

NOTICE OF MEETING

CABINET MEMBER SIGNING

Thursday, 12th March, 2026, 10.30 am - Alexandra House 10 Station Road N22 7TR (watch the [live meeting](#))

Councillors: Ruth Gordon

Quorum: 1

1. FILMING AT MEETINGS

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2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3. 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

4. URGENT BUSINESS

The Chair will consider the admission of any late items of Urgent Business. (Late items of Urgent Business will be considered under the agenda item where they appear).

5. DEPUTATIONS / PETITIONS / QUESTIONS

If any

6. RELOCATION OF YOUNG ADULTS SERVICES FROM 48 STATION ROAD (PAGES 1 - 30)

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Director of Legal & Governance (Monitoring Officer)
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Wednesday, 04 March 2026

Report for: Councillor Gordon – Cabinet Member for Placemaking and Local Economy

Title: Relocation of the Young Adult Services team from 48 Station Road to Clarendon Road College building N8

Report authorised by: Jonathan Kirby, Director of Capital Projects and Property

Lead Officers: Amanda Grosse, Head of Strategic Asset and Accommodation Management

Ward(s) affected: All

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

1. Describe the issue under consideration

1.1 This report seeks approval for the procurement and tender of the works for the proposed relocation of the Young Adult Services team currently located at 48 Station Road to Clarendon Road College building N8, an existing operational building that became vacant in September 2025 when the previous operational Service moved to the Roger Sylvester Centre, Canning Crescent

1.2 The proposal is for the team to be relocated to the ground floor of the Clarendon Road College building as the first floor is to be occupied by the Parking and Civil Enforcement team. There are 60 members of staff in the Young Adults Services team and 6 additional staff (to be recruited to post April).

1.3 Colleagues in Young Adult Services have been consulted and have inputted into the redesign and reconfiguration of the ground floor of the Clarendon Road College building. The relocation of Young Adult Services to the ground floor of the Clarendon Road College building will provide appropriate accommodation for the service.

1.4 The relocation of Young Adult Services to the ground floor of the Clarendon Road College building will ensure vacant possession of 48 Station Road and alignment with the Councils Shaping Wood Green Strategy as the other services in occupation will be moving to the Civic Centre.

2 Cabinet Member Introduction

N/A

3 Recommendations

The Cabinet Member is asked to:

- 3.1 Approve the decision for the procurement and tender of the works for the proposed relocation of the Young Adult Services team currently located in 48 Station Road to the ground floor of the Clarendon Road College building N8.

4 Reasons for decision

- 4.1 It is the Council's intention to fully decommission and vacate River Park House, Alexandra House and 48 Station Road 40 Cumberland Road and other properties on Station Road as part of the Shaping Wood Green Strategy

4.2 Project objectives

The objectives of this project are below:

- 4.2.1 Achieve cost efficiency and avoid unnecessary costs by decommissioning operationally expensive buildings.
 - 4.2.2 Maximise operational efficiency by providing a centralised location for the team and clients.
 - 4.2.3 To sustainably re-purpose and refurbish existing buildings or spaces where possible ensuring optimum space utilisation.
 - 4.2.4 To contribute to the Council's commitment to decarbonise.
- 4.3 To ensure maximisation of vacant space within the Clarendon Road College building the first floor is to be occupied by the Parking and Civil Enforcement team as this will ensure vacant possession of River Park House and alignment with the Council's Shaping Wood Green Strategy. This has been the subject of a separate Full Business case (see Appendix 1) that was presented at Strategic Asset Management Board on the 21st August and Strategic Capital Board on the 27th August 2025.
 - 4.4 Colleagues in Young Adult Services have been consulted and have inputted into the redesign and reconfiguration of the ground floor of the Clarendon Road College building. The relocation of Young Adult Services to the ground floor of the Clarendon Road College building will provide appropriate accommodation for the service.
 - 4.5 The relocation will also ensure vacant possession of 48 Station Road and alignment with the Council's Shaping Wood Green Strategy as the other services in occupation will be moving to the Civic Centre.

5 Alternative options considered

- 5.1 Do nothing – This option would mean continuing to operate this service from 48 Station Road will unnecessarily burden the council with high operational costs to keep the building open. It will also inhibit the progress of and undermine the business case of the Shaping Wood Green Strategy.

- 5.2 Alternative locations - Although 10 Bruce Grove (situated to the front of Youth Grove Youth Centre) was considered as a potential alternative location for Young Adult Services it was discounted as extensive structural works have been identified in a recent structural survey specifically in the basement. The costings for the recommended structural remedial works are estimated to be in the region of £385,000. These works exclude any reconfiguration, or alteration works to the existing building which would likely be in the region of or exceed £1million based on the estimate for Clarendon Road. In addition, the location of this building is not ideal as it not centrally located within the vicinity of Wood Green.

There are no other available alternatives centrally located operational buildings.

- 5.3 Officers have reviewed the commercial portfolio for an alternative premises.

