

## **NOTICE OF MEETING**

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# **Cabinet Procurement Committee**

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TUESDAY, 24TH JULY, 2007 at 19:30 HRS - CIVIC CENTRE, HIGH ROAD, WOOD GREEN, N22 8LE.

MEMBERS: Councillors Adje (Chair), Diakides, Meehan and Santry.

### **AGENDA**

#### **1. APOLOGIES FOR ABSENCE (IF ANY)**

#### **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 10 below. New items of exempt business will be dealt with at item 14 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 - 8)**

To confirm and sign the minutes of the meeting of the Procurement Committee held on 27 June 2007.

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

To consider any requests received in accordance with Standing Orders.

**6. BRUCE GROVE, TOWNSCAPE HERITAGE INITIATIVE, PHASE 2 (GROUPS 2 & 3) (PAGES 9 - 16)**

(Report of the Director of Urban Environment): To seek agreement to award the contract for building contract services on the second phase of the Heritage Lottery Fund Townscape Heritage Initiative in Bruce Grove.

**7. ST ANN'S LIBRARY HALL REDEVELOPMENT PROJECT**

(Report of the Director of Adult, Culture and Community Services) To state procurement requirements relating to the re-build of St. Ann's Library Hall. **NOT AVAILABLE AT TIME OF COLLATION**

**8. WAIVER OF REQUIREMENT TO TENDER RESIDENTIAL MENTAL HEALTH BLOCK CONTRACT (PAGES 17 - 22)**

(Report of the Director of Adult, Culture and Community Services): To seek approval to a waiver of the requirement to tender for this contract and to authorise negotiations with the current provider.

**9. CONNEXIONS SERVICES FROM APRIL 2008 (PAGES 23 - 34)**

(Report of the Director of the Children and Young People's Service) To seek authority for the proposed commissioning approach to the delivery of some Connexions services from April 2008.

**10. NEW ITEMS OF URGENT BUSINESS**

To consider any items admitted at 2 above.

**11. EXCLUSION OF THE PRESS AND PUBLIC**

The following items are likely to be the subject of a motion to exclude the press and public as they contain exempt information relating to the business or financial affairs of any particular person (including the Authority holding that information).

Note from the Head of Local Democracy and Member Services

The following items allow for consideration of exempt information (if required) in relation to items 6 - 9 which appear earlier on this agenda.

**12. BRUCE GROVE, TOWNSCAPE HERITAGE INITIATIVE PHASE 2 - AWARD OF CONTRACT (PAGES 35 - 38)**

(Report of the Director of Urban Environment): To seek agreement to award the contract for building contract services on the second phase of the Heritage Lottery Fund Townscape Heritage Initiative in Bruce Grove.

**13. ST.ANN'S LIBRARY HALL REDEVELOPMENT PROJECT**

(Report of the Director of Adult, Culture and Community Services) To state procurement requirements relating to the re-build of St. Ann's Library Hall. **NOT AVAILABLE AT TIME OF COLLATION**

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

To consider any new items admitted at 2 above.

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and Member Services  
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16 July 2007

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## MINUTES OF THE CABINET PROCUREMENT COMMITTEE WEDNESDAY, 27 JUNE 2007

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

\*Present

| MINUTE NO. | SUBJECT/DECISION  | ACTION BY             |
|------------|---|-----------------------|
| PROC01.    | <p><b>APOLOGIES FOR LATENESS</b> (Agenda Item 1)</p> <p>An apology for lateness was submitted by the Chair. In the absence of Councillor Adje, Councillor Meehan took the Chair.</p>  |                       |
| PROC02.    | <p><b>DECLARATIONS OF INTEREST</b> (Agenda Item 3)</p> <p>Councillor Diakides in respect of Agenda Item 8 – Chesnuts Park Improvements – Award of Contract.</p>   | HLDMS                 |
| PROC03.    | <p><b>MINUTES</b> (Agenda Item 4)</p> <p><b>RESOLVED</b></p> <p>That the minutes of the meetings held on 17 April and 17 May 2007 be approved and signed.</p>   | HLDMS                 |
| PROC04.    | <p><b>HARINGEY HEARTLANDS - CONSTRUCTION OF A SPINE ROAD</b></p> <p><b>(a) Award of Highways and Ancillary Works Contract</b><br/>(Report of the Director of Urban Environment – Agenda Item 6 (a))</p> <p>Details of the contracts 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 the business or financial affairs of any particular person (including the Authority holding that information).</p> <p><b>RESOLVED</b></p> <p>1. That, in accordance with Contract Standing Order (CSO) 11, approval be granted to the award of the contract for the Haringey Heartlands Spine Road and Ancillary Works to Skanska McNicholas plc in the sum of £1,963,736. 34.</p> <p>2. That the contract be awarded in accordance with the tenders received and inclusive of 10% contingencies as detailed in Appendix D to the interleaved report to complete the works within a period of 34 weeks.</p> <p><b>(b) Award of Highways and Ancillary Works Contract</b> (Report of</p> | <p>DUE</p> <p>DUE</p> |

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|                | <p>the Director of Urban Environment – Agenda Item 6 (b))</p> <p>Details of the contracts 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 the business or financial affairs of any particular person (including the Authority holding that information).</p> <p>Concern having been expressed that the proposal departed from the principle that the polluter should pay, we were informed that the Council had been awarded Community Infrastructure Fund from the Department of Transport for the construction of the proposed Spine Road which had involved entering into a Section 38 Agreement with National Grid, for the de-construction of the new road and the necessary remediation works to the soil under the new road. Confirmation was then sought that the project would be completed by the deadline of 31 March 2008. In this connection we noted that both the strategy now proposed and the estimated costs had been informally approved by the Environment Agency and that all necessary agreements had been reached with the Council's Environmental Health and Development Control officers.</p> <p>We indicated that should the final cost of the de-contamination and gas main protection works exceed the budget provision in the grant funding then we would expect National Grid to bear the additional cost. We also asked that officers provide us with an update on land issues within the proposed area of improvement.</p> <p><b>RESOLVED</b></p> <p>That approval be granted to a waiver of Contract Order 6.05 to enable –</p> <ol style="list-style-type: none"> <li>1. A contract to be entered into with National Grid to carry out the remediation works to the area shown on the plan shown in Appendix 2 to the interleaved report using National Grid's nominated specialist term sub-contractor Erith Contractors Ltd.</li> <li>2. The contract to be entered into be for the estimated sum of £1,306,925.28 but if the final cost was above that figure the Director of Urban Environment be authorised to approve the final costs when determined but prior to contract.</li> </ol> |  |
| <b>PROC05.</b> | <p><b>VARIATION OF THE LOGICA CMG AGREEMENT FOR THE PROVISION OF A SAP ENTERPRISE LICENCE AGREEMENT</b> (Report of the Interim Director of Corporate Services – Agenda Item 7)</p> <p>Our Chair agreed to accept the report as urgent business. The report</p>  |  |

DUE

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|                | <p>was late because of the need to complete necessary consultations. The report was too urgent to await the next meeting because the offer to which reference was made in the report expired at the end of June.</p> <p>Details of the contracts 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 the business or financial affairs of any particular person (including the Authority holding that information).</p> <p>In response to a question we were informed that it was expected that the SAP system would remain in use for at least 4 years by which time the projected savings in running costs would equate to the anticipated costs involved in the proposed agreement.</p> <p>It was reported the Chair of the Overview and Scrutiny Committee had approved the invocation of the Special Urgency procedure as set out in Part Four Section H Paragraph 18(b) of the Constitution in respect of this item which meant that the decision could <u>not</u> be the subject of a call in.</p> <p><b>RESOLVED</b></p> <ol style="list-style-type: none"> <li>1. That in accordance with Contract Standing Order 13, approval be granted to the variation of the LogicaCMG Agreement for the provision of a SAP Enterprise Licence agreement for 4,500 pc enabled employees in the sum of £1.15 million.</li> <li>2. That the Acting Director of Finance be authorised to vary the contract details</li> </ol> | <p>DCS</p> <p>DCS</p> |
| <b>PROC06.</b> | <p><b>CHESTNUTS PARK IMPROVEMENTS - AWARD OF CONTRACT</b><br/>         (Report of the Director of Adults, Culture and Community Services – Agenda Item 8)</p> <p>Councillor Diakides declared a personal interest in respect of this item by virtue of being a member of the New Deal for Communities Board.</p> <p>Details of the contracts 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 the business or financial affairs of any particular person (including the Authority holding that information).</p> <p>Concern having been expressed about the progress of other on-going Parks contracts we were advised that the contract would contain penalty clauses as appropriate. We were also advised that confirmation of Big Lottery funding had now been received and that the necessary resources to fund the project were available in full.</p> <p><b>RESOLVED</b></p> <ol style="list-style-type: none"> <li>1. That, in accordance with Contract Standing Order 11, approval</li> </ol>   | <p>DACCS</p>          |

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|                | <p>be granted to the award of the contract for landscape improvements in Chestnuts Park, to English Landscapes Ltd. in the sum of £569,416.45 less the £40,000 included in this sum for entrance works with a contract period of 16 weeks.</p> <p>2. That the Director of Adults, Culture and Community Services be authorised to finalise the contract price with English Landscapes Ltd. subject to the maximum price of £560, not being exceeded.</p>  | DACCS |
| <b>PROC07.</b> | <p><b>SPORT &amp; LEISURE INVESTMENT PROGRAMME (SLIP) - CHANGING ROOM REFURBISHMENTS</b> (Report of the Director of Adults, Culture and Community Services – Agenda Item 9)</p> <p>Details of the contracts 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 the business or financial affairs of any particular person (including the Authority holding that information).</p> <p>We noted that a report on the future provision of Leisure Services was to be considered at a Leader's Conference on 18 July and we asked that officers supply to that meeting a briefing paper with details of the agreed Sports and Leisure Facilities Investment and Improvement Programme being funded from prudential borrowing together with details of the wider Strategic Renewals Programme. The paper should also set out how much of the Programmes had been achieved and what remained outstanding and the implications for any possible outsourcing of the Service.</p> <p><b>RESOLVED</b></p> <p>That, in accordance with Contract Standing Order 11, approval be granted to the award of the contract for Park Road Leisure Centre wet side changing rooms and supplementary minor shower works at Tottenham Green Leisure Centre to Cozmur Construction (London) Ltd. in the sum of £367,092.42 inclusive of professional fees and contingencies with a contract period of 12 weeks.</p> | DACCS |
| <b>PROC08.</b> | <p><b>SOCIAL CARE SPOT CONTRACTS (1ST APRIL 2006 - 31ST MARCH 2007)</b> (Report of the Director of Adults, Culture and Community Services – Agenda Item 10)</p> <p>We noted that while block and framework contracts could have advantages in securing provision from selected providers at a more advantageous price, it was not always appropriate or indeed possible to secure block or framework contracts as the state of the residential home meant that providers were often not willing to enter into this form of contract preferring to sell on the open market. We also noted that, as previously reported work was continuing on the development of Pan London Consortium contracts for the provision of adult services, mirroring the highly successful model for the provision of children's services. Haringey was part of the pilot for the provision of services for</p>   |       |



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|         | <p>adults with learning difficulties.</p> <p>We also noted that while there had been an overall decrease of 20% in the number of spot contracts for the period covered by the report this had resulted in a lower decrease of 8% in the cost of such contracts. In this connection we noted that it was not possible to comment on value for money as the information reported did not enable a sufficiently detailed analysis. We asked that officers submit a further report with comparable figures from other Councils across the London region including the Authority with the highest star rating for these services to enable the Committee to conduct a meaningful bench marking exercise.</p> <p><b>RESOLVED</b></p> <p>That, subject to the forgoing, the report be noted and approval granted to the proposed new format for future reports on Spot Contracts.</p>   | <p>DACCS</p> <p>DACCS</p> |
| PROC09. | <p><b>APPOINTMENT OF CONTRACTOR PARTNERS TO A 'BUILDING SCHOOLS FOR THE FUTURE' FRAMEWORK AGREEMENT</b> (Report of the Director of the Children and Young People's Services – Agenda Item 11)</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 of the need to establish the requisite procurement oversight needed by Members whilst allowing for the flexibility needed by the BSF programme to meet its ambitious milestones.</p> <p>Concern was expressed that the suggestion that a Member participate in each mini-competition as a reviewer in the sign off stage where the preferred bidder for individual school projects would be nominated might tend to compromise the respective roles and responsibilities of Members and officers and we agreed that this proposal should not be progressed.</p> <p>We confirmed that with regard to the proposed sub-delegation of authority to the Director of the Children and Young People's Services to award the call off contracts the requirement that all delegated authority reports include the appropriate financial implications section and Director of Finance comments should be applied.</p> <p><b>RESOLVED</b></p> <p>That the decision taken by the Committee on 17 April 2007 (vide Minute 57(2)) be varied as follows -</p> <ol style="list-style-type: none"> <li>1. That the award of the call off contracts to contractors for the individual school projects under the Building Schools for the Future Programme be made by the Director of the Children and Young People's Service in consultation with the Cabinet Member for Children and Young People or, in her absence,</li> </ol> | <p>DCYPS</p> <p>DCYPS</p> |

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|                | <p>the Leader of the Council.</p> <ol style="list-style-type: none"> <li>2. That approval be granted to the appointment of an additional Councillor to serve on the BSF Programme Board to provide further clarity and oversight into the activities of that Programme.</li> <li>3. That all decisions taken and progress made in the mini-competitions be reported to the next available meetings of our Committee.</li> </ol>  |       |
| <b>PROC10.</b> | <p><b>NOTIFICATION OF THE DECISION FOR THE AWARD OF CONTRACT FOR THE PROVISION OF ICT GOODS AND SERVICES FOR THE SIXTH FORM CENTRE UNDER THE BUILDING SCHOOLS FOR THE FUTURE PROGRAMME</b> (Report of the Director of Children and Young People's Services – Agenda Item 12)</p> <p>Details of the contracts 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 the business or financial affairs of any particular person (including the Authority holding that information).</p> <p><b>RESOLVED</b></p> <p>That the decision to award the contract for the provision of ICT Goods and Services for the Sixth Form Centre under the Building Schools for the Future (BSF) Programme to Ramesys (E-Business Services) at a cost of £1.35 million be noted.</p>  |       |
| <b>PROC11.</b> | <p><b>AN UPDATE ON THE PROCUREMENT OF AN ICT MANAGED SERVICES PROVIDER FOR THE BUILDING SCHOOLS FOR THE FUTURE PROGRAMME</b> (Report of the Director of Children and Young People's Services – Agenda Item 13)</p> <p>We noted that interviews for an employed contract manager who would be fully involved in this procurement process and who would then manage the contract and relationship with the successful bidder once the contract is awarded were to be held on 6 July. We asked that the Head of Procurement be added to the interview panel for this post.</p> <p><b>RESOLVED</b></p> <p>That the following be noted -</p> <ol style="list-style-type: none"> <li>1. The procurement procedure currently underway and progress made to date as outlined in the interleaved report.</li> <li>2. That this was the second of four reports (three for information and the fourth for award of contract) for presentation at the Procurement Committee scheduled at key stages of this procurement to keep the Committee informed of progress.</li> </ol> | DCYPS |

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|                | <p>3. That this procurement would eventually lead to Committee approval being sought to a key decision to award the contract for an ICT MSP for the BSF programme with a total contract value of approximately £28 million for a 5 year contract term.</p>   |     |
| <b>PROC12.</b> | <p><b>REPORT TO CONSIDER THE RE-INSTATEMENT OF DIAMOND BUILD ON THE CONSTRUCTION FRAMEWORK AGREEMENT</b><br/>         (Report of the Interim Director of Corporate Services – Agenda Item 16)</p> <p>The interleaved report was the subject of a motion to exclude the press and public from the meeting as it contained exempt information relating to the business or financial affairs of any particular person (including the Authority holding that information).</p> <p><b>RESOLVED</b></p> <p>That approval be granted to invitations to tender and award of contracts where appropriate for construction works under the framework agreement to Diamond Build.</p> | DCS |

CHARLES ADJE  
 Chair

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**Haringey** Council

**APPENDIX A**

**REPORT TEMPLATE**

Agenda item:

**[No.]**

**Procurement Committee Meeting**

**On 24 July 2007**

Report Title: **Bruce Grove, Townscape Heritage Initiative, Phase 2 (Part A): Award of contract**

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

Report of: **Karen Galey, Head of Economic Regeneration**

Wards(s) affected: **Bruce Grove / Tottenham Hale**

Report for: **Non-Key Decision**

**1. Purpose**

1.1 To seek Member agreement to award the contract to Lengard Limited for building contract services on the second phase of the Heritage Lottery Fund – Townscape Heritage Initiative in Bruce Grove, (Nos. 537-539, 541, 543, 551 & 553) Tottenham High Road.

