comments will be tabled or circulated in advance of the meeting.

**12. Use of Appendices**

None

**13. Background Papers**

- Internal waiver request reports and associated documents.