

PLEASE NOTE TIME AND VENUE

REGENERATION AND LIVEABILITY PORTFOLIO

DECISION SCHEDULE



Friday 19th October 2007

at 9.00 am

in The Croft Room,
Borough Hall, Hartlepool

The Mayor Stuart Drummond responsible for Regeneration and Liveability will consider the following items.

1. **KEY DECISIONS**

- 1.1 THI Grant – St Andrew's Church, Headland – *Director of Regeneration and Planning Services*

2. **OTHER ITEMS REQUIRING DECISION**

- 2.1 Tall Ships Design Brief – *Assistant Director (Planning and Economic Development)*

3. **ITEMS FOR INFORMATION**

No items

4. **REPORTS FROM OVERVIEW OF SCRUTINY FORUMS**

No items

REGENERATION & LIVEABILITY PORTFOLIO
REPORT TO PORTFOLIO HOLDER
19th OCTOBER 2007



Report of: Director of Regeneration and Planning Services

Subject: THI GRANT – ST.ANDREW'S CHURCH,
HEADLAND

SUMMARY

1.0 PURPOSE OF REPORT

- 1.1 To seek Portfolio Holder approval to a proposed £148,000 grant to restore and convert the former St Andrew's Church on the Headland to create a tea room, under the Townscape Heritage Initiative.

2.0 SUMMARY OF CONTENTS

- 2.1 A full project report is attached as an Appendix. The report to the Portfolio Holder outlines the recent history of the Church, the current condition, the repair costs, the proposed grant level and the funding sources.

3.0 RELEVANCE TO PORTFOLIO MEMBER

- 3.1 St Andrew's Church is a key listed building occupying a prominent position within a Conservation Area.

4.0 TYPE OF DECISION

- 4.1 Key decision – test (i) expenditure of more than £100,000

5.0 DECISION MAKING ROUTE

- 5.1 Portfolio holder only

6.0 DECISION(S) REQUIRED

- 6.1 That the Portfolio Holder approves the proposed grant of £148,000.

Report of: Director of Regeneration and Planning Services

Subject: THI GRANT – ST.ANDREW’S CHURCH,
HEADLAND

1. PURPOSE OF REPORT

- 1.1 To seek Portfolio Holder approval to a proposed £148,000 grant to create a tea-room at the former St Andrew’s Church on the Headland under the Townscape Heritage Initiative. The grant is made up from two separate funding sources consisting of £88,000 from Single Regeneration Budget which was managed by the North Hartlepool Partnership and £60,000 from the Heritage Lottery Fund. Both funding sources constitute the Townscape Heritage Initiative.

2. THE PROJECT

- 2.1 A detailed project report is attached to the report as **Appendix 1**. In summary St Andrew’s Church is a grade 2 listed building dating from 1886 in a highly prominent position on the Headland sea front at York Place. The building has deteriorated badly with substantial parts of the stone window tracery and its glazing completely missing. The entrance porch to the building is suffering from obvious structural failure.
- 2.2 The project is to create a tea room within the former church, undertaking restoration of the windows and glazing, rebuilding the porch and undertaking internal works to create a kitchen, toilets and a seating area for customers within the body of the church. The total cost of the works is £326,564(including VAT and professional fees) and as indicated in the attached report, a grant of £148,000 is recommended.

3. PROJECT BENEFITS

- 3.1 The project will bring back into use an empty unused listed building in a prominent position on the Headland.
- 3.2 The tea-room use will create 5 full-time equivalent jobs (consisting of 3 full-time and 4 part-time jobs).
- 3.3 The proposed grant investment of £148,000 to create the tea-room will complement substantial public investment made near to St Andrew’s Church, under the North Hartlepool Partnership aimed at improving the Headland and increasing the number of visitors to the area. This

investment has been in excess of £4.6m and has consisted of projects at Redheugh Gardens, re-paving of the promenade from Redheugh Gardens to Sandwellgate, street lighting, the Block Sands Paddling Pool, the restoration of a square at Regent Street and the creation of the Town Square to the front of the Borough Buildings. A further project has been the railing restoration scheme to dwellings along the sea front, with some of the same houses also receiving grant for repair and conservation work. One final project has been the creation of a bronze statue in recognition of the Andy Capp cartoon character and its creator Reg Smyth, located on land next to St Andrew's Church.

