

---

## Executive Procurement Committee

---

TUESDAY, 28TH FEBRUARY, 2006 at 18:30 HRS - CIVIC CENTRE, HIGH ROAD, WOOD GREEN, N22 8LE.

MEMBERS: Councillors Adje, Diakides, Hillman and Milner

### **AGENDA**

**1. APOLOGIES FOR ABSENCE**

**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 13 below. New items of exempt business will be dealt with at item 21 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.

**4. MINUTES (PAGES 1 - 12)**

To confirm and sign the minutes of the meeting of the Procurement Committee held on 31 January and 2 February 2006.

**5. DEPUTATIONS / PETITIONS / PRESENTATIONS / QUESTIONS**

To consider any requests received in accordance with Standing Orders.

**6. REQUEST FOR WAIVER OF REQUIREMENT TO TENDER FOR FAMILY SUPPORT SERVICES (PAGES 13 - 18)**

(Report of the director of the Children's Service): To seek approval to a waiver of Contract Standing Order 6.4 (Requirement to Tender) in connection with the provision of Family Support Services.

**7. AWARD OF CONTRACT FOR COMMUNITY BASED RISK AND SAFEGUARDING ASSESSMENT OF CHILDREN AND FAMILIES (PAGES 19 - 32)**

(Report of the Director of the Children's Service): To seek approval to the award of a contract for the provision of these services for a three year period.

**8. COMMUNITY CARE STRATEGY - OSBOURNE GROVE NEW BUILD (PAGES 33 - 40)**

(Report of the Director of Social Services): To seek approval to the award of the contract for the building of the Osborne Grove Respite and Day Care Home.

**9. CONTRACTS FOR THE PROVISION OF CULTURALLY SPECIFIC DAY CARE: REQUEST FOR EXTENSION AND VARIATION OF CONTRACTS (PAGES 41 - 46)**

(Report of the Director of Social Services): To seek approval to extend six contracts for the provision of culturally specific day care and to the variation of three of those contracts.

**10. AWARD OF CONTRACT- HARINGEY CARERS CENTRE**

(Report of the Director of Social Services): To seek approval to award the contract for Carers Services to Haringey's Carers Centre. **FAILED TO MEET DESPATCH DATE**

**11. INTENSIVE SUPERVISION AND SURVEILLANCE PROGRAMME(ISSP): REQUEST FOR A 3 MONTH EXTENSION (PAGES 47 - 54)**

(Report of the Assistant Chief Executive (Strategy): To seek an extension of the contract for the provision of the intensive Supervision and Surveillance Programme for a period of 3 months to enable completion of the tender process for the service.

**12. INTENSIVE SUPERVISION AND SURVEILLANCE PROGRAMME (ISSP): REQUEST FOR AWARD OF CONTRACT (PAGES 55 - 66)**

(Report of the Assistant Chief Executive (Strategy): To seek approval to the award of the contract for the provision of Intensive Supervision and Surveillance Programme.

**13. NEW ITEMS OF URGENT BUSINESS**

To consider any new items of business admitted at item 2 above.

**14. EXCLUSION OF PRESS AND PUBLIC**

The following items are likely to be the subject of a motion to exclude the press and public from the meeting as they contain exempt information relating to the terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the supply of goods and services.

Note from Head of Member Services

The following item allows for consideration of exempt information (if required) in relation to items 6 – 12 which appear earlier on the agenda.

**15. REQUEST FOR WAIVER OF REQUIREMENT TO TENDER FOR FAMILY SUPPORT SERVICES (PAGES 67 - 68)**

(Report of the Director of the Children's Service): To seek approval to a waiver of Contract Standing Order 6.4 (Requirement to Tender) in connection with the provision of Family Support Services.

**16. REQUEST FOR AWARD OF THE CONTRACT TO NSPCC FOR COMMUNITY BASED RISK AND SAFEGUARDING ASSESSMENT OF CHILDREN AND FAMILIES (PAGES 69 - 72)**

(Report of the Director of Social Services): To seek approval to the award of a contract for the provision of these services for a three year period.

**17. COMMUNITY CARE STRATEGY - OSBOURNE GROVE REBUILD (PAGES 73 - 76)**

(Report of the Director of Social Services): To seek approval to the award of the contract for the building of the Osbourne Grove Respite and Day Care Home.

**18. CONTRACT FOR THE PROVISION OF CULTURALLY SPECIFIC DAY CARE: REQUEST FOR EXTENSION AND VARIATION OF CONTRACTS (PAGES 77 - 80)**

(Report of the Director of Social Services): To seek approval to extend six contracts for the provision of culturally specific day care and to the variation of three of those contracts.

**19. AWARD OF CONTRACT - HARINGEY CARERS CENTRE**

(Report of the Director of Social Services): To seek approval to award the contract for Carers Services to Haringey Carers Centre. **FAILED TO MEET DESPATCH DATE.**

**20. INTENSIVE SUPERVISION AND SURVEILLANCE PROGRAMME (ISSP):  
REQUEST FOR AWARD OF CONTRACT (PAGES 81 - 84)**

(Report of the Assistant Chief Executive (Strategy): To seek approval to the award of the contract for the provision of Intensive Supervision and Surveillance Programme.

**21. NEW ITEMS OF EXEMPT URGENT BUSINESS**

To consider any new items of exempt urgent business admitted at 2 above.

Yuniea Semambo  
Head of Member Services  
5<sup>th</sup> Floor  
River Park House  
225 High Road  
Wood Green  
London N22 8HQ

Richard Burbidge  
Principal Support Manager  
Tel: 020 8489 2923  
Fax: 020 8881 5218  
Email:  
[richard.burbidge@haringey.gov.uk](mailto:richard.burbidge@haringey.gov.uk)  
20 February 2006

**MINUTES OF THE EXECUTIVE PROCUREMENT COMMITTEE  
TUESDAY, 31 JANUARY 2006**

Councillors Milner (Chair), \*Adje, \*Diakides and \*Hillman.

\*Present

Also Present: Councillor Meehan

<b>MINUTE NO.</b>	<b>SUBJECT/DECISION</b>	<b>ACTON BY</b>
<b>PROC66.</b>	<p><b>APOLOGY FOR ABSENCE</b></p> <p>An apology for absence was submitted by Councillors Milner for whom Councillor Meehan substituted. In the absence of Councillor Milner, Councillor Diakides took the Chair. An apology for lateness was submitted on behalf of Councillor Adje.</p>	
<b>PROC67.</b>	<p><b>DECLARATIONS OF INTEREST</b></p> <p>Councillor Meehan declared an interest in agenda items 9 – 12 Framework Agreement for Construction Works and the exempt information which related to those items and appeared as agenda items 17-20 (see Minutes PROC 72 – 75 below).</p>	HMS
<b>PROC68.</b>	<p><b>MINUTES</b></p> <p><b>RESOLVED:</b></p> <p>That the minutes of the meetings held on 20 December 2005 and 3 January 2006 be approved and signed.</p>	HMS
<b>PROC69.</b>	<p><b>CARERS CENTRE: REQUEST FOR WAIVER OF REQUIREMENT TO TENDER</b></p> <p>(Report of the Director of Social Services – Agenda Item 6):</p> <p><b>RESOLVED:</b></p> <p>That, in accordance with Contract Standing Order 7.2, approval be granted to a waiver of Contract Standing Order 6.4 (Requirement to Tender) in connection with the provision of services to carers by the Haringey Carers Centre.</p>	DSS
<b>PROC70.</b>	<p><b>SEVEN SISTERS SHOP FRONT RENEWALS: AWARD OF CONTRACT</b></p> <p>(Report of the Director of Environmental Services – Agenda Item 7):</p> <p>Details of the tenders received which were set out in Appendices A and B to the interleaved report were the subject of a motion to exclude the press and public from the meeting as they contained exempt information relating to terms proposed or to be proposed by or to the authority in the</p>	

**MINUTES OF THE EXECUTIVE PROCUREMENT COMMITTEE  
TUESDAY, 31 JANUARY 2006**

	<p>course of negotiations for a contract for the acquisition or disposal of property or the supply of goods and services.</p> <p>We noted that the price of the tender recommended for acceptance was more than £50,000 greater than the project budget and that there was no indication of the source of additional funding or comments from the Director of Finance. Arising from our consideration of paragraph 13.4 of the report we also noted that the pre-tender estimate for the works had been significantly lower than the tender submissions received from contractors and we asked that the Head of Procurement seek clarification of this point from the cost consultants.</p> <p>In response to a question about rules governing the use of sub-contractors for schemes of this nature, we were informed that a paper had been produced for consideration initially by the Chief Executive's Management Board (CEMB) which recommended a number of improvements to sub-contracting arrangements. Following consideration by the CEMB a report would be brought forward to the Executive and in the meantime a note of clarification be circulated to Members of our Committee.</p> <p><b>RESOLVED:</b></p> <p style="padding-left: 40px;">That consideration of the report be adjourned until after the special meeting of the Committee on 2 February to enable clarification of the financial implications of the proposals to be provided.</p>	<p>HPr</p> <p>HPr</p> <p>DEnv HPr HMS</p>
<p><b>PROC71.</b></p>	<p><b>SUPPLY, INSTALLATION AND MAINTENANCE OF CCTV CONTROL ROOM AND CAMERAS – AWARD OF CONTRACTS</b></p> <p>(Report of the Director of Environmental Services – Agenda Item 8):</p> <p>Our Chair agreed to accept the report as urgent business. The report was late because of the need to complete necessary consultations. The report was too urgent to await the next meeting because stakeholders had been advised that the report would be considered at this meeting and it also appeared in the Forward Plan for this date.</p> <p>Details of the tenders received and of the tender evaluations which were set out in the Appendix to the interleaved report were the subject of a motion to exclude the press and public from the meeting as they contained exempt information relating to terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods and services.</p> <p><b>RESOLVED:</b></p> <p>1. That, in accordance with Contract Standing Order 11, approval be granted to the award of the contract for the design, supply and installation of the CCTV control room for £305,463.09 and</p>	<p>DEnv</p>

**MINUTES OF THE EXECUTIVE PROCUREMENT COMMITTEE  
TUESDAY, 31 JANUARY 2006**

	<p>£483,150 for maintenance to Siemens Security Systems.</p> <p>2. That the contracts with the fibre transmission suppliers be varied to allow the relocation of circuits from the existing to the new control room for the prices of £100,000 for British Telecom and £25,000 for Telewest.</p> <p>3. That the contract be awarded for a period of five years with an option to extend for a further period of 12 months.</p>	<p>DEnv</p> <p>DEnv</p>
<p><b>PROC72.</b></p>	<p><b>FRAMEWORK AGREEMENT FOR MINOR CONSTRUCTION WORKS - VALUE UP TO £100,000</b></p> <p>(Report of the Director of Finance – Agenda Item 9):</p> <p>Details of the evaluation criteria which were set out in Appendices A-E to the interleaved report were the subject of a motion to exclude the press and public from the meeting as they contained exempt information relating to terms proposed or to be proposed to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods and services.</p> <p>Councillor Meehan declared an interest in this item by virtue of being related to the owner of one of the companies which had submitted a tender.</p> <p>In response to a question about rules governing the use of sub-contractors for schemes of this nature, we were informed that a paper had been produced for consideration initially by the Chief Executive's Management Board (CEMB) which recommended a number of improvements to sub-contracting arrangements. Following consideration by the CEMB a report would be brought forward to the Executive and in the meantime a note of clarification be circulated to Members of our Committee.</p> <p>We noted that the framework would provide a contractual mechanism for all Council Directorates to select Works Contractors without the need to undergo further competition for every construction project, unless a mini-competition was thought appropriate. We also noted that the appointment of companies under this arrangement did not constitute a binding commitment to award, or agreement to carry out work by either party. However, before proceeding to agree the recommendations we wished them to be the subject of wider consultation with other Members of the Executive.</p> <p><b>RESOLVED:</b></p> <p>That consideration of the report be adjourned until after the special meeting of the Committee on 2 February to enable the comments of other Members of the Executive to be obtained.</p>	<p>HMS</p> <p>HPr</p> <p>HPr HMS</p>

**MINUTES OF THE EXECUTIVE PROCUREMENT COMMITTEE  
TUESDAY, 31 JANUARY 2006**

<p><b>PROC73.</b></p>	<p><b>FRAMEWORK AGREEMENT FOR MAJOR CONSTRUCTION WORKS - VALUE £100,000 - £249,999</b></p> <p>(Report of the Director of Finance – Agenda Item 10):</p> <p>Details of the evaluation criteria which were set out in Appendices A and B to the interleaved report were the subject of a motion to exclude the press and public from the meeting as they contained exempt information relating to terms proposed or to be proposed to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods and services.</p> <p>Councillor Meehan declared an interest in this item by virtue of being related to the owner of one of the companies which had submitted a tender.</p> <p>In response to a question about rules governing the use of sub-contractors for schemes of this nature, we were informed that a paper had been produced for consideration initially by the Chief Executive’s Management Board (CEMB) which recommended a number of improvements to sub-contracting arrangements. Following consideration by the CEMB a report would be brought forward to the Executive and in the meantime a note of clarification be circulated to Members of our Committee.</p> <p>We noted that the framework would provide a contractual mechanism for all Council Directorates to select Works Contractors without the need to undergo further competition for every construction project, unless a mini-competition was thought appropriate. We also noted that the appointment of companies under this arrangement did not constitute a binding commitment to award, or agreement to carry out work by either party. However, before proceeding to agree the recommendations we wished them to be the subject of wider consultation with other Members of the Executive.</p> <p><b>RESOLVED:</b></p> <p style="padding-left: 40px;">That consideration of the report be adjourned until after the special meeting of the Committee on 2 February to enable the comments of other Members of the Executive to be obtained.</p>	<p>HMS</p> <p>HPr</p> <p>HPr HMS</p>
<p><b>PROC74.</b></p>	<p><b>FRAMEWORK AGREEMENT FOR MAJOR CONSTRUCTION WORKS - VALUE £250,000- £999,999</b></p> <p>(Report of the Director of Finance – Agenda Item 11):</p> <p>Details of the evaluation criteria which were set out in Appendices A and B to the interleaved report were the subject of a motion to exclude the press and public from the meeting as they contained exempt information relating to terms proposed or to be proposed to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods and services.</p>	