6 Background information

Context

- 6.1 The Young Adult Service delivers a vital statutory function as the Council's corporate parent for children in care aged 16 and over, and for care leavers up to the age of 25. The service provides targeted and holistic support to young people as they transition from care to independent adulthood. This includes the development of independent living skills; support to access and sustain education, training and employment; advocacy; health and wellbeing support; and resettlement and housing support to enable access to stable long-term accommodation.
- 6.2 The service also leads on the intake, assessment and ongoing support for unaccompanied asylum-seeking children arriving in the borough, including assistance with immigration pathways and applications for settled status in the UK.
- 6.3 The Young Adult Service is currently working with more than 600 young people aged 16–25 and additional young adults who have qualifying status who have eligibility to access advice and guidance from the service.
- 6.4 Care leavers are recognised as having a protected characteristic in Haringey, and the service plays a critical role in ensuring they have equitable access to opportunities, stability, and long-term positive outcomes.
- 6.5 This project aligns with the following existing projects which support strategic ambitions of the organisation in the form of current corporate delivery strategies:

1. Accommodation Strategy – to vacate 48 Station Road, Alexandra House and River Park House and utilise available vacant and underutilised space in the Councils existing operational buildings.
 2. Wood Green Central Programme – facilitate the masterplan and regeneration of the area.
 3. Corporate Delivery Plan - cross cutting priority to decarbonise to create safe, clean neighbourhoods, promoting longer, healthier lives for the residents.
- 6.6 The above factors provide impetus and focus to the project to vacate 48 Station Road.
- 6.7 It is the Council's intention to fully decommission and vacate River Park House along with Alexandra House and 48 Station Road by the end of 2026. This coincides with the Wood Green Central Programme and the occupation of the newly refurbished Civic Centre in January 2027 which will mean both buildings can be fully vacated. Fully vacating Alexandra House, River Park House and 48 Station Road in the same timescale will optimise use of existing assets and provide further opportunity to explore the generation of revenue for the Council.
- 6.8 Although the Civic Centre refurbishment and extension project is scheduled to complete in January 2027 operational services such as Young Adult Services will not be relocated to the Civic Centre. As well as Young Adult Services alternative locations for other operational services are currently being explored.
- 6.9 River Park House along with Alexandra House and 48 Station Road are within the footprint of the Shaping Wood Green Strategy Central Programme masterplan and the area that they occupy has been earmarked for re-development. It is therefore in the Councils financial interests to find suitable alternative accommodation to house the Young Adult Services team.
- 6.10 Since all other teams will have vacated 48 Station Road, River Park House and Alexandra House upon the opening of the new Civic Centre, the scope is limited to the relocation of the Young Adult Services team currently located in 48 Station Road.
- 6.11 There is a business requirement for the team to have a centrally located operational service in Wood Green in a building with suitable floor space to accommodate the YAS specific requirements that is strategically located and accessible to core operational areas with easy commute to outer parts of the Borough.
- 6.12 The table below shows the building running costs from the FM Cost Model for 48 Station Road and Clarendon Road. The figures demonstrate that Clarendon Road is a less expensive building.

Building	Total	% Occupied	Cost of YAS Area
48 Station Road	467,958.30	10%	46,795.83
Clarendon Road	68,431.32	45%	30,794.09

7.0 Proposal Development and approval process

- 7.1 Colleagues in Young Adult Services have been consulted and have inputted into the redesign and reconfiguration of the ground floor of the Clarendon Road College building.
- 7.2 Colleagues in Parking and Civil Enforcement have been consulted on the potential shared use of the Clarendon Road College building and they are supportive as there are distinct independent operational areas within the building and separate entrances for staff and clients.
- 7.3 There are no wider development opportunities in the pipeline for at least the next 5 years.
- 7.4 The Full Business Case proposal was considered at Strategic Asset Management Board (SAMB 20.11.25) and Strategic Capital Board (SCB 24.11.25), with each agreeing the proposal could be progressed and noting the assumed budgetary impacts and estimated costs of works.
- 7.4 Budget estimates have been sought for the proposed relocation of the Young Adult Services team to the Clarendon Road Recovery college building. To meet their requirements will require a refurbishment budget of £1,200,000 within the approved General Fund capital programme.
- 7.5 Further to approval from Strategic Asset Management Board on the 20th November the feasibility in the sum of £40,000 is being progressed that includes initiation of preliminary pre work surveys.
- 7.6 Consultation – no statutory requirement to consult.

8.0 Contribution to strategic outcomes

8.1 The Haringey Deal

The Haringey Deal includes a commitment to 'getting the basics right', including making resident interactions with the council as easy, effective, and supportive as possible, in order to build trust. The relocation of the Young Adults Service to Clarendon Road fulfils the business requirement for the team to have a centrally located operational service in Wood Green in a building

that is strategically located and accessible to core operational areas with easy commute to outer parts of the Borough.