4. FUNDING ARRANGEMENTS

- 4.1 The Townscape Heritage Initiative (THI) commenced on the Headland in 2001. The THI is a combined partnership funding of £1m from the Heritage Lottery Fund and £6.2m from the Single Regeneration Budget (SRB), aimed at conservation projects within the Headland, including the restoration of a number of key buildings one of which is the former St Andrew's Church. The THI was managed by the North Hartlepool Partnership, but with the winding up of the Partnership it falls to the Council as the accountable body, to progress this residual matter.
- 4.2 An £88,000 SRB budget remains available specifically aimed at the re-use of key buildings on the Headland. This budget was carried forward from the end of the SRB programme with agreement of One NorthEast and the North Hartlepool Partnership Board. The £88,000 remains available until the 31st December 2007 and must be spent by that date. To achieve this, an early start on site is necessary (probably by late October) to allow the building owner's contractor to complete enough work to allow a payment of the £88,000 SRB element of the total grant. If this is not achieved then the £88,000 of grant will be lost.
- 4.3 A separate approval is required by the Heritage Lottery Fund (HLF) for the balance of £60,000 of the proposed £148,000 grant. A formal application has been made to the HLF for grant approval. An early decision by the HLF is obviously essential if the £88,000 SRB budget is to be spent by the 31st December 2007. A report will be made at the meeting on the progress of the application to the HLF. The THI has been extended to 31st December 2007 with further possible extensions if the HLF considers satisfactory progress is being made on the overall THI. If the project commences on site then the £60,000 element of the grant can be paid after the 31st December 2007 (i.e. in early 2008).
- 4.4 As indicated above an early decision from the HLF on the application for £60,000 grant is essential. A possible fall back position is suggested to ensure that maximum advantage is taken of the available £88,000 SRB grant, which is to utilise savings made on the Carnegie Building project (another THI key building) to substitute for the £60,000 grant funding from the HLF. The Carnegie Building project was originally costed at £1.12million but by careful project management the final cost

was reduced to £987, 000, creating a potential saving of £133,000 for expenditure on other THI projects.

5. RECOMMENDATION

- 5.1 That the Portfolio Holder approves the proposed grant of £148,000 to create a tea-room at St Andrew's Church under the Headland Townscape Heritage Initiative.

TOWNSCAPE HERITAGE INITIATIVE – THI - 00 - 00106/2

HEADLAND CONSERVATION AREA HARTEPOOL

**GRANT APPLICATION REPORT – ST ANDREW’S CHURCH YORK PLACE
HEADLAND**

APPLICANT: Mr J. O’ Conner

ADDRESS: 22. Brigandine Close, Seaton Carew, Hartlepool.

SITE DESCRIPTION LOCATION AND HISTORY

The grant application is to convert the grade 2 listed St Andrew’s Church to use as a tea room. The application site is on York Place, part of the Promenade to the seafront, within the Headland Conservation Area. A plan is attached indicating the location of St Andrew’s Church relative to the rest of the Headland.

The former Church is in a highly prominent location on the sea front promenade. It is a starting point for many visitors to the Headland, who then take in the other attractions by walking the seafront or visiting buildings and sites such as St Hilda’s Church or the Heugh Gun Battery. Visitors at the same time take advantage of the facilities on the Headland such as the nearby Harbour Tavern public house.

