

Report for: Cabinet - 11 November 2025

Item number: 19

Title: Procurement of client fit out items for the Haringey Civic Centre

Report authorised by : Jess Crowe, Corporate Director of Culture, Strategy and Communities

Lead Officer: Aktar Choudhury, Project Director

Ward(s) affected: All

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

1. Describe the issue under consideration

- 1.1** This report seeks Cabinet approval to procure a range of client fit-out items required to prepare the Civic Centre building for occupation in 2027.
- 1.2** This report will cover the procurement approach for buying the client fit out items for the Haringey Civic Centre including Fixtures, Fittings and Equipment (FF&E). The report also includes the procurement approach for establishing a Café/Catering Operator Framework which will allow the Council to select an operator for the Civic Centre Café and other locations from the framework as opportunities arise.

2. Cabinet Member Introduction

- 2.1** The Civic Centre is more than just a workplace - it's a symbol of civic pride and a space that reflects the values of our borough. This procurement approach for Fixtures, Fittings and Equipment (FF&E) and concession for a café as well as several other smaller procurement items not only ensures we deliver a functional and flexible environment for staff but also embeds our commitment to community engagement, social value and inclusion.
- 2.2** We remain committed to delivering best value and saving the council as much money as possible by prioritising the reuse of existing furniture wherever feasible, although this will involve refurbishing some furniture it will ultimately save money. At the same time, we recognise the Civic Centre's status as a flagship Grade II Listed building and have identified key areas where new furniture is necessary to reflect the Council's forward-looking image. This balanced strategy enables us to contain the overall budget and redirect funds to previously unfunded items, ensuring a high-quality and cost-effective fit-out.
- 2.3** By involving local artists through competitions and curating installations in collaboration with our vibrant creative community, we are creating a building that feels owned and celebrated by the people of Haringey. Through initiatives such as

the Enliven Project there are opportunities for staff and community groups to contribute to the internal environment - through planting, artwork, and design which will help foster a sense of belonging and stewardship. The Civic Centre will open during our year as London Borough of Culture and offer a brand-new civic space for cultural activity and events during that year.

- 2.4** This report also reflects our ambition to support the local economy and promote social value. The proposed framework for café operators prioritises local suppliers, ensuring that the Civic Centre becomes a hub for community interaction and enterprise. This framework will enable the council to select catering operators for the Civic Centre and any other opportunities that may arise. The mixed procurement approach allows us to be agile and inclusive, enabling smaller businesses and community-led initiatives to participate meaningfully. This is a chance to deliver a Civic Centre that is culturally rich, inclusive and functional and representative of Haringey's values.

3. Recommendations

- 3.1** It is recommended for Cabinet to approve the commencement of procurement exercises for the following contract and Framework in accordance with CSO 2.01(b) and CSO 7.01 (commencement of procurement of contracts valued at £500k or above and the setting up of a Framework):

- a) Contract for the acquisition of Fixtures, Fittings and Equipment (FF&E) for the Civic Centre at a value not exceeding the amount stated in the exempt portion of the report.
- b) Framework to procure Catering Operators from which the Council can select a café operator concession for the Civic Centre and other council owned assets when opportunities arise for a period of 4 years.
- c) To note that several other FF&E items will fall below the statutory procurement thresholds and will be procured ensuring best value.
- d) To note the overall cost for all client fit out items will be within the agreed budget as contained in the 12 November 2024 Cabinet Report titled: Civic Centre Development Project, Construction Main Contract Award.

4. Reasons for decision

- 4.1** To achieve the completion of client fit out of the Civic Centre and enable effective occupation of the building in 2027. The Council would need to procure the following:

- a) Acquiring Fixtures, Fittings and Equipment (FF&E)
- b) Additional FF&E items below procurement threshold
- c) A catering concession for the cafe in the Welcome space

4.1.a) Acquiring FF&E for the Civic Centre

Procurement Items	Description
FFE	Supply and installation of FF&E
Cleaning/Refurbishment of existing furniture	Cleaning, theming/suiting (so that the FF&E all complement the overall design theme) and adapting suitable existing high value furniture for relocation to the Civic Centre

Following Practical Completion of the building, the Council will be responsible for installing the necessary FF&E within a 12-week period to ensure the Civic Centre is ready for occupation.

