

MUNICIPAL YEAR 2017/2018 REPORT NO.

**ACTION TO BE TAKEN UNDER
DELGATED AUTHORITY:**

OPERATIONAL DECISION OF:

Director of Finance,
Resources and Customer
Services

Agenda – Part: 1

Item:

**Subject: Contract Award for Office
Removal Solutions**

KD: 4607

Wards: ALL

Contact officer and telephone number:

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1. EXECUTIVE SUMMARY

- 1.1 The current service is provided by Pickfords through the YPO framework following a mini-competition which was awarded on 31/03/2015 and will expire on 30/09/2017. Pickfords have provided a good level of service, including flexibility of working outside normal office hours and weekends frequently at short notice.
- 1.2 An exercise has been undertaken using the North East Universities Purchasing Consortium (NEUPC), a national framework in place which has been accessed by Sheffield City Council and commenced in February 2017.
- 1.3 Four companies submitted bids and see part 2 for the successful candidate.
- 1.4 The Initial term of the contract will be for two years, with an option to extend for a further two years in annual extensions. This will allow for flexibility for any future facilities management contract.

2. RECOMMENDATIONS

- 2.1 See Part 2 report.

3. BACKGROUND

The current service is provided by Pickfords through the YPO framework following a mini-competition which was awarded on 31/03/2015 and will expire on 30/09/2017. Pickfords have provided a good level of service, including flexibility of working outside normal office hours and weekends frequently at short notice. This framework has now expired and the replacement framework has a single supplier Harrow Green, and contracts are awarded as a single tender action. Given the requirements of the service, demonstrating value for money, flexibility and ongoing contract management this would not be the best option for recommissioning the service.

A desktop exercise was undertaken to find alternatives and the North East Universities Purchasing Consortium (NEUPC) has a national framework in place which has been accessed by Sheffield City Council which commenced in February 2017.

The NEUPC Framework Agreement suggested award criteria for further competitions is 50% Quality and 50% Cost, but as this can be varied by up to 20% to reflect the Council's specific requirements 30% Quality and 70% Cost was agreed.

A fair and transparent approach to all suppliers as part of the Procurement will ensure that unsuccessful tenderers are given detailed feedback.

A robust list of KPI's as part of the contract monitoring will be developed to ensure the successful supplier is attaining the required standard.

4. ALTERNATIVE OPTIONS CONSIDERED

The alternative option considered was:-

- 4.1 Not to provide an office removals contract. With the Council's programme of office/building closures, it is essential that we have a reliable and flexible contractor on board for moves that will ensue.

5. REASONS FOR RECOMMENDATIONS

Please see Part Two.

6. COMMENTS OF THE DIRECTOR OF FINANCE AND CORPORATE RESOURCES AND OTHER DEPARTMENTS

6.1 Financial Implications

Please see Part Two

6.2 Legal Implications

6.2.1 The Council has the general power of competence pursuant to:-

s1 (1) of the Localism Act 2011 which provides that a Local Authority has the power to do anything that individuals generally may do provided it is not prohibited by legislation. The entering into contracts is within s1 of the Act.

6.2.2 Under Enfield's Contracts Procurement Rules, the form of each contract must be approved by the Assistant Director of Legal Services.

6.2.3 Also under the Contract Procurement Rules, Rule 8.2 Framework Agreements may be used to procure goods, services and works subject to approval by the AD procurement and Commissioning that a particular framework is acceptable.

6.2.4 Procurement should undertake the due diligence on the Framework to ensure it is one that the Council can access.

6.2.5 The Call Off Contract will need to be sealed on behalf of the Council as its value is likely to be over £250,000.

6.3 Property Implications

As per the FM comments within the two parts of this report.

6.4 Procurement Implications

6.4 Procurement Implications

The Procurement and Commissioning Hub reviewed the setting up of the Framework Agreement by NEUPC. The Framework was advertised and run in accordance with OJEU requirements and followed the Public Procurement Regulations, the mini competition was run in accordance with the rules of the framework and all potential providers were treated fairly throughout the process.

The Contract Procedure Rules were followed and a minimum of three Tenders were obtained through running a mini-competition to all provider on the framework via Procontracts.

All providers on the framework have agreed to the Terms and Conditions and not special conditions were required.

7. KEY RISKS

Should the chosen contractor not be able to provide the service required during the period of the contract the Council can use another contractor that operates within the NEUPC framework. No other significant risks have been identified.

8. IMPACT ON COUNCIL PRIORITIES

8.1 Fairness for All

None.

8.2 Growth and Sustainability

None.

8.3 Strong Communities

None.

9. EQUALITIES IMPACT IMPLICATIONS

It is not deemed relevant or proportionate to carry out an equality impact assessment for the approval of this report to undertake a mini competition. However it should be noted that the any contracts awarded should include a duty on the successful applicant to assist us with meeting our obligations under the Equalities Act 2010.

10. PERFORMANCE MANAGEMENT IMPLICATIONS

Regular monitoring of the contract will ensure value for money is obtained and support effective delivery.