The Church was built as a Chapel-of-ease for local seamen in 1886. Constructed in brick, it has stone dressings to window and door surrounds, quoins and string courses. One notable feature of the exterior is the stone tracery and clear glazing to main windows, though now severely deteriorated. The roof is finished in slate. An external porch is a later addition constructed after war damage to the original, but this is structurally unstable. Internally pews and other fittings have been removed during use as a parish hall but otherwise the building retains much of the feel of a Chapel with reredos, pulpit and memorial plaques together with the original layout and exposed timber roof structure.

The building was last occupied some time in 1995 when the then use as a parish hall for the nearby St Hilda’s Church ceased. The building was then bought by a private individual (who is still the current owner) for conversion to a house for which planning and listed building consent was obtained. That project however did not proceed, largely due to the limited grant availability at the time. Since then, various other proposals, by the owner and other interested parties have been explored but only now with the imminent ending of the Townscape Heritage Initiative funding and significant progress in the overall regeneration of the Headland has encouraged the owner to develop plans and costings.

PROJECT DESCRIPTION

The project is to use the nave of the church to accommodate the area for sittings with a raised area next to the windows to the sea front for a further area. The north aisle to the church, which had been converted previously under the parish hall use for toilet and kitchen facilities, would be used in the same way under the new use, but with equipment and facilities upgraded. Damp proofing or prevention measures are proposed for the toilet and kitchen area where the external ground level is higher. Internal alterations are therefore kept to a minimum with little effect on the character.

The main external works are to re-construct the porch. The porch as indicated above is a later addition and is suffering from obvious movement requiring re-construction. The proposal is to carefully take down the porch and re-construct using salvaged materials, with any new materials matching the existing as far as possible. A minor change is to be made to the roof design to improve weatherproofing. Disabled access can be accommodated as the external access is level, with a platform lift being provided internally. The other main external repairs consist of restoring the stone window tracery and the leaded light glazing with restricted areas of stone and brickwork repairs. Some limited areas of pointing are also included as are external door and window joinery and railings to the sea front elevation.

The condition of the porch and the stone tracery to the main windows onto the sea front are the elements which most significantly affect the appearance of the building and therefore adversely affect the environment in the immediate area.

The tea room project will create employment for kitchen staff, waiters and supervisory staff. The business plan submitted by the applicant estimates this to be 3 full-time and 4 part-time staff (equivalent to 5 full time staff).

PROJECT COSTS

The applicant's agent has obtained competitive itemised estimates which have been analysed by relevant North Hartlepool Partnership and Council officers. The total grant eligible cost of works and fees is £223,697 inclusive of VAT within a total project cost of £326,564 (see cost analysis attached).

BUSINESS USE ASSESSMENT

The viability and job creation potential of the proposed tea room use have been assessed by North Hartlepool Partnership Manager. Having considered the project and financial information provided by the applicant, the Manager has

concluded that the project will create a valuable addition to the Headland economy, utilising a substantial building, resulting in a viable business which is likely to survive over a number of years.

GRANT ASSESSMENT

The grant application site is located at a prominent position on the sea front at the Headland, which has been subject to high levels of public investment under the Single Regeneration Budget and the Townscape Heritage Initiative. The sea front is also the area of the Headland where most visitors choose to arrive and experience the area. The regeneration strategy for the Headland is based on improving visitor attractiveness using the architecture and heritage as the basis for increased visits which will encourage the re-use of the many unused significant buildings on the Headland, like St Andrew's Church.

The amount of the public investment along the seafront area is given in more detail below but in summary has consisted of street environmental works, a railing restoration scheme and grants to private dwellings along the sea front. This public investment has significantly improved the sea front area changing favourably the initial impression of visitors arriving at the Headland. The exception to this is St Andrew's Church which stands in a prominent position on the sea front in an unattractive state of disrepair adversely affecting the impression of visitors.