The scope of FF&E is extensive and will include, but is not limited to:

- Workstations
- Chairs
- Desks
- Furniture for meeting rooms
- Committee rooms
- Council Chamber
- Storage
- Lockers
- Specialist areas such as the reception, nursing room
- IT containment, for example, non-electrical 'peripheral' items like cable tidies, trays, and monitor arms.

Mindful of the Council's financial challenges and the need to secure best value for the taxpayer, the Civic Centre project has sought to re-use furniture and other items wherever possible and suitable, rather than seeking to purchase all new items. This approach aligns with the Cabinet Member Signing decision dated 3 August 2022, titled 'Award of Contract for Alexandra House and 48 Station Road Furniture Purchasing'.

The programme is also seeking to accommodate several key items from design developed during RIBA stage 3+ as these are considered desirable but have no budget allocation, as detailed in section 4.1b. Despite these constraints, the objective remains to deliver a fully functional fit out within the available budget and supporting the Council's ambition to provide flexible working and meeting spaces for all staff. This will help foster cross-service collaboration and maximise the utility of the Civic Centre as a shared workspace.

While officers have worked diligently to maximise re-use opportunities, it is recognised that the Civic Centre is a flagship Grade II Listed building and a source of civic pride. As such, certain areas will require new furniture to reflect the building's significance and support its continued civic and public use for generations to come. These areas include the Council Chamber, Committee Rooms, Welcome space, Reception and spaces where existing furniture is unavailable or unsuitable. These and other areas are identified for hiring for events

to generate income, and the choice and quality of furniture will be an important consideration in this respect.

An additional consideration is the nature of the listed building, which has a smaller floorplate than the purpose-built Annexe. This physical constraint means that some existing desks and other furniture cannot be accommodated within the Civic Centre, making reuse of desks impractical.

The Grade II Listed Council Chamber will require a combination of standard and bespoke furniture, which may necessitate engagement with a specialist manufacturer. As a result, the procurement of FF&E may be split into three separate Lots to accommodate the special requirements. Should the budget assessment for the Council Chamber fall within procurement thresholds, officers may proceed via a Delegated Authority Approval (DAA).

To ensure value for money and operational efficiency, a single set of high-specification chairs will be procured to serve both the Council Chamber and Committee Rooms. These chairs will be relocated between spaces as required, supporting better furniture utilisation, streamlined storage, and simplified maintenance.

In addition, officers will explore opportunities to acquire surplus furniture from other organisations at minimal cost. This would enable further budget flexibility and allow resources to be redirected to unfunded areas of the client fit out.

4.1.b) Additional FF&E items below Threshold

Procurement Items	Description	Approach
Security arrangements post Practical Completion	To be checked against main contract	Existing Contract
Relocation	Relocation of furniture from Alexandra House, 48 Station Road and George Meehan House	Existing Contract, or DAA
Specialist Relocation	Relocation of PODS, booths and rolling cupboards	Existing Contract, or DAA
Small works contract	Internal fit out tradespeople to fit signs, artwork etc	Existing Contract, or DAA
Wayfinding Signage	Internal Wayfinding Signage	DAA
Mayors/Leaders Boards/Plaques	Specialist signage (small contract) - ongoing	DAA
Planting and Biophilia	Air Plants	DAA, or Community/Staff Involvement
Internal and External Artwork	Community Competition(s)	Community Involvement

Officers will adopt a range of procurement approaches for the remaining items, broadly categorised as follows:

- Utilisation of existing contracts and frameworks where appropriate
- Procurement via Delegated Authority Approval (DAA)
- Engagement of community and staff groups to support delivery and ownership.

Utilisation of existing contracts and frameworks where appropriate

Where an existing contract or framework is available and appropriate, we will seek to utilise it. If this is not feasible or successful, procurement will proceed under a Delegated Authority Approval process.