**2. Introduction by Cabinet Member for Enterprise and Regeneration – Cllr. Amin**

2.1 This project will directly assist with the Tottenham High Road Strategy and will help to preserve and enhance the conservation area. I support the recommendation of this report, particularly in light of the time constraints of the wider programme to take full advantage of the grant funding available.

**3. Recommendations**

3.1 That Members agree to award the contract for the above project, as allowed under Contract Standing Order (CSO) 11, in accordance with the recommendations in paragraph 18 of this report.

3.2 That the contract be awarded for a period of 16 weeks.

Report Authorised by: **David Hennings, Assistant Director of Economic Regeneration**  
(Include signature here)

Contact Officer: **Jennifer Davis, Senior Regeneration & Conservation Officer – Tel. 0208 489 4524**

#### **4. Director of Finance Comments**

4.1 The revised value of the tender is £259,294. A contingency allowance is being made for possible cost increases of £9,500 giving a total estimated project cost of £268,794. The Urban Environment capital budget for 2007/08 contains a provision of £338,500 for this scheme. The cost of this tender plus any commitments already made and/or to be made must not exceed the overall budget provision for the project of £338.5k.

#### **5. Acting Head of Legal Services Comments**

- 5.1 Pursuant to Regulation 19 of the Public Contracts Regulations, 2006 (“the Regulations”) which allows local authorities to enter into Framework Agreements with contractors, the Council has entered into Minor and Major Works Construction Framework Agreements with several contractors.
- 5.2 Under the Regulations, a contract for a specific project under a Framework Agreement may be awarded to the contractor who offers either the lowest price or the most economically advantageous tender in respect of that contract, as determined either (1) by application of the terms laid down in the Framework Agreement without reopening competition, or (2) by a mini-competition between all the contractors on the framework agreement who are capable of performing the Contract.
- 5.3 The Construction Procurement Group have confirmed that, applying the terms laid down in the Council’s Major Works Construction Framework Agreement without reopening competition, the most economically advantageous tender in relation to the proposed contract is that submitted by the contractor recommended in this report.
- 5.4 Because the contract value exceeds £250,000, the proposed award must be approved by the Procurement Committee in accordance with Contract Standing Order 11.3.
- 5.6 The Acting Head of Legal Services confirms that there is no legal reason preventing Members from approving the recommendation to award this contract to the Contractor named in Part B-B1(iv) of this report.

#### **6. Head of Procurement Comments**

- 6.1 The contractor for this project has been selected from one of the Construction Procurement Group’s framework agreements, as per their intended use.
- 6.2 Additionally, the contractor has been able to provide 100% cost certainty for the work specified, after negotiations with the quality surveyor, which is a sound position from which to start the project, and which reduces financial and budgetary risk.
- 6.3 In summary, this procurement has been appropriately undertaken and the Head of Procurement fully supports the recommendation made to Members to appoint the

contractor as named at Appendix B and for the price detailed.

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

7.1 List of background documents:

- Heritage Lottery Fund Agreement

7.2 See Part B for exempt information. *Constitution – Exempt information, Ground 7:* Information relating to the financial or business affairs of any particular person (other than the authority).

## 8. Background

- 8.1 This is the second phase of the Bruce Grove Townscape Heritage Initiative (THI) programme to refurbish groups of properties along Tottenham High Road and follows the aims of the High Road strategy adopted by the Council to regenerate this key area of Tottenham. The properties in this second phase of the project are Nos. 537-539, 541, 543, 551 & 553 (5 properties). The first phase of works involved the block known as Windsor Parade (Nos. 538-554 Tottenham High Road– 9 properties).
- 8.2 Bruce Grove is part of a series of interlocking conservation areas along the High Road, and is a busy retail location with a mixture of Edwardian and Victorian properties. The buildings are mostly Victorian and with some modern alterations and shopfronts.
- 8.3 Tottenham High Road has been in decline in the past and continues to suffer from physical and environmental neglect. The poor visual quality of these properties reflects the area's low economic vitality, lack of suitable maintenance and repairs. It is an historic corridor, with many important local buildings and has been of keen interest to English Heritage and Heritage Lottery Fund, the latter of whom have made funds available for this scheme.
- 8.4 The aim of the project is to help preserve and enhance the conservation area in Tottenham High Road by refurbishing the shopfronts, front and side elevations and roofs of properties Nos. 537-539, 541, 543, 551 & 553. Some of the specific work to be carried out will be to: repair, repoint and clean brickwork; repair sash windows; repair decorative stone parapets; replace UPVC windows with traditional timber sashes or repair existing sash windows; reinstate the 1<sup>st</sup> floor conservatory fenestration including decorative arches and stained glass; make good and redecorate end stub wall, pilasters and consoles; and provide new shop front, fascia, awning and door to flats.
- 8.5 The shop and building owners of the properties have been offered grants to make specialist conservation improvements to the shopfronts and building exteriors which will improve the urban fabric, pride in the area, passing trade and commercial returns for the property owners. Part of the grant agreement conditions will be that the shopfront is kept repaired and maintained in good condition.
- 8.6 The main outcome of the project will be to improve the physical condition and appearance of these properties to help to conserve the historic urban fabric of

the area. To a larger extent, this will contribute to the physical and environmental improvements being made as part of a wider strategy to regenerate Bruce Grove.

- 8.7 The building improvements in this grant scheme and project must follow strict guidance set out by HLF as well as the sensitive application of conservation principles, specific to the architectural time period and historic fabric of the existing buildings.
- 8.8 Experienced conservation sub-contractors will be nominated to carry out the works using traditional conservation methods and practice.
- 8.9 The pre-tender cost estimate is £250,000 – to be paid financial year 2007-8.
- 8.10 The pre-tender estimates were compiled from property estimates on the types of work required. The estimated budget was in general for work including: brickwork repair, window repair, roofing, stoneworks, new shopfronts and signage.

## 9. Budget

- 9.1 The overall grants budget available for this second phase of Bruce Grove, Townscape Heritage Initiative is £338,543. The total build cost will be covered by approximately 10% of private contribution (£32,746.00) from the traders/owners, 30% of Council funding (£100,000.00) and approximately 60% of Heritage Lottery Funding (£205,796.68).

## 10. Description of Procurement Process

The Construction Procurement Group (CPG) has implemented a number of Framework Agreements available for the call-off of contractors and consultants work. The process for the selection of contractors is outlined below.

### 10.1 Framework Agreement Methodology

- 10.1.1 This project falls under the **£250,000 to £999,999 band** in the Framework Agreement. There are 10 contractors within this band. The 10 contractors were selected based on quality, price and subsequent interviews.

### 10.2 Section of Contractor

- 10.2.1 The project panel met on the **28.03.07**. The panel was made up of Graham Lee, Yvette Chin of LBH Economic Regeneration and Jey Jeyakumar and Laura Baker LBH CPG.
- 10.2.2 The contractor was selected based on six criteria: Experience of refurbishment work, shopfront renewal, conservation work, listed buildings work, cost and working in tenanted properties.
- 10.2.3 CPG have developed a rigorous selection process for the selection of contractors. This process has been agreed by audit. The selection process includes such factors as financial status, ranking on original framework agreement and the clients criteria. **Lengard Limited** was selected as being the contractors who most fulfilled the clients criteria.
- 10.2.4 A meeting was held on **12.04.07** with the contractor to discuss the project and determine their ability to undertake the works.



### 10.3 Tenders

- 10.3.1 The contractor was briefed on the project on **12.04.07**, and provided with a set of tender documents representing the scheme. The tender is being carried out on an open book basis. The contractor provided three quotes for all items over £5,000.00 which were agreed as being domestic sub contract packages, all other works were priced by the contractor and checked by the consultant. The consultant is satisfied that this document provides value for money to the client.
- 10.3.2 The price submitted by contractor and contract period – this information is exempt, please see Part B-B1 (i).
- 10.3.3 The difference between the contractor's price and agreed maximum price – this information is exempt, please see Part B-B1 (ii).
- 10.3.4 The defects liability period is **6** months.
- 10.3.5 The overall range of tenders is not applicable since only **Lengard Limited** have been invited to submit a full bid.
- 10.3.6 The tender is open for acceptance for a period of 4 months, i.e. until 25.9.07.

### 10.4 Examination of Lowest Tender

- 10.4.1 The pricing documents submitted by **Lengard Limited** have been examined in detail and we report as follows:

The composition of the 'tender' took place between contractor and design team from **12.4.07** to **12.5.07**.

In addition **Lengard Limited** met with members of Haringey Council on **04.05.07** to discuss the calculation of the preliminaries.

#### 10.4.2 Check on overheads/preliminaries and profit

The preliminaries, overheads and profit were checked and found not to be in accordance with the Framework Agreement for the Provision of Major Works Construction Services of value **£250,000 to £999,999**. The contractor was notified and agreed to alter the figures accordingly.

#### 10.4.3 Check on schedules of rates/measured works/works packages

The contractor priced the Schedule of Rates. Some of these rates were judged not to be competitive, and not in line with current market rates. These rates were negotiated with the tenderer, and lower rates in line with current market rates were agreed. A total of 100% of the costs have now been confirmed.

### 10.5 Arithmetical check

- 10.5.1 No arithmetical errors were found in the tender.
- 10.5.2 The pricing is considered to be consistent and competitive.

### 10.6 Programme

The programme for the works has been examined and is found to be satisfactory and gives a clear critical path. The anticipated contract period for the works is 16 weeks.

10.7 Tender Summary & Conclusion

10.7.1 The AMP of the tender of contractor and recommended financial provisions to be made – this information is exempt, please see Part B-B1 (iii).

**11 Key Benefits and Risks**

11.1 **Benefits:** Physical, economic and social regeneration along Tottenham High Road; enhancing and preserving the historic buildings on Tottenham High Road.

11.2 **Risks:** Discovering unforeseen building conditions; need to complete programme of works before the HLF deadline of June 2010.

**12 Health and Safety Implications**

12.1 Council officers and the project's consultants will monitor all stages of the project to ensure that all health and safety risks have been assessed and appropriate control measures identified and implemented.

**13 Sustainability Implications**

13.1 As this is a conservation project, the work carried out will be refurbishing existing elements of the building as opposed to replacing them, which demonstrates good sustainable practice, economically and environmentally.

13.1 In terms of delivering economic aspects of sustainability, this project will improve the visual outlook of these commercial properties, with the benefit of improved commercial return.

**14 Financial Implications**

14.1 This project forms part of Economic Regeneration's financial plan this year and funds expended will be recuperated from the grants and individual contributions.

14.2 In order to claim the full available amount of HLF grant the building works must be completed and the costs defrayed by June 2010. If this is not achieved, the Council may be required to fund the outstanding works in full.

**15 Equalities Implications**

15.1 This project has been developed in line with the Council's statutory requirements in relation to the Disability Discrimination Act 1995 (DDA).

15.2 There are no specific equal opportunities implications arising from this report. However, any efforts to regenerate Tottenham must recognise the diversity and ethnicity of the area. Many of these businesses are set up and run by people from ethnic minority communities and therefore they will benefit from the assumed commercial benefits associated with such a scheme.

**16 Consultation**

16.1 Property owners were consulted on the scheme before, during and after the grant application stages, with regard to their participation and throughout the design process.

## **17 Conclusion**

- 17.1 This report seeks the approval of the Director in conjunction with the Executive member for the award of the contract to the contractor named in Part B-B1 (iii) for the price named in Part B-B1 (iii).
- 17.2 This project will refurbish the buildings at 537-539, 541, 543, 551 & 553 Tottenham High Road and is part of a wider Tottenham High Road strategy which is aimed at revitalising this key area of Tottenham.

## **18 Recommendations**

- 18.1 That Members agree to award the contract for building contract services to the contractor named in Part B-B1 (iv) in the sum named in Part B-B1 (iv) under the CPG Framework Agreement.

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

- 19.1 Part B of this report contains exempt information.

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**Haringey** Council

## **URGENT BUSINESS SHEET**

**Report Title: St Ann's Library Hall Redevelopment**

**Committee/Sub etc: Cabinet Procurement Committee**

**Date: 24 July 2007**

### **The report is late because**

Due to the Procurement Process followed we were unable to get the tenders in until Tuesday 17<sup>th</sup> July

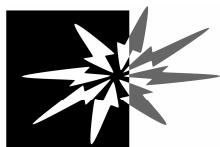
### **The report is too urgent to await the next meeting because**

In order to start on site by 3<sup>rd</sup> September 2007 to meet funding requirements laid down by The Bridge New Deal for Communities, approval from Cabinet Procurement Committee is required by early August to enable a contract to be awarded by 15<sup>th</sup> August.

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The Head of Local Democracy & Member Services concurs with the admission of this item.

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Haringey Council

**APPENDIX A****REPORT TEMPLATE**

Agenda item:

**[No.]****Report to Cabinet Procurement Committee****On 24th July 2007**Report Title: **St Ann's Library Hall Redevelopment ( Part A )**Forward Plan reference number (if applicable): **NA**Report of: **Director of Adult, Culture and Community Services**Wards(s) affected: **St Ann's**Report for: **Key Decision****1. Purpose**

1. This report seeks Members approval to enter into a construction contract for the Redevelopment of St Ann's Library Hall.

**2. Introduction by Cabinet Member**

2.1 St Ann's Library Hall is a popular and well used facility. The building needs complete modernisation and The Bridge New Deal for Communities have secured funding for the rebuilding of this important community facility that will provide a cultural focal point to the community, along with many other benefits to the St Ann's area.

2.2 I endorse the recommendation to award the contract for the construction works to the contractor named in Part B of this report and to reduce the overall cost during stage two through a Value Engineering process.