Concerning the street environmental works, schemes have been completed at Redheugh Gardens consisting of a stone wall, railings and landscaping, re-paving of the promenade from Redheugh Gardens to beyond Sandwellgate, with further expenditure on street lighting. Further investment has occurred at the lower promenade consisting of the paddling pool, and paving and seating at the Block Sands Paddling Pool and Fish Sands. Just off the promenade there has been investment at Regent Street and Regent Square to provide traditional railings and landscaping to an existing square. A major scheme just off the promenade and seafront has consisted of the creation of the Town Square to the front of the Borough Buildings, consisting of a formal paved square and landscaped garden with a visitor centre and toilet building. A further environmental scheme has recently been completed at the nearby Croft Gardens, situated adjacent to the Town Square.

The railing scheme has been carried out to all properties along the seafront including those at South Crescent, Albion Terrace, York Place and part of Town Wall (with two properties to be completed).

Grants to private dwellings have been targeted at dwellings along the seafront, many of which have been in the railing restoration scheme including a high proportion of those at Albion Terrace and South Crescent, with other at adjacent addresses at Cliff Terrace, Regent Street, Rowell Street and Catherine Street.

One final project is the creation of a bronze statue of the cartoon figure Andy Capp, serialised in the Mirror Newspaper amongst others, created by Mr Reg Smythe who was born on the Headland. The statue sited on the area of open

land between St Andrew's Church and the Harbour Tavern or Pot House public house was unveiled in June 2007. Andy Capp is known to have considerable cultural significance worldwide and it is expected that the presence of a statue will increase the number of visitors and open the Headland to worldwide audience. Anecdotal evidence indicates that visitor numbers have already increased.

These above projects represent a total investment in excess of £4.6 million.

PROJECT BENEFITS

The project with grant investment under the THI will bring an empty grade 2 listed building back into a commercial use with creation of 5 full-time equivalent jobs. The area of the sea front where the former Church is located has been subject to substantial public investment in buildings and the environment all aimed at improving the attractiveness of the Headland to visitors, including the Andy Capp statue project specifically aimed at attracting visitors worldwide. St Andrew's Church remains within this area in a highly visible position, unused and in disrepair, undermining the improvements that have been achieved to date.

On these considerations grant investment under the THI can be justified.

FUNDING AND PROPOSED GRANT

Funding of works to key buildings within the Townscape Heritage Initiative (THI) is made on a "conservation deficit" basis, which is the difference between the eligible cost of the works and the increase in value of the building. The increase in value being the difference between the current value and the end value after the building works. Usually this result in a "conservation deficit" whereby the cost of development exceeds the end value by a substantial margin. The THI grant is therefore calculated to fill the gap between the cost and the value to make the project viable.

The grant eligible construction costs have been established at £223,697. The end value of the building for a commercial use has been assessed by the owner's agent at £75,000 and this sum is considered to be consistent with local commercial property valuations. Calculating the grant on a conservation deficit basis this would indicate a THI grant of £148,697.

It is proposed that a grant of £148,000 be offered to support the tea room project at St Andrew's Church. The £148,000 grant is to be funded from £88,000 Single Regeneration Budget funds and £60,000 from Heritage Lottery Fund resources under the THI.

The £88,000 Single Regeneration Budget (SRB) remains available as a budget specifically aimed at the restoration of key buildings on the Headland, carried forward at the end of the SRB programme as agreed by the North Hartlepool Partnership Board and One NorthEast. The £88,000 grant only remains available until the 31st December 2007 and must be spent by that date. This will require the project to start work sometime in October or at the very latest November.

A separate approval is required by the Heritage Lottery Fund (HLF) for the £60,000 element of the proposed overall £148,000 grant. A formal application has been made to HLF for grant approval. An early decision by the HLF is therefore critical if the £88,000 SRB budget is to be spent by the 31st December 2007. The THI has been extended to 31st December 2007 with further possible quarterly extensions if the HLF considers satisfactory progress is being made on the overall THI.

LEGAL POWERS

Legal powers to offer grants to building owners and to carry out public realm works are given to the Council (as the accountable body) by Sections 57, 77, 79 and 80 of the Planning (Listed Building and Conservation Area) Act.