**MINUTES OF THE EXECUTIVE PROCUREMENT COMMITTEE  
TUESDAY, 31 JANUARY 2006**

	<p>Councillor Meehan declared an interest in this item by virtue of being related to the owner of one of the companies which had submitted a tender.</p> <p>In response to a question about rules governing the use of sub-contractors for schemes of this nature, we were informed that a paper had been produced for consideration initially by the Chief Executive's Management Board (CEMB) which recommended a number of improvements to sub-contracting arrangements. Following consideration by the CEMB a report would be brought forward to the Executive and in the meantime a note of clarification be circulated to Members of our Committee.</p> <p>We noted that the framework would provide a contractual mechanism for all Council Directorates to select Works Contractors without the need to undergo further competition for every construction project, unless a mini-competition was thought appropriate. We also noted that the appointment of companies under this arrangement did not constitute a binding commitment to award, or agreement to carry out work by either party. However, before proceeding to agree the recommendations we wished them to be the subject of wider consultation with other Members of the Executive.</p> <p><b>RESOLVED:</b></p> <p style="padding-left: 40px;">That consideration of the report be adjourned until after the special meeting of the Committee on 2 February to enable the comments of other Members of the Executive to be obtained.</p>	<p>HMS</p> <p>HPr</p> <p>HPr HMS</p>
<p><b>PROC75.</b></p>	<p><b>FRAMEWORK AGREEMENT FOR MAJOR CONSTRUCTION WORKS £1,000,000 - £3,799,99</b></p> <p>(Report of the Director of Finance – Agenda Item 12):</p> <p>Details of the evaluation criteria which were set out in Appendices A and B to the interleaved report were the subject of a motion to exclude the press and public from the meeting as they contained exempt information relating to terms proposed or to be proposed to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods and services.</p> <p>Councillor Meehan declared an interest in this item by virtue of being related to the owner of one of the companies which had submitted a tender.</p> <p>In response to a question about rules governing the use of sub-contractors for schemes of this nature, we were informed that a paper had been produced for consideration initially by the Chief Executive's Management Board (CEMB) which recommended a number of improvements to sub-contracting arrangements. Following consideration by the CEMB a report would be brought forward to the Executive and in</p>	<p>HMS</p>

**MINUTES OF THE EXECUTIVE PROCUREMENT COMMITTEE  
TUESDAY, 31 JANUARY 2006**

	<p>the meantime a note of clarification be circulated to Members of our Committee.</p> <p>We noted that the framework would provide a contractual mechanism for all Council Directorates to select Works Contractors without the need to undergo further competition for every construction project, unless a mini-competition was thought appropriate. We also noted that the appointment of companies under this arrangement did not constitute a binding commitment to award, or agreement to carry out work by either party. However, before proceeding to agree the recommendations we wished them to be the subject of wider consultation with other Members of the Executive.</p> <p><b>RESOLVED:</b></p> <p style="padding-left: 40px;">That consideration of the report be adjourned until after the special meeting of the Committee on 2 February to enable the comments of other Members of the Executive to be obtained.</p>	<p>HPr</p>          <p>HPr HMS</p>
--	---	--

ISIDOROS DIAKIDES  
In the Chair

**MINUTES OF THE EXECUTIVE PROCUREMENT COMMITTEE  
TUESDAY 31 JANUARY AND RE-CONVENED ON THURSDAY, 2 FEBRUARY 2006**

Councillors \*Adje, \*Diakides, \*Hillman and Milner.

\*Present

Also Present: Councillor Meehan

MINUTE NO.	SUBJECT/DECISION	ACTON BY
<b>PROC70</b>	<p><b>SEVEN SISTERS SHOP FRONT RENEWALS: AWARD OF CONTRACT</b> (Report of the Director of Environmental Services – Agenda Item 7):</p> <p>On re-convening, Councillor Adje took the Chair. We were advised that the pre-tender estimate had been based on renewing 28 shop fronts but this figure had proved to be lower than all of the fixed price tenders received. The specification had been based on unit costs and so in order to stay within the project budget for 2005/06 of £517,000 the scope of the work had been reduced from 28 to 19 shop fronts plus professional fees.</p> <p>We re-iterated our concern about the wide variation between the pre-tender estimates and the tenders received and asked that this be investigated by the Head of Procurement. We also noted that a report was to be submitted to Members about improvements to sub-contracting arrangements.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That, in accordance with Contract Standing Order 11, approval be granted to the award of the contract for the renewal of 19 shop fronts along Seven Sisters Road to Jeram Falcus Construction Ltd on the basis of the tender submitted subject to the total costs including professional fees being contained within the project budget of £517,000.</li> <li>2. That the contract be awarded for a period of 11 weeks.</li> <li>3. That the Head of Procurement report to the June 2006 meeting of the Procurement Committee on the contract for cost consultants.</li> </ol>	<p>DEnv</p> <p>DEnv</p> <p>HPr</p>
<b>PROC72</b>	<p><b>FRAMEWORK AGREEMENT FOR MINOR CONSTRUCTION WORKS – VALUE UP TO £100,000</b> (Report of the Director of Finance – Agenda Item 9):</p> <p>On re-convening, Councillor Meehan having declared an interest in this item withdrew from the meeting.</p>	

**MINUTES OF THE EXECUTIVE PROCUREMENT COMMITTEE  
THURSDAY, 2 FEBRUARY 2006**

	<p>Having noted that a report was to be submitted to Members about improvements to sub-contracting arrangements, we</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That, in accordance with Contract Standing Order 11, approval be granted to the award of the framework contract for projects up to £100,000 to the following contractors for a period of 2 years with an option to extend for a further 2 years – <ul style="list-style-type: none"> <li>*Diamond Build plc</li> <li>Moyglen Construction Ltd</li> <li>R.D. Bull &amp; Sons Ltd.</li> <li>Amber Construction Services Ltd</li> <li>Kirkman &amp; Jourdain Ltd</li> <li>S.W. Bruce</li> <li>Cranegates Ltd</li> <li>Academy Building &amp; Roofing Co. Ltd</li> <li>Topcoat Construction Ltd</li> <li>C.J. Bartley &amp; Co. Ltd</li> <li>Bulfords Contracts Ltd</li> <li>Arlington Builders Ltd</li> <li>Quinn (London) Ltd</li> </ul> <p>* Diamond Build plc's inclusion on the framework agreement to be subject to the conditions set out in Appendix E to the interleaved report.</p> </li> <li>2. That approval be granted to the use of the framework contractors as a first priority eliminating the need to go out to tender unless the framework contractors could be demonstrated not to be suitable.</li> </ol>	<p>DF</p> <p>DF</p>
<p><b>PROC73</b></p>	<p><b>FRAMEWORK AGREEMENT FOR MAJOR CONSTRUCTION WORKS - VALUE £100,000 - £249,999</b> (Report of the Director of Finance – Agenda Item 10):</p> <p>On re-convening, Councillor Meehan having declared an interest in this item withdrew from the meeting.</p> <p>Having noted that a report was to be submitted to Members about improvements to sub-contracting arrangements, we</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1) That, in accordance with Contract Standing Order 11, approval be granted to the award of the framework contract for projects of £100,000 to £249,999 to the following contractors for a period of 2 years with an option to extend for a further 2 years –</li> </ol>	<p>DF</p>

**MINUTES OF THE EXECUTIVE PROCUREMENT COMMITTEE  
THURSDAY, 2 FEBRUARY 2006**

	<p>Breyer Group Cosmur T &amp; B Crispin &amp; Borst Hutton * Diamond Build plc Apollo London Botes Construction P.A. Finlay Lengard Bolt &amp; Heeks Thomas Sinden</p> <p>* Diamond Build plc's inclusion on the framework agreement to be subject to the conditions set out in Appendix B to the interleaved report.</p> <p>2) That approval be granted to the use of the framework contractors as a first priority eliminating the need to go out to tender unless the framework contractors could be demonstrated not to be suitable.</p>	DF
PROC74	<p><b>FRAMEWORK AGREEMENT FOR MAJOR CONSTRUCTION WORKS - VALUE £250,000 - £999,999</b> (Report of the Director of Finance – Agenda Item 11):</p> <p>On re-convening, Councillor Meehan having declared an interest in this item withdrew from the meeting.</p> <p>Having noted that a report was to be submitted to Members about improvements to sub-contracting arrangements, we</p> <p><b>RESOLVED:</b></p> <p>1. That, in accordance with Contract Standing Order 11, approval be granted to the award of the framework contract for projects of £250,000 to £999,999 to the following contractors for a period of 2 years with an option to extend for a further 2 years –</p> <p>Cosmur Breyer Group T &amp; B Lengard Bolt &amp; Heeks Mullaley Jerram Falkus *Diamond Build Hutton Apollo Crispin &amp; Borst Botes Construction</p>	DF

**MINUTES OF THE EXECUTIVE PROCUREMENT COMMITTEE  
THURSDAY, 2 FEBRUARY 2006**

	<p>* Diamond Build plc's inclusion on the framework agreement to be subject to the conditions set out in Appendix B to the interleaved report.</p> <p>2. That approval be granted to the use of the framework contractors as a first priority eliminating the need to go out to tender unless the framework contractors could be demonstrated not to be suitable.</p>	DF
PROC75	<p><b>FRAMEWORK AGREEMENT FOR MAJOR CONSTRUCTION WORKS - VALUE £1,000,000 - £3,799,999</b> (Report of the Director of Finance – Agenda Item 12):</p> <p>On re-convening, Councillor Meehan having declared an interest in this item withdrew from the meeting.</p> <p>Having noted that a report was to be submitted to Members about improvements to sub-contracting arrangements, we</p> <p><b>RESOLVED:</b></p> <p>1. That, in accordance with Contract Standing Order 11, approval be granted to the award of the framework contract for projects of £1,000,000 to £3,799,999 to the following contractors for a period of 2 years with an option to extend for a further 2 years –</p> <p>Lengard Cosmur Breyer Group Hutton Jerram Falks Higgins Apollo London Crispin &amp; Borst Mullaley *Diamond Build Thomas Sinden Eugena</p> <p>* Diamond Build plc's inclusion on the framework agreement to be subject to the conditions set out in Appendix B to the interleaved report.</p> <p>2. That approval be granted to the use of the framework contractors as a first priority eliminating the need to go out to tender unless the framework contractors could be demonstrated not to be suitable.</p>	DF

CHARLES ADJE  
In the Chair

**MINUTES OF THE EXECUTIVE PROCUREMENT COMMITTEE  
THURSDAY, 2 FEBRUARY 2006**

Councillors \*Adje, \*Diakides, \*Hillman and Milner.

\*Present

Also Present: Councillor Meehan

MINUTE NO.	SUBJECT/DECISION	ACTION BY
PROC76.	<p><b>APOLOGY FOR ABSENCE</b></p> <p>An apology for absence was submitted on behalf of Councillor Milner. In the absence of Councillor Milner, Councillor Adje took the Chair.</p>	
PROC77.	<p><b>ROKESLY INFANT SCHOOL CLASSROOM EXTENSION AND RE-MODELLING - AWARD OF CONTRACT</b> (Report of the Director of the Children's Service – Agenda Item 3):</p> <p>Details of the tenders received which were set out in an Appendix to the interleaved report were the subject of a motion to exclude the press and public from the meeting as they contained exempt information relating to terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods and services.</p> <p>We noted that the Executive on 31 January 2006 had approved the overall Children's Services capital programme for the next three years which included provision for the Rokesley School extension and re-modelling.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That, in accordance with Contract Standing Order 11, approval be granted to the award of the contract for the classroom extensions at Rokesley Infants School to T &amp; B (Contractors) Ltd in the sum of £1,351,097.</li> <li>2. That the total project costs including fees and salaries of £1,568,849 be noted.</li> </ol>	DCS

CHARLES ADJE  
In the Chair

This page is intentionally left blank



Agenda item:

**Executive Procurement Committee On 28<sup>th</sup> February 2006**
**Report Title:** Request for waiver of requirement to tender for Family support Services.

**Forward Plan reference number (if applicable):** N/A

**Report of:** The Director of The Children's Services

**Wards(s) affected:** [All] - this service is available to residents of all wards

**Report for:** Non-Key Decision

**1. Purpose**

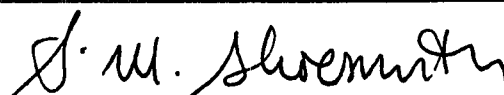
1.1 To seek Members agreement to waive the requirement to tender under Contract Standing Orders (CSO 7.02).