8.2 The Corporate Delivery Plan

Vacating and disposing/repurposing 48 Station Road contributes to the Corporate Delivery Plan's cross cutting priority to decarbonise to create safe, clean neighbourhoods, promoting longer, healthier lives for the residents.

9.0 Carbon and Climate Change

This project will enable 48 Station Road to be vacated to facilitate the disposal/ repurposing of this building and will also contribute to the Corporate Delivery Plan's cross cutting priority to reduce carbon emissions and achieve cost efficiency and avoid unnecessary costs by decommissioning operational buildings. This project aligns with the Council's intention to fully decommission and vacate River Park House, Alexandra House and 48 Station Road by the end of 2026 to provide rental income to supplement the Civic Centre Business Case and align with timescales in the Wood Green Central Redevelopment Programme.

10.0 Statutory Officers comments (Director of Finance (procurement), Head of Legal and Governance, Equalities)

10.1 Finance

The recommendations of the report are to relocate the YAS service from 48 Station Road to the Clarendon Road College. The capital cost is estimated at £1.2m for the works required to make the accommodation suitable. This will be funded from the approved General Fund capital programme, from the budget allocated within scheme 316.

The estimated cost of running Clarendon Road is £68,431.32. The net budget provision for 48 Station Road is £311,000. Once the YAS has moved to Clarendon Road, the corporate property model budget will be reset to account for the reduced running costs and any reduction factored into the MTFS.

10.2 Procurement

Strategic Procurement note the contents of this report and confirm there are no procurement related matters preventing Cabinet approving the proposals stated in paragraph 1 above.

Strategic Procurement will work with the service to ensure value for money is achieved through the procurement activity.

10.3 Head of Legal & Governance [Michael Awala, Principal Lawyer, Contracts & Procurement]

The Director of Legal and Governance (Monitoring Officer) was consulted in the preparation of the report.

10.3.2 Pursuant to the provisions of the Council's Contract Standing Order (CSO) 2.01(b), Cabinet has authority to approve the commencement of a procurement exercise where the value of the contracts to be procured is £500,000 or more and as such the recommendation in paragraph 3.1 of the report is in line with the Council's CSO.

10.3.3 Further to paragraph 10.3.2 above and pursuant to CSO 0.08, a decision reserved for Cabinet may be taken by a Cabinet Member with the agreement of the Leader and as such the recommendation in paragraph 3 of the report requesting approval from the Cabinet Member for Placemaking and Local Economy to approve the recommendations in the report is in line with the Council's CSO so long as the Lead Member is taking the decision with the agreement of the Leader.

10.3.4 The Director of Legal and Governance (Monitoring Officer) see no legal reasons preventing the approval of the recommendations in the report.

10.4 Planning feedback

This is an allocated site in the draft Local Plan and there is no fixed development trajectory.

10.5 Equality

Further to the completion and submission of an Equalities Impact Form Equalities colleagues have confirmed that an EQIA is not required.

11.0 Use of Appendices

Appendix 1

Full Business Case for the proposed relocation of Young Relocation of the Young Adult Services team from 48 Station Road to Clarendon Road College building N8

The Capital Framework: Business Case

The Capital Framework: Full Business Case

The Full Business Case (FBC) provides the comprehensive information required for the Council to make a final investment decision. It builds on the information gathered as part of the development of the Strategic Outline and Initial Business Cases to provide a robust justification for the project, which demonstrates viability, affordability, and achievability. The FBC sets out detailed benefit metrics, delivery plans, and governance arrangements to support successful implementation.

Prior to seeking approval of the FBC, the Commercial Case, including the procurement strategy, must be reviewed and approved by the Procurement Board.

Approval of the FBC enables the project to be formally added to the Council's Capital Programme 'Pipeline' for delivery.

Why is a Business Case Important?

The business case process brings structure, transparency, and accountability to the Council's Capital Framework.

Using business cases effectively ensures that Haringey makes the most of its available resources. It outlines the net benefits of change and presents the options considered, demonstrating that the recommended option offers the best overall value.

Additionally, the business case serves as a reference point throughout the project. It defines the agreed constraints, assumptions, and risks, and documents the funding allocated to achieve the intended benefits.

Purpose and Use of a Business Case

A business case should evaluate how well a proposal aligns with strategic goals, assess available options, and determine whether the proposal is achievable, sustainable, affordable, and offers good value for money. It must include an economic appraisal and outline key aspects such as financing, management, procurement, and plans for monitoring and evaluation of the relevant policy, programme, or project.

This document serves as a guide for completing the Business Case template and provides a step-by-step approach to filling out the template. The level of detail included should reflect the project's current stage, size, and complexity.