**3. Recommendations**

3.1 That the Cabinet Procurement Committee in principle agree to award a Design & Build construction contract to the recommended contractor at the sum detailed within part B in accordance with Standing Order CSO 11.03.

3.2 That Members agree to grant the Director of Adult, Culture and Community Services delegated authority to finalise the contract price with the recommended contractor named in Part B of this report in accordance with the terms of the Major Works Framework Agreement, the price not to exceed the Agreed Maximum Price as stated in Part B of this report.

Report Authorised by: **Mun Thong Phung, Director of Adult, Culture and Community Services**

Contact Officer: **John Barnett (Corporate Landlord Manager)**    **0208 489 4498**

#### **4. Director of Finance Comments**

4.1 Funding of £950,000 is available for this project through the Bridge New Deal for Communities capital programme budget for 2007/08.

4.2 The funding must be spent by 31<sup>st</sup> March 2008.

#### **5. Acting Head of Legal Services Comments**

5.1 The estimated value of the Contract is below the EU threshold for tendering under the EU Public Contract Regulations 2006, the threshold for Public works is £3,611,319.

5.2 Regulation 19 of the Public Contracts Regulations 2006 permits the use of Framework arrangements in selecting contractors.

5.3 Adult, Culture and Community Services have advised that the evaluation is in accordance with the terms of the Council's Framework Agreement for Major Works.

5.4 As the contract value exceeds £250,000 the proposed award must be approved by Members pursuant to CSO 11.03.

5.4 Because the works need to be procured urgently so as to secure grant funding the report is seeking Members agreement to grant the authority to finalise the contract price prior to the contract being entered to the Director of Adult , Culture and Community Services.

5.5 The Procurement Committee has the power under Paragraph 1.02(a) in Part H.2 of the Constitution and section 15(7) of the Local Government Act 2000 to delegate any of its powers to officers.

5.6 The Acting Head of Legal Services confirms that there is no legal reason preventing the Executive Member from approving the recommendation set out above.

#### **6. Head of Procurement Comments**

6.1 The procurement of this contractor for the project outlined here and in more detail in Part B and the Appendices has been undertaken in accordance with the framework agreement selection processes.



6.2 Further, the best value element of the framework has been tested by the selection of three contractors to price the works.

6.3 An agreed maximum price has been established for the works ensuring that the budget for the construction works will be met.

6.4 In summary, the Head of Procurement supports the recommendation to members made at paragraph 3 of this report.

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

7.1 Framework Agreement for Major Works, January 2006 (Project banding £250K - £999K).

7.2 This report contains exempt and non-exempt information. Exempt information is contained in Part B and is **not for publication**. Exempt information is under the following category (identified in amended Schedule 12A of the Local Government Act 1972).

7.3 Information relating to the financial or business affairs of any particular person (including the authority holding that information).

## **8. Strategic Implications**

8.1 The Council's aim through its Library service is to encourage learning, improve employment prospects, promote social inclusion and improve the quality of life for people who live, work and study in Haringey. This project will have an integral role in achieving those strategic objectives.

## **9. Financial Implications**

9.1 This project falls under the Major Works £250K - £999K band in the Framework Agreement. There are 12 contractors within this band. The 12 contractors were selected based on quality, price and subsequent interviews.

9.2 The preferred contractor was the second highest score based on a matrix, however the first contractor were unable to undertake the work at the time of selection.

9.3 In line with the management arrangements for the Framework Agreements, a panel is required to jointly consider the appointment of any contractor from the framework agreement. The project panel on this project was made up of the Project Manager, Construction Procurement Group and a representative from the Library service.

9.4 The Construction Procurement Group has developed a rigorous selection process

for the selection of contractors from the Framework. This process has been agreed by audit. It includes such factors as price and quality, health and safety performance, financial status, ranking under the original framework agreement evaluation process and the client's essential project criteria.

- 9.5 The recommended contractor has been selected as constructor partner through 'call off' from the Council's Major Works Framework Agreement and a two stage tender process has been adopted to allow early involvement due to the restricted nature of the site. Preliminaries, overheads and profit as per the pre-tendered framework rates have been agreed and a provisional construction cost based on the concept design established. Once detailed design is complete a final construction costs will be agreed. This will require some minor Value Engineering to reduce the construction cost to match the original budget as detailed in part B of this report.
- 9.6 A meeting was held with the selected contractor to discuss the project and determine their ability to undertake the works.
- 9.7 As part of the stage two process the contractor will price the packages of sub-contract work subsequent to the completed design of each package and agreed with the project consultant John Rowan & Partners LLP. The pricing of all these sub-contract packages was carried out on an open book basis and quotations provided for each package. All other works will be priced by the contractor.
- 9.8 The provisional sums submitted by the contractor were assessed by the consultant and found to be in line with the original cost estimates, representing value for money and in line with current market rates. All the contractor's pricing submissions have been presented on the Major Works Agreed Maximum Price (AMP) Summary Sheet. The contractor's preliminaries, overheads and profits formulas set out in the Framework Agreement were then inserted by the consultant into the AMP Summary Sheet to arrive at an Agreed Maximum Price for the project works.
- 9.9 The Agreed Maximum Price arrived at in accordance with the above Framework Agreement procedure is as set out in Part B.
- 9.10 The defects liability period is 12 months.

## **10. Legal Implications**

- 10.1 The contract has been procured in accordance with EU procurement regulations through the Council's Major Works Framework Agreement.
- 10.2 The form of contract to be used is the JCT 2005 Design & Build with standard amendments in accordance with Haringey Council's standard operating procedure.
- 10.3 A condition of funding for the project agreed with the board of The Bridge New Deal for Communities is that the Council enter into a written commitment in the form of a

covenant and Service Level Agreement to maintain and provide services to the new hall for an agreed period in excess of five years and to a maximum of 25 years.

## **11. Sustainability Implications**

11.1 Minimising this environmental impact is one of the key objectives of the project, and has been a prime consideration during the design stage. It is proposed that the building will have significantly increased insulation, double glazing, Solar powered Hot Water services and a sustainable 'green' Sedum roof along with optimising the use of natural daylight through the roof design.

## **12. Equalities Implications**

12.1 The Council's Equal Opportunities policies have been embedded into the development of the Employers Requirements and have been fully reviewed during the pre-qualification stages and selection of the contractor.

## **13. Consultation**

13.1 The consultation process for St. Ann's Library Hall redevelopment ran from early January through to March 2007 allowing for a detailed and thorough consultation. An ongoing exhibition runs at St. Ann's Library comprising of display boards showing details of the plans, and semi-structured comments forms to allow local residents and library users to make suggestions. A publicity campaign entitled 'Help Us Paint the Picture'... was launched at the beginning of February. Fifteen thousand leaflets were circulated around the local and surrounding areas advertising 4 consultation evenings, one for older users, one for younger users and two for the general public which gave the opportunity for those attending to view the plans, discuss them with the architect, local councillors and the head of the library service, and representatives from the NDC before completing the questionnaires generating further community and user interest in the library's development and also facilitating informed feedback.

13.2 Consultation materials have also been distributed at various locations in order to engage the wider community and non library users. 11,000 were distributed to the local area; other distribution venues included schools, youth centres, library groups and community centres and churches. Wider promotion has been achieved via articles in the local press and an online consultation database.

13.3 Specific contact was made with local community groups who use the library hall to further promote the development plans and encourage community participation. Immediate neighbourhood groups had also been contacted.

13.4 In addition, a presentation was given to Ward Councillors to ensure that they are fully informed and involved in the development process and plans.

13.5 The project has a detailed consultation and communication plan to ensure that the community is not only informed about the project but fully involved. This includes a regular newsletter, internet updates and events at the library itself such as an open day during construction.

13.6 A further aspect to the project will be the inclusion of a steering group made up of members of library staff and the local community including user groups and residents of the St Ann's area. This group will not have direct decision making powers within the project structure but will act as a consultative body.

## **14. Background**

- 14.1 St Ann's Library Hall is a 1930's structure built from timber and asbestos cement panels. It is situated near the centre of The Bridge NDC area, off St Ann's Road and is well used by the local community. The building, along with the facilities it provides, has become dated and requires modernisation, due to its age and condition and is beyond economic repair. The building also requires investment to ensure that it remains compliant with much of today's legislation, not least of which is the Disability Discrimination Act (DDA) as access is currently limited within the hall.
- 14.2 The hall has a high utilisation rate and provides a wide range of activities that benefit the community. Skills levels in the NDC area are very low and the new hall will offer facilities for music, media and IT projects to enable young people to be involved in learning in a "fun" manner along side the existing community users. Linking the hall to the Library, as such creating one building brings a coherence to the existing library as a community facility and provides further opportunity within the local area to work with young people with low skill levels and help those who are more advanced to progress.
- 14.3 This project is to demolish the existing St Ann's Library Hall, and construct a new community facility that will bring enormous learning, social and cultural benefits to the community. Start on site is scheduled for early September 2007 with completion, including providing all equipment expected in early June 2008.
- 14.4 Construction is being funded by The Bridge NDC through its Capital Programme for 2007/2008 as laid out in the email correspondence of 4<sup>th</sup> June 2007 and is in the agreed programme with Government Office for London (GoL) with all expenditure to be achieved by 31st March 2008. Equipment and other necessary fit out requirements are being provided by the Council's Library service.
- 14.5 The restriction on the availability of funding limits the time available to complete the project with demolition planned for September.
- 14.6 A full set of Employers Requirements have been drafted and an Agreed

Maximum Price established and a planning application submitted with approval expected in August.