**2. Introduction by Executive Member**

2.1 I endorse the recommendations of this report and would ask members to agree to waiver the requirement to tender.

**3. Recommendations**

3.1 That Members agree the waiver of Contract Standing Order (CSO)6.04 (requirement to tender), as allowed under CSO 7.02, in accordance with waiver requirements noted under CSO 7.03 (a) and (d)

**Report Authorised by:**


 Sharon Shoesmith;  
 Director  
 The Children's Service

**Contact Officer:** Luciana Frederick  
 Service Manager, Family Support Services

**Tel:** 0208 489 3126

**4. Executive Summary**

- 4.1 The two proposed providers, are specialised agencies and cater for specific ethnic minorities within the community. They provide family support services in order to sustain families and prevent family breakdowns and children coming into care.
- 4.2 It is a Haringey's initiative to promote the Gershon review, in securing value for money and efficiency, and to work with Small and medium sized enterprises, minority ethnic businesses to promote local regeneration.
- 4.3 The agencies referred to in this report are small local charitable organisations providing a high quality service working in partnership with the local authority.

**5. Reasons for any change in policy or for new policy development (if applicable)**

5.1 N/A

**6. Local Government (Access to Information) Act 1985**

6.1 Background papers

- Buying a Better London
- Appendix 1& 2 attached to this report is not for publications as it contains exempt information under the following categories:

viii) the amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods and services.

**7. Background**

7.1 Introduction

Historically, the two providers have been providing a service to Haringey since 1994 and 2001 respectively. Initially, the service was spot purchased and then with the Director's approval, 2 year contracts were let with an option to extend for one further period of a year, The current contracts terminate on 31<sup>st</sup> March 2006. Following, evidence of high quality work carried out by the two providers, the Council would like to let a three year contract with a possible extension for a further period of two years. As this is a second request for waiver, regardless of the value of the contract, the waiver must be agreed by the Executive procurement committee. (CSO 7.5)

7.2 Befriending Service

The recommended provider is a voluntary organisation committed to promoting the welfare of families with at least one child under the age of five, through the provision of a befriending service. Haringey Social Services has been a member of the provider's multi-disciplinary Management committee since 1999. In 2001 as part of Haringey Social Service 'quality protects programme' the Council agreed to fund a part-time co-ordinator. In 2003 funding was increased to enable the project to appoint a second part time co-ordinator to meet the increased demand for the service.

### 7.3 Family Support and Domiciliary Services

The orthodox Jewish community is a cohesive community governed by strict dietary laws and religious holidays which are often misunderstood within mainstream society. The main languages spoken within the Community are Hebrew and Yiddish which can often lead to seclusion and inadequate service provision within the mainstream service. The recommended provider is an organisation based and established with the Jewish Community that provides family support and domiciliary services to families under stress living within Haringey.

They provide services to both Haringey and Hackney Council, home to over 15 000 Orthodox Jews

## 8. Description

### 8.1 Befriending Service

Haringey Council are currently funding 2 part-time co-ordinators who are vital to the development of the scheme locally. Their roles cover the recruiting, training, supervision and support of a team of volunteers. The recruitment of volunteers provides a cost effective solution in the provision of such a befriending service. The key partnership between the Council and the provider also feeds into Haringey's family support strategy and provides further capacity within the local community. The provider's provision is a highly specialist service that actively involves social services, education, housing and the parents.

A market testing exercise confirmed that there is no other provider in the area that currently provides a similar service, thereby making the organisation a specialist and rare resource.

See Appendix 1 – Details of provider

### 8.2 Family Support and Domiciliary Services

The proposed provider is a well established organisation within the Orthodox Jewish Community. The staff and volunteers employed through this organisation are recruited from the community to which they serve thus ensuring that the service provision meets the needs of the users.

They provide support to families under stress within the community in a culturally appropriate way, helping to prevent families from breaking down and children having to go into care. They provide advice and information to families in the appropriate languages within the framework of the Jewish Faith. They also assist in the assessment of families needs and formulation of care plans empowering parents to have control of the running of daily family life.

See Appendix 1 – details of provider

## 9 Reason for Waiver

9.1 Haringey market has been tested to identify how many providers are currently providing a similar service, it was evidenced that due to their specialization these resources are scarce. See attached appendix for reference.

9.2 Befriending Service - Appendix 2 displays there is no provider in the area that currently provide this service.

9.3 Family Support and Domiciliary Service - the proposed provider covers the whole borough and caters for all sectors of the Jewish community. They also specialise in providing services to clients with learning disability and special needs.

9.4 The open market and the council's trade local was researched and evidenced no other organisation in the area that meets the criteria.

9.5 The service provided to date is of a high standard and is cost effective. The proposed provider has supported families in Haringey since the early 90's at the same contracted price with no annual increments hence providing best value to the council

## 10 Contract Management

10.1 The Providers will be subject to robust monitoring processes to ensure contract compliance. To ensure performance targets are met in accordance with the contract and the service specification, the Providers will be subject to monitoring visits and on-going spot-checks

## 11 Consultation

11.1 This report was formulated in consultation with the Service Manager, the Head of Legal Services, Finance and Procurement.

## 12 Summary and Conclusions

12.1 The purpose of this report is to give justification to waive the requirement to tender.

- Subject to the availability of funds, it is intended to let a three year contract with a possible extension for a period of up to two years, to each of these providers.

As per CSO 7.5 " where a waiver of Contract Standing Order is sought for the second time in relation to the same contract, then regardless of the value of the contract, that waiver may only be agreed by the Executive"

## 13 Recommendations

13.1 That the Members approve the waiver of CSO 6.04 as allowed under CSO 7.03 (a) and (d).

## 14 Financial Implications

- 14.1 There are no financial implications associated with this report for the current financial year 2005/06, as expenditure was contained within cash limits.

## **15 Comments of the Director of Finance**

- 15.1 The Director of Finance has been consulted and his comments have been included in the body of the report. This encompasses the proposed duration as it will be subject to cash availability.

## **16 Comments of the Head of Legal Services**

- 16.1 The Children's Services Directorate is seeking a waiver of Contract Standing Order 6.4 (requirement to tender) in respect of two contracts for the provision of Family Support services.
- 16.2 Because these are second waivers in respect of the services it is a requirement under CSO 8.1 that the waiver is approved by the Procurement Committee.
- 16.2 The request for a waiver is made on the basis that:
- (i) in accordance with CSO 7.3(a) the market for the services to be provided under the contracts has been investigated and it has been demonstrated to be such that a departure from the CSO requirement to tender is justifiable; and
  - (ii) in accordance with CSO 7.3(d), it is in the Council's overall interest.
- 16.3 The Procurement Committee has the power under CSO 7.2(a) to approve the waiver.
- 16.4 The Head of Legal Services confirms that there is no legal reason preventing Members from approving the recommendation set out in paragraph 3 of this report.

## **17 Comments of the Head of Corporate Procurement**

- 17.1 The Head of Procurement agrees this is appropriate use of a waiver given the circumstances and the history of this service provision in Haringey
- 17.2 The market research undertaken goes a long way to demonstrate that we are realising best value with the current providers, but the niche position this service provision occupies restricts wider comparisons due to cultural requirements.
- 17.3 The Head of Procurement has confirmed with the service that the terms and condition of contract explicitly state that the contracts will end if funding is not available in future years.
- 17.4 The Head of Procurement notes the arrangements in place to monitor service delivery and believes them to be adequate in terms of contract management. Further feedback could be gained from consultation with the carers of the children using the service.

**18 Equalities Implications**

- 18.1 The Providers will all operate a robust Equality Policy that complies with all relevant legislation and is reviewed on an annual basis.
- 18.2 The Council will monitor all equality consideration throughout the life of the contract.

**19 Use of Appendices / Tables / Photographs**

- 19.1 Appendix 1- Details of provider  
Appendix 2 - Market Research for Home Start

**Executive Procurement Committee On 28<sup>th</sup> February 2006**

**Report Title:** Award of contract for Community based Risk and safeguarding Assessment of children and families

**Forward Plan reference number (if applicable):** N/A

**Report of:** The Executive Director of the Children's Service

**Wards(s) affected:** [All] - this service is available to residents of all wards

**Report for:** Non-Key Decision

**1. Purpose**

1.1 To seek Members agreement to award a contract for a period of three years as allowed under Contract Standing Orders (CSO 11.03).

**2. Introduction by Executive Member**

2.1 I endorse the recommendations of this report and ask for members to agree to the awarding of the contract.

**3. Recommendations**

3.1 That Members' agree to award a contract for a period of three years from 1<sup>st</sup> of April 2006 to 31<sup>st</sup> of March 2009.

**4. Report Authorised by:**



Sharon Shoesmith  
Director  
The Children's Service

**5. Contact Officer:** Marion Wheeler

Service Manager, Children & Families

**Telephone:** 0208 489 1862

**6. Executive Summary**

6.1 In 1997, Haringey's Voluntary Sector grants service funded the NSPCC, to provide

6.2	<p>Community based Child protection assessments, therapy and staff consultation and training for Children and Families social work staff in Haringey. The assessments are primarily for families involved in s31 1989 Children Act proceedings and therapeutic services for children recovering from the effects of abuse</p> <p>It is a Haringey's initiative to promote the Gershon review, in securing value for money and efficiency, and to work with Small and medium sized enterprises, voluntary charitable agencies to promote local regeneration.</p>
7.	<p><b>Reasons for any change in policy or for new policy development (if applicable)</b></p> <p>7.1 N/A</p>
8.	<p><b>Local Government (Access to Information) Act 1985</b></p> <p>Background papers</p> <p>8.1 Buying a Better London</p> <p>8.2 Voluntary Sector grants Committee report 6<sup>th</sup> September 2005</p> <p>8.3 The three appendices attached to this report are <b>not for publication</b> as they contain exempt information under the following categories: viii) The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services.</p>
9	<p><b>Background</b></p> <p>9.1 On the 3<sup>rd</sup> of January 2006, the Executive Procurement Committee agreed the waiver of Contract Standing Order (CSO)6.04 (requirement to tender), as allowed under CSO 7.02, in accordance with waiver requirements noted under CSO 7.03 (a) and (d). The report and minutes are attached as appendix 2 and 3 for ease of reference.</p>
10.	<p><b>Description</b></p> <p>10.1 Since 1997, families known to The Children's Service have benefited from the support provided by the service provider through the comprehensive assessments, therapeutic work and consultations sessions that are undertaken as part of this agreement.</p> <p>10.2 To continue this valuable support to the Children and families of Haringey, The Children's Service, would like to award a three year contract..</p> <p>10.3 The service provider is currently funded by the Council's grant section until the 31<sup>st</sup> March 2006. On the 6<sup>th</sup> of September 2005 the Voluntary sector grants committee agreed to transfer these funds to Children and Families Commissioning. The funding is awarded for a period of three years from April 2006 to March 2009</p>
11	<p><b>Contract Management</b></p>



**11.1** The service provider will be subject to robust monitoring processes to ensure performance targets are met in accordance with the contract and the service specification, the Provider will be subject to quarterly monitoring visits and on-going spot-checks.

**12 Consultation**

**12.1** In July 2005, a service evaluation was convened, whereby child care professionals were surveyed and it was validated that the service provider provides an exceptional and very valuable service.

**12.2** Service Managers have expressed confidence in the quality of the work being carried out through the contract and the service rendered meets the current contract objectives.

**13 Summary and Conclusions**

**13.1** The purpose of this report is to seek members' agreement as required under CSO 11.3 to award a contract for a period of three years from the 1<sup>st</sup> of April 2006 to the 31<sup>st</sup> of March 2009.

**14 Recommendations**

**14.1** That the Members approve the request to award the contract for a period of three years as allowed under CSO 11.03.

**15 Financial Implications**

**15.1** Members agreed on the 6<sup>th</sup> of September 2005 to transfer Voluntary Sector grants annually to Children and Families Commissioning.

**15.2** There is no financial implication over and above these as the grant awards have been agreed to be 'ring-fenced' for 3 years funding arrangement in line with the financial year 2008/09.

**16 Comments of the Director of Finance**

**16.1** The Director of Finance has been consulted and his comments have been included in the body of the report through the Voluntary Sector Grants Committee Report of the 6<sup>th</sup> September 2005, Section 9.

**17 Comments of the Head of Legal Services**

**17.1** The contract is categorised as a Part B Service under the Public Contracts Regulations 2006 which means that there is no requirement to carry out a European tendering exercise.

**17.2** Social Services Directorate wishes to appoint the Service Provider identified in Appendix 1 to carry out the service of child protection assessments and training for

social work staff.

17.3 A waiver from Contract Standing Order tendering requirements (CSO 6.4) was obtained at the Procurement Committee meeting in January 2006.

17.4 Because of the value of the contract, the award must be approved by the Procurement Committee in accordance with CSO 11.03.

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

## 18 Comments of the Head of Corporate Procurement

18.1 The Head of Procurement is satisfied that the correct procurement process and procedure has been followed.

18.2 The recommendation to award the contract for a period of three years only is a sound one based on current funding. The Head of Procurement recommends that the current arrangement be reviewed towards the end of this period when future-funding arrangements for this service should be known. This should be done in time to undertake an options appraisal as the market may have matured.

18.3 There is no discernable risk associated with this decision based on the standing of NSPCC in the market and the quality of service provided to date.