The business case template is designed to provide authors with a clear and cohesive framework that addresses the key components necessary for a comprehensive business case evaluation:

□ **Strategic Case – “Is there a compelling case for change?”**

- Explains **why** the project is needed.
 - Aligns with strategic objectives and addresses a clear problem or opportunity.
-

📊 **Economic Case – “Does it deliver the best public value?”**

- Assesses **value for money** through options appraisal.
 - Identifies the option that offers the greatest net benefit to society.
-

💰 **Financial Case – “Is it affordable?”**

- Looks at **funding and affordability** over the project’s life.
 - Ensures the proposal fits within budget limits and is financially sustainable.
-

📄 **Commercial Case – “Can it be delivered commercially?”**

- Examines **how** the project will be procured and delivered.
 - Considers market capability, risk allocation, and contract strategy.
-

🔧 **Management Case – “Can it be delivered successfully?”**

- Describes **how** the project will be managed and governed.
- Covers delivery plans, risk management, and assurance processes.

Relocation of the Young Adult Services team

Capital Projects and Property

Finance & Resources

Full Business Case

PMO Reference	
Sponsor	Jonathan Kirby, Director Capital Projects & Property
Lead Officer	Amanda Grosse, Head of Strategic Asset & Accommodation
Tier 3 Board oversight	Strategic Asset Management Board
Date of Approval	24.11.25
Author	Amanda Grosse
Version Number	1

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1. Executive Summary

1.1 Project brief and definition

It is the Council's intention to fully decommission and vacate River Park House, Alexandra House and 48 Station Road by the end of 2026 to provide rental income to supplement the Civic Centre Business Case and align with timescales in the Wood Green Central Redevelopment Programme.

This project proposes to relocate the Young Adult Services team currently located in 48 Station Road to Clarendon Road College building N8 an existing operational building that became vacant in September 2025 when the previous operational Service moved to the Roger Sylvester Centre, Canning Crescent.

The proposal is for the team to be relocated to the ground floor of the Clarendon Road College building as the first floor is to be occupied by the Parking and Civil Enforcement team.

Project objectives

The objectives of this project are below:

1. Achieve cost efficiency and avoid unnecessary costs by decommissioning operationally expensive buildings.
2. Maximise operational efficiency by providing a centralised location for the team and clients.
3. To sustainably re-purpose and refurbish existing buildings or spaces where possible ensuring optimum space utilisation.
4. To contribute to the Council's commitment to decarbonise.

To ensure maximisation of vacant space within the Clarendon Road College building the the first floor is to be occupied by the Parking and Civil Enforcement team as this will ensure vacant possession of River Park House and alignment with the Councils Accommodation Strategy. This has been the subject of a separate Full Business case that was presented at Strategic Asset Management Board on the 21st August and Strategic Capital Board on the 27th August 2025.

The relocation of Young Adult Services to the ground floor of the Clarendon Road College building will ensure vacant possession of 48 Station Road and alignment with the Councils Accommodation Strategy as the other services in occupation will be moving to the Civic Centre.

1.2 Summary of the Theory of Change

The need for this project has been created as it is the Council's intention to fully decommission and vacate 48 Station Road along with River Park House and Alexandra House by the end of 2026. This coincides with the Wood Green Central Programme and

the occupation of the newly refurbished Civic Centre in January 2027 which will mean that all three buildings can be fully vacated. Fully vacating 48 Station Road along with Alexandra House and River Park House in the same timescale will optimise use of existing assets and provide further opportunity to explore the generation of revenue for the Council.

The current service based in Clarendon Road has relocated to Canning Crescent and this operational building is currently vacant. It is the Council's intention to utilise the existing space at Clarendon Road for more than one operational service to ensure maximum utilisation of space within the building.

1.3 Financial impact of the full business case

Budget estimates have been sought for the proposed relocation of the Young Adult Services team to the Clarendon Road Recovery college building. To meet their requirements will require a refurbishment budget of £1,200,000.

Further to approval from Strategic Asset Management Board on the 20th November the feasibility in the sum of £40,000 is being progressed that includes initiation of preliminary pre work surveys.

It is recommended that tender and procurement stages are progressed for the relocation of the Young Adult Services team to the Clarendon Road College building.

1.4 Project benefits

There is a need to vacate services from 48 Station Road to enable decommissioning and mitigate the current ongoing running costs of the building and by the end of 2026. This coincides with the Wood Green Central Programme and the occupation of the newly refurbished Civic Centre in January 2027 which will mean that all three buildings can be fully vacated.

Fully vacating 48 Station Road along with Alexandra House and River Park House in the same timescale will optimise use of existing assets and provide further opportunity to explore the generation of revenue for the Council.

Clarendon Road College is situated in an ideal location for the Young Adult Services team and client group and is centrally located close to Wood Green with good local transport links.

1.5 Milestone programme

Procurement and Works Programme for the relocation of the Young Adult Services Team to the ground floor of the Clarendon Road building.

