

<p>Decision Maker (Post Title)</p>	<p>For the Head of Programme Management, Regeneration and Economic Development</p>
<p>Subject of the decision</p>	<p>Request to approve a Waiver and contract award under Contract Standing Order (CSO) 10.01.2(d) to <i>TrueForm Ltd</i>, for supply and install of Legible London Signage as part of the Tottenham Hale Streets and Spaces Programme, for the period of 24 months.</p>
<p>Date of decision</p>	<p>12/08/ 2024</p>
<p>Decision</p>	<p>For the Head of Programme Management, Regeneration and Economic Development to:</p> <ul style="list-style-type: none"> • Waive Contract Standing Order (CSO) 8.03 (requirement to obtain at least three competitive quotations) as allowed under CSO 10.01.2(d) • Approve to enter into contract with <i>TrueForm Ltd</i>, for supply and install of Legible London Signage to support the Tottenham Hale Wayfinding Programme. The contract is up to a maximum value of £47,470 + VAT (inc. 15% contingency)
<p>Reasons for the decision</p>	<p>The request for a waiver is in the Council’s interest to ensure that a consistent and co-ordinated package of directional signage can be delivered across both Transport for London and Haringey Highway Authority transport networks in Tottenham.</p> <p>Transport for London have a direct contact with <i>TrueForm Ltd</i>. to supply, install and maintain Legible London signage across their network. A limited number of suppliers manufacture and supply Legible London signage, unless manufactured as a bespoke product.</p> <p>Legible London Signage is part of a comprehensive system of wayfinding assets, both physical and digital which can be quickly implemented and frictionlessly integrated. Following cross-department engagement with transport planning and highways services, Legible London has been identified as the preferred signage system for Tottenham Hale and neighbouring areas in the borough, to ensure consistency.</p>

	<p>Procurement of Legible London signage through Transport for London's existing supplier will achieve efficiencies for the council while implementing a high-quality signage system which is consistent and recognisable across all intersecting transport networks in the area, now and through future schemes.</p> <p>Approval to enter into contract will ensure the capital programme in Tottenham Hale is delivered in full; delivering on the objectives of the Tottenham Hale Green and Open Spaces programme and Tottenham Hale Streets and Spaces programme, addressing the physical and social severance of the neighbourhood and improving access for residents.</p> <p>The council's capital programme is progressing at pace with partnering development changing the landscape in Tottenham Hale and increasing footfall. A package of directional signage is required to support the regeneration programme as part of key infrastructural investment, to which the council has committed to.</p>
<p>Details of any alternative options considered and rejected by the officer when making the decision</p>	<p>Option 1 - 'Do Nothing' This option was rejected because directional signage is a priority for the council and its strategic partners, to help residents and visitors navigate the changing landscape in Tottenham Hale. The council has committed to delivering wayfinding through its Capital Programme to support development and encourage footfall to new spaces and connections.</p> <p>Option 2 – Running a competitive tender This option was discounted because Legible London has been identified as the preferred directional signage solution through engagement with the Highways Authorities in the area. Normally we would commission Legible London signage through Transport for London, who have a direct contract with <i>TrueForm Ltd</i>, to supply and install their signage. Due to limited resources TfL have recommended we procure directly from their supplier. This ensures quality and consistency across the area; integrating Haringey Transport Network and Transport for London roads, rail and buses, now and through future schemes.</p> <p>Option 3 - A single supplier direct award Approve a Waiver and enter into contract with <i>TrueForm Ltd</i>, to directly supply and install Legible London signage. This option was selected as it's in the council's interest.</p>

<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)	Appendix 1. 'South Tottenham – Legible London Signage Proposal' Appendix 2. 'LLQ115 LB Haringey - South Tottenham 25.07.24' Appendix 3. 'LLQ115 LB Haringey - South Tottenham - Minilith Outers 25.07.24'
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.	Appendix 2. & Appendix 3. are exempt from publication as it contains information relating to the financial or business affairs of any person.
Signature of Decision Maker	
Name of Decision Maker	David Lee, Head of Programme Management – Regeneration & Economic Development
Does the decision need to be published? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