18.4 Contract management arrangements are in place to ensure that value for money is maintained throughout the contract term.

## 19 Equalities Implications

19.1 The Provider will operate a robust Equality Policy that complies with all the relevant legislation and is reviewed on an annual basis.

19.2 The Council will monitor all equality consideration throughout the life of the contract.

## 20 Use of Appendices

Appendix 1, 2 & 3

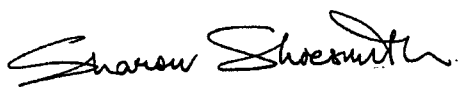
**Appendix 1**

**The total value of the contract is £266,250.00 to be awarded to NSPCC for a period of three years from 1<sup>st</sup> of April 2006 to the 31<sup>st</sup> March 2009.**

**The Grants Voluntary Section will transfer an annual cost of £88,750.00 every year for three years from 1<sup>st</sup> April 2006 to 31<sup>st</sup> March 2009.**

Agenda item:

<b>Executive Procurement Committee On 3<sup>rd</sup> January 2006</b>
---

<b>Report Title:</b> Request for waiver of requirement to tender for Community based Risk and safeguarding Assessment of children and families	
<b>Forward Plan reference number (if applicable):</b> N/A	
<b>Report of:</b> The Executive Director of the Children's Service	
<b>Wards(s) affected:</b> [All] - this service is available to residents of all wards	<b>Report for:</b> Non-Key Decision
<b>9. Purpose</b>	
1.2 To seek Members agreement to waive the requirement to tender under Contract Standing Orders (CSO 7.02).	
<b>10. Introduction by Executive Member</b>	
2.1 I endorse the recommendations of this report and ask for members to agree to the waiver of the Contract Standing Order.	
<b>11. Recommendations</b>	
3.2 That Members agree the waiver of Contract Standing Order (CSO)6.04 (requirement to tender), as allowed under CSO 7.02, in accordance with waiver requirements noted under CSO 7.03 (a) and (d)	
<b>12. Report Authorised by:</b> Sharon Shoesmith Director of the Children's Service  	
<b>13. Contact Officer:</b> Marion Wheeler Service Manager, Children & Families <b>Telephone:</b> 0208 489 1862	
<b>14. Executive Summary</b>	
6.3 In 1997, Haringey's Voluntary Sector grants service funded the NSPCC, to provide	

<p>Community based Child protection assessments, therapy and staff consultation and training for Children and Families social work staff in Haringey. The assessments are primarily for families involved in s31 1989 Children Act proceedings and therapeutic services for children recovering from the effects of abuse</p> <p>6.4 It is a Haringey's initiative to promote the Gershon review, in securing value for money and efficiency, and to work with Small and medium sized enterprises, voluntary charitable agencies to promote local regeneration. Thereby, working in partnership with NSPCC, Haringey will implement this initiative.</p>
<p><b>15. Reasons for any change in policy or for new policy development (if applicable)</b></p> <p>7.2 N/A</p>
<p><b>16. Local Government (Access to Information) Act 1985</b></p> <p>Background papers</p> <p>9.2 Buying a Better London</p> <p>9.3 Voluntary Sector grants Committee report 6<sup>th</sup> September 2005</p> <p>9.4 The two appendices attached to this report is <b>not for publication</b> as it contains exempt information under the following categories:</p> <p>viii) The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services.</p> <p>And</p> <p>(ix) Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.</p>
<p><b>10 Background</b></p> <p>10.1 Historically the NSPCC have been providing a service to Haringey Council since the 1<sup>st</sup> April 1997. They are based at Maya Angelou Centre located in Tottenham which is leased to NSPCC by the Council. The following services are provided by the NSPCC to Haringey.</p> <p>10.1.1 Specialist family assessments where children are on the child protection register or subject to court proceedings. Referrals are made by the two District Service Managers.</p> <p>10.1.2 Therapeutic work with children with a particular focus on disabled children who have suffered abuse. In addition they also provide two therapeutic surgeries in two special schools (Moselle and The Vale). A third link with Blanche Neville school is in progress.</p> <p>10.1.3 Training and Consultations to child care professionals.</p> <p>10.2 The National Society for the Prevention of Cruelty to Children herein</p>

referred to as NSPCC is a registered charity whose constitutional objectives are to: -

- Prevent children suffering from significant harm as a result of ill treatment.
- Help protect children who are at risk from such harm
- Help abused children to overcome the effects of such harm
- Work to protect children from further harm.

## 10. Description

10.4 The NSPCC is currently funded by the Council's grant section until the 31<sup>st</sup> March 2006. On the 6<sup>th</sup> of September 2005 the Voluntary sector grants committee have agreed to transfer these funds to Children and Families Commissioning. The funding is awarded for a period of three years from April 2006 to March 2009.

10.5 Since 1997, families known to The Children's Service have benefited from the support provided by the NSPCC, through the comprehensive assessments, therapeutic work and consultations sessions that are undertaken as part of this agreement.

## 11. Reason for Waiver

20.1 A market mapping exercise was undertaken whereby local authorities and agencies were contacted to ascertain whether they could provide a similar service and at what cost.

20.2 10 Neighbouring boroughs were also contacted to ascertain if and how similar services were provided within their boroughs, 5 authorities responded and the results are set out in Appendix 1.

20.3 Three providers were identified through the research and their cost of assessments were compared, see Appendix 2

20.4 The current NSPCC contract has provision for 20 Specialist assessments, 6 therapeutic interventions and 10 training /consultations to child care professionals per year for the contracted annual value of £88,750.00.

20.5 This is a cost effective service as NSPCC's funds the Maya Angelou project at a total cost £345,000.00 per annum, of which Haringey contributes £88,750.00, a small proportion of the total cost. Haringey Council, therefore benefits from a high quality service at a comparatively low price proving to be best value to the Council.

20.6 An average breakdown of the annual contract price and the unit cost to Haringey is as follows

20% - £17,800.00 towards 6 -Therapeutic and 10 -Consultations /training sessions  
 80% - £71,200.00 towards 20 – Community Assessments.  
 Therefore the unit cost to Haringey Council is £3,560.00 per assessment. See appendix 2 for comparison with other independent providers.

A recent internal review of the service by the NSPCC which sought the views of

<p>both parents and social workers praised the child centred work that was being carried out.</p>	
<p><b>21 Contract Management</b></p>	
21.1	<p>The Providers will be subject to robust monitoring processes to ensure contract compliance. To ensure performance targets are met in accordance with the contract and the service specification, the Providers will be subject to monitoring visits and on-going spot-checks.</p>
<p><b>22 Consultation</b></p>	
22.1	<p>In July 2005, a service evaluation was convened, where by child care professionals were surveyed and it was validated that NSPCC provide an exceptional and very valuable service.</p>
22.2	<p>Service Managers have expressed confidence in the quality of the work being carried out through the contracts compliance meetings.</p>
<p><b>23 Summary and Conclusions</b></p>	
23.1	<p>The purpose of this report is to give justification to waiver the requirement to tender.</p>
23.2	<p>It would be a waste of Councils resources to go to tender for these services and in the best interest of the Council to continue contracting with NSPCC. As they have the experience and knowledge of providing a specialised service at a cost effective price as set out in <b>section 9 &amp; 11</b> of this report.</p>
23.3	<p>It is proposed to seek members agreement to waive CSO7.02, 7.03 and it is intended to let a three year contract to NSPCC from 1<sup>st</sup> of April 2006 to 31<sup>st</sup> of March 2009.</p>
<p><b>24 Recommendations</b></p>	
24.1	<p>That the Members approve the waiver of CSO 6.04 as allowed under CSO 7.03 (a) and (d).</p>
<p><b>25 Financial Implications</b></p>	
25.1	<p>Members agreed on the 6<sup>th</sup> of September 2005 to transfer Voluntary Sector grants of £88,750 annually to Children and Families Commissioning.</p>
25.2	<p>There is no financial implication over and above these as the grant awards have been agreed to be 'ring-fenced' for 3 years funding arrangement in line with the financial year 2008/09.</p>
<p><b>26 Comments of the Director of Finance</b></p>	
26.1	<p>The Director of Finance has been consulted and his comments have been included in the body of the report through the Voluntary Sector Grants Committee</p>

Report of the 6<sup>th</sup> September 2005, Section 9.

**27 Comments of the Head of Legal Services**

- 27.1 The services to be provided are categorised as "residual activities" under the Public Services Contracts Regulations 1993 and therefore do not need to be tendered in Europe.
- 27.2 The Children's Services Directorate is seeking a waiver of Contract Standing Order 6.4 (requirement to tender) in accordance with the provisions of CSO 7.3 (a) i.e that the nature of the market has been investigated and is shown to be such that a departure from CSOs is justified, and (d) i.e that it is in the Council's overall interest.
- 27.3 Because of the value of the contract the waiver must be approved by the Procurement Committee in accordance with CSO 7.2 (a).
- 27.4 The Head of Legal Services confirms that there is no legal reason preventing Members from agreeing the recommendations in this report.

**28 Comments of the Head of Corporate Procurement**

- 18.5 The Head of Procurement is satisfied at the amount of market research done with other boroughs in the process of options appraisal.
- 18.6 The recommendation to award to NSPCC is supported by the financial and qualitative aspects of the current provision compared to other providers and therefore provides a best value solution.
- 18.7 The Head of Procurement considers that the waiver route exposes the Council to the minimum amount of risk considering other options.
- 18.8 The Head of Procurement considers there to be adequate contract management arrangements in place to ensure compliance with the service aims and objectives.

**29 Equalities Implications**

- 29.1 The Providers will all operate a robust Equality Policy that complies with all relevant legislation and is reviewed on an annual basis.
- 29.2 The Council will monitor all equality consideration throughout the life of the contract.

**30 Use of Appendices**

Appendix 1 & 2



## Appendix 3

Councillors \*Milner (Chair), Adje, \*Diakides, Hillman and \*Meehan.

\* Members present

MINUTE NO.	SUBJECT/DECISION	ACTION BY
PROC58.	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies for absence were submitted by Councillor Adje and by Councillor Hillman for whom Councillor Meehan deputised.</p>	
PROC59.	<p><b>DECLARATIONS OF INTEREST</b></p> <p>Councillor Diakides in respect of Agenda Item 7 (see Minute PROC 62) below.</p>	
PROC60.	<p><b>MINUTES</b></p> <p><b>RESOLVED:</b></p> <p>That the minutes of the meeting held on 6 December 2005 be approved and signed.</p>	HMS
PROC61.	<p><b>AMENDMENTS TO TENDER OPENING PROCEDURES IN CONTRACT STANDING ORDERS (REPORT OF THE HEAD OF LEGAL SERVICES AND MONITORING OFFICER – AGENDA ITEM 6):</b></p> <p>We noted that it was proposed that the special procedure for tenders over £150,000 in value be abolished and to have a uniform process for all tender openings similar to that already existing but not involving the Legal Service. We also noted that it was to be made express in Contract Standing Orders that the tender opening officers were to come from a different team from that involved in commissioning the tenders and that the selection, training and arrangements for due independence of the tender opening officers were to be approved by the Head of Corporate Procurement who was in the process of completing a Training Manual for the use of these officers.</p> <p>Having regard to the concerns previously expressed by the General Purposes Committee in relation to the possible risks of fraud and corruption if tender opening teams were drawn from the same Directorate as the tender commissioning team, the Head of Internal Audit and Risk Management had indicated that any extra risk from the revised arrangements proposed could be mitigated by an appropriate framework which defined the standard practices to be followed by all Directorates. We were of the view that details of such a framework to be</p>	

devised by the Head of Internal Audit and Risk Management in conjunction with the Head of Procurement should be included when the proposals were re-submitted to the General Purposes Committee. As suggested in the report, audit trails should be maintained which should be reviewed and monitored by service management and Internal Audit. We also endorsed the suggestion that spot checks be made by managers on compliance should be included in the agreed framework and made part of the routine checking process signed off by managers.

Further, the additional safeguard outlined of Internal Audit including a review of the tender opening process as part of the annual audit programme of work should be adopted to provide assurance that the risks were being managed effectively and that the controls were in place and operating as intended. We would wish to receive a report on each Review at a meeting of our Committee.

**RESOLVED:**

1. That, subject to an appropriate framework which defined the standard practices to be followed by all Directorates being agreed by the General Purposes Committee and to the additional safeguards outlined above, approval be granted to the proposals to amend Contract Standing Orders on Tender Opening Procedures, as described in paragraphs 8.2 and 8.3 and set out in Appendix 1 to the interleaved report.
2. That, subject to 1. above, the General Purposes Committee be requested to recommend the full Council to amend the Constitution accordingly.

HLS/  
HPr/  
HARM

HLS

**PROC62. REDEVELOPMENT OF UNITS 20-22 BERNARD ROAD, RANGEMOOR ROAD (REPORT OF THE ASSISTANT CHIEF EXECUTIVE (ACCESS) – AGENDA ITEM 7):**

Councillor Diakides declared an interest in this item by virtue of being a Tottenham Green Ward Councillor.

With the consent of our Chair an amended version of the report was tabled.

Details of the value of the proposed additional contract to ABK which were set out in Appendix 1 to the interleaved report were the subject of a motion to exclude the press and public from the meeting as they contained exempt information relating to terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods and services.

