


## Haringey Council

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

Decision Maker (Post Title)	Head of Programme Management - Regeneration and Economic Development
Subject of the decision	Down Lane Park: Extension of appointment of co-design facilitator
Date of decision	03 February 2023
Decision	Approve the extension of the appointment of Coherent Cities Ltd by 50%, in accordance with CSO clause 23.5.2. The total value of the appointment would be up to £41,250.
Reasons for the decision	<p>The Down Lane Park Improvement Programme is being brought forward through a co-design process. This process launched in January 2022 and the project team, comprising Community Design Group (CDG), professional team and the Council, have been working over the last 12 months to develop design proposals for the park.</p> <p>In line with best practice and in order to enable the co-design process, the council appointed Coherent Cities Ltd in January 2022 as co-design facilitator for the project, to:</p> <ul style="list-style-type: none"> <li>a) act as convenor for the whole co-design process</li> <li>b) keep the CDG oriented and working within agreed Terms of Reference</li> <li>c) help build a positive atmosphere and dynamic</li> <li>d) signpost and shepherd proceedings</li> <li>e) provide an independent and neutral perspective and voice</li> <li>f) ensure all voices are heard.</li> </ul> <p>The co-design process has been underway since January 2022, with the project team working together to meet key milestones including full public consultation in October in two early-stage design options. The team is now refining these to a single preferred option to form the basis of a planning submission in summer 2023.</p> <p>The role of the facilitator has been fundamental to building trust and supporting the group through this process. This extension of appointment will enable the facilitator to continue to support the group to the submission of a planning application.</p>

Details of any alternative options considered and rejected by the officer when making the decision	See section 4
<u>Conflicts of interest – Executive decisions</u>	N/A
<u>Conflicts of interest – Non executive decisions</u>	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)	Decision Report 20 <sup>th</sup> January 2022: Down Lane Park: Appointment of Co-Design Facilitator.
Reasons for exemption with reference to categories of exemption specified overleaf, or  Reason why decision is confidential (see overleaf)  Note: decisions containing exempt or confidential information falling within the categories specified overleaf are not required to be published.	N/A
Signature of Decision Maker	
Name of Decision Maker	David Lee Head of Programme Management - Regeneration and Economic Development
Does the decision need to be published?  Yes <input type="checkbox"/> Y  No <input type="checkbox"/>	

## Exempt Information

### Local Government Act 1972 Schedule 12A

#### Part 1: Descriptions of Exempt Information

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any person (including the authority holding that information).
4. Information relating to any consultations or negotiations or contemplated consultations or negotiations in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes -
  - (a) To give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - (b) To make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

**Note: It is insufficient to simply identify a category of exemption, you must also conduct a public interest test on the basis specified in the Act as follows:**

Information falling within categories 1-7 is exempt if and so long as in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

#### Confidential Decisions

1. The decision contains information provided by a Government department on a non-disclosure basis
2. There is a Court order against disclosure

## DECISION MAKING REPORT

**Report for:** David Lee, Head of Programme Management – Regeneration and Economic Development

**Item number:** N/A

**Title:** Down Lane Park: Extension of appointment of co-design facilitator

**Report authorised by:** Emily Read, Tottenham Hale Lead

**Lead Officer:** Owain Jones, Programme Manager, Regeneration - Tottenham Hale

**Ward(s) affected:** Tottenham Hale

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

### 1. Describe the issue under consideration

- 1.1 Extension of the appointment of co-design facilitator Coherent Cities Ltd, in support of the Down Lane Park improvement project. Specifically, to work with the Council and a design-led professional team to coordinate the co-design phase of the project and facilitate a Community Design Group.
- 1.2 The quoted value of the appointment in Jan 2022 was £27,500 + VAT for services provided Feb – Sept 2022. This report seeks to extend the value of the commission by 50% in line with CSO 23.5.2 to a total value of up to £41,250. This will enable the co-design process to continue until submission of a planning application in summer 2023.

### 2. Recommendations

- 2.1 For the Head of Programme Management (Regeneration and Economic Development) to approve the extension of the appointment of Coherent Cities Ltd by 50%, in accordance with CSO clause 23.5.2. The total value of the appointment would be up to £41,250.

### 3. Reasons for decision

- 3.1 The Down Lane Park Improvement Programme is being brought forward through a co-design process. This process launched in January 2022 and the project team, comprising Community Design Group (CDG), professional team and the Council, have been working over the last 12 months to develop design proposals for the park.
- 3.2 In line with best practice and in order to enable the co-design process, the council appointed Coherent Cities Ltd in January 2022 as co-design facilitator for the project, to:
- g) act as convenor for the whole co-design process
  - h) keep the CDG oriented and working within agreed Terms of Reference
  - i) help build a positive atmosphere and dynamic
  - j) signpost and shepherd proceedings

- k) provide an independent and neutral perspective and voice
- l) ensure all voices are heard.

- 3.6 The co-design process has been underway since January 2022, with the project team working together to meet key milestones including full public consultation in October in two early-stage design options. The team is now refining these to a single preferred option to form the basis of a planning submission in summer 2023.
- 3.8 The role of the facilitator has been fundamental to building trust and supporting the group through this process. This extension of appointment will enable the facilitator to continue to support the group to the submission of a planning application.

#### 4. Alternative options considered

The following alternative options were discounted:

- 4.1 **Do Nothing** – The facilitator is fundamental to supporting the group and maintaining trust and confidence in the codesign process. Their independence from the Council is critical to the role. If the contract was to not be extended it would leave the community design group without this vital support function and impact on the performance and functionality of the group. At this stage in the co-design process, this could have a major impact on the success of the project.
- 4.2 **Run a three quotes competitive process** – the Community Design Group has expressed strong support for the role that Coherent Cities have played through this process, with a mid-point feedback survey taken in October 2022 (at the end of the Stage 2 design process) highlighting that all group members were strongly supportive of the role that Coherent Cities are playing in the process. If this role were to be replaced at this stage of the project it would impact on the cohesion and confidence of the group, and could impede the progress towards planning submission.
- 4.3 **Preferred option** – The role of the facilitator has been fundamental to building trust and supporting the group through the codesign process. This extension of appointment will enable the facilitator to continue to support the group to the submission of a planning application, maintaining cohesion within the Community Design Group and helping to ensure a positive outcome.

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

##### 5.1 Finance

Not applicable, as under £50,000 threshold.

##### 5.2 Legal

Not applicable, as under £50,000 threshold.

##### 5.3 Procurement

Not applicable, as under £50,000 threshold.

#### 6 Use of Appendices

None.

- 7 **Local Government (Access to Information) Act 1985**  
Not applicable.