DAA – *Internal plants*

The office areas in the Civic Centre are intended to have significant amount of internal planting to promote biophilia that seeks to connect people with nature within the building enhancing staff wellbeing and support neurodiversity. Procurement of the internal planting as a feature will be managed through Delegated Authority. Consideration will be given to engaging staff volunteer groups to take ownership of its maintenance, promoting a sense of stewardship and encouraging participation in the building's upkeep. This approach supports health and wellbeing and contributes to managing ongoing revenue implications/costs associated with the provision of planting.

Engagement of community and staff groups

The Council is committed to involving the community in bringing the Civic Centre to life, (through the ENLIVEN project). Haringey benefits from a vibrant and diverse creative community, and we aim to harness and exploit this local talent by offering opportunities to showcase skills and promote artistic work.

There is potential within the building to curate art installations, and we propose to encourage participation from local artists. For the initial installations at the time of opening, a brief will be issued inviting proposals through a community competition for designated areas of the building. This initiative is proposed to continue on a rolling basis, perhaps every two years, potentially evolving into a regular programme.

Longer-term curations will be explored, with consideration given to aligning with wider cultural initiatives such as the London Borough of Culture, to ensure sustainability and continued community engagement.

4.1.c) A Framework of Catering Operators

Procurement Item	Description
Café Concession	Procure a preferred list of approved Café Operators from Haringey.

As part of the Civic Centre initiative, the Council is taking opportunities to implement changes to a range of provisions, where feasible opportunities arise. One such opportunity is catering operators.

The Civic Centre includes a small Café concession within the Welcome space on the Ground Floor which will be accessible to staff and the public. Procuring this concession provides the opportunity to set up a new framework from which the Civic Centre and other facilities can procure catering operators.

From initial research, there are circa 16 concessions/caterers currently in operation in council owned assets across the borough, with the potential to expand this to around 35. The feasibility for each potential opportunity will be dealt with case by case. The benefit of establishing the framework will allow a more streamlined and faster procurement when opportunities are identified and underpinned by a robust business case and proposal from a framework approved operator.

An early procurement process is recommended to appoint an operator for the Civic Centre, allowing them to actively contribute to the selection of appropriate kitchen equipment to suit their operations for the Welcome Café. The procurement strategy for the Civic Centre will prioritise opportunities for local suppliers, supporting the local economy and fostering community engagement and the potential for social value.

5. Alternative options considered

5.1 To support the delivery of the Civic Centre client fit out, three options have been considered. They are presented below. Option 3 is the preferred option.

5.1.1 Option 1: Do Nothing

This option is not viable. Without procurement and installation of the client fit-out items the Council will be unable to occupy the building. The Council has a statutory responsibility to undertake all procurement within legal requirements and council's standing orders.

5.1.2 Option 2: Full Tender Process for All Items

While compliant, this approach presents significant risks:

- Time and cost intensive, potentially delaying project delivery.
- Excludes smaller or local suppliers, undermining social value objectives and local economic benefits.
- Market disinterest in smaller or specialist items.
- Resource intensive, requiring multiple tender processes.
- High risk of not meeting the occupation timeline.

5.1.3 Option 3: Mixed Tendering Approach (Tenders and Request for Quotation RFQs) (Preferred Option)

This approach is proportionate and flexible, offering the following benefits:

- Enables participation from smaller, suitable suppliers, including local businesses.
- Encourages staff and community involvement, enhancing ownership and engagement.
- Makes best use of Council resources, reducing unnecessary expenditure.
- Allows for phased procurement and adaptability to changes in programme or priorities.
- Maximises social value and supports fairer competition.
- Potential to waive internal restrictions (e.g. two-year balance sheet requirement) where appropriate.
- Supports legacy initiatives such as planting and community arts.
- Allows for iterative procurement beyond occupation, prioritised to suit operational needs.