**RESOLVED:**

	<p>That, in accordance with Contract Standing Order 7.3(d), approval be granted to the waiver of Contract Standing Order 6.4 (Requirement to Tender) in respect of the full design and delivery consultancy contract for the Rangemoor Road project.</p>	<p>ACE (A)</p>
<p><b>PROC63.</b></p>	<p><b>SEVEN SISTERS SHOP FRONT RENEWALS: AWARD OF CONTRACT</b></p> <p>We noted that this item had been withdrawn.</p>	
<p><b>PROC64.</b></p>	<p><b>REQUEST FOR WAIVER OF REQUIREMENT TO TENDER FOR COMMUNITY BASED RISK AND SAFEGUARDING ASSESSMENT OF CHILDREN AND FAMILIES (REPORT OF THE DIRECTOR OF THE CHILDREN'S SERVICE – AGENDA ITEM 9):</b></p> <p>Details of the market mapping exercise and market testing exercise which were set out in Appendices 1 and 2 to the interleaved report were the subject of a motion to exclude the press and public from the meeting as they contained exempt information relating to terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods and services.</p> <p><b>RESOLVED:</b></p> <p>That, in accordance with Contract Standing Orders 7.2 and 7.3(a) and (d), approval be granted to a waiver of Contract Standing Order 6.4 (Requirement to Tender) in connection with the contract for community based risk and safeguarding assessment of children and families.</p>	<p>DCS</p>
<p><b>PROC65.</b></p>	<p><b>NEW ITEMS OF EXEMPT URGENT BUSINESS - LEISURE CENTRES INVESTMENT : PROCUREMENT (REPORT OF THE DIRECTOR OF ENVIRONMENTAL SERVICES – AGENDA ITEM 15):</b></p> <p>Our Chair agreed to accept the report as urgent business. The report was late because of the need to conclude negotiations and the related increase in total contract price. The report was too urgent to await the next meeting because of the need to finalise the Stage 2 contract award.</p> <p>This item was the subject of a motion to exclude the press and public from the meeting as it contained exempt information relating to terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods and services.</p> <p>We noted that pursuant to our decision of 12 July 2005 (vide Minute PC 24) a two stage procurement process had been followed in respect of Leisure Centres Investment and the Stage 1 contract was awarded to Crispin and Borst. Authority had also been granted to the Director of</p>	

Environmental Services, in consultation with the Executive Member for Environmental Services to finalise Stage 2 negotiations and contract award within a threshold figure.

We also noted that on conclusion of negotiations in relation to Stage 2 works the costs had risen above the previously agreed threshold although still within the approved total investment budget. In view of the need to finalise the Stage 2 contract award before the Christmas holiday, action had been taken under the Council's urgency procedures in consultation with the Leader of the Council to approve a revised contract price threshold and to grant delegated authority to the Director of Environmental Services in consultation with the Executive Member for Environment and Conservation to finalise the contract detail and award.

**RESOLVED:**

That the action taken by the Director of Environmental Services in consultation with the Leader as outlined above be noted.

RICHARD MILNER  
Chair

**Report to Procurement Committee on 28<sup>th</sup> February 2006**

Report Title: <b>Community Care Strategy - Osborne Grove New Build</b>
Report of: <b>Director of Social Services</b>
<b>Wards affected:</b> Stroud Green <b>Report for:</b> Procurement Committee
<p><b>1. Purpose</b></p> <p>1.1 To seek Member approval for the award of the contract for the building of Osborne Grove Respite Care Home and Day Centre.</p>
<p><b>2. Introduction by Executive Member for Health and Social Services</b></p> <p>2.1 The Osborne Grove new build is an integral part of our Community Care Strategy.</p> <p>It will afford greater independence and choice to older people and its services will make remaining at home a reality for many of our older residents.</p> <p>The respite function will also greatly benefit Haringey carers.</p> <p>I concur with the recommendations set out in Section 2.</p>
<p><b>3. Recommendations</b></p> <p>3.1 Members agree to award the contract for building of Osborne Grove Respite Care Home with a contract period of 47 weeks in accordance with the recommendations in paragraph 10 and Appendix 1.10 of this report.</p>
<b>Report Authorised by:</b> Anne Bristow, Director of Social Services
<p><b>Contact Officer:</b> Mary Hennigan, Assistant Director, Older Peoples Services</p> <p><b>Telephone:</b> 020 8489 2326</p>

#### 4. Executive Summary

4.1 Members are asked to agree to the award of a contract for the building of a new residential respite care home for older people on the site of the old Osborne Grove home. This will allow for the development of respite care which will in turn enable vulnerable older people to remain in the community, in line with the Community Care Strategy.

#### 5. Reasons for any change in policy or for new policy development (if applicable)

N/a

#### 6. Local Government (Access to Information) Act 1985

6.1 The following background documents were used in the production of this report:

The Care Standards Act 2000

Community Care Strategy for Older People: 5<sup>th</sup> October 2004

Osborne Grove sustainability report.

6.2 This report contains exempt and non-exempt information. Exempt information is contained in the appendices and is **not for publication**. The exempt information is under the following categories:

- (viii) The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services.
- (ix) Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.
- (x) The identity of any person offering any particular tender for a contract for the supply of goods or services.

## **7. Background to project**

- 7.1 The Council's Community Care Strategy for Older People recommended the refurbishment of Cranwood, Broadwater Lodge and The Red House and the demolition and rebuild of Osborne Grove.
- 7.2 The existing Osborne Grove home and Drop-in Centre were demolished in September 05 under a separate contract due to the high security risks a vacant building presented.
- 7.3 The project to demolish the existing Residential Care Home and adjacent Drop-in Centre and replace with a 32 bed respite care home for older people is a larger undertaking for the council than the refurbishment works at the other homes. The development of a brief, design and tendering process extends beyond the period of the refurbishment programme. The programme for the refurbishment work to the three existing homes has been driven by the Commission for Social Care Inspection (CSCI) demand that refurbishment works commence without delay. This factor along with the consideration that the value of the new build and type of work may be more suitably placed with a larger contractor than those appropriate for the refurbishment works led to the decision to undertake a separate procurement for Osborne Grove.
- 7.4 The decision by Council Members to fund a Day Centre in addition to the new build was determined during the design period. The Day Centre will be integral to the Respite Care Home and share facilities such as hairdressers, therapy/treatment room and a shop. The Home and Day Centre are designed and tendered as one package.
- 7.5 The new home will provide 16 bedrooms for people with dementia and 16 bedrooms for people who are physically frail. Eight bedrooms are to be fully accessible for wheelchair users.

## **8 Tenders**

- 8.1 Five contractors were selected from the Council's approved list of building contractors. These are listed in Appendix 1.1.
- 8.2 The contractors were invited to submit a tender based on a project construction programme of 37 weeks, (Tender Price A) with the option of an alternative tender price providing the opportunity for a variant construction programme (Tender Price B). Two of the tenders provided a tender A and the submissions against tender B ranged from 44-58 weeks. The lowest tender sum was submitted on the basis of a 47-week contract.

The increase in the anticipated construction programme length was discussed with the contractors at interview. The main factors influencing this programme relate to the complexity of the main sewer diversion including concerns in connection to the statutory authorities lead in periods on recent projects, the difficulties surrounding work to one of the boundary walls and the factoring in of the Christmas 2006 period.

8.3 Bids were evaluated on a Most Economically Advantageous Tender (MEAT) basis, with a quality: price ratio of 40%: 60%. The decision to use this ratio was based on the following factors:

- a) a recognition of the budgetary interdependency of this project with the three other projects in the Community Care Strategy (Residential), and
- b) advice from Corporate Procurement Unit and Construction Procurement Group.

8.4 Contractors were asked to provide evidence in their response to a quality evaluation questionnaire. The questionnaire considered different areas relevant to the contractors' construction systems. The categories stated were:

- A Contract/ Site and Programme Management
- B Client Liaison and Satisfaction
- C Labour Resources and Equal Opportunities
- D Cost Management
- E Health and Safety
- F Sustainability
- G Quality

8.5 The tenders, received on 27<sup>th</sup> January 06, are listed in Appendix 1.2

8.6 The tendering records for the contractors for the six months from 27<sup>th</sup> July 05 to the receipt of tenders on 27<sup>th</sup> January 06 are listed in Appendix 1.3.

## **9 Evaluation**

### **9.1 Quality Evaluation**

9.1.1 The price/quality split places a heavy emphasis on the importance of price and therefore the considerable gap between the fourth and fifth tender price made the fifth tender untenable particularly as they also submitted the longest programme. The contractor offering the second lowest tender price was excluded from the process due to non return of a qualitative method statement which was an essential requirement of the tender process. Based on the Most Economically Advantageous Tender (MEAT) evaluation three contractors were invited to interviews held on the 7<sup>th</sup> February 06.

9.1.2 An evaluation panel comprising of the Construction Project Manager, Architect / Contract Administrator, Quantity Surveyor, Construction Procurement Manager and Internal Project Manager evaluated quality submissions.

9.1.3 Each contractor was invited to an interview consisting of 10 questions prepared by the panel. The quality submissions and the interview responses were evaluated and marked by the panel and these scores contributed up to



40% (20% written submission and 20% interview) of the collective scores for each contractor.

## 9.2 Price Evaluation

9.2.1 The project team comprising of Potter Raper (Cost Managers), Hazle McCormack Young (Architects) and Haringey Council's Construction Procurement evaluated the contractors' cost submissions. These scores then contributed 60% towards the collective score for the contractor.

9.2.2 The three Tenders were checked for arithmetical errors.

## 9.3 Summary

9.3.1 The results of the evaluation process are summarised in Appendix 1.4.

## **10 Project proposals**

10.1 Project proposal is presented in Appendix 1.5.

10.2 The contract period for the new build project is proposed to start on the 2<sup>nd</sup> May, 2006. When the building is completed registration with CSCI will be sought. The total contract period is 47 weeks.

## **11 Design, supervision & scheme costs**

11.1 The design, supervision and scheme costs are attached as appendix 1.6.

## **12 Funding**

12.1 The total Community Care Strategy budget agreed by members is £5.65m. The budget for the strategy is funded partly from capital receipts of £5m from the proposed sale of two residential homes, as set out in the Council's medium term financial strategy for the capital programme. The Executive allocated the balance of £650k on 14<sup>th</sup> June 2005 from the Investment Fund in respect of building a day centre at Osborne Grove and funding furniture and equipment at all the homes. The budgets for each of the homes are set out in Appendix 1.7.

12.2 Of the total resource allocation for the Community Care Strategy, the budget allocated to Osborne Grove new build was £3.479m. The recommendation for the award of the contract at £3.479m is within the available budget. A detailed analysis of the New Build Budget is shown in Appendix 1.8. The cash flow for this project is listed as Appendix 1.9.

12.3 The budget will be monitored in detail as part of the Council's budget management process.

## **13 Recommendations**

13.1 That Members award the contract for the Osborne Grove New Build to the contractor and in the sum both indicated in Appendix 1.10 with a 47-week

contract period as the most economically advantageous tender in delivering the required quality and specification.

#### **14 Equal Opportunities Implications**

- 14.1 The scheme has been designed to allow the Authority to meet its Statutory requirements in relation to the Care Standards Act 2000 and the Disability Discrimination Act 1995 (DDA). Building Regulations Approved Documents 2004, Part M regarding access to and use of buildings will be complied with.
- 14.2 The design of this project ensures that innovative uses of both design and colour are used to enhance the ambience of the building for all types of users.
- 14.3 The contractors have been assessed with regard to equality issues such as race relations, equal pay and the sex discrimination.

#### **15 Health & Safety Implications**

- 15.1 All contractors have been assessed as competent under the Construction Health and Safety Assessment Scheme (CHAS), which is an industry wide body. They also comply with the requirements of the Council's Health and Safety policy.
- 15.2 The Construction Design and Management Regulations 1994 apply to this project and the contractor's Construction Phase Health and Safety Plan will be checked and approved by the Planning Supervisor prior to the commencement of work on site.

#### **16 Environmental and Sustainability Issues**

- 16.1 Sustainability issues have been addressed as part of the detailed design and where considered viable within the whole scheme incorporated. Issues covered in the sustainability report (available if required) are listed below, (this list is not exclusive).

Air Quality

Light

Waste Storage and recycling facilities

Mechanical and Electrical services

Land contamination and Land use

Sustainable materials

Sustainable Drainage and Water Conservation

Tree/ Landscape

Biodiversity and Ecological Heritage

Green Travel Plan

## **17 Comments of the Director of Finance**

17.1 The Director of Finance has been consulted in detail and concurs with the content of the report and the funding arrangements as set out in paragraph 12.

## **18 Comments of the Head of Legal Services**

18.1 The EU procurement rules are not applicable to this contract because the estimated value of the contract is less than the current works threshold of £3,611,474, as prescribed by the Public Contracts Regulations 2006.

18.2 The contract has been tendered in accordance with Contract Standing Order (CSO) 8.2(d) in that tenderers from one of the Council's Approved Lists were invited to tender.

18.3 As the contract value exceeds £250,000 the proposed award must be approved by Members according to CSO 11.3 which says that the Executive must award all contracts over this value.

18.4 The contractor indicated in Appendix 1.10 has been recommended for award of the contract on the basis that they submitted the Most Economically Advantageous tender in accordance with CSO 11.1 (b). Under CSO 11.1 an award may be made either on this basis or on the basis of the lowest price.