Procurement and Programme

Phase	Duration	Notes
Design & Approvals	1 week	Layout sign off, compliance checks
Director sign off of the project design and Spend Review Panel review	3 weeks	Director and SRP approval of budget
Planning and building control project discussions, review and applications	15 weeks	Statutory approvals to run concurrent with procurement process
Preparation of the tender documents and drawings	4 weeks	Client alterations or additional works added to the tender specification.
Procurement upload to contractor portal	2 weeks	Work with Strategic Procurement to ensure correct documentation included and uploaded to portal.
Tender period	4 weeks	Tender clarifications made & site visits with contractors
Tender review and clarifications	2 weeks	Tender review undertaken with tender review panel
Preparation of DAR and Statutory signoffs	3 weeks	Successful contractor clarified and notified
Contractor mobilisation	3 weeks	Contractor begins site set up and light touch exploratory works
Construction Refurbishment	20 weeks	Works phased to allow parallel tasks

Snagging & Commissioning	1 week	Power & data checks
IT /AV/ CCTV works	2 weeks	Items to run concurrently with snagging works
Relocation of furniture and equipment	1 week	IT testing & furniture / equipment delivery
One week contingency for	1 week	For overruns , delays
Total Programme Duration	45 weeks	Approx. 11 months total procurement programme

Key Shaded actions to run concurrent with other works. Time not included in the overall programme

2. Strategic Case – *is there a compelling case for change?*

2.1 Strategy and Policy context

This project aligns with the following existing projects which support strategic ambitions of the organisation in the form of current corporate delivery strategies:

1. Accommodation Strategy – to vacate 48 Station Road, Alexandra House and River Park House and utilise available vacant and underutilised space in the Council's existing operational buildings.
2. Wood Green Central Programme – facilitate the masterplan and regeneration of the area.
3. Corporate Delivery Plan - cross cutting priority to decarbonise to create safe, clean neighbourhoods, promoting longer, healthier lives for the residents.

The above factors provide impetus and focus to the project to vacate 48 Station Road.

It is the Council's intention to fully decommission and vacate River Park House along with Alexandra House and 48 Station Road by the end of 2026. This coincides with the Wood Green Central Programme and the occupation of the newly refurbished Civic Centre in January 2027 which will mean both buildings can be fully vacated. Fully vacating Alexandra House, River Park House and 48 Station Road in the same timescale will optimise use of existing assets and provide further opportunity to explore the generation of revenue for the Council.

Although the Civic Centre refurbishment and extension project is scheduled to complete in January 2027 operational services such as Young Adult Services will not be relocated to the Civic Centre. As well as Young Adult Services alternative locations for other operational services are currently being explored.

River Park House along with Alexandra House and 48 Station Road are within the footprint of the Wood Green Central Programme masterplan and the area that they occupy has been earmarked for re-development. It is therefore in the Council's financial interests to find suitable alternative accommodation to house the Young Adult Services team.

2.1. Case for change *(including Cabinet reports and key decisions already taken)*

Since all other teams will have vacated 48 Station Road, River Park House and Alexandra House upon the opening of the new Civic Centre, the scope is limited to the relocation of the Young Adult Services team currently located in 48 Station Road.

There is a business requirement for the team to have a centrally located operational service in Wood Green in a building that is strategically located and accessible to core operational areas with easy commute to outer parts of the Borough.

2.2. Consultation

Colleagues in Young Adult Services have been consulted and have inputted into the redesign and reconfiguration of the ground floor of the Clarendon Road College building.

Colleagues in Parking and Civil Enforcement have been consulted on the potential shared use of the Clarendon Road College building and they are supportive as there are distinct operational areas within the building and separate entrances for staff and clients.

3. Economic Case – *does it deliver the best public value?*

3.1. The preferred option

It is recommended that tender and procurement stages are progressed for the relocation of the Young Adult Services team to the ground floor of the Clarendon Road College building taking into account the new procurement and governance requirements.

The building is to be equipped to support current and future operational needs. The project works involve alteration and reconfiguration of the ground floor of the building, including adding secure interview rooms, a secure reception room, a large secure training room and welfare facilities. Allowance has also been made to increase the ground floor CCTV and door entry security.

3.2. Other options considered and rejected

Options Considered

Business as Usual

Continuing to operate this service from 48 Station Road will unnecessarily burden the council with high operational costs to keep the building open. It will also inhibit the progress of and undermine the business case of the Wood Green Central regeneration programme.

Alternative Provision

Although 10 Bruce Grove was considered as a potential alternative location for Young Adult Services it was discounted as extensive structural works have been identified in a recent structural survey specifically in the basement. The costings for the recommended remedial works are estimated to be in the region of £385,000. These works exclude any reconfiguration or alteration works to the existing building. In addition, the location of this building is not ideal as it not centrally located within the vicinity of Wood Green.

There are no other available alternative centrally located operational buildings.

3.3. Benefits analysis

Monetary benefits of the project

Although the total estimated refurbishment cost is estimated to be £1,200,000 for the last two financial years (FY 23/24 and 24/25), the following was spent on utility costs alone to maintain the running of 48 Station Road.