STATE AID RULES

The grant aid is aimed at restoration of a historic listed property within a conservation area and therefore does not constitute State Aid.

RECOMMENDATION

It is recommended that a grant of £148,000 be offered under Section 57 of the Planning (Listed Building and Conservation Areas) Act 1990, consisting of a £88,000 contribution from the Single Regeneration Budget and £60,000 from the Heritage Lottery Fund under the Townscape Heritage Initiative programme, subject to the following conditions :-

1. That the offer of grant is accepted in writing or by e-mail to the Council within 14 days of the date of the offer letter. The grant offer is not transferable and is offered solely to the grant recipient.
2. That the grant-aided works must commence within 30 days of the date of the grant offer unless otherwise agreed by letter or e-mail. Works must not commence until a pre-start meeting has occurred between representatives of the Council and the applicant or their agent to discuss the details of the scheme.
3. Before the grant works commence the applicant or their agent must obtain or already possess all statutory consents under planning, historic buildings, ancient monuments or wildlife acts, building regulations or other relevant legislation.
4. If the cost of the works increases, or additional work is undertaken there is no obligation on the Council to increase the grant. Any increase in the grant awarded is entirely at the discretion of the Council and can only be considered if a detailed request is made in writing.
5. The works shall be carried out to a standard which is satisfactory to the Council in accordance with the details of the grant schedule and submitted

estimates. Any change to the approved scheme shall be first agreed in writing with the Council.

6. The grant funding may be withdrawn, reduced or recovered by the Council if the terms or conditions of the grant offer are not complied with or within 3 years from the date of the grant offer, the recipient disposes of the interest held in the property by way of sale or a lease of not less than 21 years. Recovery of the grant would also occur if it is established to the Council's satisfaction that the applicant has made a fraudulent, incorrect or misleading application or carries out the project fraudulently or negligently.
7. Officers of the Council shall be allowed access at all times or after giving reasonable notice, to inspect the works in progress and upon completion. These inspections are for the Council's own grant purposes to ensure that all terms and conditions of the grant offer are being complied with. Applicants or their agents are fully and totally responsible for satisfying themselves that the grant-aided works are properly carried out. Any subsequent problems with the quality of work are a matter between the applicant and their building contractor. The Council accepts no responsibility in this matter.
8. During works the grant recipient, in conjunction with the contractor, shall possess adequate insurance for the building, the work undertaken and any unfixed materials and goods delivered to site.
9. The Council reserves the right to publicise the offer of grant.
10. After completion of the grant aided works, those items which have been specifically subject to repair and restoration, shall be maintained to the same standard as specified in the grant works, using the same materials and methods. The property shall generally be maintained to a satisfactory standard consistent with the character, appearance and amenity of the conservation area.
11. That the applicant shall supply on request from the Council, the following information:
 - a) Gross permanent jobs created
 - b) Net direct permanent jobs created
 - c) Jobs preserved
 - d) The total figure of construction man weeks involved in the improvement works.

As regard the last condition, the contractor shall keep daily records of workers employed on site (including sub-contractors) throughout the contract period.

12. The works shall be completed and final invoices submitted to the Borough Council no later than 30th March 2008. In the submission of final invoices, all grant eligible items shall be identified separately together with the amount of other expenditure upon which no grant has been offered.

REGENERATION & LIVEABILITY PORTFOLIO

Report To Portfolio Holder

19th October 2007



Report of: Assistant Director (Planning and Economic Development)

Subject: TALL SHIPS DESIGN BRIEF

SUMMARY

1.0 PURPOSE OF REPORT

To request from the Portfolio Holder approval to proceed with appointing a design agency to assist in developing the promotional material for the Tall Ships Marketing & PR activity.

2.0 SUMMARY OF CONTENTS

The report outlines the proposal to appoint a design agency to work with Hartlepool Borough Council and its partners in setting up the marketing materials / templates required to promote The Hartlepool Tall Ships' Races 2010. This additional specialist expertise will support the skills of the officers delivering The Tall Ships' marketing function.

