

FINANCE AND EFFICIENCY PORTFOLIO DECISION RECORD

8th June 2007

The meeting commenced at Belle Vue Community, Sports & Youth Centre,
Hartlepool

Present:

Councillor Robbie Payne (Finance and Efficiency Portfolio Holder)

Officers: Tony Brown, Chief Solicitor
Graham Frankland, Head of Procurement and Property Services
Pat Watson, Democratic Services Officer

1. Procurement Strategy 2007-2010 – (Head of Procurement and Property Services)

Type of decision

Non-Key

Purpose of report

To provide an update on the progress made on the Council's Procurement Strategy and to request consideration of the Draft Procurement Strategy for 2007 - 2010.

Issue(s) considered by the Portfolio Holder

The report highlighted the background and significance of the new strategy and its key objectives. A revised draft of the Procurement Strategy for 2007 – 2010 was attached as an appendix and reference was made in the report to the link between the ten Key Procurement Aims and the five Key Strategic Procurement Objectives. For each of the ten Key Procurement Aims the current position was identified, together with the issues affecting the aims and what actions would be taken over the next three years to achieve each of the aims.

The report indicated that the Strategy was significant in bringing together several national agendas and set them in a local context. As the Portfolio Holder is the Council's Procurement Champion, updates and developments for consideration would be reported at appropriate times. The revised Draft had been prepared to include strategic improvement and would be the subject of consultation with the Corporate Procurement Group and Corporate

Management Team. The Corporate Procurement Group made up of Senior Officers from all departments was now well established and would ensure that the strategy and its delivery is embedded in departments. The Corporate Procurement Unit would work alongside the Corporate Procurement Group to ensure the Key Aims and Objectives identified in the Strategy are achieved over the next three years.

The Portfolio Holder noted that liaison is undertaken with the Small Businesses Federation but asked how other small businesses were kept informed / involved. The Head of Procurement and Property Services indicated that contact is made in other ways, ie electronic links and a Procurement Safari that had been held in the past. Work is also undertaken alongside Economic Development. The Portfolio Holder suggested that consideration should be given to holding another Safari event and he indicated that he would be happy to accept any invitations to progress liaison with small businesses. The Portfolio Holder also commented that although he agreed the Procurement Strategy he did not wish to see it as removing the use of small businesses in the town who had supplied the Council for a number of years.

Decision

The Portfolio Holder noted the Draft Procurement Strategy for 2007 – 2010 and agreed to receive a further report to endorse the final strategy

2. Procurement Service Plan 2007/08 – (Head of Procurement and Property Services)

Type of decision

Non-Key

Purpose of report

To request consideration of the Procurement Service Plan 2007/08.

Issue(s) considered by the Portfolio Holder

The report highlighted the background to the Procurement Services Plan 2007/08, its objectives and an action plan.

Decision

The Portfolio Holder endorsed the Procurement Service Plan for 2007/08.

3. Asset Management Programme 2007/2008 – (Head of Procurement and Property Services)

Type of decision

Non-Key

Purpose of report

To provide a position statement on the management of the Council's land and property assets, to outline plans for 2007 and to seek approval to the proposed property maintenance programme for 2007/2008.

Issue(s) considered by the Portfolio Holder

The report detailed progress to date on key topics and developments as a forerunner to the preparation of the Asset Management Plan 2007. Details of proposals for Corporate Planned Maintenance and Access Works for 2007/08 were also reported.

The Head of Procurement and Property Services referred to a proposed policy for land to be made available for affordable accommodation and the Portfolio Holder referred to families who had been referred to him who were unable to afford accommodation and asked what could be done to help them. The Head of Procurement and Property Services referred to housing corporations being encouraged to release land under favourable terms.

The Portfolio Holder asked what the Council could do in relation to building houses themselves. The Head of Procurement and Property Services indicated that there were ways and means whereby the Council can arrange to build their own housing. The Chief Solicitor was of the view that Council's could not own their own stock but could build and release for others to manage. It was agreed that a Policy was needed and a further report would be brought to the Portfolio Holder and the Regeneration and Liveability Portfolio Holder.

The Portfolio Holder referred to £16,000 for Burbank Community Centre and asked why this was not part of the refurbishment works. The Head of Procurement and Property Services indicated that this sum was a contribution to the access parts of the overall works.

Discussion took place on the linking of maintenance projects in Appendix A into one contract where possible and on a possible alternative way of reporting the information. The Head of Procurement and Property Services confirmed that the projects would indeed be brought together in the most efficient procurement option and will look at reporting

In relation to Energy Saving the Portfolio Holder indicated that it could be beneficial for the Head of Procurement and Property Services to speak to The Mayor as some possible finance may be available.

Decision

The Portfolio Holder:

- (a) noted the progress being made for the Asset Management Plan including the approach to Property Performance Indicators and requested that his comments / suggestions be taken into consideration in relation to future contracts and reporting;
- (b) noted the Capital Programme and Corporate Planned Maintenance Programme (Capital and Revenue);
- (c) noted the continued approach to the removal of Barriers to Access at Buildings Open to the Public;
- (d) noted the broad approach being taken with respect to the Energy Saving Fund;
- (e) authorised the Head of Procurement and Property Services to apply flexibility in the order and value and proportions of works executed to ensure maximised benefits from the budgets available with minimised service disruption;
- (f) agreed to receive reports for approval on any major departures from the programme that may be required.

4. The Leasing of Office Space in Burbank Community Centre - *(Head of Procurement and Property Services)*

Type of decision

Non-Key

Purpose of report

To request consideration to the leasing out of office space within Burbank Community Centre.