6. Background information

6.1 On 23 April 2023, Cabinet approved the redevelopment of the Civic Centre in Wood Green to serve as the Council's new headquarters, enabling the planned vacation of Station Road and Alexandra House. Subsequently, on 12 November 2024, Cabinet approved the appointment of the main contractor, John Sisk Ltd, to deliver the new Civic Centre based on the RIBA Stage 3+ design. Construction is now underway.

6.2 The construction work on the buildings is only one part of the Civic Centre programme, which comprises five distinct projects, as well as other initiatives that will complement the development such as highway improvements to improve road crossings to the Civic Centre for which officers are seeking TfL funding. Reflecting the fact that the Civic Centre represents more than a new office building, it is an opportunity to continue to modernise how the Council works, taking advantage of the latest thinking in modern, sustainable office design and workforce development. Together, the workstreams set out below should help the Council to work more efficiently and effectively to deliver the services on which our residents rely, while also providing an environment appropriate to the civic and political decision-making centre of the borough. The five projects are:

- **BUILD** – management of the refurbishment of the old Civic Centre and construction of the new buildings.
- **EQUIP** – the subject of this report, fitting out the buildings with the necessary furniture, fixtures and equipment.
- **MOVE** – managing the preparation for and move from our existing buildings to the new location.
- **ENLIVEN** – ensuring the new Civic Centre fulfils its function as the civic heart of the borough and creates opportunities for public art, cultural and community activities and events to take place within it.
- **ESTATE** – realising the Civic Centre Business Case by maximising the value and placemaking opportunities offered by the freeing up of existing office buildings after the move.

6.3 Under the terms of the contract, John Sisk Ltd is responsible for delivering the building to shell and core standard, with a Category A fit-out (the BUILD project). The Council will undertake the client fit out to Category B and C+ standards (the EQUIP project).

6.4 The Civic Centre will serve as the primary office location for a significant number of Council staff. All Haringey staff, including those that will not have the Civic Centre as their normal base, will have access to the building. The Civic Centre is a 'work from anywhere' building meaning that staff can work from anywhere in the building and are able to choose the work setting they need to undertake the task at hand. Circa 1100 work settings are being provided for staff to choose with another 700 seats in meeting rooms/pods. Teams will have 'Home Zones' for storage. It should be noted that the Civic Centre will hold events, always ensuring that Council business takes priority over events and other uses. The choice of furniture for areas where events are envisaged will need to support events and add to the marketing asset for the Civic Centre.

6.5 The design includes a variety of workspace types to support flexible working, broadly categorised into three workstation settings:

- Long stay - traditional desks with an adjustable chair, monitor, keyboard, mouse, with charging points and network connection.
- Medium stay - shared tables, with a light task chair, charging facilities and WIFI connection for 2-3 hours
- Short stay or touchdown settings - small work surfaces with alternative seating (for 15 mins to 2 hours) located throughout the building.
- In addition, there are a range of flexible meeting rooms, meeting pods and booths and event spaces.

6.6 To support full occupation and functionality, the Council will need to procure a wide range of FF&E items, including but not limited to:

- Office desks and chairs
- Meeting room furniture
- Café and kitchen equipment
- Reception and public area furnishings
- AV and IT equipment
- Storage solutions
- Specialist items such as tiered seating and accessible furniture

6.7 The diversity of workspaces is justified by the need to accommodate different working styles, promote cross-service collaboration, and support health and wellbeing including consideration of neuro-diverse needs of the workforce. Members have played an active role in shaping the design and functionality of these spaces, ensuring alignment with the Council's strategic priorities.

- 6.8** The Civic Centre also presents an opportunity to embed arts and biophilic design elements. An arts strategy is being developed to guide the installation of artworks throughout the building, with potential locations including the reception, community rooms, collaboration spaces, and external areas. These installations will contribute to the Civic pride, community engagement, and wellbeing.
- 6.9** Accessibility remains a core consideration. Specifications for new furniture will ensure reasonable adjustments are designed in from the outset, minimising the need for retrofitting and ensuring inclusivity for all users.
- 6.10** In addition, a café concession will be procured for the cafe within the Welcome Space of the Civic Centre. The opportunity is being taken to set up a procurement framework of Catering operators from within the borough. When established the Council will be able to use the framework to invite caterers from within the framework to send proposals for other opportunities arising within the borough. Conversations have already taken place with other services about this.
- 6.11** In addition to cost savings, the reuse of furniture in the Civic Centre presents a very positive narrative around the Council's Carbon reduction efforts and the Circular Economy. However, it also means that reused furniture will need replacing in the Civic Centre earlier than if new purchases. The balance between new and reuse may change in the event tenants requiring furnished offices are found for Alexandra House and/or 48 Station Road.