18.5 The Head of Legal Services confirms that there are no legal reasons preventing members from approving the recommendation in paragraph 13 of this report.

## **19 Comments of the Head of Procurement**

19.1 This project has been procured separately from the other Residential Care Home projects, given that it is so diverse in construction nature from the others.

19.2 The selection of the contractors has been made from the Council's approved list of contractor and selected on the basis of their capability, capacity and general suitability for the work.

19.3 In spite of tight budgetary constraints, a most economically advantageous tender exercise has been undertaken, with a sound evaluation of the quality elements on a whole life value basis.

19.4 A robust evaluation of the risks involved has resulted in an extended contract period being selected. This is good evidence of a sound procurement, which, undertaken at this stage will ensure that the variation to contracts is minimised once the contract commences.

19.5 The Head of Procurement therefore supports the recommendations made at Appendix 1 to award to the stated contractor.

This page is intentionally left blank

Agenda item:

**Executive Procurement Committee On 28<sup>th</sup> February 2006**

**Report Title:** Contracts for the Provision of Culturally Specific Day Care: Request for Extension and Variation of Contracts

**Report of:** The Director of Social Services

**Wards(s) affected:** [All] - this service is available to residents of all wards

**Report for:** Non-Key Decision

### 1. Purpose

- 1.1 To seek Member agreement to extend the six contracts for the provision of culturally specific day care in accordance with Contract Standing Orders (CSO 13.02).
- 1.2 To seek Member agreement to vary three of those contracts.

### 2. Introduction by Executive Member

- 2.1 This report seeks Members approval for the extension of contracts for:
  - ACLIC
  - GRACE
  - Asian Centre
  - Chinese Community Centre
  - Cypriot Centre
  - Irish Centre

Variations to contracts for ACLIC, GRACE and Asian Centre are being sought. Namely, that the contract price to reduce inline with current occupancy.

The extension will allow capacity building in the centres to occur in advance of any further options appraisal.

I will concur with recommendations in section three.

### 3. Recommendations

- 3.1 That Members agree to extend the six contracts listed at Appendix One for a period of up to nine months as allowable under Contract Standing Order 13.02.
- 3.2 That Members agree to vary the three contracts listed at Appendix One for the

reasons set out therein.

**Report Authorised by:** Anne Bristow, Director of Social Services \_\_\_\_\_

**Contact Officer:** Mary Hennigan, Assistant Director, Older Peoples Service  
**Tel:** 020 8489 2326

#### 4. Executive Summary

- 4.1 Contracts were awarded to six providers for the provision of culturally specific day care services in 2003.
- 4.2 These contracts were subsequently extended by a period of twelve months and are due to expire on 31<sup>st</sup> March 2006. Contract Standing Orders do not allow for a further extension by the Director.
- 4.3 Members are therefore asked to extend the six contracts, varying three of them, as set out below.

#### 5. Reasons for any change in policy or for new policy development (if applicable)

- 5.1 N/A

#### 6. Local Government (Access to Information) Act 1985

##### 6.1 Background papers

The background papers relating to this report cannot be listed, as they are exempt and not for publication.

##### 6.2 EXEMPT

Appendices 1 & 2 are not for publication as they contain exempt information under the following category:

(vii) The report contains information relating to the financial or business affairs of a particular person (i.e.; companies) other than the Authority; and

(viii) The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services.

##### 6.3 The following background papers were consulted in the preparation of this report:

- Review of Day Care Provision

- Report to Director of Social Services of 12<sup>th</sup> March 2005 – Provision of Culturally Specific Day Care Services – Implementation of Contract Standing Order 13.01

## 7. Background

7.1 Contracts were awarded to the following organisations in October 2003:

### Organisation

Council of Asian People  
Chinese Community Centre  
Cypriot Elderly & Disabled Group  
GRACE  
African & Caribbean Leadership Council  
The Irish Centre

These contracts were subsequently extended within the terms of the contract and are due to expire on 31<sup>st</sup> March 2006. Contract Standing Orders do not allow for a further extension by the Director.

## 8. Description

8.1 The services provided within these contracts are culturally specific and therefore specialised. The nature of the service provision requires appropriate accommodation.

8.2 A Review of the current Day Opportunities in Haringey is continuing and will make recommendations on future service requirements, including the ways in which services best meet the needs of various communities. Extension of these contracts is requested in order to progress this Review. Following on from this review it is intended to undertake an options appraisals to inform the Council of the methodology to implement those recommendations and to achieve best value.

8.3 The Voluntary Sector Development Team is working with HAVCO (Haringey Association of Voluntary and Community Organisations) and CEMVO (Community & Ethnic Minority Voluntary Organisations) to assist with capacity building within community centres.

8.4 Three of the contracts listed in Appendix One to this report are working to capacity and carry no vacancies. It is therefore considered unnecessary to vary these contracts.

8.5 The three remaining contracts listed in Appendix One are currently and have for some months worked under capacity and carry a considerable level of vacancies. It is therefore recommended that these contracts are varied as detailed in Appendix One.

8.6 The financial implications are set out at Appendix 2.

## 9. Contract Management

- 9.1 All contracts will continue to be subject to robust monitoring processes to ensure Contract compliance. Contract monitoring identified capacity issues in each contract and continuing monitoring of the contracts will ensure accountability.
- 9.2 To ensure performance targets are met in accordance with the contract and the service specification, they will be subject to monitoring visits and on-going spot-checks.

## **10. Summary and Conclusions**

- 10.1 The purpose of this report is to give justification to extend and vary where necessary the Council's six contracts for the provision of culturally specific day care services.
- 10.2 The services provided within these contracts is specialised and it is therefore considered to be best value for the Council and the users of the centres in question to extend the current contracts.
- 10.3 The current providers have agreed to abide by the original terms and conditions and pricing structure and have agreed to accept the recommended variations to contracted volume where applicable.

## **11. Recommendations**

- 11.1 That the Members approve an extension of up to nine months to the six contractors listed at Appendix 1.
- 11.2 That Members agree to vary the contracted volume within the three contracts listed at Appendix One for the reasons set out therein.

## **12. Comments of the Director of Finance**

- 12.1 The council has a requirement to achieve value for money with external providers through its contracting arrangements. Members must be satisfied that these services provide good value for money through the contracting and monitoring arrangements being put in place.
- 12.2 The financial implications of the proposed extension shown in appendix 1 have been calculated on the current levels of service for each provider for 9 months inclusive of inflation at 2.5%.

## **13. Comments of the Head of Legal Services**

- 13.1 The contracts are categorised as Part B services under the Public Contracts Regulations 2006 which means that there is no requirement to carry out a European tendering exercise.
- 13.2 Social Services Directorate wishes to extend the six contracts listed in Appendix One to this report.



- 13.3 Because a previous extension has been granted by the Director, it is a requirement of Contract Standing Orders (CSO 13.2) that a subsequent extension is granted by the Procurement Committee.
- 13.4 Social Services Directorate also wishes to vary three of the contracts for the reasons listed in Appendix One.
- 13.5 The Procurement Committee has power under CSO 13.2 to vary a contract.
- 13.6 The Head of Legal Services confirms that there are no reasons preventing Members from approving the recommendations in this report.

#### **14. Comments of the Head of Corporate Procurement**

- 14.1 The recommendations in this report are in line with the Procurement code of Practise.
- 14.2 The variations to contracts that have been recommended will bring in line the Councils contractual obligation and the organisations capacity to provide services. This will represent Value for Money for the Council.
- 14.3 The 9 month extension of the contracts will allow the review of Day Opportunities and facilitate the deliver of services that will best meet the needs of the community now and into the future. This will represent Best value to the Council.
- 14.4 The ongoing contract monitoring arrangement in place should ensure that the service providers meet their contractual obligations to the Council.

#### **15. Equalities Implications**

- 15.1 We have and will continue to consider all equalities implications in this process particularly in the Review. The provision of culturally appropriate food is an essential element of our service provision to help elderly and disabled people from black and minority ethnic groups to continue live at home and be part of the community. However we must look at needs and adjust our services to meet those needs and adjust contracts to reflect demand.

#### **16. Use of Appendices / Tables / Photographs**

- 16.1 Information regarding the Contractors referred to in para 8.4 who are working to capacity is at Appendix 1.
- 16.2 Financial information is attached at Appendix 2.

This page is intentionally left blank

Agenda item:

**Executive Procurement Committee On 28<sup>th</sup> February 2006**

**Report Title:** Intensive Supervision and Surveillance Programme (ISSP): Request for a 3 month extension

**Forward Plan reference number (if applicable):** N/A

**Report of:** Head of Safer Communities Unit

**Wards(s) affected:** All

**Report for:** Non-Key Decision

### 1. Purpose

1.1 To seek Member agreement to extend the contract for the provision of Intensive Supervision and Surveillance Programme (ISSP).

### 2. Introduction by Executive Member

2.1 The government prioritises reducing offending and re-offending amongst youth. The ISSP is a highly successful programme that is key to tackling social exclusion in the borough. It aims to rehabilitate through individual and parental work and increase the life chances of young people who are mostly members of black and minority ethnic communities and come from deprived neighbourhoods. This measure will ensure the programme is maintained until the contract with our new provider commences.

2.2 I recommend the Committee agree this report.

### 3. Recommendations

3.1 That Members agree the extension of the contract for ISSP in compliance with CSO 13.2 in accordance with the recommendations in this report.

3.2 That the contract be extended for a period of 3 months.

**Report Authorised by:** David Hennings, Assistant Chief Executive (Strategy)

**Contact Officer:** Vinnett Percy

Operational Manager, Haringey Youth Offending Team  
2nd Floor, 476 High Road,  
N17 9JF  
0208 489 1124

#### **4. Executive Summary**

- 4.1 The Youth Justice Board for England and Wales requires all Youth Offending Services to provide The Intensive Supervision and Surveillance Programme for young people between the age of 10 – 17 years old
- 4.2 This report requests to extend the contract for the provision of the Intensive Supervision and Surveillance Programme.
- 4.3 The extension will be for a period of 3 months to enable a completion of the tender process and transition to the new provision of the service

#### **5. Reasons for any change in policy or for new policy development (if applicable)**

- 5.1 N/A

#### **6. Local Government (Access to Information) Act 1985**

Local Government (Access to Information) Act 1985

- 6.1 List of background documents:

The following background documents were used in production of this report:

#### **7. Background**

- 7.1 The Youth Justice Board for England and Wales requires all Youth Offending Services to provide The Intensive Supervision and Surveillance Programme for young people between the age of 10 – 17 years old. The Youth Justice Boards (YJB) Intensive Supervision and Surveillance Programme (ISSP) was launched in 2001. The ISSP are the most rigorous non-custodial intervention available for young offenders. It combines intensive community-based surveillance and comprehensive and sustained focus on tackling the factors that contribute to the young person's offending.
- 7.2 ISSP targets the most active repeat offenders and those who commit the most serious crimes. The programme aims to:
- Reduce the frequency and seriousness of offending in the target group – which are persistent and serious offenders.
  - Tackle the underlying needs of offenders, which give rise to offending with particular emphasis on Education, Training and Employment (ETE).
  - Provide reassurance to communities through close surveillance backed up by rigorous enforcement.
- 7.3 The work of the Youth Offending Service and the ISSP Scheme supports the Safer Communities Strategy. It attempts to reduce the number of serious offences being committed in the borough and make Haringey a safer community to live and work in. The Scheme targets the most serious and persistent offenders in the three boroughs and works towards achieving the reduction in Robberies, Burglaries and Motor Vehicle Crime as part of the targets outlined in Haringey's Crime Strategy. All

young people placed on ISSP complete community reparation in the borough to make a contribution to their locality and to highlight the impact that crime has on the borough and its residents.

7.4 The North London ISSP Scheme consists of Haringey, Enfield and Barnet YOT. A contract was awarded to YAP UK (via a tender process) for the period 01/09/02 – 31/03/05, the contract was extended for 1 year for the period 01/04/05 – 31/03/06.

### **8. Description**

8.1 Member agreement is sought for the extension of contract in accordance with Contract Standing Order (CSO) 13.2 (request for an extension) which states 'the Executive may extend a contract providing that to do so is consistent with the provisions of Financial Regulations'.

8.2 A tender process was carried out in 2005 to award a new contract for a period of three (3) years. It was necessary to extend the process to allow for further enquiries to be made of the two and for the three boroughs (as in 7.4) to assess this information.

8.3 YAP UK contract expires on 31 March 2006. Due to the aforementioned delay in the evaluation process it will not be possible for the new contract to start until 1<sup>st</sup> July. Members are being asked to consider the award of the new contract at this meeting, this is the subject of a separate report.

8.4 Members are asked to agree to the extension of the contract with YAP UK by a period of 3 months to ensure a continuation of the service and a smooth transition of service delivery. This would minimise the impact to this vulnerable group of users.

8.5 The current contractor has agreed to comply with the same terms and conditions and accept an extension of 3 months should Members decide on this course of action

#### **8.6 Contract Management**

- The contract will be closely monitored during the extension period to ensure that the quality of the service is maintained.
- The YOT teams will actively manage the transition process ensuring there is clear and consistent communication to users, YOT staff and both providers
- The TUPE clause is contained within the new contract. Haringey's Social Services Contracts Section will act as facilitator throughout the process to provide guidance and ensure that the organisations meet their legal obligations.

