

CABINET MEMBER SIGNING

Wednesday, 18th January, 2023, 11.30 am

Councillors: Sarah Williams

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. DECLARATIONS OF INTEREST

A member with a disclosable pecuniary interest or a prejudicial interest in a matter who attends a meeting of the authority at which the matter is considered:

(i) must disclose the interest at the start of the meeting or when the interest becomes apparent, and

(ii) may not participate in any discussion or vote on the matter and must withdraw from the meeting room.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Register of Members' Interests or the subject of a pending notification must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal interests and prejudicial interests are defined at Paragraphs 5-7 and Appendix A of the Members' Code of Conduct

3. OVER £50,000 DEBT WRITE OFFS (PAGES 1 - 4)

4. ELECTORAL SERVICES PRINT CONTRACT (PAGES 5 - 8)

5. EXCLUSION OF THE PRESS AND PUBLIC

Items 6 and 7 likely to be subject to a motion to exclude the press and public be from the meeting 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); paras 3, namely information relating to the financial or business affairs of any particular person (including the authority holding that information).

6. EXEMPT - OVER £50,000 DEBT WRITE OFFS (PAGES 9 - 12)

7. EXEMPT - ELECTORAL SERVICES PRINT CONTRACT (PAGES 13 - 14)

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Fiona Alderman
Head of Legal & Governance (Monitoring Officer)
George Meehan House, 294 High Road, Wood Green, N22 8JZ

Tuesday, 10 January 2023

Report for: Cabinet Member Signing

Title: Over £50,000 debt write offs

Report authorised by: Jon Warlow, Director of Finance (S151 Officer)

Lead Officer: Shayem Pervez, Corporate Income & Debt Manager
07971 837 559, shayem.pervez@haringey.gov.uk

Ward(s) affected: N/A

Report for Key/

Non Key Decision: Key Decision

1. Describe the issue under consideration

- 1.1. There are 2 (two) Business Rate debts in excess of £50,000 where write off approval is requested. This is following the exhaustion of debt recovery procedures. There is no further recourse to recovery.

2. Cabinet Member Introduction

- 2.1. N/A

3. Recommendations

The Cabinet member for Finance and Local Investment is asked to:

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

4. Reasons for decision

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

5. Alternative options considered

- 5.1. **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.

6. Background information

- 6.1. 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.
- 6.2. 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.

- 6.3. Please refer to the Appendices for a full account of the debt recovery activity carried out.

7. Contribution to strategic outcomes

- 7.1. Proactive management of debt ensures that income is maximised, customer queries are managed in a timely manner and that the Council's financial accounts are as accurate as possible at all times.

8. Statutory Officer Comments

8.1. Finance

- 8.1.1. The authority must take all reasonable steps to recover sums owed however. It must also assess the likelihood and estimated value of any balances that remain irrecoverable after all forms of recovery have been exhausted and set aside provisions to allow the debt to be written off if necessary.

- 8.1.2. There is sufficient provision set aside to meet the two recommended debt write offs in this report.

8.2. Strategic Procurement

- 8.2.1 Strategic Procurement note the report contents and that the recommendation is not a procurement matter.

8.3. Legal

- 8.3.1. The Financial Regulations (para. 8.15(c)) within the Council's Constitution provides as follows -

8.15. All other individual debt accounts which remain unpaid may be written off in accordance with the below authorities:

(c) Over £50,000 on the approval of the Cabinet Member with responsibility for Finance upon the advice of the relevant Director and the Section 151 Officer.

- 8.3.2. The Scheme of Delegation (Part 3, Section E, Part 1 of the Constitution) provides that the term "Director" includes all Directors and Assistant Directors (among others).

- 8.3.3. Accordingly, provided that the relevant Director or Assistant Director as well as the section 151 Officer have advised, it is open to the Cabinet Member for Finance and Local Investment to approve the recommendations in this report.

8.4. Equality

8.4.1 The Council has a public sector equality duty under the Equality Act (2010) to have due regard to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
- Advance equality of opportunity between people who share those protected characteristics and people who do not
- Foster good relations between people who share those characteristics and people who do not.

8.4.2 The three parts of the duty applies to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status applies to the first part of the duty.

8.4.3 Although it is not enforced in legislation as a protected characteristic, Haringey Council treats socioeconomic status as a local protected characteristic.

8.4.4 The recommendations in the report are not anticipated to have a negative impact on any groups with protected characteristics.

9. Use of Appendices

9.1. Appendix 1 Company X (exempt item)

9.2. Appendix 2 Company Y (exempt item)

10. Local Government (Access to Information) Act 1985

10.1. N/A

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Report for: Lead Member Signing

Title: Electoral Services Print Contract

Report authorised by: Jess Crowe-Director Culture, Strategy & Engagement

Lead Officer: Gareth Harrington, **07816 111 908**,
gareth.harrington@haringey.gov.uk

Ward(s) affected: N/A

**Report for Key/
Non Key Decision:** Key Decision

1. Describe the issue under consideration

- 1.1. The Electoral Services Print contracts expired at the end of December 2022. This decision is to consider and decide upon the outcome of the procurement process to put in place a new contract for all electoral services print and delivery.
- 1.2. This report seeks approval from Cabinet under Contract Standing Order (CSO) 9.07.1 d (All contracts valued at £500,000 (five hundred thousand pounds) or more at the time of award may only be awarded, assigned, or novated by the Cabinet.) and CSO 16.02 to enter into contract with Supplier C for the provision of Elections print and post services for a period of five years with the option to extend for up to one year

2. Recommendations

- 2.1 The Cabinet Member for Finance and Local Investment is asked to:

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).