48 Station Road operational expenditure

	2023/24 (£)	2024/25 (£)
Existing Running costs	38,544.00	38,161.00
Electricity (kWh)	97,348.00	75,642.00
Gas (kWh)	50,663.00	18,867.00
Water (m3)	3,718.00	5,791.00
SUB-TOTAL	190,273.00	138,461.00

Business Rates	248,710.00	264,605.00
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TOTAL	438,983.00	403,066.00
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Table 1: Costs incurred to keep 48 Station Road operational

Vacating and disposing/repurposing 48 Station Road will also contribute to the Corporate Delivery Plan's cross cutting priority to reduce carbon emissions and achieve cost efficiency and avoid unnecessary costs by decommissioning operational buildings.

Non-monetary benefits of this project

- There is a business requirement for the team to have a centrally located operational service in Wood Green in a building that is strategically located and accessible to core operational areas with easy commute to outer parts of the Borough.
- Clarendon Road College is situated in an ideal location for the service to operate from.
- Ensures that a soon to be vacant building will be refurbished and utilised to ensure the building is used and minimise the premises being void for a long period of time.

3.4 Risks and Sensitivities

- The Clarendon Road College building has been empty from mid-September 2025 and there is a need to ensure that the void period is minimised from an operational, financial and political perspective.
- The proposal is for the Young Adult Services team to be relocated to the ground floor of the Clarendon Road College building as the first floor is to be occupied by the Parking and Civil Enforcement team ensuring full occupation of an existing empty operational building.
- Continuing to operate this service from 48 Station Road will unnecessarily burden the council with operational costs to keep the building open.
- Continuing to operate this service from 48 Station Road will also inhibit the progress of and undermine the business case of the Wood Green Central regeneration programme.

3.5 Evaluation Criteria

Criterion	Description	Weighting
Cost effectiveness	Investment and utilisation of existing vacant and underutilised Council operational buildings achieving cost efficiency and avoid unnecessary costs by decommissioning operationally expensive buildings.	20%
Operational efficiency	Fulfils the Services business requirement for the team to have a centrally located operational service in Wood Green in a building that is strategically located and accessible to core	15%

	operational areas with easy commutes to outer parts of the Borough.	
Design quality & innovation	Assess the creativity, sustainability, and future proofing of the design and layout.	10%
Risk & deliverability	Evaluates the feasibility of the project, including timelines, contractor reliability, and risk mitigation.	10%
Alignment with strategic goals	Measures how well the project aligns with the Accommodation Strategy, Wood Green Central Programme and the Corporate Delivery Plan.	15%
Stakeholder support	Considers the level of support from key stakeholders including staff and Councillors.	15%
Environmental sustainability	Looks at the environmental impact including the - cross cutting priority to decarbonise to create safe, clean neighbourhoods, promoting longer, healthier lives for the residents and contribution to the Council's commitment to decarbonise.	15%

4. Financial Case – *is it affordable?*

4.1 Financial Context

There is budget allocation in 316 that could be drawn upon for this project as identified in the table below which has been extracted from the update report on Capital Scheme 316 – Asset Management of Council Buildings that was presented at Strategic Asset Management on the 21st August 2025.

Accommodation Projects

Project Name	Description	Budget Estimate	
Parking & Civil Enforcement	Proposed relocation to Clarendon Road College £476k and for match day deployment operation at The Grange £62k.	538	2026/27
Young Adult Services relocation	Proposed relocation to Clarendon Road College	1,080	2026/27
Youth Justice Service relocation	Move to 10 Bruce Grove, subject to structural report and feasibility	500	2026/27
57 White Hart Lane refurb	Veolia using this building and have included in new waste contract. Works to maintain for the next 5 years	141	2026/27
Relocation of CCTV and Connected Care	Relocation of the CCTV server and control rooms and connected care team to GMH	4,500	2027/28
Child Protection Relocation	Child Protection Suite – potential relocation to Maya Angelo building	103	2027/28
	• Total Accommodation Programme	6,782	

4.2 Summary of the financial appraisal *(summary table to be included)*

It is recommended that tender and procurement stages are progressed for the relocation of the Young Adult Services team to the Clarendon Road College building.

Budget estimates have been sought for the proposed relocation of the Young Adult Services team to the Clarendon Road Recovery college building. To meet their requirements will require a refurbishment budget of £1,200,000.

4.3 Expenditure/Cash Flow profile

4.3.1 Revenue expenditure

N/A as this project involves only capital expenditure.

4.3.2 Capital expenditure

A) Spend to date

Area of spend	24/25 /£,000	25/26 /£,000	26/27 /£,000	Total / £,000
Clarendon Road College		1,100,000	100,000	1,200,000

N.B: Please note that the spend projection in FY 2026/27 relates to retention fees

4.4 Sources of finance /Affordability

The source of the capital funding is from the approved capital programme within the Scheme 316. £1,200,000 is to be allocated to this scheme. The reallocation and reconfiguration of schemes within budget Scheme 316 is the subject of a separate report on Capital Scheme 316 – Asset Management of Council Buildings that was presented at Strategic Asset Management Board on the 21st August 2025.