11. HEALTH AND SAFETY IMPLICATIONS

It is essential to select a company with good H&S procedures and these should be monitored for adherence during the life of the contract.

12. HR IMPLICATIONS

None

13. PUBLIC HEALTH IMPLICATIONS

None

Background Papers None

MUNICIPAL YEAR 2017/2018 REPORT NO.

**ACTION TO BE TAKEN UNDER
DELEGATED AUTHORITY**

PORTFOLIO DECISION OF:

Cllr Alan Sitkin - Cabinet Member for
Economic Regeneration & Business
Development

REPORT OF:

Executive Director –
Regeneration &
Environment

Contact officer and telephone number:

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Agenda – Part: 1	KD No.: N/A
Subject: Brownfield Land Register	
Wards: All	

1. EXECUTIVE SUMMARY

- 1.1 Enfield Council is required by the Town and Country Planning (Brownfield Land Register) Regulations 2017 to publish a register of previously developed (brownfield) land by 31 December 2017.
- 1.2 The register is in two parts and reviewed at least once per year. Part 1 sets out brownfield sites in the borough which meet the relevant criteria, and is attached as Annex 1. Part 2 shows sites granted Permission in Principle (PiP); there are no sites for Part 2.
- 1.3 This report seeks approval by the Cabinet Member for Economic Regeneration and Business Development to agree the publication of the Brownfield Land Register.

2. RECOMMENDATIONS

That the Cabinet Member for Economic Regeneration and Business Development approve the Brownfield Land Register for publication.

3. BACKGROUND

- 3.1 Enfield Council is required by the Town and Country Planning (Brownfield Land Register) Regulations 2017 to publish a register of previously developed (brownfield) land by 31 December 2017
- 3.2 Part 1 includes brownfield sites that meet the relevant criteria of being on previously developed land (as defined in the National Planning Policy Framework) and a minimum of 0.25 hectares or able to accommodate at least five homes. They must also be suitable, available and achievable.
- 3.3 Part 2 is a subset of Part 1 and include any sites granted Permission in Principle (PiP).
- 3.4 Part 1 is attached as Annex 1. There are no sites for Part 2.

4. ALTERNATIVE OPTIONS CONSIDERED

None: preparation of a brownfield register is a statutory requirement.

5. REASONS FOR RECOMMENDATIONS

To meet the requirements of the Town and Country Planning (Brownfield Land Register) Regulations 2017 the Council must publish a Brownfield Land Register.

6. COMMENTS OF THE EXECUTIVE DIRECTOR OF FINANCE, RESOURCES AND CUSTOMER SERVICES, AND OTHER DEPARTMENTS

6.1 Financial Implications

- 6.1.1 This report seeks approval by the Cabinet Member for Economic Regeneration and Business Development to agree the publication of the Brownfield Land Register. The register will be in two parts and reviewed at least once per year. Part 1 is attached as Annex 1. There are no sites for Part 2.
- 6.1.2 The brownfield land register includes sites which are approved for development.
- 6.1.3 There are no financial implications as a result of this report.

6.2 Legal Implications

As stated in paragraph 3 of this Report, the local authority is under a statutory duty pursuant to the Town and Country Planning (Brownfield Land Register) Regulations 2017 (the "Regulations") to prepare and publish a register of previously developed land which is within the area and meets the criteria set out in regulation 4(1) of the Regulations. The information to be included in the register is set out in Schedule 2 of the Regulations. The register must be made available for public inspection at the Civic Centre and may be made available for public inspection on the Council's website. The entries in the register must be reviewed at least once within each register year in accordance with the provisions of the Regulations.

6.3 Property Implications

The Brownfield Land Register sites in Part 1 have existing planning permission and therefore their inclusion on the register will not have further implications for property.

7 KEY RISKS

Publication of the brownfield land register is a statutory requirement. Not publishing the register would mean non-compliance by the Council, and may be subject to action by the DCLG to enforce publication.

8 IMPACT ON COUNCIL PRIORITIES

8.1 Fairness for All

Access to a home is an important aspect of fairness, and the register will help to support the delivery of more homes in the borough.

8.2 Growth and Sustainability

Delivering homes will support economic and social growth and sustainability.

8.3 Strong Communities

Providing more homes will enable the continuation and development of community cohesion.

9 EQUALITY IMPACT IMPLICATIONS

- 9.1 Access to a home is an important element in ensuring equality and fairness in the borough.
- 9.2 Corporate advice has been sought in regard to equalities and an agreement has been reached that an equalities impact assessment is neither relevant nor proportionate for the approval of this report to approve the Brownfield Land Register.

10 PERFORMANCE MANAGEMENT IMPLICATIONS

The delivery of new homes is set out in the annual Monitoring Report prepared by Strategic Planning and Design.

11 HEALTH AND SAFETY IMPLICATIONS

None.

12. PUBLIC HEALTH IMPLICATIONS

None.

Background Papers

None