


Haringey Council
Written Statement/Record of a decision made by an officer under delegated authority

Decision Maker (Post Title)	Alan Benson, Interim Assistant Director for Housing
Subject of the decision	Appointment of the Independent Tenant and Leaseholder Advisor for Love Lane Estate, Tottenham
Date of decision	26 th August 2019
Decision	Approval to appoint Microfish Communications to undertake the role of Independent Tenant and Leaseholder Advisor – Love Lane Estate.
Reasons for the decision	<p>A mini competition for the 'Independent Tenant and Leaseholder Advisor – Love Lane Estate' was held through the Haringey Council Independent Tenant and Leaseholder Advisor supplier framework.</p> <p>Microfish Communications submitted a bid to undertake the works over a 2-year period. This bid was evaluated and scored 89.10% and represents the best value for money offer under the pre-determined tender evaluation criteria.</p> <p>On this basis, the tender evaluation panel recommend appointing Microfish Communications to undertake the commission.</p>
Details of any alternative options considered and rejected by the officer when making the decision	An alternative option would be to pursue a single negotiated tender with the incumbent Independent Tenant and Leaseholder Advisor. However, following discussions with the Councils' procurement team it was concluded that a competitive procurement process should be carried out, to ensure an open and transparent process.
<u>Conflicts of interest – Executive decisions</u>	
Details of any conflict of interest declared by a Cabinet Member who is consulted by the officer which relates to the decision and details of dispensation granted by the Council's Head of Paid Service	N/A
<u>Conflicts of interest – Non executive decisions</u>	
Where the decision is taken under an express delegation e.g. by a Committee, the name of any Member who declared a conflict of interest in relation to this matter at the committee meeting,	N/A
Title of any document(s), including reports, considered by the officer and relevant to the above decision or where only part of the report is relevant to the above decision, that part) These documents need to be attached to the copy of this record/statement kept by the Authority but must not be published if they contain exempt information	<p>See attached:</p> <ul style="list-style-type: none"> • Appendix A_ITLA RFQ Love Lane Estate Final • Appendix B_Microfish Love Lane ITLA Final • Appendix C_Microfish Schedule of Rates
Reasons for exemption with reference to categories of exemption specified overleaf, or	

<p>Reason why decision is confidential (see overleaf)</p> <p>Note: decisions containing exempt or confidential information falling within the categories specified overleaf are not required to be published.</p>	
<p>Communicating your decision: Who needs to know about this decision and is a plan in place to tell them? (officers in your department, in other departments where necessary, members, external stakeholders).</p>	<p>The following stakeholders and project steering group members will need to be informed of the decision:</p> <ul style="list-style-type: none"> • Tottenham Regeneration Service • Homes for Haringey • Love Lane Estate Residents Association • Cabinet Member for Housing and Estate Renewal • Northumberland Park Ward Councillors • Love Lane Estate residents
<p>Signature of Decision Maker</p>	
<p>Name of Decision Maker</p>	<p>Alan Benson, Interim Assistant Director for Housing</p>
<p>Does the decision need to be published?</p> <p>Yes <input type="checkbox"/></p> <p>No <input checked="" type="checkbox"/></p>	

Exempt Information

Report for: Alan Benson, Interim Assistant Director for Housing

Item number: N/A

Title: Appointment of consultants to undertake Independent Tenant and Leaseholder Advisor (ITLA) services for Love Lane Estate – High Road West Regeneration Scheme

Report authorised by: Alan Benson, Interim Assistant Director for Housing

Lead Officer: Ian Cruise – Community Engagement Officer – North Tottenham, 020 8489 3127, ian.cruise@haringey.gov.uk

Ward(s) affected: Northumberland Park

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

1. Describe the issue under consideration

A competitive procurement process has been carried out in order to appoint a consultant to deliver Independent Tenant and Leaseholder Advisor (ITLA) services for the Love Lane Estate – part of the High Road West Regeneration Scheme.

2. Cabinet Member Introduction

Not applicable.

3. Recommendations

The Interim Assistant Director for Housing agrees, under delegated authority, to the appointment of Microfish Communications to carry out Independent Tenant and Leaseholder Advisor services for Love Lane Estate - part of the High Road West Regeneration Scheme to the value of £95,298.26.

