

# MINUTES OF MEETING CABINET MEMBER SIGNING HELD ON WEDNESDAY 18 JANUARY 2023, 11.30AM

## PRESENT:

**Councillors: Sarah Williams**

**ALSO ATTENDING: Jon Warlow (Director of Finance), Shayem Pervez (Corporate Income and Debt Manager), Gareth Harrington (Head of Electoral Services) and Felicity Foley (Committees Manager)**

## 5. APOLOGIES FOR ABSENCE

There were no apologies for absence.

## 6. DECLARATIONS OF INTEREST

None.

## 7. OVER £50,000 DEBT WRITE OFFS

The Cabinet Member for Finance and Local Investment considered the report which sought write off approval for two Business Rate debts in excess of £50,000. The request had been made following the exhaustion of debt recovery procedures and where there was no further recourse to recovery.

In August 2019 the Council received information of occupancy by Company X which had been operating the retail business since June 2018 to October 2019. The company was dissolved in November 2020 so no longer exists. There are no assets/resources for it.

In January 2021, the Council received evidence about the occupation by Company Y. The agreement was effective from September 2019 and the company went into liquidation as of February 2020, whereby it's assets were used to pay off it's debts. The liquidators report concluded that there would be no dividend payable to any creditors.

## RESOLVED to

1. Agree to write off Business Rates debt of c.£91K owed by Company X.
1. Agree to write off Business Rates debt of c.£61K owed Company Y.

## Reasons for decision

The Council is unable to take any further action to recover the debts.

## **Alternative options considered**

**Do nothing:** This would mean the debts remain on the Council's system and appear as collectable. This would provide a false sense of debt levels.

### **8. ELECTORAL SERVICES PRINT CONTRACT**

The Cabinet Member for Finance and Local Investment considered the report which sought approval to award a contract for the provision of elections print and post services for a period of five years plus one year for a maximum contract sum of £1,000,000.

## **RESOLVED**

Pursuant to Council's Contract Standing Order 9.07.01d and Contract Standing Order 16.02, to approve the award of a contract for the provision of elections print and post services to Supplier C (named in the exempt part of the report) for a period of five years plus one year for a maximum contract sum of £1,000,000. It is envisaged the contract will start in early January 2023 until January 2028 (with the option to extend further to January 2029).

## **Reasons for decision**

Both the Electoral Registration Officer and the Returning Officer require a specialist print supplies to deliver elections and electoral registration services for Haringey Council.

A competitive procurement exercise was carried out under an Open tender process. The procurement launched on 8 September 2022 and closed on 6 October 2022

Three bids were submitted and were evaluated against price and quality. Following evaluation, Supplier C is the winning bidder.

Elections team members have previously worked with all three companies that submitted bids, so the bids submitted were highly competitive. The selection of Supplier C will allow the council to work with a highly reputable specialist print company who has a record of quality delivery.

## **Alternative options considered**

Do nothing. This was not an option as the delivery of electoral services relies heavily on specialist print and postage services. The council does not have the resources, expertise or the print machinery to deliver in-house. Having a contract in place is essential to ensure delivery of print of the standard required for ballot papers and postal packs plus all the other print required to ensure that elections and electoral registration services.

There is not an election print framework, so a full procurement process was required.

### **9. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** that the press and public be excluded for the consideration of items 6 and 7 as they contain exempt information as defined in Section 100a of the Local Government Act 1972 (as amended by Section 12A of the Local Government Act 1985); para 3, namely information relating to the financial or business affairs of any particular person (including the authority holding that information).

**10. EXEMPT - OVER £50,000 DEBT WRITE OFFS**

The exempt information was considered.

**11. EXEMPT - ELECTORAL SERVICES PRINT CONTRACT**

The resolutions in the exempt report were approved.

CHAIR: Councillor Sarah Williams

Signed by Chair .....

Date .....