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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 & Economic Development

Item number: N/A

Report Title: Tottenham Hale Wayfinding – Procurement of Legible London Signage Supply & Installation

Report authorised by: Emily Read, Tottenham Hale Lead

Lead Officer: Jacob Sturdy, Regeneration Officer – Tottenham Hale

Ward(s) affected: Tottenham Hale

Report for Key/ Non Key Decision: Non Key

1. Describe the issue under consideration.

- 1.1 Request to approve a Waiver and approve contract award under Contract Standing Order (CSO) 10.01.2(d) to *TrueForm Ltd*, for supply and install of Legible London Signage as part of the Tottenham Hale Streets and Spaces Programme.
- 1.2 The contract will be up to a maximum value of £47,470 + VAT (inc. 15% contingency)

2. Cabinet Member Introduction

2.1 N/A

3. Recommendations

3.1 For the Head of Programme Management, Regeneration and Economic Development to:

- Waive Contract Standing Order (CSO) 8.03 (requirement to obtain at least three competitive quotations) as allowed under CSO 10.01.2(d)

- Approve to enter into contract with *TrueForm Ltd*, for supply and install of Legible London Signage to support the Tottenham Hale Wayfinding Programme. The contract is up to a maximum value of £47,470 + VAT (inc. 15% contingency)

4. Reasons for decision

- 4.1 The request for a waiver is in the Council's interest to ensure that a consistent and co-ordinated package of directional signage can be delivered across both Transport for London and Haringey Highway Authority transport networks in Tottenham.
- 4.2 Transport for London have a direct contact with *TrueForm Ltd*. to supply, install and maintain Legible London signage across their network. A limited number of suppliers manufacture and supply Legible London signage, unless manufactured as a bespoke product.
- 4.3 Legible London Signage is part of a comprehensive system of wayfinding assets, both physical and digital which can be quickly implemented and frictionlessly integrated. Following cross-department engagement with transport planning and highways services, Legible London has been identified as the preferred signage system for Tottenham Hale and neighbouring areas in the borough, to ensure consistency.
- 4.4 Procurement of Legible London signage through Transport for London's existing supplier will achieve efficiencies for the council while implementing a high-quality signage system which is consistent and recognisable across all intersecting transport networks in the area, now and through future schemes.

5. Alternative options considered.

5.1 Option 1 - 'Do Nothing'

This option was rejected because directional signage is a priority for the council and its strategic partners, to help residents and visitors navigate the changing landscape in Tottenham Hale. The council has committed to delivering wayfinding through its Capital Programme to support development and encourage footfall to new spaces and connections.

5.2 Option 2 - Running a competitive tender

This option was discounted because Legible London has been identified as the preferred directional signage solution through engagement with the Highways Authorities in the area. Normally we would commission Legible London signage through Transport for London, who have a direct contract with *TrueForm Ltd*, to supply and install their signage. Due to limited resources TfL have recommended we procure directly from their supplier. This ensures quality and consistency across the area; integrating Haringey Transport Network and Transport for London roads, rail and buses, now and through future schemes.

5.3 Option 3 - A single supplier direct award

Approve a Waiver and enter into contract with *TrueForm Ltd*, to directly supply and install Legible London signage. This option was selected, as it's in the council's interest.

6. Background information

6.1 The delivery of directional signage is part of a wider wayfinding strategy within the Capital Programme for Tottenham Hale to support navigation of the changing landscape and promote new connections and spaces. The progression of key capital programmes, such as Down Lane Park, the Paddock, the public realm; as well as partnering developments, require a rapid but holistic response.

6.2 Following engagement with transport planning and highways services, Legible London has been identified as the preferred signage system for Tottenham Hale and neighbouring areas in the borough, to ensure consistency. Multiple capital programmes in Tottenham, include the delivery of directional signage. To ensure consistency officers have aggregated proposals across the Tottenham area into a single contract. These proposals cover both Haringey Transport Authority and Transport for London managed highways and highway assets, to ensure consistency and minimise street clutter; in alignment with the requirements set by the designated Highways Authority.