Issue(s) considered by the Portfolio Holder

The report contained background to the request and an outline of the proposed terms was included in a report detailing exempt information under Schedule 12A of the Local Government Act 1972, (as amended by the Local Government (Access to Information)(Variation) Order 2006) namely, Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Decision

Portfolio Holder granted approval to the proposed leases in accordance with the terms proposed in the report but requested that the rent free period in respect of BURT and Burbank Food Cooperative commence from the date the respective organisations take occupation of the premises.

5. Lease of Premises at 41 Park Road - (Head of Procurement and Property Services)

Type of decision

Non-Key

Purpose of report

To obtain authorisation for Economic Development to enter into an agreement to occupy 41 Park Road, Hartlepool for the purpose of providing advice and guidance for members of the public looking for employment.

Issue(s) considered by the Portfolio Holder

The report detailed background information in relation to a scheme which proposed the occupation of 41 Park Road by Economic Development. An outline of the proposed terms was included in a report detailing exempt information under Schedule 12A of the Local Government Act 1972, (as amended by the Local Government (Access to Information)(Variation) Order 2006) namely, Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Decision

The Portfolio Holder gave approval for the Council to enter into a lease for 41 Park Road, Hartlepool in the terms outlined in the report.

6. Sale of Freehold Reversion, 29 Wynyard Road - (Head of Procurement and Property Services)

Type of decision

Non-Key

Purpose of report

To obtain Portfolio Holder approval to the proposed sale of the freehold reversion of 29 Wynyard Road, Hartlepool.

Issue(s) considered by the Portfolio Holder

The report contained background to the proposed transaction including the current lease details, with the financial implications of selling the reversion explored. An outline of the proposed terms was included in a report detailing exempt information under Schedule 12A of the Local Government Act 1972, (as amended by the Local Government (Access to Information)(Variation) Order 2006) namely, Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Decision

The Portfolio Holder granted authority to proceed with disposal of freehold reversion in the terms outlined in the report.

7. Proposed Lease of Unit 6 Usworth Industrial Estate, Hartlepool *(Head of Procurement and Property Services)*

Type of decision

Non-Key

Purpose of report

To obtain authorisation for the Council to enter into an agreement to occupy Unit 6 Usworth Industrial Estate, Hartlepool for its Youth Offending Service.

Issue(s) for consideration by Portfolio Holder

The report contained background details behind the proposed use of Unit 6. The terms for the occupation, provided by the Landlord for the Estate, were included in a report detailing exempt information under Schedule 12A of the Local Government Act 1972, (as amended by the Local Government (Access to Information)(Variation) Order 2006) namely, Information relating to the financial or business affairs of any particular person (including the authority holding that information).

The Portfolio Holder asked for information in relation to possible future termination of tenancy. The Head of Procurement and Property Services advised that as much flexibility as possible would be built into the Contract. The Chief Solicitor indicated that contracts are usually on a year to year basis, terminating on anniversary with an agreed period of notice.

Decision

The Portfolio Holder approved the Council taking the Lease subject to the terms proposed in the report.

8. Proposed Lease of Room 202, Innovation Centre, Queens Meadow Business Park - *(Head of Procurement and Property Services)*

Type of decision

Non-Key

Purpose of report

To obtain Portfolio Holder approval to the proposed lease of Room 202, The Innovation Centre, to allow the relocation of Economic Development's 'Tees Valley Works' initiative.

Issue(s) considered by the Portfolio Holder

The report detailed the background to the proposal is presented including the purpose of 'Tees Valley Works' and the funding behind the initiative, with a description on their accommodation requirements. An outline of the proposed terms was included in a report detailing exempt information under Schedule 12A of the Local Government Act 1972, (as amended by the Local Government (Access to Information)(Variation) Order 2006) namely, Information relating to the financial or business affairs of any particular person (including the authority holding that information).

An oral explanation of the rent level was provided to the Portfolio Holder, at his request, and this was acceptable.

Decision

That Portfolio Holder approved the taking of a Lease at Room 202, The Innovation Centre in the terms outlined in the report.

9. Proposed Lease of Car Park, Hartlepool Interchange - (Head of Procurement and Property Services)

Type of decision

Non-Key

Purpose of report

To obtain Portfolio Holder approval to the proposed lease of land for car parking at the new Hartlepool Interchange.

Issue(s) considered by the Portfolio Holder

The report contained information in relation to background and financial implications. The proposal and draft terms showing what had been agreed to date between the parties was outlined in a report that was exempt under Schedule 12A of the Local Government Act 1972, (as amended by the Local Government (Access to Information)(Variation) Order 2006) namely, Information relating to the financial or business affairs of any particular person (including the authority holding that information). A plan of the area was provided as an appendix.

Discussion took place in relation to the three yearly rent reviews and the Portfolio Holder was happy that anything unreasonable could be appealed against.

Decision

The Portfolio Holder gave approval to the Council taking a lease of the car parking area subject to the terms proposed, detailed in the report, notwithstanding that minor amendments may be required as negotiations progress.

10. Local Government Access to Information

Under Section 100(A)(4) of the Local Government Act 1972, the press and public were excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006.

Minute 11 - 36 Rydal Street, Hartlepool (Para 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information)).

11. 36 Rydal Street, Hartlepool - (*Head of Procurement and Property Services*)

Type of decision

Non-Key

Purpose of report

To obtain the Portfolio Holder's views on an application from the owner of 36 Rydal Street to have a restrictive covenant on his property lifted.

Issue(s) considered by the Portfolio Holder

The report detailed the current request and outlined three possible options for consideration by the Portfolio Holder. The appendix to the report contained some background to the previous decision to proceed with the bidder, now the current developer, and the negotiations that ensued following that decision.

Decision

The Portfolio Holder noted the report and gave approval to Option 1 being explored with a timescale of one year for marketing.

J A BROWN

CHIEF SOLICITOR

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