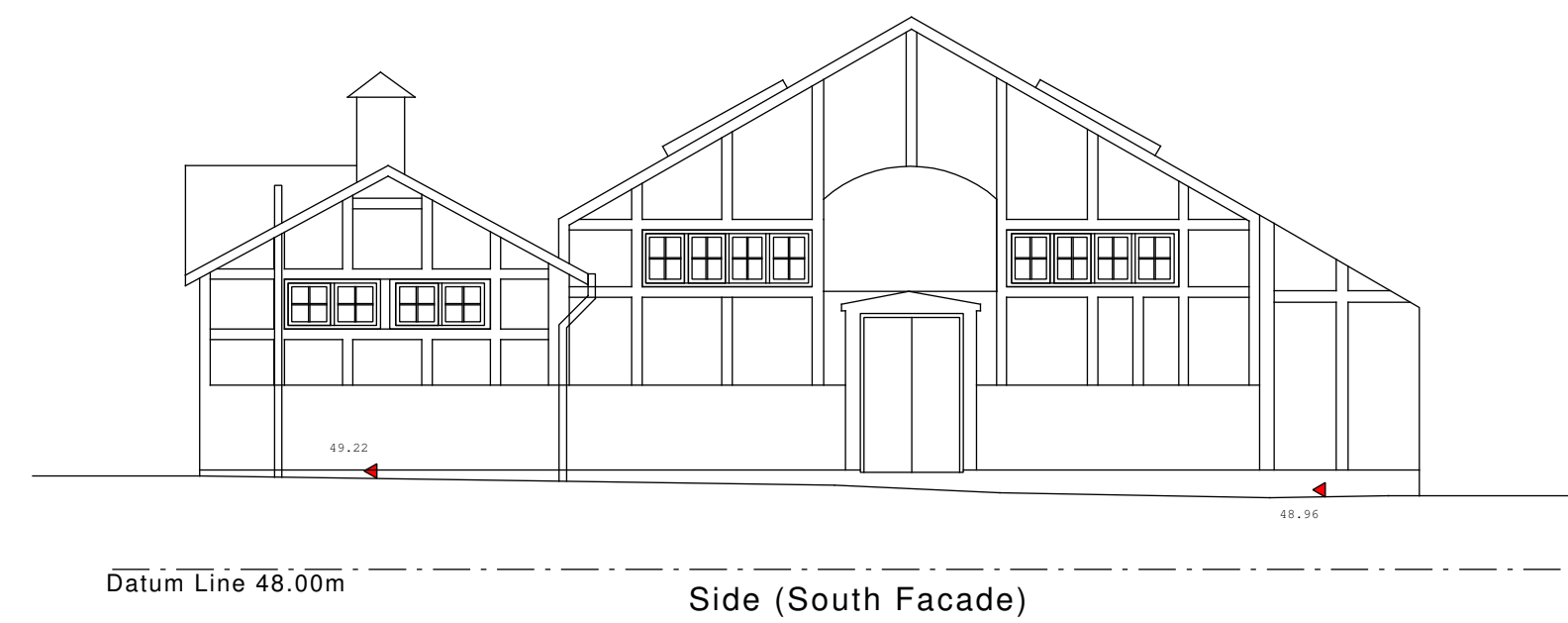
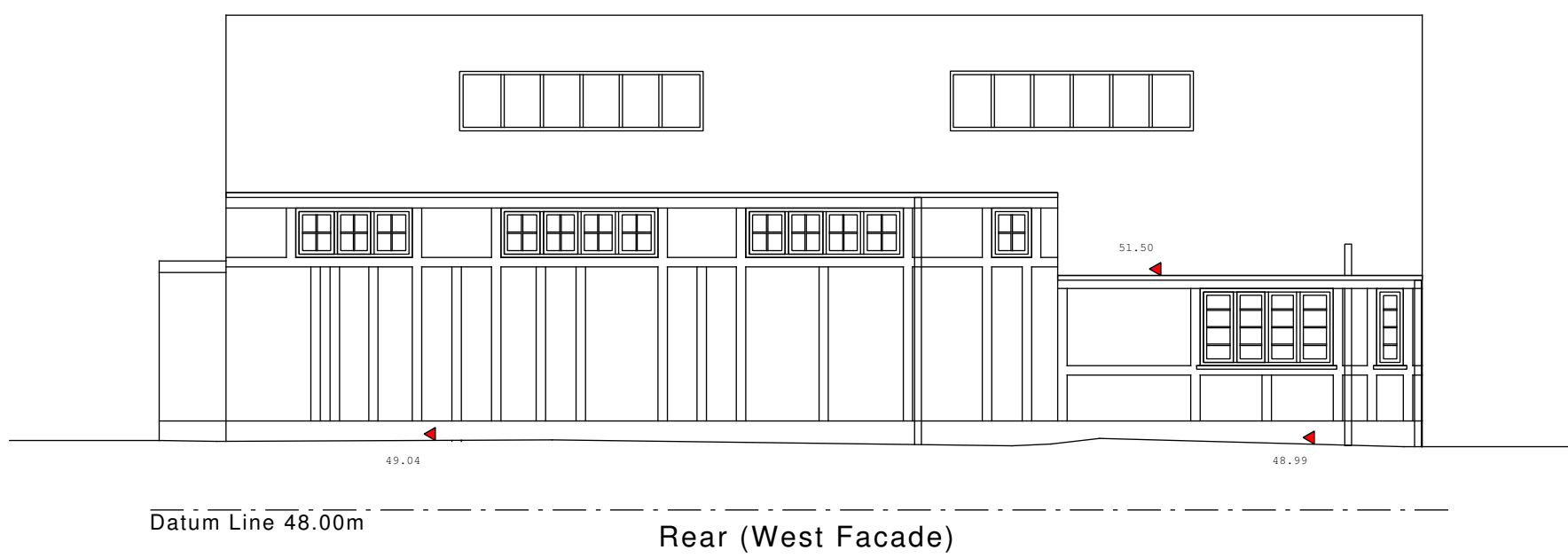
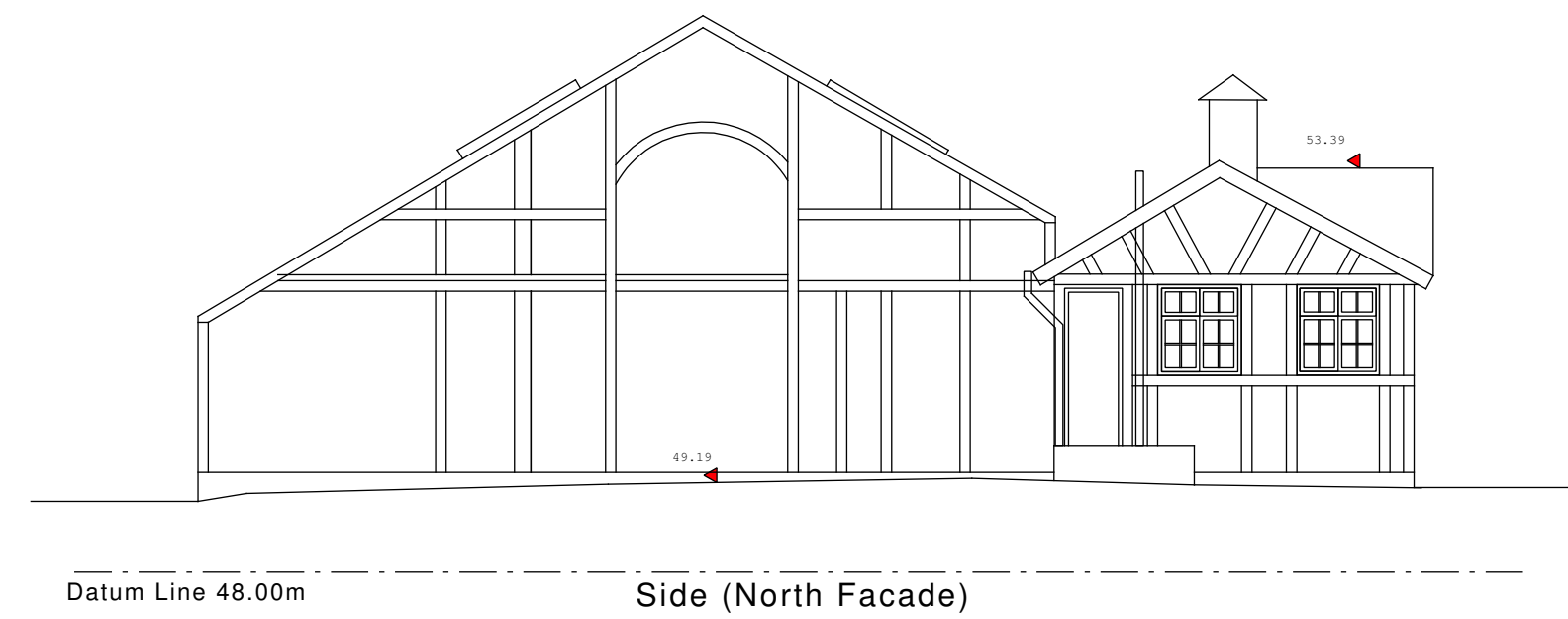
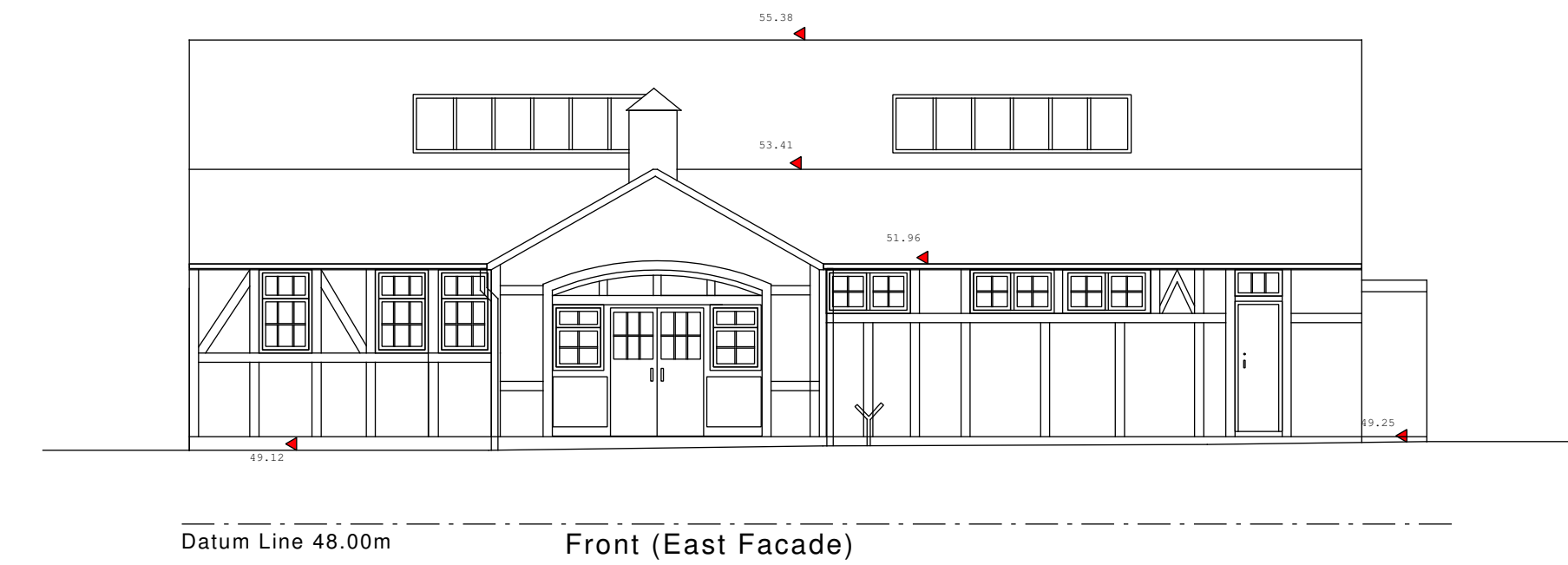
## **15. Conclusion**

- 15.1 St Ann's Library Hall requires modernisation due its age and state of repair. Funding for redevelopment has been agreed with the board of The Bridge NDC for its capital programme in 2007/2008 and community consultation has been undertaken resulting in a high level of expectation within the St Ann's area.
- 15.2 Contractor selection has been based on the Construction Framework Agreement. With a full set of Employers Requirements in place and an Agreed Maximum Price established.
- 15.3 A planning application for the redevelopment has been formerly submitted and is awaiting approval.
- 15.4 The report seeks the approval of Members to award the contract for the sum detailed in part B.

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

- 16.1 Part B of this report contains exempt information.
- 16.2 Appendix1 includes details of the existing building.
- 16.3 Appendix 2 is the designs submitted for planning approval.
- 16.4 Appendix 3 includes the design and access report for the proposed building.

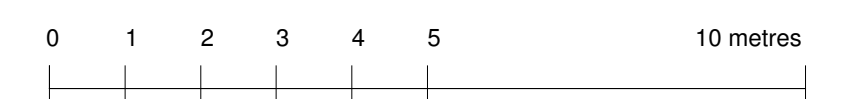
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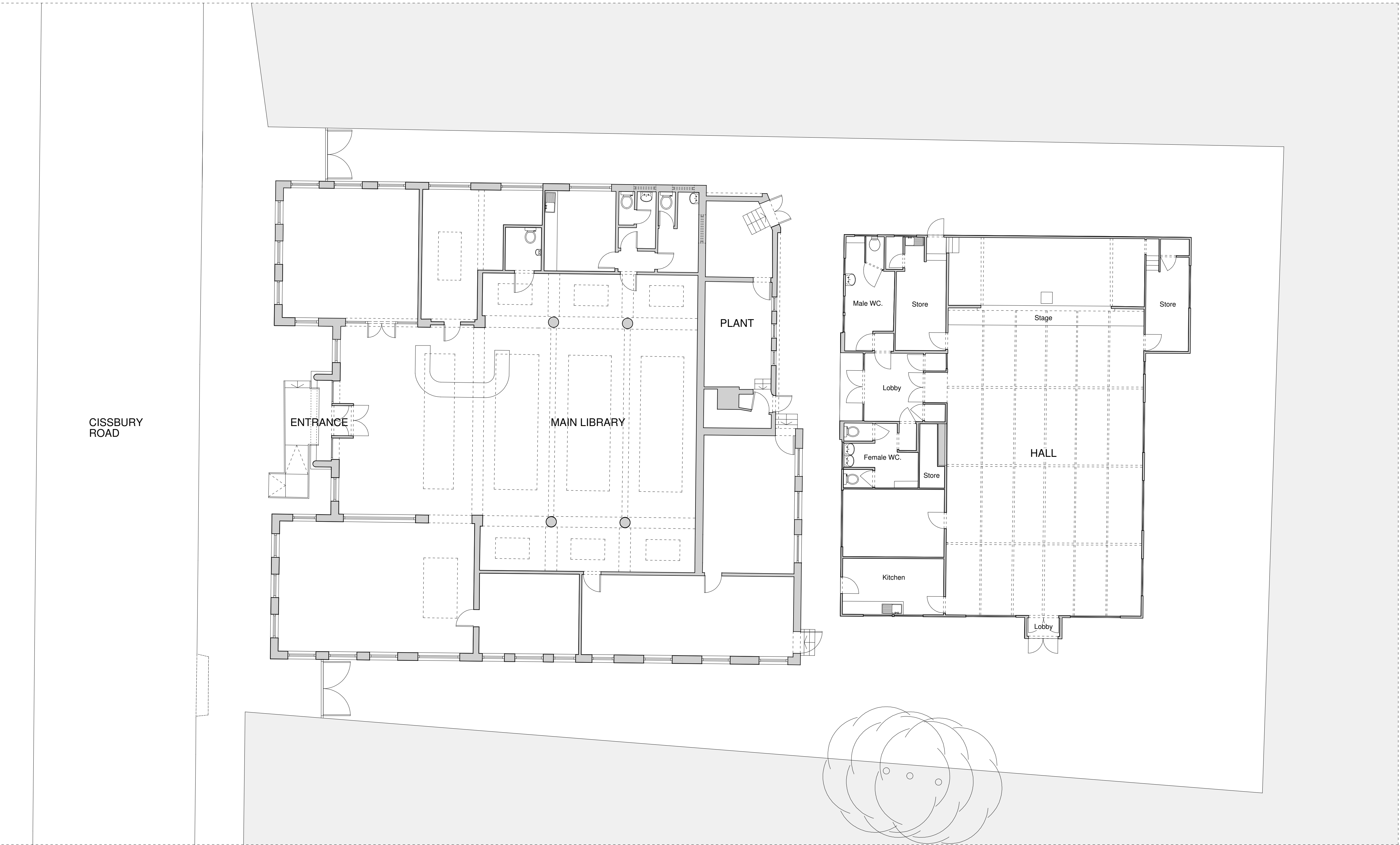