7. Contribution to the Corporate Delivery Plan 2024-2026 High level Strategic outcomes'

7.1 Resident Experience and Enabling Success:

- A Supported and Enabled Workforce:
 - Work towards successful delivery of new Civic Centre

7.2 A Culturally Rich Borough:

- Promoting an ambitious arts and culture programme for Haringey
 - Promote and elevate arts and culture initiatives and borough wide programmes

8. Carbon and Climate Change

- 8.1** The Council will be ensuring that our commitment to climate change is reflected in the procurement of the contractors, furniture and equipment, which this report seeks approval for, and it will form part of the evaluation criteria for all contracts. The Civic Centre incorporates a strong focus on sustainability, aligned with the Council's target to achieve a BREEAM Outstanding rating. Key benefits of reuse and sustainable procurement include:

- **Carbon Reduction through Reuse:**
Reusing existing furniture significantly reduces carbon emissions by avoiding the need for new manufacturing and transport.

- **Support for the Circular Economy:**
Promotes responsible consumption and waste reduction by extending the lifecycle of existing assets.
- **Sustainability Scoring in Procurement:**
Evaluation criteria will include a dedicated subset score for sustainability, reuse, and repair potential.
- **Local Relocation Benefits:**
Moving furniture between Council sites locally reduces transport-related emissions and supports efficient resource use.
- **Biophilic Design Integration:**
Incorporating natural elements not only enhances wellbeing but also contributes to carbon reduction through passive environmental benefits.
- **Alignment with BREEAM Outstanding Rating:**
The reuse strategy supports the building's target BREEAM Outstanding rating, exceeding the baseline 'Good' rating outlined in the original Business Case.

9. Statutory Officers comments (Director of Finance (procurement), Director Legal and Governance, Equalities)

9.1 Finance

- 9.1.1** This report seeks approval for the recommendations in section four of this report. The financial comments are contained in the exempt part of the report.

9.2 Procurement

- 9.2.1** Strategic Procurement has been consulted in the preparation of this report and will lead on the Procurements valued at 25k and above, working closely with the service to support the delivery of the Council's new Civic Centre financial strategy and corporate priorities.
- 9.2.2** As the mixed tendering approach is the preferred option, the route to market would also be a mix of the various options available. These mix of routes to the market would be determined by the characteristics of the products being procured. These characteristics will include, but are not limited to the kind, the type, the value, the price of the products, governance and compliance, supplier engagement, and market development.
- 9.2.3** The adoption of a mixed procurement process will provide the council with both flexibility and responsiveness. By combining competitive tendering with direct procurement and framework agreements, the approach will support the diverse operational needs and deliver notable benefits.

Strategic procurement would be supporting the project in adopting a mixed procurement process by providing structured procurement guidance, tools, and oversight to ensure that different procurement methods (such as open tendering,

restricted tendering, framework agreements, and direct procurement) are applied effectively and consistently.

9.3 Legal

9.3.1 The Director of Legal and Governance (Monitoring Officer) has been consulted In the preparation of the report.

9.3.2 Pursuant to the provisions of of the Council's Contract Standing Order (CSO) 2.01(b), Cabinet has authority to approve the commencement of a procurement exercise where the value of the contract to be procured is £500,000 or more and as such the recommendation in paragraph 3.1 of the report is in line with the Council's CSO.

