

## Haringey Council

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

<b>Decision Maker (Post Title)</b>	Head of Programme Management, Regeneration and Economic Development
<b>Subject of the decision</b>	Contract award for the delivery of a Creative Sector Employment Advisor to work with Haringey Works for 2.5 days per week from 1 October 2023 to 31 March 2024.
<b>Date of decision</b>	24 <sup>th</sup> November 2023
<b>Decision</b>	For the Head of Programme Management, Regeneration and Economic Development to waive Contract Standing Orders and to enter into a contract with Waltham Forest Council for the secondment of a Creative Sector Employment Advisor to work with Haringey Works 2.5 days per week between 1st October 2023 to 31st March 2024 at a total cost of £12,000. This is in accordance with Contract Standing Order (CSO 10.01.2).
<b>Reasons for the decision</b>	LB Haringey are a partner on the LB Waltham Forest led Mayor's Creative Sector Skills Academy. This programme funded a specialist employment advisor to work with Haringey residents and employers and support people into creative sector employment. The post was funded through LB Waltham Forest's ESF programme for 12 months from October 22 to September 23. When the ESF funding ended, a gap in service and support was identified. In order to continue this support for residents Haringey Works aims to enter into a contract with Waltham Forest to provide the post on a part time basis until end March 2024.
<b>Details of any alternative options considered and rejected by the officer when making the decision</b>	<p><b>Option 1: Do nothing</b> This would have left a gap in support for residents and businesses in creative sector, and would have left an existing case load without specialist support offered by the current post-holder.</p> <p><b>Option 2: Go to tender</b> Given the requirement for continuity of specialist support and need to be linked to the Creative Skills Academy, the requirement and the timescale would not be met by going to wider tender. The payment is to continue the support previously funded through ESF managed by LB Waltham Forest.</p> <p><b>Option 3: Award the contract</b> This is the preferred option as secures the necessary skills and expertise for the council within the required timeframe.</p>

<p><b><u>Conflicts of interest – Executive decisions</u></b></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><b><u>Conflicts of interest – Non executive decisions</u></b></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>Note: 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>David Lee</p>
<p>Does the decision need to be published?</p> <p>Yes <input checked="" type="checkbox"/></p>	

No

## Decision Making Report

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

**Item number:** N/A

**Title:** Contract award for the delivery of a Creative Sector Employment Advisor to work with Haringey Works for 2.5 days per week from 1 October 2023 to 31 March 2024.

**Report authorised by:** Helen McDonough, Head of Employment and Socio Economic Regeneration

**Lead Officer:** Julie Khan, Employment and Skills Lead

**Ward(s) affected:** N/A

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

### 1. Describe the issue under consideration

- 1.1 This report is seeking authority to waive Contract Standing Order (CSO) 8.03 as allowed under 10.01.2. - (the contract is one entered into between entities within the public sector in circumstances permitted by Regulation 12 of the Public Contract Regulations or Regulation 17 of the Concession Contract Regulations as applicable) and award a contract to LB Waltham Forest to provide a specialist creative sector employment advisor to deliver support to residents and businesses in creative sector as part of Haringey Works. The advisor will be embedded as part of the wider Haringey Works service 2.5 days per week from 1st October 2023 to 31st March 2024.

### 2. Recommendations

- 2.1 For the Head of Programme Management, Regeneration and Economic Development to waive Contract Standing Orders and to enter into a contract with Waltham Forest Council for the secondment of a Creative Sector Employment Advisor to work with Haringey Works 2.5 days per week between 1st October 2023 to 31st March 2024 at a total cost of £12,000. This is in accordance with Contract Standing Order (CSO 10.01.2)

### 3. Reasons for decision

- 3.1 LB Haringey are a partner on the LB Waltham Forest led Mayor's Creative Sector Skills Academy. This programme funded a specialist employment advisor to work with Haringey residents and employers and support people into creative sector employment. The post was funded through LB Waltham Forest's ESF programme for 12 months from October 22 to September 23. When the ESF funding ended, a gap in service and support was identified. In order to continue this support for residents Haringey Works aims to enter into a contract with Waltham Forest to provide the post on a part time basis until end March 2024.

- 3.2 Haringey Works has benefited from specialist creative sector support for 12 months between October 22 and September 23, this has helped support over 20 residents into Creative sector employment and training. Creative sector is a key growth sector identified in Opportunity Haringey, and continuity to deliver support to residents is key to achieving further outcomes.
- 3.3 The following risks were taken into consideration:
- Existing case load of job-seekers would be referred to generalist employment support rather than specialist support creating a break in their pathway support.
  - Loss of continuity of specialist creative sector support as part of Haringey Works.

The risks will be mitigated by:

- Funding continued specialist creative sector employment support to April 2024, while on-going delivery arrangements to take forward themes of Opportunity Haringey are put in place.

#### **4. Alternative options considered.**

- 4.1 **Option 1: Do nothing**  
This would have left a gap in support for residents and businesses in creative sector, and would have left an existing case load without specialist support offered by the current post-holder.
- 4.2 **Option 2: Go to tender**  
Given the requirement for continuity of specialist support and need to be linked to the Creative Skills Academy, the requirement and the timescale would not be met by going to wider tender. The payment is to continue the support previously funded through ESF managed by LB Waltham Forest.
- 4.3 **Option 3: Award the contract**  
This is the preferred option as secures the necessary skills and expertise for the council within the required timeframe.

#### **5. Background information**

- 5.1 LB Haringey are a partner on the LB Waltham Forest led Mayor's Creative Sector Skills Academy. This programme funded a specialist employment advisor to work with Haringey residents and employers and support people into creative sector employment. The post was funded for 12 months from October 22 to September 23. When the ESF funding ended, a gap in service and support was identified. In order to continue this support for residents Haringey Works agreed to fund the post on a part time basis until end March 2024, and have agreed an SLA with LB Waltham Forest.

#### **6. Contribution to strategic outcomes**

- 6.1 Creative and cultural sector is a key growth sector identified in Opportunity Haringey. Some parts of the creative sector in particular have an underrepresentation of some communities in Haringey including those from black and minority ethnic communities, younger people and those with disabilities and health conditions. The specialist creative sector advisor has a specific focus on supporting residents from these groups and promoting opportunities and pathways into creative sector.
- 6.2 This project will support the delivery of the Corporate Delivery Plan Theme 8 Place and economy, Employment and Skills by helping to deliver employment support targeted at those

furthest from the labour market, helping residents into growth sectors, with a focus on obtaining Good Work

7. Statutory Officers comments (Chief Finance Officer (including procurement), Head of Programme Management of Corporate Governance, Equalities)

Finance

n/a

Procurement

n/a

Legal [Name and title of Officer completing these comments]

n/a

Equality

n/a

8. Use of Appendices

n/a