ELEVATIONS AS EXISTING

**ST ANN'S LIBRARY HALL REDEVELOPMENT**  
Sections + Elevations, May 2007  
DRG: STA/011

**John Miller + Partners with Sidell Gibson**  
Architects

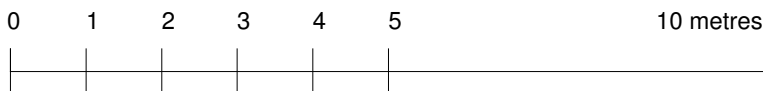




PLAN AS EXISTING

**ST ANN'S LIBRARY HALL REDEVELOPMENT**  
Plan as Existing, May 2007  
DRG: STA/010

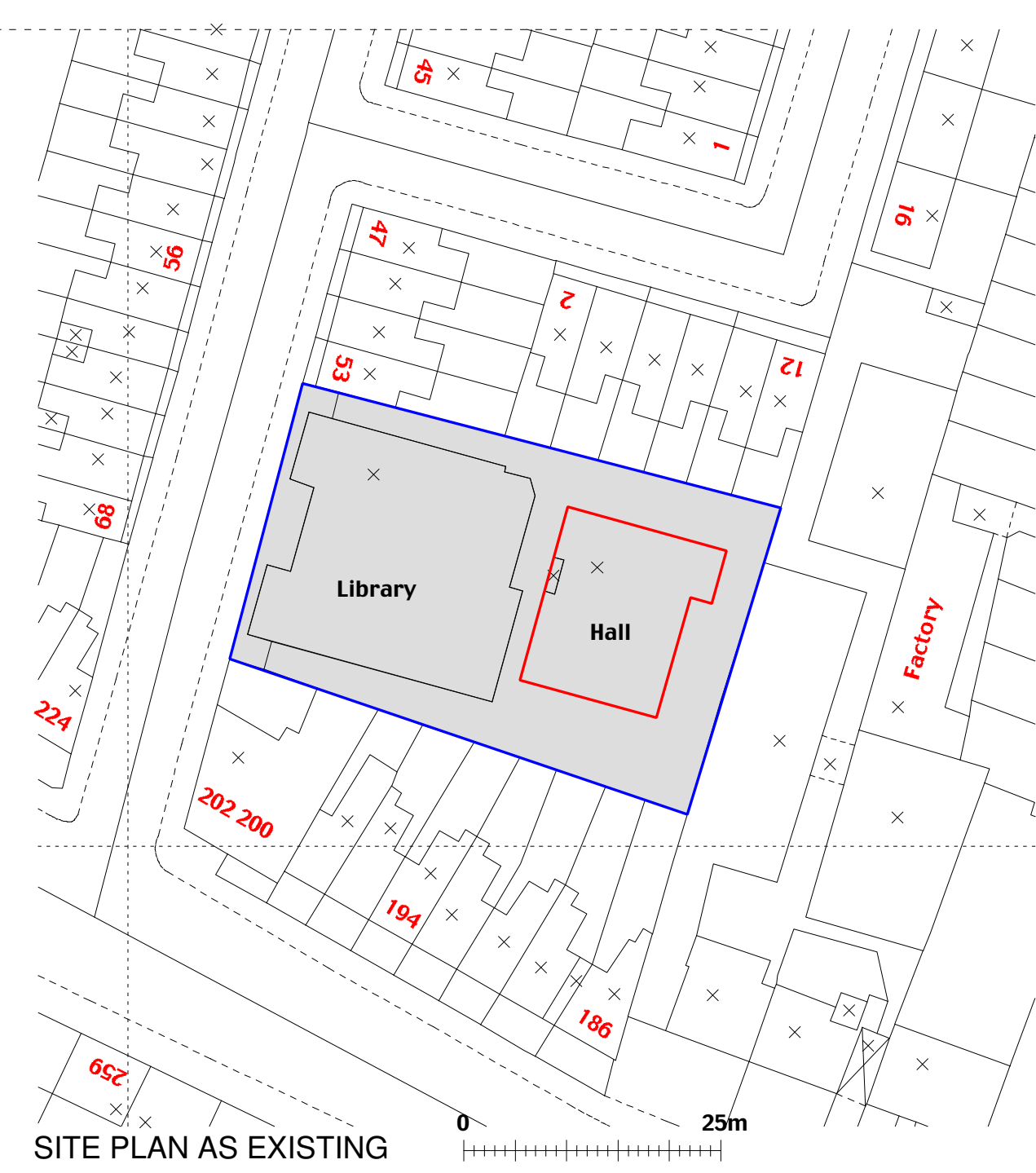
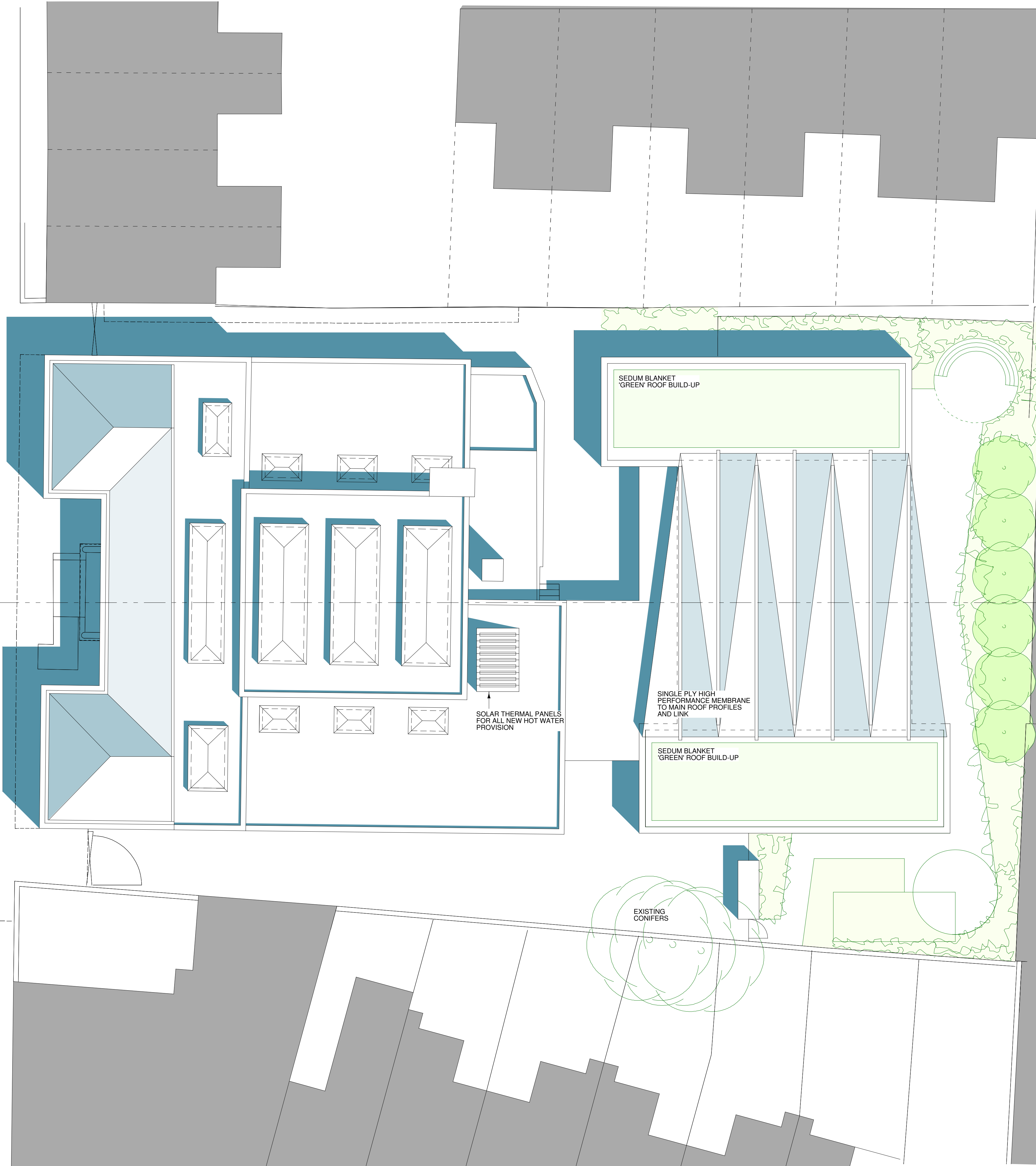
**John Miller + Partners with Sidell Gibson**  
Architects





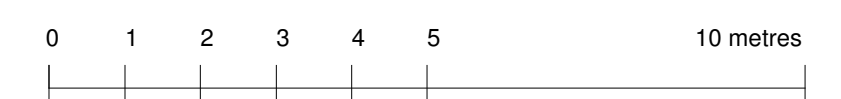
CISSBURY ROAD

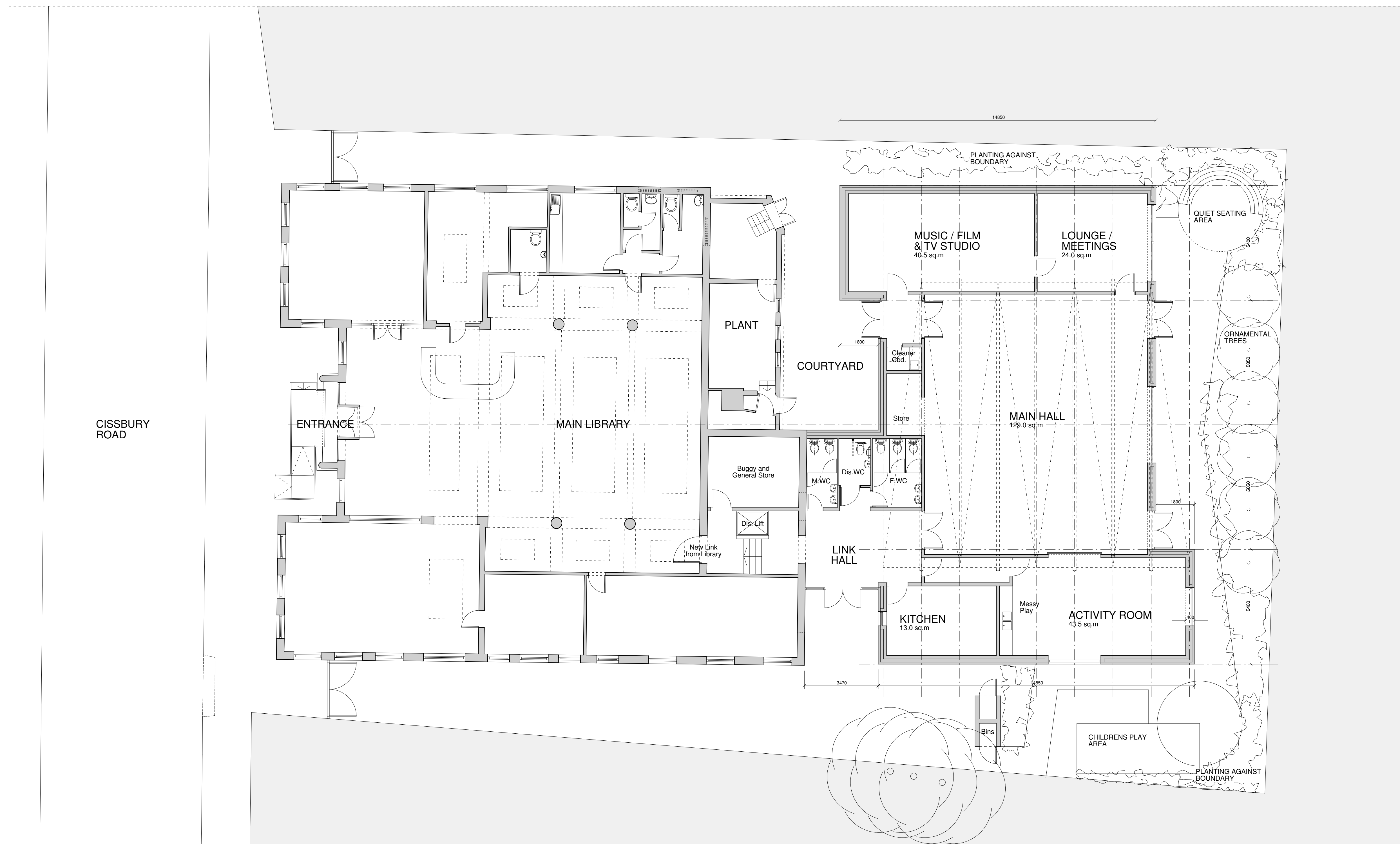
SITE PLAN AS PROPOSED



**ST ANN'S LIBRARY HALL REDEVELOPMENT**  
Site Plan - Existing / Proposed, May 2007  
DRG: STA/001

**John Miller + Partners with Sidell Gibson**  
Architects

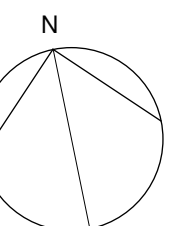
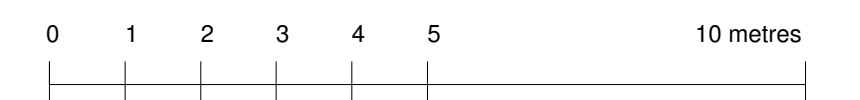


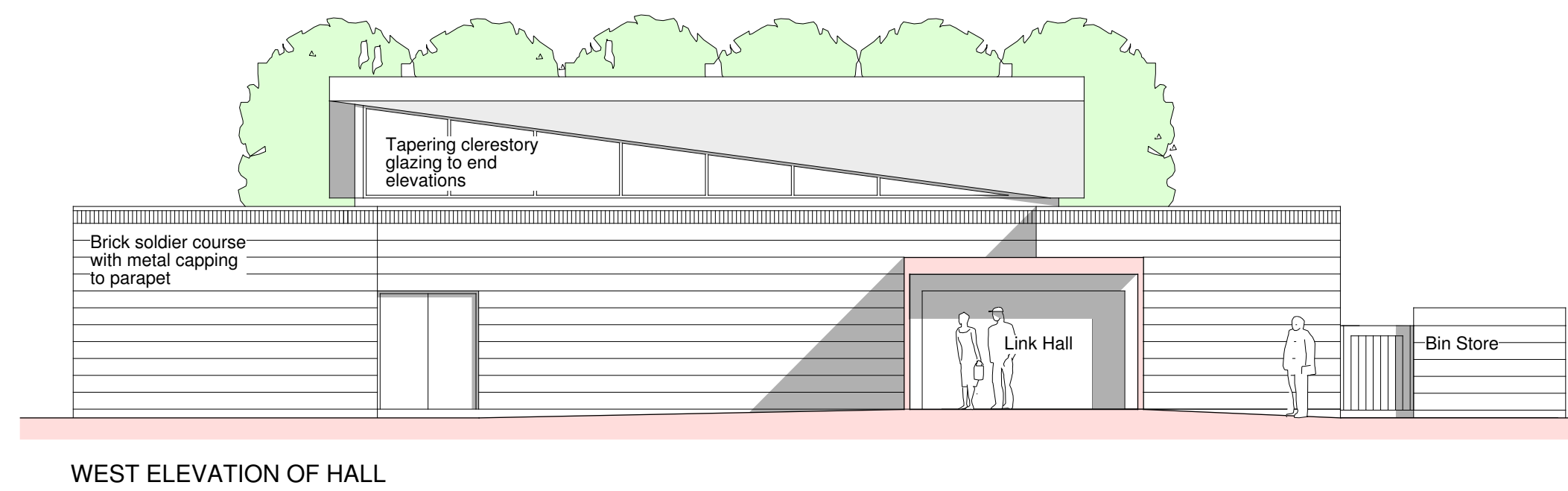
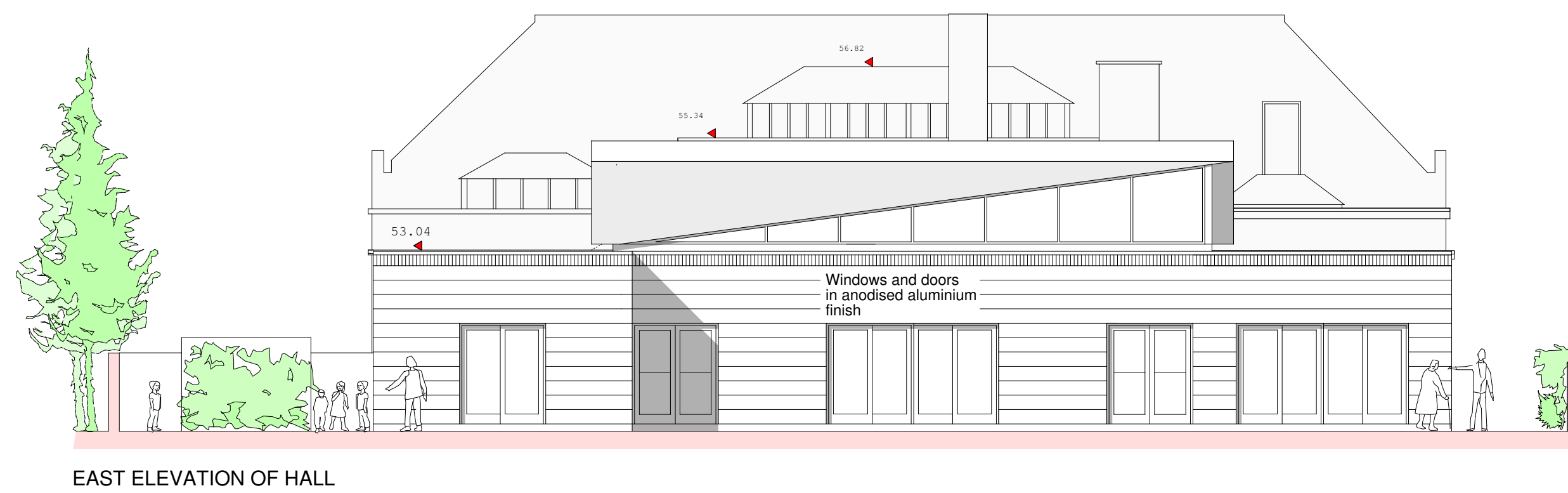
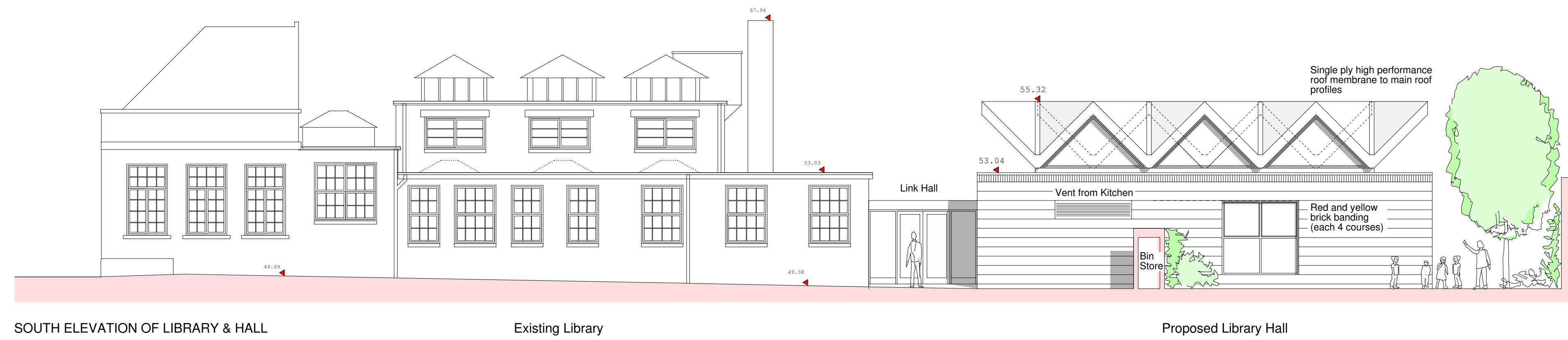
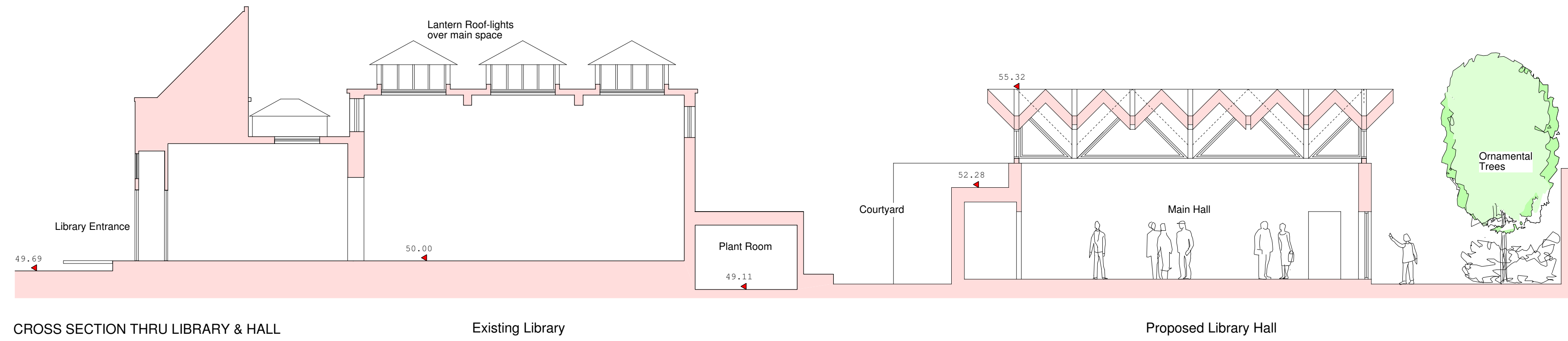