Appointing an agency up to and including the event will provide continuity in delivery, consistency for the Council and external partners involved in delivery and best value in terms of resources. The report requests that the full open tender procedures can commence to appoint an agency for a one year contract, with the option to extend the contract for a further two 12 month periods, subject to mutual agreement by both parties.

3.0 RELEVANCE TO PORTFOLIO MEMBER

The Tall Ships' Race arrangements fall within the Portfolio. The full open tender process and the detailed requirements of the design brief will provide the Council with the most suitable candidate to deliver the projects identified and help develop high profile marketing materials

which will promote Hartlepool and the event to regional and national audiences.

4.0 TYPE OF DECISION

Non key.

5.0 DECISION MAKING ROUTE

Regeneration and Liveability Portfolio, 19th October, 2007.

6.0 DECISION(S) REQUIRED

To approve arrangements for the appointment of a design agency to assist in developing the promotional material for Hartlepool for The Tall Ships' Races 2010.

Report of: Assistant Director of Regeneration & Planning Services

Subject: TALL SHIPS DESIGN BRIEF

1. PURPOSE OF REPORT

- 1.1 To request from the Portfolio Holder approval for arrangements to appoint a design agency to assist in developing the promotional material for the Tall Ships Marketing & PR activity.

2. BACKGROUND

- 2.1 2010 will provide Hartlepool with a great opportunity to promote itself as a visitor destination and to bring many visitors to the town. It will put Hartlepool in the spotlight and raise the profile of the town within the North East of England and is an excellent opportunity for visitors and also those people who live and work in the town.
- 2.2 It is essential the message of Tall Ships is delivered to encourage visitors and participants alike in order to achieve the maximum economic gain that such an event (and the years up to and after the event) can provide. In order to achieve this, a consistent marketing message is required along with series of promotional material, which will sell this key message to our target audiences.
- 2.3 The most appropriate approach identified is to coordinate the appointment of one design agency to assist the Council in delivering and developing the promotional material and design templates. This would allow for continuity over the period up to and including The Tall Ships' Races, consistency for the Council and external partners involved in delivery and best value in terms of resources.
- 2.4 A design brief has been developed which offers agencies the opportunity to tender for Year 1 activities, with the option to extend for a further two twelve months periods, subject to agreement of both parties (attached as **Appendix 1**).
- 2.5 The brief has identified several key pieces of work which not only develop the Tall Ships brand, but also how that should be delivered by all who wish to engage with promoting the Tall Ships Races.

- 2.6 The project will be managed by the Marketing Sub Group who report to the Tall Ships Visitor Information, Accommodation, Marketing & Promotion Workstream. This will also be the group who will be responsible for the selection process on the basis of a quality (70%) and price (30%) assessment.
- 2.7 The brief requests that tenders submitted must include several specific visuals related to projects required in Year 1. This will assist the evaluation process in the quality assessment. The tender process has also identified a selection process which will lead to interview stage for short-listed candidates.
- 2.8 The start date identified within the brief is January 2008.

3. FINANCIAL IMPLICATIONS

- 3.1 The marketing activities identified within this proposal for Year 1 are likely to be budgeted within the region of £15-20k. Due to the nature of the project, years 2 and 3 activities have yet to be fully developed, although the Tall Ships' Marketing Plan has identified many of the various campaigns to be delivered and markets to be targeted. The brief therefore identifies that years 2 and 3 will be based on similar types of projects identified in year 1 but budgets have not yet been agreed. They are likely to be similar to year 1 due to the nature of the marketing plan. An hourly rate has been requested within the brief in order to provide another method of evaluation for future years' activities.

4. RECOMMENDATIONS

- 4.1 To request the Portfolio Holder's approval for arrangements to appoint a design agency to deliver the design function of the Tall Ships Marketing & PR activity.



