

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	Contract Award to Maddison Graphics for the design and print of Opportunity Haringey Prospectus
Date of decision	15 <sup>th</sup> March 2024
Decision	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 and award a contract to Maddison Graphics for the design and print of Opportunity Haringey prospectus to the total of £11,165.
Reasons for the decision	The original tender was specifically for the design work for the Opportunity Haringey Prospectus. This required a single supplier tender, as the value of the contract was below £10,000. However, for speed and efficiency and the short timescales to print the document in time for the Opportunity Haringey launch, Maddison Graphics were able to ensure the printing could be completed in time. Therefore, the scope of the contract was extended to include the printing of the Opportunity Haringey Prospectus.
Details of any alternative options considered and rejected by the officer when making the decision	<b>Do nothing</b> - If the council were to adopt a do nothing approach the Opportunity Haringey Prospectus would not have been available for the launch of Opportunity Haringey.

<p><u>Conflicts of interest — Executive decisions</u></p> <p>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</p>	<p>N/A</p>
<p><u>Conflicts of interest — Nonexecutive decisions</u></p> <p>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,</p>	<p>N/A</p>
<p>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)</p> <p>These documents need to be attached to the copy of this record/statement kept by the Authority but must not be published if they contain exempt information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>	<p>N/A</p>
<p>Reasons for exemption with reference to categories of exemption specified overleaf or</p> <p>Reason why decision is confidential (see overleaf</p> <p>Decisions containing exempt or confidential information falling within the categories specified overleaf are not required to be published.</p>	<p>N/A</p>
<p>Signature of Decision Maker</p>	
<p>Name of Decision Maker</p>	<p>Head of Programme Management — Regeneration and Economic Development</p>
<p>Does the decision need to be published?</p> <p>Yes X</p>	

No

## DECISION REPORT

**Report for:** Head of Programme Management — Regeneration & Economic Development

**Item number:** N/A

**Title:** Contract Award to Maddison Graphics for the design and print of Opportunity Haringey Prospectus

**Authorised by:** David Lee, Head of Programme Management — Regeneration and Economic Development

**Lead Officer:** Fran Chapman, Strategic Communications & Campaigns Manager

**Ward(s) affected:** All

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

### **1. Describe the issue under consideration**

1.1. To award a contract to Maddison Graphics for the design and printing of Opportunity Haringey Prospectus.

### **2. Recommendations**

2.1. 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 and award a contract to Maddison Graphics for the design and print of Opportunity Haringey prospectus to the total of £11,165.

### **3. Reasons for decision**

3.1. The original tender was specifically for the design work for the Opportunity Haringey Prospectus. This required a single supplier tender, as the value of the contract was below £10,000. However, for speed and efficiency and the short timescales to print the document in time for the Opportunity Haringey launch, Maddison Graphics were able to ensure the printing could be completed in time. Therefore, the scope of the contract was extended to include the printing of the Opportunity Haringey Prospectus.

#### **4. Procurement Approach**

- 4.1. In accordance with CSO 8.02, where a contract for works, goods and/or services has an estimated value of less than £10,000 (ten thousand pounds), the relevant Director should act in the manner most expedient to the efficient management of the service, having kept a record for so doing. As such, Maddison Graphics were approached to undertake the design work for the Opportunity Haringey Prospectus. Maddison Graphics were approached as they had undertaken similar work for Haringey, and as such were aware of our design style and could create a document that aligned in style with other documents produced for Haringey eg Shaping Wood Green.
- 4.2. Maddison Graphics confirmed a quotation of £9,955.00 and was awarded the production of the design work for Opportunity Haringey.
- 4.3. Subsequently, as the design period took longer than anticipated, it became apparent of the short timescales between receiving the final design work and the Opportunity Haringey launch. The document also needed to be printed to a specific print specification. These factors meant that to guarantee quality and on-time delivery, we needed to use the same printer who printed Shaping Wood Green which was organized through Maddison Graphics. Maddison Graphics confirm that they would be able to arrange for the print and delivery of the prospectus in time for the launch and were subsequently appointed to undertake this work.

#### **5. Alternative options considered**

- 5.1. Do Nothing - If the council were to adopt a do nothing approach the Opportunity Haringey Prospectus would not have been available for the launch of Opportunity Haringey.

#### **6. Background**

- 6.1. Opportunity Haringey – our Inclusive Economy Framework, is a key corporate document, providing a clear approach to how the Council will help support the growth and development of the economy in the area for all. This is a critical document to the organization and our partners to ensure we can collectively deliver our ambitions.
- 6.2. Opportunity Haringey was developed using:
  - Findings from engagement with local businesses, stakeholders and residents,
  - Statistical evidence
  - Research of future needs and requirements for growth
  - Known priorities both within the Council, sub-regionally and nationally.
- 6.3. The launch of Opportunity Haringey was a significant event, and it was critical that the prospectus was available for those attending the event, to promote the work already taken place but also to identify to businesses and stakeholders how working together we can Haringey improve the economy of the area.

## **7. Contribution to strategic outcomes**

- 7.1. This directly supports the Corporate Delivery Plan: Theme 8 Place and economy, with Opportunity Haringey directly support the outcome
- 7.2. To work towards an Inclusive Economy - Haringey has a thriving and fair economy from which everyone benefits, supported by a community wealth building approach

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

### **8.1. Procurement**

No comment needed as below £50,000

### **8.2. Finance**

No comment needed as below £50,000

### **8.3. Legal**

No comment needed

## **9. Use of Appendices**

- None

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

- Not applicable