PLAN AS PROPOSED

**ST ANN'S LIBRARY HALL REDEVELOPMENT**  
Plan as Proposed, May 2007  
DRG: STA/020

**John Miller + Partners with Sidell Gibson**  
Architects





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## DESIGN & ACCESS REPORT

### St Ann's Library Hall Project - Cissbury Road London N15

5PU

#### 1.0 Introduction

In November 2006 John Miller + Partners with Sidell Gibson were commissioned by L B Haringey Libraries, Archives and Museum Services to prepare designs for the redevelopment of St Ann's Library Hall. The project is situated close to the centre of the NDC area and aims to improve and enlarge the already well used community facilities provided and to assist in the local target for improvement in educational performance and help NDC residents to take up employment and training. An extension to the library offers the opportunity to work with young people and the elderly to become involved in learning and to improve skills level.



#### 2.0 Context / Site

##### Streetscape and Visibility

Cissbury Road Branch Library is located in a predominantly two-storey terrace residential road, with retail units on the corner of St Ann's Road.

The existing library hall is not visible from the street, being sheltered by the main library frontage. The hall is a single storey free standing building set at the rear of the Library with planted and hard landscaped space on three sides and a narrow alley between it and the library on the forth side.



The rear garden walls and fence of the adjoining two-storey terrace housing and a single storey workshop unit form the boundary surrounding the site.



##### Existing Envelope

The hall consists of a timber structural frame with lightweight panel in fill. The pitched roof is of bituminous felt finish supported on timber roof trusses. The fenestration comprises timber casement windows, clerestorey windows and rooflights.

The main Library consists of a single storey symmetrical façade with pitched roof fronting Cissbury Road. The library is also planned symmetrically comprising a double-height central reading space, with two wings of supporting accommodation behind a constant parapet line. The materials on the main elevation are warm red brick walls on a stone base and tiled roof, with stock bricks to the flank and rear walls and asphalt flat roofs. Windows are generally are a mixture of metal and timber.



## DESIGN & ACCESS REPORT

### Access/Routes

The hall already is a well used local amenity, being served by good public transport links and a network of pedestrian routes. Public access to the hall is via gated passages on both flanks of the main library fronting onto Cissbury Road, with the wider approach to the rear being on the S.W. side nearest to the St Ann's Road junction. A dropped kerb from the road allows limited vehicular access into the rear of the site for delivery and service vans.

A rear exit from the library also leads to hall and the adjacent side passages.



### Levels

The main library frontage is raised approximately 300mm above pavement level, and steps and ramp provide access for all into the library. The side passages slope gently into the rear site, which leads directly to a level entrance to the existing hall. The level of the hall is approximately 575mm below the main library floor level.

## 3.0 Existing Building Conditions

### Existing building fabric

The Library Hall is generally in a poor state of repair. The main roof has damage from water ingress and internal condensation, which necessitates a major roof overhaul. The building has almost no thermal insulation in either the roof structure, external wall envelope and floor slab causing extreme fluctuations to the internal temperature. Windows and roof lights are difficult to operate, are single glazed and have no solar controls. The general construction is poorly fitting and causes a leaky non-airtight interior, and is without the benefit of mass provides little or non sound and acoustic insulation.

See Fulcrum Consulting report on the existing Mechanical and Electrical services conditions.

### Asbestos

The current type 2 asbestos report identifies widespread use of asbestos within the hall. The most significant items are the internal wall particleboard finish to all partition walls, together with asbestos lagging to pipe work etc.

In summary from the view of Health and Safety, thermal performance, energy consumption and acoustic insulation, the existing hall requires radical and wholesale upgrading to meet current building legislation. The conclusion reached is therefore that the more cost beneficial option to meet the brief is to demolish the existing hall and redevelop the site.

## 4.0 Brief Requirements

The existing library hall is already well used and is well placed for extended use, for the benefit of the whole community.

## DESIGN & ACCESS REPORT

Current activities range from toddler groups, messy play and a toy library, onto more structured learning such as Kumon Maths and CONEL English classes and Venture Group of the Blind. Youth activities include music and dance workshops and family groups include family learning drama, church services and ministry.

The elderly participate in older and bolder line dancing and community groups hold lunches, functions and catered events. The hall also acts as a drop in centre.

The expanded facility should provide flexible space for multiple use, to involve all ages, with inclusive access. Expanded facilities include NDC Youth Forum music studio and IT, multi-purpose activity space, space for the elderly, sympathetic to their needs, improved catering and ancillary accommodation.

The brief also requires the hall to directly attach itself to the library. In normal opening hours it is intended to enter the hall from the main building. Out of hours entrance/egress is provided externally via the side access approach.

Servicing is intended from the side passage, with associated refuse provision.

The outside space adjoining the hall is to be accessible from the spaces within providing secure seated and community planted areas for recreation and hard areas for toddler play.



### 5.0 Access Statement

The design appraisal covers the site entrances, facilities, horizontal and vertical circulation within the proposed new building. Stores, plant rooms and kitchen production and the existing building are not covered in this document.

#### **The Criteria for Assessment for Access are:**

The need to maximise access to and use of the building and facilities for customers, user groups, staff and other visitors

Provisions in Approved Document Part M of the Building Regulations

Current guidance on the provisions of the Disability Discrimination Acts 1995 & 2005

Need to observe reasonable functional practicalities of implementing action to improve access.

#### **Factors contributing to accessibility**

Many factors contribute to accessibility the most obvious being the building shell. However, it is critical to consider fixtures and fittings, also furniture and equipment.

It is also very important to consider how the building is used.

## DESIGN & ACCESS REPORT

Awareness and attitudes of staff are critical if the safe and convenient use of the building is to be preserved. How a building is managed in the daily running will have a huge impact on how easy the building is to be used by disabled people.

### Approach & Entry

Approach is directly from Cissbury Road footpath, leading to the existing Library front entrance doors, via a short pedestrian ramp and steps, already provided to make the Library accessible. Alternatively, a gated external side entrance leads directly to the side entrance doors to the new building foyer/lobby. The double action swing doors provide level access.

Normal access to the new building is expected to be through the existing Library via a new opening doorway 1000mm wide providing level access to the upper connecting entrance lobby to the new building.

Signage and way finding systems will contribute to the legibility of the building. Although these are not yet specified they should follow good practice and relevant British Standards.

### Horizontal and vertical circulation

Although the new accommodation is on one level, it connects internally to the upper library level by a platform lift, wheelchair accessible linking the two ground levels. A short flight of shallow steps also provide access for ambulant disabled use. Safe access and egress is also provided by the side entrance, with level entrance through double swing doors leading to the side passage and public footpath.

### Facilities

Level access is provided to all internal facilities. Architectural elements such as doors, floors and walls will be carefully defined to establish visual contrast. Floors will be specified with non-slip, low sheen surfaces.

Acoustic detailing of the main space includes perforated timber panels, which together with the inherent fragmented shape of the soffit will reduce sound reverberation, although further acoustic detailing is essential.

All doorways provide a minimum of 800mm effective clear width door and to be specified with adjustment requiring less than 30N force to open.

### WCs

WC facilities are provided in the entrance lobby threshold space, comprising male and female facilities with one cubicle in each for ambulant disabled people, with an activity space that meets current provision. A pull down baby changing facility is designed for the female lavatory as well as in the separate unisex disabled cubicle measuring 2.2m by 1.5m wide.





**DESIGN & ACCESS REPORT****Management Issues**

At this stage it is difficult to confirm management procedures, other than to note that the Library will need to establish policies, practices and procedures to ensure that the building remains accessible once occupied.

**6.0 Proposals****Massing/Appearance**

The proposed new library hall echoes the massing of the existing front library by planning the main hall as a central space, on axis with the front building, and projecting above two equal side wings of accommodation. However, the height of the central volume is lower than the apex of the existing library hall, to be demolished.

The line of the flank walls of the front library, set building lines which define the edges of the proposed building. Similarly, the parapet heights of the new side wings are at the same height as the existing front library.

The roof profile of the projecting main space is a series of folded pitched roof sections, which refer to the immediate context of the saw tooth roof forms of the rear extensions of the surrounding dwelling.

Window fenestration is generated from the internal functions, with little or no windows provided to acoustically sensitive areas, such as the kitchen and studio, which are proposed to include attenuated grilles for ventilation. Larger windows and sliding doors are proposed to give access to the south facing garden areas.

**Materials**

The main envelope is proposed as facing bricks to match the warm red and yellow stock brick of the existing library, alternating in horizontal bands every fourth course.

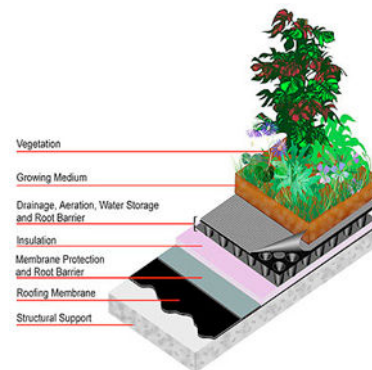
Windows and screens are proposed as high performance aluminium assemblies with gunmetal grey anodised finish.

The finish of the folded roof profile over the main hall is proposed as a single ply membrane, self-coloured, mid grey in keeping with the slate roofs of the surrounding dwellings. The fascias are of matching powder coated metal pressings.

The flat roofs to the side wings are proposed as “extensive green roofs” finished in self-maintaining sedums, to provide a living, colourful and sustainable finish to benefit the surrounding outlook.

Internal materials comprise a self finished perforated maple veneered plywood soffit to the main space, proposed to provide acoustic absorption and visual warmth to the space.

Internal walls are generally load bearing masonry, with dense



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render and smooth skim finish, to provide exposed thermal mass as an energy store.

Floor finishes are either hard wood flooring in the main space, and vinyl sheet or carpet in all other areas as appropriate to function.

### Landscaping

The existing community garden, is intended to be regenerated, with the major structure planting being stored on site during construction and recycled and integrated into a larger community garden. Apart from the inclusion of small scale ornamental tree planting, the existing quality of the garden should be maintained and enhanced by shrub planting, seated areas and paved areas and a secure, safe outdoor toddlers play area.

A screen wall and 1.8m gate that lead onto the side entrance service are provides access into the rear garden area.



### 7.0 Traffic Impact/Servicing

As the building already currently offers a wide range of facilities for local community use, it is believed that day to day traffic impact will not significantly increase in scale. Any potential enlarged impact of traffic may also be mitigated by an active management policy and careful timetable of activities.

### 8.0 Structural Concept

Subject to the finding of site investigations and trial pit analysis, the proposed structure is as follows.

Foundations are traditional strip concrete footing supporting load bearing masonry, with insulated ground bearing floor slab.

Walls are load bearing, full-fill insulated cavity construction, with internal solid masonry load bearing internal partitions.

The main roof is formed of single spanning prefabricated mono pitch timber roof trusses, bolted together at an inclined angle of 45 degrees, supported on stub steel columns. Roof finish is a single membrane sheet on continuous plywood decking and full fill insulation.

The side roofs consist of metsec steel beams spanning onto perimeter masonry, supporting continuous plywood decking and a propriety extensive green roof system by Bauder Ltd.



### 9.0 Sustainability and Energy Performance

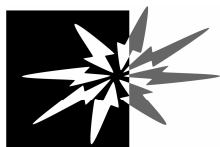
The building aims to embody passive energy saving principles. These are to include high internal building mass combined with night time ventilation, solar protection to windows and clearstorey

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lights to reduce external heat gains, super thermal insulation to the building perimeter, combined with airtight construction. The green roof also provides a cooling mass in the summer, and control of rainwater run off, in storms.

Solar thermal panels fixed at the optimum angle of 32 degrees to the south, are proposed to be installed on the existing flat roof of the existing building, to provide hot water for domestic and catering use. For full information on mechanical and electrical engineering services see Fulcrum Consulting's design report.

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Haringey Council

**APPENDIX A****REPORT TEMPLATE**

Agenda item:

**[No.]****Procurement Committee Meeting****On 24<sup>th</sup> July 2007**

Report Title: Report Title: Waiver of Requirement to tender Residential Mental Health Block Contract

Forward Plan reference number (if applicable): Not applicable

Report of: **Director of Adult, Culture and Community Services**

Wards(s) affected: All

Report for: Non-key Decision

**1. Purpose**

- 1.1 To seek Members approval to waive the requirement to tender as allowed under Contract Standing Orders 7.03 (a) and (d) and to negotiate with the Contractor named in Part B of this report in order to reconfigure and remodel the service to meet current identified need.
- 1.2 To extend the current residential care and support contract with Tulip in order to finalise negotiations for the above.