4.5 Risks and Sensitivities

Time – the procurement and works programme is 11 months for the relocation of the Young Adult Services team to the ground floor of the Clarendon Road building. Any delay will impact on the decommissioning of 48 Station Road and the occupation of vacant and underutilised Council operational buildings.

5. Commercial Case – *can it be delivered commercially?*

5.1 Procurement Strategy, Plan and Programme

- 5.1.1 Options considered and rejected
- 5.1.2 Preferred option
- 5.1.3 Plan and Programme

Procurement Strategy

A **Procurement Initiation Form (PIF)** will be submitted to Strategic Procurement to outline the preferred route.

Discussions with Strategic Procurement will identify suitable procurement routes, form of contract etc.

5.2 Delivery Model

Following approval process, a tender exercise will be implemented to tender at least 3 suppliers.

As the estimated cost of the works is over £1M to a cabinet report will need to be prepared to meet Internal Governance.

5.3 Resource for implementation *(consider multidisciplinary team for complex projects)*

Support required from:

- Procurement team
- Legal team
- Digital team
- Corporate Landlord
- Young Adult Services team
- Parking & Civil Enforcement team

5.4 Viability assessment of preferred option - recommended

Financial viability – This project will enable 48 Station Road to be vacated to facilitate the disposal/ repurposing of this building and will also contribute to the Corporate Delivery Plan's cross cutting priority to reduce carbon emissions and achieve cost efficiency and avoid unnecessary costs by decommissioning operational buildings. This project aligns with the Council's intention to fully decommission and vacate River Park House, Alexandra House and 48 Station Road by the end of 2026 to provide rental income to supplement the Civic Centre Business Case and align with timescales in the Wood Green Central Redevelopment Programme.

Operational viability – This project facilitates the business requirement for the team to have a centrally located operational service in Wood Green in a building that is strategically located and accessible to core operational areas with easy commute to outer parts of the Borough.

6. Management Case – *can it be delivered successfully?*

6.1 Project Management Structure

6.1.1 Project Management Team

Role	Name
Project Sponsor	Jonathan Kirby
Senior Responsible Officer	Amanda Grosse
Project Manager	Thomas Londra
Finance Business Partner	John O'Keefe
Procurement Lead	Yaw Tawiah
Legal Advisor	Michael Awala

6.1.1 Stakeholder Map

Stakeholder list	Responsible	Accountable	Consulted	Informed
Lead member / members			X	X
Corporate Director / Director			X	X
Management / staff	X	X	X	X
Internal customers			X	X

6.1.2 Project Governance

The project will be managed following the Council's project management protocols and progress will report to Strategic Asset Management Board.

A Project Working group will be formed to manage ongoing operations of the project and Engagement will be undertaken with service users.

6.1.3 Tolerances and contingencies

Parameter	Tolerance Range	Escalation Trigger	Action
Time	±2 months	Delay beyond 2 months (April 2026 onwards)	Change control document to Strategic Asset Management Board.
Cost	outside of agreed budgets and contingency	Costs exceeding MTFS financial boundaries / Capital funding. Costs beyond the scope or different to agreed cabinet approval levels	Change control document to Strategic Asset Management Board then escalated to the Strategic Capital Board.

Scope	Minor adjustments	Major scope change that impact benefits.	Change control document to Strategic Asset Management Board. Then escalated to the Strategic Capital Board.
Quality	Within agreed KPIs	KPI breach	Change control document to Strategic Asset Management Board.
Risk	Medium risk level	High or critical risk	Change control document to Strategic Asset Management Board. Then escalated to Strategic capital Board.
Aims / Objectives	Minor adjustments	Major impact on outcomes to be defined below	Change control document to Strategic Asset Management Board. Then escalated to Strategic Capital Board.

6.1.4 Risk Management

ID	Risk Description	Inherent Risk	Impact	Mitigation	Residual Risk
Strategic					
R 1	Lead time allowance for specialist items (e.g. data, IT outlets, AV, asbestos survey, Statutory approvals) to be considered. In house IT notice period for works – three months' notice at least.	High	Delay in delivery and completion of the project.	Initial discussions held with these teams to learn of their availability to support this project and their lead in planned in the programme.	Medium
R 2	ACM noted in the asbestos management plan Considering the construction of the building, circa 1950s – 1960's, there may be asbestos within the building.	High	Delay in delivery and completion of the project.	Asbestos R&D survey to be undertaken. Should asbestos be found in the proposed refurbishment areas, a sum of £20,000 has been included in the budget.	High
R 3	In house Haringey Procurement protocols to consider: Director sign off, Spend Review Panel and	High	Delay in delivery and completion of the project.	Engage & commence procurement & governance processes on receipt of project approval.	Medium