3. Reasons for decision

- 3.1 Both the Electoral Registration Officer and the Returning Officer require a specialist print supplies to deliver elections and electoral registration services for Haringey Council.
- 3.2 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
- 3.3 Three bids were submitted and were evaluated against price and quality. Following evaluation, Supplier C is the winning bidder.

3.4 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.

4. Alternative options considered

4.1 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.

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

5. Background information

5.1 The specification was prepared by the elections team and was published on the 8 September 2022 on Contract Finder and Find a Tender with an invitation to submit bids. The contract covered all the print for any coming elections as well as for registration processes. Improvements to processes are being implemented to reduce the amount of unnecessary paper but Electoral Services is still heavily reliant on print

- Elections print – this includes all poll cards, postal vote packs and ballot papers
- Registration print – canvass materials and letters and forms to support the maintenance of an accurate Electoral Register.
- A variety of means of delivery to the electorate is used. The cost of postage was therefore included in the specification, should hand delivery no longer be used.

5.2 Clarification questions were accepted until 22 September 2022.

5.3 Three submissions were received in response to the specification.

5.4 Tender submissions were checked for compliance and completeness by the Strategic Procurement team. All were found to be compliant and complete and were taken forward to evaluation. This included a review of the Security Checklist by Digital Services.

5.5 The tender was evaluated for Quality and Price as set out in the ITT document by a panel consisting of:

- Gareth Harrington, Head of Electoral Services
- Rosemarie Campbell, Deputy Electoral Services Manager
- Lesley Rennie, Electoral Services Project Manager

5.6 Following the evaluation process, the total overall Quality and Price scores were combined to provide the ranking of the bidders in accordance with the Most Economically Advantageous Tender (MEAT) and as outlined in the tender documents.

5.7 The table below shows the outcome of the evaluation of bids submitted.

Supplier	Price Scores	Quality Scores	Total Score
A	37.53	24.00	61.53
B	50.00	35.40	85.40
C	36.73	50.00	86.73

The preferred bidder Supplier C has scored 86.73% and it is recommended that the contract is awarded to this supplier.

6. Contribution to strategic outcomes

- 6.1 The letting of this contract supports Priority 5 – Your Council as it supports the smooth management, print and delivery of Electoral Services information and paperwork to the residents in the borough.
- 6.2 As well as being able to deliver a reliable print and post service to the council for the elections and electoral registration services, scored highly in the social value criteria. In their submission, they clearly evidenced their commitment to working to support the Council in working with the people of Haringey.

7. Statutory Officer Comments (Director of Finance (procurement), Head of Legal and Governance, Equalities)

7.1 Finance

- 7.1.1 The cost of this six-year contract award (including the option to extend for one year) for Electoral print and post services up to a value of £1,000,000 will be met from the Electoral Services budget. Funding will comprise a combination of Government grant funding for Parliamentary and GLA/Mayoral elections and the Council's revenue budget for Local Elections and Electoral Registration.

7.2 Strategic Procurement

- 7.2.1 CSO 9.07.1 d) permits the Cabinet or their delegated authority to award a contract with a value of greater than £500,000. A compliant procurement was undertaken in accordance with CSO 9.01.2a where suppliers are required to submit a response to advertisement through an open tender procedure and selecting a supplier from responses received. Strategic Procurement supports the recommendation of the report to award the contract.

7.3 Legal

- 7.3.1 The Head of Legal and Governance (Monitoring Officer) has been consulted in drafting the report.
- 7.3.2 Strategic Procurement has confirmed this contract has been procured through a compliant procurement process.
- 7.3.3 Pursuant to Contract Standing Order 9.07.1.d and Contract Standing Order 16.02 a Cabinet Member having the relevant portfolio responsibilities has authority to approve the award of contract which this report relates to.
- 7.3.4 The Head of Legal and Governance (Monitoring Officer confirms there are no legal reasons preventing the Cabinet Member for Finance and Local Investment from approving the recommendations in the report).

7.4 Equality

- 7.4.1 The council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:
- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
 - Advance equality of opportunity between people who share protected characteristics and people who do not
 - Foster good relations between people who share those characteristics and people who do not
- 7.4.2 The three parts of the duty apply to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status applies to the first part of the duty.
- 7.4.3 Although it is not enforced in legislation as a protected characteristic, Haringey Council treats socioeconomic status as a local protected characteristic.
- 7.4.4 There are no equalities implications arising from this decision.

8. Use of Appendices

None

9. Local Government (Access to Information) Act 1985

- 9.1 Commercially sensitive parts of this report are set out in Part B of this report which is exempt from publication

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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