### **9 Summary and Conclusions**

9.1 The request for the extension is to enable the completion of the tender process and to facilitate a smooth transition to the new provision.

### **10 Recommendations**

- 10.1 That Members approve the extension of contract in accordance with CSO 13.2 as for the provision of the Intensive Supervision and Surveillance Programme to Youth Advocacy Programme (YAP) for 1 further period of 3 months.

## **11 Financial Implications**

- 11.1 The funding for the ISSP is provided by the Youth justice Board, capped figure for 2006-07 is £320,000. The cost will be contained within the funding allocated for the project.

## **12 Comments of the Director of Finance**

- 12.1 The Director of Finance has no further comments to make.

## **13 Comments of the Head of Legal Services**

- 13.1 An extension was granted at the November 2004 Procurement committee, under contract standing order 13.2. Contract standing order 13.2 require further extensions to be approved by the Executive .
- 13.2 The Head of Legal Services confirms that there are no legal reasons preventing members from approving the recommendation of this report.
- 13.3 The Council is not required to consult leaseholders under Section 20 of the Landlord and Tenant Act 1985 in relation to the recommendation contained at paragraph 3 of the report.

## **14 Comments of the Head of Corporate Procurement**

- 14.1 The request for a 3 month extension to this contract will ensure a smooth transition between providers and minimise any risk of service disruption. A tendering process has been undertaken for this service and subject to Executive Procurement Committee approval to award the contract will be implemented within the next three months.
- 14.2 This extension request has arisen due an extended tendering process, which has allowed Haringey Council to clarify and agree with its contracting partners issues that arose during the tendering process This will ensure that the new contract represents best value to the Council and its partners
- 14.3 This extension request is in line with the procurement Code of Practice.
- 14.4 Ongoing monitoring of the current service will ensure that the quality of service is maintained throughout the transition period.

## **15 Equalities Implications**

- 15.1 The Providers will all operate a robust Equality Policy that complies with all relevant legislation and is reviewed on an annual basis.
- 15.2 The Council will monitor all equality consideration throughout the life of the contract.

**16 Use of Appendices / Tables / Photographs**

Appendix 1 - Intensive Supervision and Surveillance Programme (ISSP) Explained

## APPENDIX 1

### Intensive Supervision and Surveillance Programme (ISSP) Explained

#### 1.1 Intensive Supervision and Surveillance Programme (ISSP)

ISSP is the most rigorous non-custodial intervention available for young offenders. As its name suggests it combines unprecedented levels of community-based surveillance with a comprehensive and sustained focus on tackling the factors that contribute to the young person's offending behaviour. ISSP targets the most active repeat young offenders, and those who commit the most serious crimes. ISSP is now operating across all of England and Wales. There are 74 ISSP schemes and the intervention is available in all 155 Youth Offending Teams (Yots).

Since the programme started in July 2001 up to the end of March 2004, 8,898 persistent young offenders have been referred to an ISSP. During 2003/04 alone there were 4,705 young people starting the ISSP. Responsibility for delivering ISSP rests with a dedicated team that works closely with your local Yot, or with a partnership of Yots in some instances. Most young people will spend six months on ISSP. The most intensive supervision (25 hours a week) lasts for the first three months of the programme. Following this, the supervision continues at a reduced intensity (a minimum of five hours a week and weekend support) for a further three months. On completion of ISSP the young person will continue to be supervised for the remaining period of their order.

The North London ISSP Scheme consists of Haringey, Enfield and Barnet YOT and in total 30 places are available on the ISSP programme. Places were assigned to each YOT according to an assessment of need carried out by the Youth Justice Board based on the offending profile of each area. Haringey was allocated 14 spaces, Enfield 9 places and Barnet 7.

#### 1.2 Who is ISSP for?

The Intensive Supervision and Surveillance Programme is targeted at two main groups of young offenders:

- (i) the small group of prolific young offenders (aged 10 to 17) who, Home Office research suggests, commit approximately a quarter of all offences committed by young people;
- (ii) those young people who are not prolific offenders, but who commit crimes of a very serious nature and who would benefit from early and intensive intervention.

ISSP is based on the best evidence as to what will reduce the frequency and seriousness of offending. It promises to bring structure to offenders' lifestyles. While systematically addressing the key risk factors contributing to their offending behaviour such as educational deficits, weaknesses in thinking skills or drug misuse. For serious offenders who do not meet the definition of persistence, it plans to address their behaviour before they become habitual and persistent offenders.



### 1.3 Who is eligible?

Young offenders are eligible for ISSP if they are appearing in court charged with or convicted of an offence and have previously:

- been charged, warned or convicted of offences committed on four or more separate dates within the last 12 months, and received at least one community or custodial penalty.

In addition, young offenders can also qualify for ISSP if they are at risk of custody because:

- the current charge or sentence relates to an offence which is sufficiently serious that an adult could be sentenced to 14 years or more, or
- they have a history of repeat offending on bail and are at risk of a secure remand under section 130 of the Criminal Justice and Police Act 2001.

However, not all the young offenders meeting these criteria will be suitable for such an intensive programme. Generally, Youth Offending Teams will only advise courts to consider the option in the context of a pre-sentence report (PSR) where:

- the young offender fits the criteria for ISSP;
- they are not considered to pose an unacceptable risk to the community if placed on ISSP;
- the current offence before the court is of sufficient gravity for the court to be considering a custodial sentence or remand, and
- there is a place available.

Youth Offending Teams will assess suitability, check there is the capacity to offer ISSP, and make a recommendation to the court. It is then for the courts to sentence (or make remand decisions) as they see fit.

### 1.4 Supervision

The supervision element of the programme has the following features:

- rigorous assessment of the offender's background, behaviour and needs;
- a minimum of 25 hours' carefully programmed contact time each week, for three months, with support during evenings and weekends;

-core elements covering:

- education and training (especially basic literacy and numeracy),
- interventions to tackle offending behaviour,
- reparation to victims and/or the community,
- assistance in developing interpersonal skills,
- family support;

Flexibility to access support for individual problems, for example, homelessness, drug misuse or mental health problems.

## 1.5 Surveillance

A key element of the programme is community surveillance, which ensures that the offenders themselves are aware their behaviour is being closely monitored, and brings some structure to their often-chaotic lifestyles.

The surveillance element also helps demonstrate to the wider community that the behaviour of these young people is being tackled.

ISSP schemes will tailor individual packages of surveillance to the risks posed by each offender. Each scheme is using a mix of the following types of surveillance:

- Tracking - Staff maintain regular contact with the young offender throughout the week accompanying them to scheduled activities and appointments. Staff also provide support and advice and follow up any non-attendance.
- Tagging - The young offender is electronically monitored (for example to reinforce a night-time curfew if that is when they are most at risk of re-offending).
- Voice verification - The 'voice print' of the young offender is checked over the telephone at times specified in a contact schedule, to confirm that the young person is where he/she is supposed to be.
- Intelligence-led policing - The police can provide overt monitoring of the movements of these young offenders at key times to reinforce the programme, as well as share information with the ISSP staff in the Youth Offending Team. The minimum requirement is for two surveillance checks per day, but this can be increased to 24-hour monitoring.

## 1.6 Enforcement

Strict enforcement is key to making ISSP work and providing reassurance to the community. ISSP has been designed to ensure strict compliance. Once the young person is on the scheme non-compliance will be dealt with according to the Youth justice Board's National Standards. Fast track arrangements for ISSP schemes and their local youth court will be encouraged to ensure breaches are dealt with quickly.

Given that this is a difficult group of offenders and the programme will make strenuous demands of them, there will be failures. However, in considering breach proceedings, if the court feels that the structured approach of ISSP represents the most constructive option for engaging with the offender, it may feel it appropriate to allow them to continue on the programme

<b>Executive Procurement Committee On 28<sup>th</sup> February 2006</b>
---

<b>Report Title:</b> Intensive Supervision and Surveillance Programme (ISSP) Award of contract.
---

<b>Forward Plan reference number (if applicable):</b> N/A
---

<b>Report of:</b> Head of Safer Communities Unit
--

<b>Wards(s) affected:</b> All	<b>Report for:</b> Non-Key Decision
-------------------------------	-------------------------------------

<b>1. Purpose</b>
-------------------

1.1. To seek Members agreement to award the contract for the provision of Intensive Supervision and Surveillance programme (ISSP).
--

<b>2. Introduction by Executive Member</b>
--

2.1. The government prioritises reducing offending and re-offending amongst youth. The ISSP is a highly successful programme that is key to tackling social exclusion in the borough. It aims to rehabilitate through individual and parental work and increase the life chances of young people who are mostly members of black and minority ethnic communities and come from deprived neighbourhoods. This change will mean an improvement in quality for this programme.
---

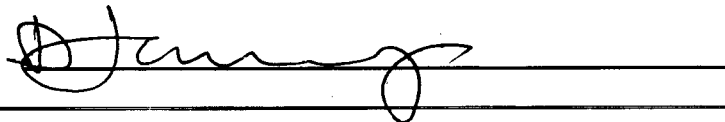
2.2. I recommend the Committee agree this report.
---

<b>3. Recommendations</b>
---------------------------

3.1. That Members agree to award the contract for the ISSP, as allowed under Contract Standing Order (CSO) 11, in accordance with the recommendations in this report.
---

3.2. That the contract be awarded for a period of 1 year with an option to extend for 2 further periods of 1 year on the basis detailed in the report.
--

<b>Report Authorised by:</b> David Hennings, Assistant Chief Executive (Strategy)
---


--

<b>Contact Officer:</b> Vinnett Pearcy Operational Manager, Haringey Youth Offending Team
--

2nd Floor, 476 High Road, Tottenham  
N17 9JF  
0208 489 1124

**4. Executive Summary**

- 4.1. The Youth Justice Board for England and Wales requires all Youth Offending Services to provide The Intensive Supervision and Surveillance Programme for young people between the age of 10 – 17 years old
- 4.2. This report requests to award a contract for the provision of the Intensive Supervision and Surveillance Program.
- 4.3. The contract will be for the period of 1 year with the option to extend for 2 further periods of 1 year, the extension would be based on performance and continuation of funding arrangements.

**5. Reasons for any change in policy or for new policy development (if applicable) N/A**

**6. Local Government (Access to Information) Act 1985**

Local Government (Access to Information) Act 1985

6.1 List of background documents:

The following background documents were used in production of this report:

- TUPE

6.2 The Appendices to this report is not for publication as it contains exempt information under the following categories:

(viii) The amount of any expenditure proposed to be incurred by the authority under any particular contract for the acquisition of property or the supply of goods or services.

and/or

(ix) Any terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services.

## **7. Background**

- 7.1 The Youth Justice Board for England and Wales requires all Youth Offending Services to provide The Intensive Supervision and Surveillance Programme for young people between the age of 10 – 17 years old. The Youth Justice Boards (YJB) Intensive Supervision and Surveillance Programme (ISSP) was launched in 2001. The ISSP are the most rigorous non-custodial intervention available for young offenders. It combines intensive community-based surveillance and comprehensive and sustained focus on tackling the factors that contribute to the young person's offending.
- 7.2 The work of the Youth Offending Service and the ISSP Scheme supports the Safer Communities Strategy. It attempts to reduce the number of serious offences being committed in the borough and make Haringey a safer community to live and work in. The Scheme targets the most serious and persistent offenders in the three boroughs and works towards achieving the reduction in Robberies, Burglaries and Motor Vehicle Crime as part of the targets outlined in Haringey's Crime Strategy. All young people placed on ISSP complete community reparation in the borough to make a contribution to their locality and to highlight the impact that crime has on the borough and its residents.
- 7.3 The North London ISSP Scheme consists of Haringey, Enfield and Barnet YOT. A contract was awarded to YAP UK (via a tender process) for the period 01/09/02 – 31/03/05, the contract was extended for 1 year for the period 01/04/05 – 31/03/06.
- 7.4 Members have been asked to consider a separate report at this meeting which requests a further 3 month contract extension on the current contract with YAP UK for the reasons set out in that report.

## **8. Description**

- 8.1 A market mapping exercise was carried out in 2005 which identified that there were only two (2) organisations that had the ability and experience of providing an ISSP service. The organisations were YAP UK Ltd and NACRO.
- 8.2 The waiver of CSO 6.4 (requirement to tender) as allowed under CSO 7.2 was agreed at Procurement Committee on 20<sup>th</sup> September 2005 to enable us to seek quotations from the two (2) existing organisations. See Appendix 4 - Waiver Report and Minutes of Committee meeting
- 8.3 On the basis of the results of the market mapping exercise a tendering exercise was undertaken in 2005 to award a new contract for the provision of the North London ISSP scheme.
- 8.4 Both organisations were invited to bid for the provision of the North London ISSP scheme. Both organisations submitted Tender bids.
- 8.5 The bids were evaluated by a panel of Council officers from the 3 relevant boroughs and officers from Haringey Council with specialist knowledge such as Health & Safety and Equal Opportunities.

8.6 As part of the evaluation process both organisations were also invited to give a presentation to the panel, demonstrating how they can deliver an ISSP scheme to meet the needs of the three (3) North London boroughs.

8.7 Maximum possible score is 1000.  
(See Appendix 2 & 3)

8.8 Tender price  
NACRO tendered the cheapest price. Bid prices are shown in Appendix 2.

8.9 YAP UK have provided the ISSP scheme for the past four years and have delivered an adequate service as per the Service specification. Over the last four years the scheme has developed the necessary infrastructure. However the scheme now needs to improve and deliver qualitative interventions which are focused on evidenced based practice and delivered by staff who are able to provide such interventions.