4. Reasons for decision

A mini competition for the 'Independent Tenant and Leaseholder Advisor – Love Lane Estate' was held through the Haringey Council Independent Tenant and Leaseholder Advisor supplier framework. Microfish Communications submitted a bid to undertake the works over a 2-year period. This bid was evaluated and scored 89.10% and represents the best quality and price offer under the pre-determined tender evaluation criteria.

On this basis, the tender evaluation panel recommend appointing Microfish Communications to undertake the commission.

5. Alternative options considered

An alternative option would be to pursue a single negotiated tender with the incumbent Independent Tenant and Leaseholder Advisor. However, following discussions with the Councils' procurement team it was concluded that a competitive procurement process should be carried out, to ensure an open and transparent process.

6. Background information

In December 2014, following two years of consultation, the London Borough of Haringey's Cabinet agreed a Masterplan for the High Road West area. The masterplan included a vision to regenerate the Love Lane Estate. The Love Lane Estate sits within the North Tottenham area and consists of 297 Council properties. In September 2017, after a competitive tendering process, Lendlease were approved as the Council's development partner with a proposal to deliver around 2,500 high-quality, sustainable homes.

Over the last 5 years the Council has been working with the existing ITLA and the residents of the Love Lane Estate to develop a Resident Charter, a design guide and tenant, leaseholder and private tenant housing offers.

The existing ITLA was initially appointed in 2014 to work with residents to develop the regeneration proposals for the area. Since this contract expired in 2016, the ITLA has been contracted through a recruitment agency on a rolling basis. Given the significant amount of time since the initial procurement exercise was carried out, the ITLA services were re-procured to ensure that the Council were achieving value for money and a high quality service.

6.3 The Commission

Please see Appendix A,B & C for the full brief and specification issued as part of the Statement of Requirement/Request for Quotation exercise.

The project deliverables include:

- Provide clear independent information, advice and guidance
- Advocate on behalf of Love Lane Estate residents of all tenures
- Assist residents in understanding their rehousing options
- Capacity building for Love Lane Residents Association
- Community development

6.4 Project budget

The commission will be funded as previously, through the Housing Revenue Account for the 2-year period of the contract.

6.4 Tendering

We have used the Haringey Council Independent Tenant and Leaseholder Advisor Framework for this commission. Tenders were invited to all the consultants on the Framework on a 70% quality and 30% price basis.

There are 4 Consultants listed in the Haringey Council ITLA Framework:

- Microfish Communications Ltd
- PPCR Associates Ltd
- Source Partnership Consulting Ltd
- Newman Francis Ltd

The Request for Quotation was advertised through the Councils' HPCS procurement portal to all ITLA Framework Providers. Following issuance of the RFQ, the Council received two tender returns.

The evaluation panel consisted of five Love Lane Estate Committee Members and the Councils' Lead Officer for the procurement.

Through the tender process, Microfish Communications have confirmed they are adequately resourced and technically compliant to perform the required role as demonstrated in the tender scores.

7. Contribution to strategic outcomes

This project will contribute to the following Council priorities outlined in the Borough Plan 2019-23

- **Priority 1: Housing** - a safe, stable and affordable home for everyone, whatever their circumstances
- **Priority 2: People** - our vision is a Haringey where strong families, strong networks and strong communities nurture all residents to live well and achieve their potential
- **Priority 3: Place** - a place with strong, resilient and connected communities where people can lead active and healthy lives in an environment that is safe, clean and green
- **Priority 4: Economy** - a growing economy which provides opportunities for all our residents and supports our businesses to thrive

8. Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)

8.1 Finance Comments

This reports requests, under delegated authority, to the appointment of Microfish Communications to carry out ITLA services. There is sufficient budget to fund the expenditure.

8.2 Procurement Comments

Strategic Procurement notes the contents of the report and the recommendation to award the contract to Microfish Communications. Strategic procurement have no objections to the award of this contract under delegated authority within the Contract Procedures Rules (paragraph 9.07.1c).

8.3 Equalities Comments

Not applicable

9. Use of Appendices

- Appendix A_ITLA RFQ Love Lane Estate Final
- Appendix B_Microfish Love Lane ITLA Final
- Appendix C_Microfish Schedule of Rates

10. Local Government (Access to Information) Act 1985

Not applicable.