	DAR approval-included in the procurement programme. The time that these actions will take – could be three months to include in the programme.				
R 4	Young Adult Services relocation notification – consultation with staff and unions.	Medium	Delay in delivery and completion of the project.	Early consultation with staff and unions.	Medium
R 5	Statutory notice periods to consider and include in the programme To review Use Class Order for the building. Education use is categorised as Class F with a change to an office use that is categorised as Class E. The project may require planning approval as the works are not considered Permitted Development. To allow 15 weeks for review and planning approval. The refurbishment works will require Building Control approval.	High	Delay in delivery and completion of the project.	Set up clarification meeting with Planning. The planning and building control applications will run concurrently with other works so not impede the works programme.	Medium
Financial					
R 6	Proposed works costs are higher than anticipated or addition items are identified at later stages of the project, resulting in the project not being able to deliver within budget.	Medium	Cost impact to capital budget.	Detailed specifications and survey work to provide greater certainty on costs. Separating the tender process to encourage value for money via a more competitive market. Engage early with stakeholders to establish value engineering opportunities prior to tender process.	Low

Economic					
R 7	The market robust enough for contractors having the resources and time and consider the risk attractive enough to submit a tender. There is the possibility that no contractor submits a bid and the process having to be rerun.	Medium	Delay in the delivery and completion of works.	Early engagement with contractors to highlight potential interest at the start of the tender process.	Low

6.2 Delivery Programme *(including key workstreams and milestones)*

6.2.1 Dependencies and Interdependencies

<i>Assumptions or Dependencies</i>	<i>Description</i>
Existing Capital funding will be allocated to cover costs of this project from scheme 316	The reallocation and reconfiguration of schemes within budget Scheme 316 is the subject of a separate report on Capital Scheme 316 – Asset Management of Council Buildings that was presented at Strategic Asset Management Board on the 21 st August 2025.

6.3 Resource plan

6.3.1 Teams *(consider RACI, consultant matrix and charging schedule)*

Resource Type	Estimated Cost	Notes <i>(consider onboarding, duration, outputs,)</i>
Internal Staff Time	£15k	<i>Professional fees included in budget estimate</i>
External Consultants	£Nil	
Contingency	£100,000	<i>Contingency 10% included in budget estimate</i>

6.3.2 Equipment & Materials

Digital assets

Additional data points, additional CCTV, relocation of services existing digital assets into the new location to ensure the building is fit for purpose for the team.

Physical assets

The building is refurbished to meet the services operational requirements in the new location.

6.4 Handover and Benefit Management plan

For Council	For Staff
<p>This project aligns with the Council's intention to fully decommission and vacate River Park House, Alexandra House and 48 Station Road by the end of 2026 to provide rental income to supplement the Civic Centre Business Case and align with timescales in the Wood Green Central Redevelopment Programme.</p>	<p>This project facilitates the business requirement for the team to have a centrally located operational service in Wood Green in a building that is strategically located and accessible to core operational areas with easy commute to outer parts of the Borough.</p>
<p>This project proposes to vacate the service from 48 Station Road and to relocate the team to Clarendon Road College building N8 an existing operational building that is now vacant (mid-September 2025) when the current operational Service moved to the Roger Sylvester Centre, Canning Crescent.</p>	<p>The team are transferred to a new location within budget and programme that meets their requirements. The move enabled the new operational model to be implemented.</p> <p>Following the move the team should be able to undertake their function as before. Their managers will monitor the transfer and the effectiveness of their operations from the new building following their relocation.</p>

7. Statutory comments

7.1 Finance Comments

[The recommendations of the report are to relocate the YAS service from 48 Station Road to the Clarendon Road College. The capital cost is estimated at £1.2m for the works required to make the accommodation suitable. This will be funded from the approved General Fund capital programme.

The revenue budget for 48 Station Road (£311k) was to be used to fund the Civic Centre business case.

As the budget is being used to fund the costs at Clarendon Road the budget for the Civic Centre would have needed to be increased.

At its meeting of the 4th February, Cabinet agreed a new strategy for Station Road. That report acknowledged the reduced budget available and made arrangements in the MTFS to meet the cost of the new strategy.]

7.2 Legal Comments

7.3 Officers should ensure that all contracts to be procured in other to achieve the objectives of this paper are procured not only in accordance with the Council's Contract Standing Order (CSO) but also where relevant in accordance with relevant public procurement rules including the Procurement Act 2023.

7.4 Property Comments n/a

7.5 Procurement

Strategic Procurement note the contents of this report and confirm there are no procurement related matters preventing Cabinet approving the proposals stated in paragraph 1 above.

Strategic Procurement will work with the service to ensure value for money is achieved through the procurement activity.

7.6 Planning feedback

Young Adult Services relocation - Ensure engagement/notification with adjacent landowners inc Alevi Centre, Civica/ERS, Co-Living developers over the road (mike@j-group.co.uk) as a good neighbour.

8. Appendices

Appendix 1 – Existing location



48SR-00.pdf

Appendix 2 – Option 1 Young Adult Service on the ground floor of the Clarendon Road building.



YAS - Clarendon
V2.pdf

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