YAP UK's structure and recruitment policy does not lend itself to moving in the direction of the North London Consortium. They do provide ongoing training for their sessional advocates however this is at a basic level. Also they rely on the advocates to provide all core elements of the programme however this at times has been difficult to achieve due to lack of experience/professional training.

Nacro have fully trained staff in who have experience of delivering 1:1 interventions, group work which is all evidenced based and evaluated. They also use advocates however they focus on specific pieces of outreach work thus ensuring that the structured interventions are provided by staff who are trained to do so.

Of significant concern was the tender price that YAP UK submitted. For the past four years YAP UK have delivered the service according to the tender price with no issues highlighted about budgetary constraints or being unable to deliver the service within the budget. Clarification was sought from the National Director. YAP UK stated that the tender price reflected the fact that the programme was 4 years old and further funding for the programme was required. However further details were not provided about what areas of the service required further funding.

YAP UK have over the past 12 months experienced some staffing issues which has impacted upon their ability to fully respond to the needs of the YOS. The programme director has been responsible for delivering supervision to 16 advocates on a fortnightly basis, as well as delivering training and servicing three YOTS. As a consequence communication has been affected and the programme director has had to streamline her workload offered to the 3 YOTS. Whilst this is a temporary issue it has highlighted the need for increased communication across the scheme. NACRO have identified this as central to the delivery of the ISSP scheme and plan to base an ISSP worker in each of the YOTS to facilitate this.

An area of concern during the tender process was the lack of clarity about the YAP UK's equalities process and procedure. YAP UK have demonstrated in the past their commitment to meeting the needs of young people and ensuring that an equitable service is delivered. What has been particularly impressive about the programme is their recruitment of advocates from each of the boroughs to ensure

that they can be matched with the young people. However during the tender process they did not demonstrate wider equalities issues despite being advised that this needed to form part of their presentation.

**8.10 Strengths of the YAP UK Ltd Tender Bid**

- YAP UK is a registered charity set up in 2001.
- YAP UK Ltd is presently providing ISSP's to 3 London Borough Partnerships:
  - Camden, Islington, Hackney,
  - Tower Hamlets, Lambeth and Wandsworth
  - Haringey, Enfield, Barnet
- YAP UK service is based on the principle of a wrap around service that looks at the young persons needs in conjunction with input from their family and community.

**8.11 Weaknesses of YAP UK Bid**

- Tender price is not within the funding allocation given by the YJB. The cost per case was higher than the average and was not seen as providing value for money to the Council.
- Equalities was not sufficiently covered in their bid and in their presentation consideration was not given to the implications of meeting the diverse needs of the three London boroughs

**8.12 Strengths of the NACRO Tender Bid**

- NACRO's youth crime section has been operating for 16 years and has a strong organisational structure.
- Since 2001, NACRO has been the ISSP provider for the South East London consortium of Greenwich, Lewisham and Southwark
- The proposed service provision and their commitment to partnership working to ensure effective communication within the project and the YOT teams will enable better outcomes for users and more effective and timely intervention to users.
- Appreciation of the implications of meeting the diverse needs of each of the three boroughs.
- Reference stated that they were providing an excellent service.

**8.13 Issues to be monitored to ensure the success of the service**

A development plan will be issued stating timescales for the improvement and implementation of their Health & Safety policy and Equalities policy in line with the Council's requirement

**8.14 Justification for the award of the contract to NACRO**

- NACRO gained the higher score in the evaluation process.
- They provide value for money to the Council, their contract price is within the funding allocation provided by the YJB.
- Their method for provisioning the service was preferred by the Panel and it is believed that their delivery of the service will provide better outcomes for young offenders to help prevent re-offending.
- Their communication strategy with the three (3) YOTs will enable better partnership working and faster resolution of any arising problems.



- The local project would benefit from the experience of the NACRO providing youth crime services for the past 16 years and can also draw on the expertise within the national organisation.

#### 8.15 Contract management

The contract will be monitored on a monthly basis in the first year and quarterly thereafter for the duration of the contract to ensure performance targets are met in accordance with the contract.

8.16 Additional information with regard to submissions is included at Appendix 2

### **9 Summary and Conclusions**

9.1 The purpose of this report is to award a contract for the provision of the Intensive Supervision and Surveillance Programme (ISSP).

9.2 The Provider has the experience and knowledge of providing this service as set out in section 8 of this report, it would therefore be in the best interest of the Council to award the contract to NACRO.

9.3 It is intended to let a 1 year contract with an option to extend for 2 further period of 1 year, the extension would be based on performance and continuation of funding arrangements.

### **10 Recommendations**

10.1 That Members agree to award the contract for the ISSP, as allowed under Contract Standing Order (CSO) 11, in accordance with the recommendations in this report.

10.2 That the contract be awarded for a period of 1 year with an option to extend for 2 further periods of 1 year on the basis detailed in the report.

### **11 Financial Implications**

11.1 The funding for ISSP is provided by the Youth justice Board, capped figure for 2006-07 is £320,000. The tender price will be contained within the agreed funding allocation.

11.2 The funding formula is based on the Youth justice Boards baseline costing for the provision of a 6-month ISSP programme. Additionally the funding is associated with meeting the target number of starts set. The North London ISSP is set a target of 60 starts per year, which the scheme has been exceeding thus far.

### **12 Comments of the Director of Finance**

12.1 Director of Finance notes that the proposed supplier provides best value for money, not only in financial terms but in terms of quality, experience & communication. It is noted that an extension to existing contract for a further 3 months has been requested to enable the new contractor time to get systems in place; Members should be happy that the cost of this will be contained within the ISSP funding provided by the Youth Justice Board.

### **13 Comments of the Head of Legal Services**

- 13.1 A waiver of contract standing orders 11, the requirement to undertake a full tender process was obtained at the procurement committee of the 20<sup>th</sup> September 2005.
- 13.2 A limited procurement process has now been undertaken.
- 13.3 Because the value of the contract is in excess of £250,000 any award must be approved by Members in accordance with CSO 11.3.
- 13.4 The Head of Legal Services confirms that there is no legal reason preventing Members from approving the recommendation
- 13.5 TUPE comments  
The successful tenderer and the current provider of the service have been informed that the Council considers that the award of this contract might constitute a relevant transfer for the purposes of the Transfer of Undertakings (Protection of Employment) Regulations 1981. In the circumstances both organisations will need to take appropriate advice concerning the requirements of TUPE for the employees affected by the transfer of the contract. In particular the current provider will need to give immediate consideration to its duty to consult its employees and any recognised trade unions.
- 13.6 The Council is not required to consult leaseholders under Section 20 of the Landlord and Tenant Act 1985 in relation to the recommendation contained at paragraph 3 of the report.

### **14 Comments of the Head of Corporate Procurement**

The Head of procurement considers that the approach taken in the procurement of this service was the most appropriate due to the market conditions.

The service specification has developed as a result of robust monitoring of the existing contract has been structured to achieve value for money and improvement in performance. This approach is consistent with best practice.

The request for an extension of the existing contract with YAP to facilitate an orderly transfer between providers will minimise risk to service disruption and allow for the necessary TUPE arrangements to be made.

The service is being procured for three London boroughs and has strict monitoring arrangements in place to manage the quality of service provision and measure the individual and community benefits delivered.

### **15 Equalities Implications**

- 15.1 The Providers will all operate a robust Equality Policy that complies with all relevant legislation and is reviewed on an annual basis.

15.2 The Council will monitor all equality consideration throughout the life of the contract.

**16 Use of Appendices / Tables / Photographs**

Appendix 1 - Intensive Supervision and Surveillance Programme (ISSP) Explained

Appendix 2 – Tender Submissions

Appendix 3 – Evaluation Scoring Table

Appendix 4 – Waiver Report and Minutes of Committee meeting

## APPENDIX 1

### Intensive Supervision and Surveillance Programme (ISSP) Explained

#### 1.1 Intensive Supervision and Surveillance Programme (ISSP)

ISSP is the most rigorous non-custodial intervention available for young offenders. As its name suggests it combines unprecedented levels of community-based surveillance with a comprehensive and sustained focus on tackling the factors that contribute to the young person's offending behaviour. ISSP targets the most active repeat young offenders and those who commit the most serious crimes. ISSP is now operating across all of England and Wales. There are 74 ISSP schemes and the intervention is available in all 155 Youth Offending Teams (Yots).

Since the programme started in July 2001 up to the end of March 2004, 8,898 persistent young offenders have been referred to an ISSP. During 2003/04 alone there were 4,705 young people starting the ISSP. Responsibility for delivering ISSP rests with a dedicated team that works closely with your local Yot, or with a partnership of Yots in some instances. Most young people will spend six months on ISSP. The most intensive supervision (25 hours a week) lasts for the first three months of the programme. Following this the supervision continues at a reduced intensity (a minimum of five hours a week and weekend support) for a further three months. On completion of ISSP the young person will continue to be supervised for the remaining period of their order.

The North London ISSP Scheme consists of Haringey, Enfield and Barnet YOT and in total 30 places are available on the ISSP programme. Places were assigned to each YOT according to an assessment of need carried out by the Youth Justice Board based on the offending profile of each area. Haringey was allocated 14 spaces, Enfield 9 places and Barnet 7.

#### 1.2 Who is ISSP for?

The Intensive Supervision and Surveillance Programme is targeted at two main groups of young offenders:

- (i) the small group of prolific young offenders (aged 10 to 17) who, Home Office research suggests, commit approximately a quarter of all offences committed by young people;
- (ii) those young people who are not prolific offenders, but who commit crimes of a very serious nature and who would benefit from early and intensive intervention.

ISSP is based on the best evidence as to what will reduce the frequency and seriousness of offending. It promises to bring structure to offenders' lifestyles. While systematically addressing the key risk factors contributing to their offending behaviour such as educational deficits, weaknesses in thinking skills or drug misuse. For serious offenders who do not meet the definition of persistence, it plans to address their behaviour before they become habitual and persistent offenders.

#### 1.3 Who is eligible?

Young offenders are eligible for ISSP if they are appearing in court charged with or convicted of an offence and have previously:

- been charged, warned or convicted of offences committed on four or more separate dates within the last 12 months, and received at least one community or custodial penalty.

In addition, young offenders can also qualify for ISSP if they are at risk of custody because:

- the current charge or sentence relates to an offence which is sufficiently serious that an adult could be sentenced to 14 years or more, or
- they have a history of repeat offending on bail and are at risk of a secure remand under section 130 of the Criminal Justice and Police Act 2001.

However, not all the young offenders meeting these criteria will be suitable for such an intensive programme. Generally, Youth Offending Teams will only advise courts to consider the option in the context of a pre-sentence report (PSR) where:

- the young offender fits the criteria for ISSP;
- they are not considered to pose an unacceptable risk to the community if placed on ISSP;
- the current offence before the court is of sufficient gravity for the court to be considering a custodial sentence or remand, and
- there is a place available.

Youth Offending Teams will assess suitability, check there is the capacity to offer ISSP, and make a recommendation to the court. It is then for the courts to sentence (or make remand decisions) as they see fit.

#### 1.4 Supervision

The supervision element of the programme has the following features:

- rigorous assessment of the offender's background, behaviour and needs;
- a minimum of 25 hours' carefully programmed contact time each week, for three months, with support during evenings and weekends;

-core elements covering:

- education and training (especially basic literacy and numeracy),
- interventions to tackle offending behaviour,
- reparation to victims and/or the community,
- assistance in developing interpersonal skills,
- family support;

....

Flexibility to access support for individual problems, for example, homelessness, drug misuse or mental health problems.

## 1.5 Surveillance

A key element of the programme is community surveillance, which ensures that the offenders themselves are aware their behaviour is being closely monitored, and brings some structure to their often-chaotic lifestyles.

The surveillance element also helps demonstrate to the wider community that the behaviour of these young people is being tackled.

ISSP schemes will tailor individual packages of surveillance to the risks posed by each offender. Each scheme is using a mix of the following types of surveillance:

- Tracking - Staff maintain regular contact with the young offender throughout the week accompanying them to scheduled activities and appointments. Staff also provide support and advice and follow up any non-attendance.
- Tagging - The young offender is electronically monitored (for example to reinforce a night-time curfew if that is when they are most at risk of re-offending).
- Voice verification - The 'voice print' of the young offender is checked over the telephone at times specified in a contact schedule, to confirm that the young person is where he/she is supposed to be.
- Intelligence-led policing - The police can provide overt monitoring of the movements of these young offenders at key times to reinforce the programme, as well as share information with the ISSP staff in the Youth Offending Team. The minimum requirement is for two surveillance checks per day, but this can be increased to 24-hour monitoring.

## 1.6 Enforcement

Strict enforcement is key to making ISSP work and providing reassurance to the community. ISSP has been designed to ensure strict compliance. Once the young person is on the scheme non-compliance will be dealt with according to the Youth justice Board's National Standards. Fast track arrangements for ISSP schemes and their local youth court will be encouraged to ensure breaches are dealt with quickly.

Given that this is a difficult group of offenders and the programme will make strenuous demands of them, there will be failures. However, in considering breach proceedings, if the court feels that the structured approach of ISSP represents the most constructive option for engaging with the offender, it may feel it appropriate to allow them to continue on the programme

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