**2. Introduction by Cabinet Member (if necessary)**

- 2.1 The contract referred to in this report has been extended several times as a competitive process was unable to secure an alternative provider due the fact that suitable property is not available within or adjacent to the borough.
- 2.2 Officers have made efforts to source properties on behalf of the sector but were unable to do so.
- 2.3 I therefore, concur with the proposal to negotiate terms with the current provider and renew the contract in order to ensure continuity of service.

### 3. Recommendations

- 3.1 That Members agree to waive the requirement to tender the residential care and support service as allowed under Contract Standing Order 7.03 (a) and (d) as the nature of the market for the services has been investigated and demonstrated that a departure from the requirements of CSOs is justified and (d) it is in the Councils overall interest that;
- 3.2 Members agree that Mental Health Commissioning negotiates with the contractor named in Part B of this report in order to remodel the service and meet current identified need for dual diagnosis provision. Subject to approval of the waiver, a subsequent report will be presented to the Procurement Committee requesting an award of contract for a period of 3 years with a provision to extend for up to 2 years
- 3.3 That Members agree to extend the current contract with Tulip for a period not exceeding 6 months from 1 October 2007 to allow negotiations, remodelling and reconfiguration of service provision.

Report Authorised by: **Mun Thong Phung, Director of Adult, Culture and Community Services**

Contact Officer: **Siobhan Harper, Head of Mental Health Commissioning LBH/PCT 0208 489 3542/ Bobbi Virgo, Contracts Officer, 0208 489 3348**

### 4. Director of Finance Comments

- 4.1 The Director of Finance has been consulted in the preparation of this report. The initial extension of the current contract for 6 months has no direct financial implications as the costs are already projected within the Mental Health Commissioning budget. The proposed reconfiguration and service remodelling may provide some efficiency savings. Any savings realised will contribute towards containing the budget pressures within Adults Commissioning budgets.

### 5. Head of Legal Services Comments

- 5.1 Adult, Culture and Community Services Directorate ("the Directorate") seeks a waiver of CSO 6.4 (requirement to tender) in respect of one of its residential mental health block contracts.
- 5.2 The waiver is requested under the grounds specified in CSO 7.03 (a) i.e that the nature of the market has been investigated and is demonstrated to be such that a departure from the requirements of CSOs is justified; and CSO 7.03 (d) that it is in the Council's overall interest.

|   |  |
|---|--|
| 5.3   | The Directorate also seeks an extension of contract for a period of up to six months whilst discussion and remodelling of the service takes place.   |
| 5.4   | The service is categorised as a residual service under the Public Contracts Regulations 2006 and therefore there is no requirement to tender in Europe.  |
| 5.5   | The Procurement Committee has power to approve waivers under CSO 7.02 (a). Additionally it has power to approve extensions of contract under CSO 13.02.  |
| 5.6   | Should the Procurement Committee see fit to approve the recommendations in this report, officers will submit a further report to the Procurement Committee at the earliest opportunity, requesting an award of contract.   |
| 5.7   | The Acting Head of Legal Services confirms that there are no legal reasons preventing Members from approving the recommendations contained in this report.   |
| <b>6. Comments of the Head of Procurement.</b>              |  |
| 6.1   | This request for a waiver is in line with the Procurement Code of Practice.  |
| 6.2   | The re-negotiation of the current block service arrangements should enable the Council to achieve value for money. The future of this service provision will be examined by the new strategic commissioning team, in order to ensure that this can be put to the market in future. |
| 6.3   | Contract monitoring is in place and ongoing to ensure that the contract is compliant and any risk of service failure is mitigated.   |
| <b>7. Local Government (Access to Information) Act 1985</b> |  |
| 7.1   | No background documents  |
| 7.2   | This report contains exempt and non-exempt information. Exempt information is contained in Part B and is not for publication. The exempt information is under the following category (identified in the amended Schedule 12A of the Local Government Act 1972):                    |
|   | (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information).   |

## 8. Strategic Implications

- 8.1 Mental Health Commissioning proposes to waive the requirement to tender and reconfigure the service. This would involve partnership working with the PCT and embedding the service in emergent rehabilitation strategy for Mental Health, which includes identified need for increased dual diagnosis and move-on provision. The Contractor identified in Part B has indicated that it is willing to undertake such a process and terms of negotiation would include inter alia; service, model, partnership arrangements, contract price and duration, as well as monitoring and evaluation.
- 8.2 The contract with Tulip expires on 30 September 2007, and an extension of up to 6 months is sought to allow negotiations and time for any service reconfigurations in line with service user requirements for less group homes and the option to move into individual flats.

8.3 During the extension, the Tulip contract will continue to be monitored in the same way as the other residential block contracts. Quarterly statistics from the providers are supplied to the contracts department and mental health commissioning manager with information on staffing, training, incidents and accidents as well as annual accounts and insurance certificates. Void monitoring is reported fortnightly, annual service reviews take place and regular monitoring meetings with the Commissioning Manager and contracts.

## **9. Financial Implications**

9.1 See Financial Comment at Paragraph 4

## **10. Legal Implications**

10.1 See Legal Comment at Paragraph 5

## **11. Equalities Implications**

11.1 The contract requires that the service is provided in a manner which recognises and implements equality of opportunity and access, moreover equality issues are discussed in monitoring meeting and are included in quarterly returns. Moreover the proposal provides for suitable accommodation and support for vulnerable residents.

## **12. Consultation**

12.1 The proposal has been discussed between the Head of Mental Health Commissioning, Tulip, Haringey Teaching Primary Care Trust and the Manager of the Supporting People team, and a reconfigured service appears to be the best way forward to resolve the shortage of property and maximise the use of current resources in meeting identified service user need.

## **13. Background**

- 13.1 The Residential Accommodation Review produced by Mental Health Commissioning in Social Services developed a remodelling of services as a result of the needs analysis and gaps in provision identified in the Review.
- 13.2 The Director of Social Services and Executive Member for Social Services and Health agreed the strategic direction for accommodation services for adults with mental health problems in September 2003.
- 13.3 This model introduced new principles into current care provision. The emphasis was on recovery, promotion of independence and long term continued care where required within the specifications for the new services.
- 13.4 In February 2004, following a tender process based on the above new service model, the Executive Procurement Committee granted approval to the award of



five block contracts to the following providers: Psychiatric Rehabilitation Association, Umbrella, Richmond Fellowship, Mind and Ujima. There were no bidders for a sixth block tendered.

- 13.5 Contracts were awarded for three years with the option to renew them for further periods of up to a maximum of two years.
- 13.6 However, Umbrella was unable to deliver the contract as they were unable to obtain appropriate property from which to carry out the service.
- 13.7 The new contract with Umbrella was therefore terminated by mutual agreement, and approval was obtained from the Director to extend the contract with the outgoing provider Tulip, under the terms of their contract, from 1 October 2004 to 30 September 2005. This extension was intended to allow a re-tender of the contract. However, this was not possible due to scarcity of suitable accommodation.
- 13.8 In 2005 the Executive Procurement Committee agreed a 2-year extension to allow time for suitable property to be located in conjunction with Housing and for the contract to be re-tendered.
- 13.9 However, considerable difficulties remain in obtaining suitable property in borough for specialist care provision. Experience to date suggests that Registered Social Landlords and private sector landlords are reluctant to expend significant capital on property with limited return on contracts of a maximum of 5- year duration, which is insufficient to recoup capital outlay. Additionally despite several meetings and ongoing contact with Housing there is no Council Housing stock that would be fit for purpose.
- 13.10 Currently Mental Health Commissioning is taking part in Supporting People reconfiguration and meeting with more RSLs where the issue of the requirement for residential care property is being raised, as well as, to identify other challenges for RSLs in meeting residential care property and contract requirements. In terms of future requirements this issue will need to be examined by the new strategic commissioning team. Additionally, the Directorate is introducing a brokerage provision for mental health commissioning, which should assist with identifying and locating provision and commissioning trends which would be fed up to strategic commissioning.
- 13.11 In terms of surrounding London Boroughs; Hackney, Camden, Enfield, Barnet, Redbridge and Waltham Forest do not invest in block contract for residential care, Islington, has 2, one of which was tendered with property belonging to the borough.,
- 13.12 The current cost of the service is £283,756 pa and it is envisioned that the proposed reconfiguration and service remodelling should provide some efficiency savings.

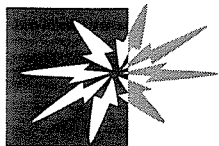
- 13.13 Subject to approval of the waiver, Adult, Culture and Community Service Directorate will return to Procurement Committee for award once negotiations have concluded.

**14. Conclusion**

- 14.1 Following award of residential care and support contracts by Executive Procurement Committee in 2004 one contract was unable to be let to the successful bidder because it was unable to secure suitable property from which to carry out the service.
- 14.2 The contract with the current provider, Tulip was therefore extended under the contract terms to ensure continuity of service to residents. The contract was subsequently extended by Executive Procurement Committee for a further 2 years to allow time for suitable property to be located in conjunction with Housing in order to re- tender the provision.
- 14.3 Despite several meetings and ongoing contact with Housing, considerable difficulties remain in obtaining suitable property in borough for specialist care provision. There is no Council Housing stock that has been identified as fit for purpose; Residential Social Landlords and private sector landlords appear reluctant to invest considerable capital outlay on property with limited returns on contracts of a maximum of only 5 years which is insufficient to recoup outlay.
- 14.4 Mental Health Commissioning proposes that the requirement to tender is waived and that the service is remodelled and reconfigured with the provider identified in Part B of this report, in partnership with Haringey Primary Care Trust in line with emergent rehabilitation strategy for Mental Health which includes dual diagnosis and move-on provision.
- 14.5 The Contractor is willing to undertake this process and terms of negotiation would include; service model, contract price and partnership arrangements.
- 14.6 The contract expires in September and an extension of the contract is required for up to 6 months to allow negotiations, reconfiguration and remodelling of service provision.

**15. Use of Appendices / Tables / Photographs**


- 15.1 N/A



Haringey Council ..

Agenda item:

**[No 1]****Cabinet Procurement Committee****On 24 July 2007**

|   |                                 |
|---|---------------------------------|
| Report Title: <b>Connexions Services from April 2008</b>  |                                 |
| Forward Plan reference number (if applicable):  |                                 |
| Report of: <b>Sharon Shoesmith – Director of Children and the Young People's Service</b>  |                                 |
| Wards(s) affected: <b>All</b>   | Report for: <b>Key Decision</b> |
| <b>1. Purpose</b><br>1.1 This report seeks Cabinet Member authority for the proposed commissioning approach to the delivery of Connexions services from April 2008.   |                                 |
| <b>2. Introduction by Cabinet Member</b><br>2.1 These proposals have been approved by the Cabinet and I recommend to the committee the commissioning process detailed in appendix 2.  |                                 |
| <b>3. Recommendations</b><br>3.1 That Members agree the commissioning approach as outlined in Appendices 1 & 2.   |                                 |
| Report Authorised by: <br><div style="text-align: center;"> <b>Sharon Shoesmith</b><br/> <b>Director</b><br/> <b>The Children and Young People's Service</b> </div> |                                 |
| Contact Officers: Janette Karklins, Deputy Director, School Standards and Inclusion<br>Telephone 020 489 5048<br>Belinda Evans, Head of Youth Service<br>Telephone: 020 8493 1009   |                                 |

#### 4. Executive Summary

- 4.1 Connexions services for Haringey are currently delivered by Connexions North London Partnership. From April 2008, these services will become the responsibility of the Local Authority and will become part of our integrated youth support. The value of Connexions work in 2007-08 is £2,456,104 which is determined through a national funding formula. An indication of the level of grant for 2008-9 and up to 2010 has been given which is based on assumptions around the number of young people and weighted for particular needs. The indicative sum for 2008-9 is around £2.7m, including around £0.45 million for Positive Activities for Young People (PAYP) which transferred to the Local Area Agreement in April 2007.
- 4.2 **Connexions services provide all young people in Haringey aged 13-19 and up to 25 for those with Special Educational Needs, with information, advice and guidance around education, employment and training (careers advice and guidance). From April 2008 it is proposed that some services will be centrally delivered**, with others being commissioned through a range of agencies, to both reshape delivery and ensure value for money. This report outlines the proposals for this commissioned approach.

#### 5. Acting Director of Finance Comments

- 5.1 The Acting Director of Finance has been consulted on this report and supports the recommendations subject to the Directorate ensuring that service delivery will be contained within the finite amount of grant funding, outlined in the financial implications paragraph, that will be made available for this purpose.
- 5.2 The commissioning process will need to have regard to the principals of best value and service level agreements need to clearly specify financial responsibility and outcomes.

#### 6. Head of Legal Services Comments

- 6.1 The potential transfer of Connexions Personal Advisers to schools and post 16 providers will constitute a relevant transfer for the purposes of the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE). Such a TUPE transfer to the employment of the Council will affect those staff currently employed by Prospects to deliver for Haringey young people and those who are directly employed by Connexions. Advice should be sought in relation to the steps that need to be taken under TUPE to effect the transfer by the due date of April 2008, including the statutory consultation requirements. Most of these requirements will be the responsibility of the transferring employers. However, the Council will need to consult staff whom may be affected by the forthcoming transfer. In addition it may be necessary to consider the staffing impact of the transfer of functions within the

commissioning process within the same context of a potential TUPE transfer.

- 6.2 It is noted that the commissioning process has to be completed before April 2008. Due consideration must be given to the detailed procurement strategy required to meet that tight time table consistently with Contract Standing Orders. Legal Services should be consulted early in the procurement process to ensure proper and significant legal input in the preparation of the contract and other documentation.

## **7. Head of Procurement Comments**

- 7.1 The Head of Procurement has been consulted throughout the process of developing the commissioning strategy that is now put before Members for approval.
- 7.2 In line with Government recommendations, the strategy aims to maximise value for money and ensure a high level of service quality to young people.
- 7.3 It is neither necessary nor appropriate to procure the entire service since some aspects are being brought in-house, other elements of best practice will be maintained and strengthened and the remainder will be selectively procured as outlined within Appendices.

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

Documents used in the preparation of this report include:

- Youth Matters: Next Steps 2006
- Targeted Youth Support Toolkit 2006
- Draft National Quality Standards for Information, Advice and Guidance 2006
- Targeted Youth Support – a guide 2007
- Various documents on Connexions transition

## **9. Strategic Implications**

- 9.1 It is essential that there is no break in Connexions service delivery and that quality levels are maintained and where possible improved.
- 9.2. The changes should be set against a background of change for 14-19 curriculum provision and the development of targets through the Local Area Agreement. The curriculum changes will also enable considered strategies to prevent NEET through better choices at 14 and 16 and greater synergy across a wider range of services through the Children's Networks. There is also a ten year Department for Education and Skills strategy for youth expected in July 2007.

**10. Financial Implications**

- 10.1 The current value of the Connexions work in 2007-08 is £2,456,104, which is determined through a national funding formula. In 2005-06 the grant was £2,405,754 and in 2006-07 £2,653,484. The level of grant from 2008-9 is predicted to be £2.7m including around £0.45 million for PAYP which transferred to the Local Area Agreement in April 2007.
- 10.2 Any proposal for delivering Connexions services will be subject to a planning process which will include careful costing of each strand. However there will be a finite amount of grant funding, which will require service delivery to be within that amount.
- 10.3 Achieving Best Value will be central to any commissioned approach and procurement guidelines will provide challenge through best value review.
- 10.4 The funding will be made available through the LAA.
- 10.5 The commissioning budget including the Service Level Agreements with schools is estimated to be in the region of £1.5 million.