2.1 APPENDIX 1

THE TALL SHIPS' RACES 2010 HARTLEPOOL DESIGN BRIEF (DRAFT)

OCTOBER 2007

1. INTRODUCTION & BACKGROUND

In 2006 Hartlepool was proud and delighted to be chosen to host the prestigious Tall Ships Races in 2010. This international race takes place every summer in Europe and it is seen as potentially attracting millions of visitors to Hartlepool and the Tees Valley. Hosting the event further highlights Hartlepool's well deserved reputation as a first rate visitor destination.

The town was chosen by race organisers Sail Training International to be the finishing point for the race and could involve a fleet of up to 120 Tall Ships between which there will be a crew total of approximately 4000 (minimum of 50% aged 16-25) from up to 30 different countries.

The town already has good links with Tall Ships after almost 40 vessels visited Hartlepool in 2005 en route to Newcastle.

The site

The location of the site will take place in the heart of Hartlepool Quays – a £500 million regeneration initiative breathing new life into Hartlepool's maritime heritage.

The largest vessels in the fleet (the A class) will be berthed within Victoria Harbour while the smaller B, C & D class craft will be within the Hartlepool Marina. Between the two sites a 'Tall Ships Village' will be created to cater for the needs of the crew. There will be a large number of special events organised in the run up and during the huge celebrations in 2010.

The race & its partners

The Tall Ships' Races 2010, organised by Sail Training International will feature the following host ports:-

Antwerp, Belgium, Saturday 10 July – Tuesday 13 July

Race 1

Aalborg, Denmark, Wednesday 21 July – Saturday 24 July

Cruise in Company

Kristiansand, Norway, Thursday 29 July – Sunday 1 August

Race 2

Hartlepool, UK, Saturday 7 August – Tuesday 10 August

Sail Training International (STI)

STI is a registered charity (not for profit organisation) with worldwide membership and activities. Their purpose is the development and education of young people of all nationalities, cultures, religions and social backgrounds through the sail training experience. The Tall Ships' Races are organised by STI and they have an influence on any marketing activity produced in relation to the races. All marketing material must be approved by STI before going to print.

What can be expected from the event?

This is a fantastic opportunity for Hartlepool and the Tees Valley to identify itself to the national audience as an events destination and it will bring a significant number of visitors to the town and region. New castle Gateshead hosted The Tall Ships' Races in 2005 and this experience provided:-

- 1.5 million visitors over four days in July 2005 of which 330,000 stayed overnight.
- 1/3 of overnight stays extended to between 3-5 nights and a quarter remained for 10 days
- 4 out of 5 visitors said they would return again
- The event is thought to have injected up to £50 million into the local economy

Tall Ships work groups

An organisational structure has been developed for delivery of The Tall Ships' Races in Hartlepool, which includes a Tall Ships office and dedicated workstreams. The approved company would feed into and report back to the 'Visitor Information / Marketing / Promotion and Accommodation' Workstream. There is also a sub-group attached to this workstream which will be the key contact point. However the chosen company will also link with other workstreams as appropriate and should bear in mind that various projects will be led by various individuals within these workstreams.

Tees Valley – events led destination

visitTeesvalley is the organisation responsible for the overall direction, management and support of the visitor economy and part of the North East Tourism Network led by the Regional Development Agency, One North East. Their key objective is to 'drive the regeneration of the visitor economy through the attraction, development and promotion of events in the Tees Valley'. Their activities and branding has been developed to reflect this and should be considered when developing promotional material.

North East England, Passionate People, Passionate Places

One North East has delivered the highly successful campaign 'passionate people, passionate places'. Their key strap-line has been adopted and approved to be utilised as 'passionate about the sea' within the boundaries of the North East England brand toolkit guidelines.

Target audiences and routes to audiences

Key target audiences have been identified and there will be elements of activity to be delivered in order to reach these audiences.