9.3.3 The Director of Legal and Governance (Monitoring Officer) see no legal reasons preventing Cabinet from approving the recommendations in the report

9.4 Equality

9.4.1 The Council has a public sector equality duty under the Equality Act (2010) to have due regard to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
- Advance equality of opportunity between people who share those protected characteristics and people who do not
- Foster good relations between people who share those characteristics and people who do not.

9.4.2 The three parts of the duty apply to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex and sexual orientation. Marriage and civil partnership status apply to the first part of the duty.

9.4.3 Although it is not enforced in legislation as a protected characteristic, Haringey Council treats socioeconomic status as a local protected characteristic.

9.4.4 Haringey Council has undertaken an inclusive approach to the redevelopment of the Civic Centre, with a strong focus on equality, diversity, and accessibility. Key actions and considerations include:

9.4.5 Staff Engagement and Inclusive Consultation

- An extensive staff survey was conducted, reaching all staff and receiving 460 direct responses, many representing entire teams - equating to feedback from approximately 500 staff members.

- The survey focused on health and well-being, workspace preferences, and inclusive design, including layout and floor plan considerations.
- Engagement extended to:
 - Trade unions through multiple meetings.
 - The Disability Action Group.
 - Departmental and Divisional Management Team Meetings.

9.4.6. Accessibility and Neurodiversity

- The Civic Centre is being designed to exceed accessibility standards, ensuring it is inclusive for all staff and visitors.
- Neurodiversity was considered in the design process, with ongoing engagement planned to ensure needs are met.
- The procurement specification will include:
 - Accessible furniture, including chairs suitable for most staff, circa 95%.
 - Flexibility in the furniture to re-configure as structures change or staff needs change.
 - A diverse range of work settings to support different working styles and needs:
 - Concentration zones
 - Collaboration areas
 - Relaxation and informal conversation spaces

9.4.7. Social Value and Local Economic Inclusion

- The procurement process embeds social value by:
 - Prioritising tender opportunities from local suppliers for the Welcome Café, supporting the local economy, fostering community engagement and contributing to Haringey's socio-economic needs.
 - Involving and engaging the community, including young people, in bringing the Civic Centre to life, (through the Enliven Project). Encouraging participation from local artists and exploiting this local talent by offering opportunities to showcase skills and promote artistic work.
 - A strong emphasis is placed on the circular economy, with significant reuse of existing furniture and materials.

9.4.8. Inclusive Design and Staff Choice

- The design promotes staff choice, enabling individuals to choose their preferred work setting based on their needs and tasks.
- Accessible power outlets, USB ports and cable management within reach from a seated position.
- Model office spaces are being set up to allow staff to experience and provide feedback on proposed layouts and furniture.

9.4.9. Post Occupancy

- After occupancy, we plan to undertake staff surveys to gather feedback and ensure the intended outcomes are being met.

9.4.10 Overall, the inclusive approach to consultation and design described shows due regard for the council's duties under the Public Sector Equality Duty.

9.4.11 It is anticipated that the procurement in support of this project will have an overall positive impact on all staff and visitors. Furthermore, it is also anticipated that some of the positive impacts delivered through the project are specifically applicable to staff and visitors under a range of protected characteristics, including age and disability, which will also intersect with other protected characteristics.

10. Use of Appendices

10.1 Appendix A Exempt Report.

11. Background papers

11.1 Cabinet Report: Civic Centre Development Project, Construction Main Contract Award, 12 November 2024

- [Civic Centre Development Main Contract Award Nov24 Final.pdf](#)
- [Agenda for Cabinet on Tuesday, 12th November, 2024, 6.30 pm | Haringey Council](#)

11.2 Cabinet Report: Station Road Refurbishment Works, 9 November 2021

- [Station Road Refurbishment Works.pdf](#)
- [Agenda for Cabinet on Tuesday, 9th November, 2021, 6.30 pm | Haringey Council](#)

11.3 Cabinet Member Signing: Award of contract for Alexandra House and 48 Station Road Furniture purchasing, 3 August 2022

- [Furniture procurement Part A.pdf](#)
- [Agenda for Cabinet Member Signing on Wednesday, 3rd August, 2022, 12.00 pm | Haringey Council](#)