**11. Legal Implications**

- 11.1 The contracts to be issued are categorised as Part B Service under the Public Contracts Regulations 2006, which means that there is no requirement to carry out a European tendering exercise. However, the European tendering rules will be used as good practice guidelines and tendering exercises will be in line with the Council's Standing Orders.

**12. Equalities Implications**

- 12.1 Connexions services are delivered to all young people with a targeted service for those most at risk of becoming NEET. Services will be targeted at those at risk of becoming NEET. This will include children and young people with learning difficulties and disabilities and those at risk of offending.

**13. Health and Safety Implications**

- 13.1 The contract terms will include requirements to comply with all relevant legislation.

**14. Sustainability Implications**

- 14.1 Sustainability has been taken into account as part of the proposed model. In consultation with the Human Resources department, it was recommended that staff be employed centrally as Haringey employees for the first year (2008/9), to enable a phased approach in which we will monitor implementation of the new service provision. Human Resources has recommended that 2008/09 is seen as a transition year, with staff being seconded to schools and post 16 providers. This will provide a phased approach and allow us to monitor how well the new arrangements are working as well as the robustness of the Service Level Agreements and the quality assurance checks. Revisions will be made in subsequent years as appropriate.

- 14.2 As part of the commissioning approach the contracting arrangements will make clear that any renewal of contract is based on the availability of funding from Central Government and on performance. All Service Level Agreements and contracts will be for one year in the first instance.

**15. Consultation**

- 15.1 An extensive consultation exercise has been carried out by the Corporate Consultation Team to collect and analyse the views of young people, parents/carers, schools, providers and other stakeholders.

**16. Description of Procurement Process**

This is described in Appendices 1 and 2.

**17. Key Benefits and Risks**

- 17.1 Commissioning schools and post 16 providers to provide the information, advice and guidance service, will enable an integrated service within the wider provision existing within the schools.

- Services will be managed where they are delivered enabling staff to meet local needs and to fully understand wider service implications.
- Services can be better aligned with Haringey priorities, eg. NEET, worklessness and Council Services across these areas.
- Good synergy with existing services like the co-location of Council services such as at the Multi Agency drop in centre in Wood Green Library.
- Resources can be better aligned to Haringey young people and used to address particular priorities.
- Greater emphasis on universal services for all young people.
- Better services for those with Special Education Needs and improved assessments for Section 140.
- See Appendix 3 for the Risks and Issues

**18. Contract and Performance Management**

- 18.1 A robust performance management framework will be introduced. It is proposed that this will be monitored centrally, to ensure that commissioned universal information, advice and guidance services are accountable for the quality of the service delivered.
- 18.2 Quality Assurance (QA) will be an essential aspect of the work. It is intended that this will be a separate function and independent from the team responsible for delivery. This team will QA all aspects of the service and ensure that work is being carried out according to contracts and Service Level Agreements, but more importantly that it meets the needs of Haringey young people. Reports will analyse and detail the QA process and include qualitative and quantitative judgements on delivery.

**19. Conclusion**

- 19.1 This is an important opportunity to consider the future delivery of Connexions services in Haringey. It is closely aligned with developments locally and nationally in the 14-19 field and integrated youth support which will enable young people to have a greater range of choice in terms of vocational provision and opportunities. It will also contribute to better prevention of young people becoming NEET. The recommendation is for a mixed model which includes some aspects of services being commissioned, with others delivered centrally through the review and development of existing Council services.

**20. Use of Appendices**

- Appendix 1 – Provision of in-house centrally managed services
- Appendix 2 –Commissioning process from April 2008
- Appendix 3 – Risks and Issues
- Appendix 4 – Draft Service Structure Diagram





## Appendix 1: Provision of in-house centrally managed services

| Service   | Target Group   | Internal Services - Delivery Approach  |
|---|--|--|
| <b>a) Targeted</b><br>information,<br>advice and<br>guidance                  | Young people 13-19 and up to 25 who have a special need where there are additional factors which could impact on their engagement such as mental health, teenage pregnancy.                        | It is recommended that this area of work is delivered by Personal Advisers (PA) allocated to the specialist teams providing support and that the PA staff are managed by those teams eg YOT. There will also need to be a small central team who work with targeted groups who are not covered within the specialist teams.  |
| <b>b) Intensive</b><br>intervention<br>information,<br>advice and<br>guidance | Young people 13-19 and up to 25 who have a special need where there are exceptional factors that are preventing their re-engagement with education, training or employment and those who are NEET. | This will be quality assured through a separate centralised QA team within the 14-19 section.<br>It is recommended that this area of work is delivered through the Connexions central team (see appendix 4) focused on working with young people who are NEET. It will link with contracting for provision through local providers including the voluntary sector for entry to employment type programmes. |
| <b>c) Quality Assurance</b>   | Systems and processes for delivery to all young people.  | The Children & Young People's Service, 14-19 team will take overall lead on quality assurance as part of the reshaping of the service.<br><br>The role will include a scrutiny function linked to Performance Management and Workforce Development below.  |
| <b>d) Performance management</b>  | All staff  | It is recommended that this area of work is managed by the Head of Youth Service with close links to the QA function above, as part of the reshaping of the service.<br><br>All staff will be part of a performance management scheme.   |
| <b>e) Increasing participation</b>  | Young people 13-19 and up to 25 who have a special need  | It is recommended that this area of work is managed by the Head of Youth Service with close links to the Head of Participation, Parental and Community Involvement.<br><br>Building on the work currently undertaken by Connexions to promote participation and decision making in all aspects of service delivery.  |

## Appendix 2: Commissioning process from April 2008.

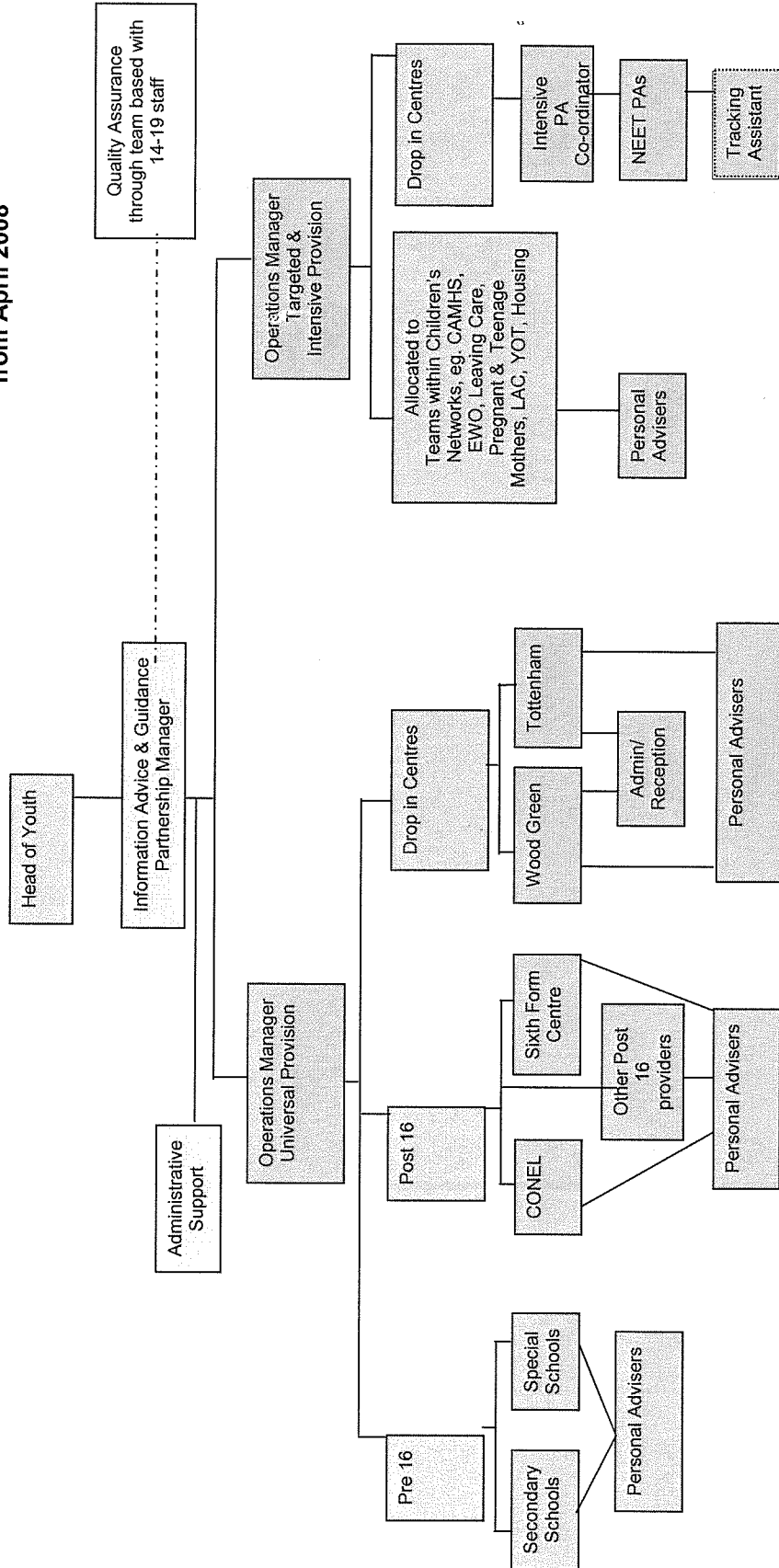
| Service   | Target Group  | Commissioning Approach   |
|---|---|--|
| <b>a) Universal</b><br>Information, advice and guidance services<br><br><b>Value approximately £1 million</b> | All young people 13-16 registered at a Haringey school (secondary/special)  | <p>To directly contract with secondary and special schools to provide a core offer of universal IAG services, through a Service Level Agreement.</p> <p>Special Schools to provide enhanced training and support PA's to deliver a universal service for children and young people with LDD/SEN and to meet standards, eg. for Section 140 assessments.</p> <p>This should be a transparent but closed/ selective tender established from existing services in the first year and reviewed in year two.</p> <p>Core offer to be established – expressions of interest sought. This is a Part B service under EU regulations.</p> |
|   | Haringey young people 16-19 and up to 25 with SEN who access post 16 education and training through school sixth forms, the Sixth Form Centre, further education providers (CoNEL) and work based learning. |  |
|   | Young people 13-19 and up to 25 with SEN who access youth service provision or drop in centres at Wood Green and Tottenham.   | <p>The Youth Service to take the overall lead on integrating the work of Connexions within the targeted youth support framework. Reshaping the service and delivery of Connexions.</p> <p>IAG not being delivered by the Youth Service to be commissioned at pre and post 16 stages. Drop in centres providing support to young people who come to the centres.</p>  |
| <b>b) Targeted</b><br>information, advice and guidance  | Young people 13-19 and up to 25 who have a special need where there are additional factors which could impact on their engagement such as mental health, teenage pregnancy.                                 | <p>Commission specialist services to deliver targeted/intensive work e.g.</p> <ul style="list-style-type: none"> <li>• YOS</li> <li>• Leaving Care</li> <li>• CAMHS</li> <li>• Pupil Support Centre</li> <li>• LAC Team</li> <li>• Voluntary Controlled Services</li> </ul> <p>(This is not an exhaustive list).</p>   |

|   |  |  |
|---|--|--|
| <b>c) Intensive intervention</b><br>information, advice and guidance        | Young people 13-19 and up to 25 who have a special need where there are exceptional factors that are preventing their re-engagement with education, training or employment and those who are NEET. | This would be led by the central NEET team of Personal Advisers able to commission specialist services to deliver targeted/intensive work as required for the client group.  |
| <b>d) CCIS data</b><br>tracking system                                      | All young people are recorded on a pan London database to enable tracking of progression post 16.  | To be commissioned following market research.<br><br>Connexions are currently providing this service. Will explore as part of the market research the viability of Connexions continuing to provide this service from April 2008.  |
| <b>e) Workforce development</b>   | All staff  | Prospects currently provide the CPD training for Connexions; this will need to be commissioned following market testing with a PQQ stage. Training provisioned by OD&L will be explored  |
| <b>f) Communications and marketing and provision of careers information</b> | All young people   | Restricted tender following market research with a PQQ stage.<br>In 2 parts<br>1. Market testing to identify service providers that can provide the booklets, library, employer links and IT based programmes.<br>2. Careers Event –tendered e.g. through the VCS. Must link to employers to ensure progression routes to avoid NEETs (see below). |
| <b>g) Employer Links</b>  | Young people post 16   | Restricted tender following market research with PQQ stage.<br><br>The tender process to consider creating a dedicated employer links and events organiser. The communications aspect of the work detailed above could also be combined. This will be dependent on the outcome from the market research.   |
| <b>h) Positive Activities for Young People (PAYP)</b>                       | Young people 13-19 and up to 25 who have a special need where there are exceptional factors that are preventing their re-engagement with education, training or employment and those who are NEET. | There needs to be central co-ordination and commissioning through the LAA to link with the targets and meet needs analysis. This could lead to commissioning services through a competitive tendering process and also through direct commissioning of Council services.   |

## Appendix 3: Risks and Issues

| Category  | Probability | Impact | Risk | Mitigation approach  |
|---|-------------|--------|------|--|
| Potential loss of staff during the transition due to uncertainty concerning future posts.   | High        | High   | High | Regular communication with Connexions staff/Prospects staff as part of stakeholder communication and to establish a good working relationship with staff likely to be transferred. To get agreement to the transfer process.   |
| NEET levels rising during the transition if the focus and/or resources applied to reducing them falls during or after the transition. | High        | High   | High | The borough will need to resource keeping the priority/focus high on having a robust NEET strategy and ensuring that it delivers reductions.   |
| The capacity of schools to deliver on the Service Level Agreements or post 16 providers not able to deliver on the contracts.         | Low         | High   | Low  | PA resource and further resources will be allocated on a formula based on free school meals, GCSE results, number of young people from each school who went onto become NEET etc. SLA/contract specifications will be precise and provide measurable outcomes. QA processes will be robust and where necessary able to direct compliance. The staffing structure also enables the team leader for universal services to monitor the impact of the work of the PAs across the schools and to take early action if necessary.                |
| Exit strategy if contracts are not delivered to the specification   | Low         | Low    | Low  | All SLA and contracts will be for one year in the first instance but will include specific outcomes at key points during the year which can be used to monitor compliance. A staged process of addressing any deficiencies in meeting SLA/contracts will be built into the SLA/contract. Payments will be phased and if delivery is a problem alternative provision would be made using the resources available. In the first year PA will be seconded to schools and providers as part of the phased approach to ensure service delivery. |

Draft Structure for Connexions Services –  
from April 2008



A range of functions will be either commissioned or delivered through teams already in the Children and Young People's Service or Council. These include IT and data support, CPD Co-ordination, workforce development, marketing and communication and employer engagement.

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of the Local Government Act 1972.

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