6.3 In co-ordination with Transport for London (TfL), who will provide the artworks for all Legible London signage, *TrueForm Ltd* have been engaged through TfL to quote for the supply and installation of 'finger signs' and 'Outer London Miniliths' in strategic locations.

6.4 Legible London signage will be delivered in stages as and when new amenities and connections open, starting with the existing condition to address the acute need.

7. Contribution to the Corporate Delivery Plan 2022-24 High Level Strategic outcomes'

7.1 This contract will help to support the following strategic priority areas of the Corporate Delivery Plan:

7.1.1 Responding to the climate emergency

High level outcome 1: a greener and climate resilient Haringey

7.1.2 A Safer Borough

High level outcome 1: a borough where all residents and visitors feel safe and are safe.

7.1.3 Place and economy

High level outcome 5: placemaking

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

8.1 Finance Comments

N/A

8.2 Procurement

The SSC notes the request for a waiver of Contract Procedure Rules (CPR) clause 8.03 as allowed under CPR clause 10.01.2. The SSC has no objection to the proposed waiver in accordance with CPR clause 10.01.2 on this occasion. Will West Financial Compliance Officer, On behalf of Lesley Francis, Head of Fin Admin 06.08.2024.

8.1 Due to the value of this commission, comments from statutory officers are not required.

9 Use of Appendices

- Appendix 1. 'South Tottenham – Legible London Signage Proposal'
- Appendix 2. 'LLQ115 LB Haringey - South Tottenham 25.07.24'
- Appendix 3. 'LLQ115 LB Haringey - South Tottenham - Minilith Outers 25.07.24'

Local Government (Access to Information) Act 1985

10.1 Background documents:

- N/A

10.2 Exempt information:

- Appendix 2. & Appendix 3. are exempt from publication as it contains information relating to the financial or business affairs of any person.

Important Additional Guidance on Accessibility

- Documents must be available for Councillor Hearn at the **same time** as for all other Councillors
- The council's primary typeface, Helvetica, should be used for all reports and accompanying documents, size 12 preferred (Arial font is also acceptable)

- Text should be as plain as possible with no boxes around it, Microsoft Word is preferred, not PDF, and no abbreviations (such as Cllr.) and try to keep symbols to minimal use
- Roman numerals are not suitable for a person using a screen reader so please use normal paragraph numbering/ lettering and bullet points where necessary
- Reports should be written without images, however, where images are used, report authors must provide a text alternative in all cases (a short paragraph explaining what the graphs, table, pictures etc are showing). Detailed examples can be provided by contacting Natalie.layton@haringey.gov.uk
- Appendices
 - All of the above applies for appendices and report authors should avoid including lengthy PDF documents as part of the report
 - In some cases an executive summary could be more appropriate if Councillor Hearn is on the committee
- Presentations – if Powerpoints are to be used then a Word version must be submitted in advance of the meeting (and at the same time it is made available to all other members)
- The Democratic Services Team will not accept reports which are not in an accessible format.
- In the rare event that a documents is not in a fully accessible format the report author must submit, by the same report deadline, an accessible version for Councillor Hearn (if she is on the relevant committee)
- Plain text documents should be saved with document names including “DATE TITLE COUNCILLOR HEARN PLAIN TEXT”

Categories of Exemption

Exempt information means information falling within the following categories:

Part 1

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 particular 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 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 upon 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.

Part 2

Qualifications to the above exempt information:

(a) Information falling within paragraph 3 above is not exempt information under that paragraph if it is required under – (a) the Companies Act 1985 (b) the Friendly Societies Act 1974 (c) The Friendly Societies Act 1992 (d) The Industrial and Provident Societies Acts 1965 – 1978 (e) the Building Societies Act 1986 (f) The Charities Act 1993.

(b) Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.

(c) Information which – (i) falls within any of paragraphs 1-7 above; and (ii) is not prevented from being exempt under (a) or (b) above is exempt information if and so long as, in the opinion of the Monitoring Officer, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.