- LEISURE VISITOR - Day visitor market (covers local and region), National visitor, International visitor
- GROUP / COACH MARKET VISITOR
- RESIDENTS - - VFR market (visiting friends & relatives)
- BUSINESS MARKET - Tourism related sector (hotels, attractions). Non – tourism related sector
- PARTICIPANT
- Captain's and Crew on board the Tall Ships
- EDUCATIONAL MARKET
- MEDIA

2) THE BRIEF – AIMS & OBJECTIVES

The Council would like to appoint a design agency to work with Hartlepool Borough Council and its partners in setting up and delivering the marketing materials / templates required to promote the Tall Ships event in Hartlepool in 2010.

Appointing an agency up to and including the event will provide continuity in delivery, consistency for all Officers and external partners involved in delivery and best value in terms of resources.

You are invited to tender for this brief and provide costs based on several key pieces of work, which have been identified to market and promote The Tall Ships' Races 2010. The appointment is based on a one year contract, with the option to extend the contract for a further two twelve month periods, subject to mutual agreement by both parties. Both parties will have the opportunity to review the contract at anytime, however a formal review will take place every six months.

It should be noted that the contract is predominantly based around design and artwork and that printing of promotional material (particularly for larger print runs) will not solely be to the discretion of the company appointed.

YEAR 1 PROJECTS

Project A - Tall Ships Folder

Background

A key piece of work required for promotional activity will be a Hartlepool Tall Ships Folder. This will be used as a tool for delivering information to a multitude of audiences including:-

- The media – press packs
- Group travel organisers & coach operators – information bespoke to this market including event information, itineraries, group rates, contact information and copies of sub-regional group travel guides
- Captains' & crew – marketing the town to the captains' to encourage participation in the race and including Hartlepool on their itinerary
- Educational marketing – developing educational packs to target schools to raise the awareness of The Tall Ships' Races
- Local businesses – information packs on what the race is about and how they can be involved

Format

The folder will require the following information including within its design:-

- Hartlepool Tall Ships logo
- Race partners logo
- Sail Training International logo
- Tees Valley logo / HBC logo
- 'Passionate about ships' – One North East passionate people, passionate places branding
- Dates of the event
- Locator for Hartlepool
- Tall Ships office contact details and website details

The folder will be an 4 page oversize A4 colour folder with a 5mm capacity pocket on to 300gsm silkboard. All copy and logos will be provided in the appropriate format and all photographs will be provided in high resolution jpeg format.

Repro & Print

All design concepts and visuals should be included for and approved by Hartlepool Borough Council prior to artwork production. Hartlepool Borough Council shall approve all subsequent artwork preparation. Proofs shall be provided as required with digital proofs supplied and approved by Hartlepool Borough Council prior to printing.

All artwork and copy (and the copyright therein) is to remain the property of Hartlepool Borough Council and shall be made available on completion.

Quotation requirements

Quotations must be obtained for the design of the folder and print runs of 2000 and 4000 copies. Finishing shall include for batching in known quantities and delivery to up to two destinations (HBC office and a sourced storage location in Tees Valley).

The publication should be completed by mid February 2008 – all subject to no delays attributable to HBC either in supply of information and photographs, and/or visuals/copy/layout and finished artwork and proofs.

Project B – Tall Ships Toolkit

Background

In order for everyone to embrace The Tall Ships' Races 2010 in Hartlepool, it is important that the correct message is portrayed. Everyone has a role to play in promoting the event and therefore there is a need for a set of guidelines which will help all involved to create the Tall Ships message.

The Tall Ships' Races has already identified a proposed logo for Hartlepool and this will form the basis of the branding.

The toolkit will provide information on:-

- How to use the logo – including language guidelines, typefaces and colours
- Examples of use
- What is in it for the businesses who utilise the branding
- What a business can do to assist in spreading the message of The Tall Ships' Races 2010
- Provide a selection of imagery to utilise along with the Tall Ships branding

Format

The toolkit will comprise of a piece of print and a cd/dvd and should also be available as an online resource ie. PDF and downloadable media

- Print – 12 page A5 leaflet (including front/back cover), printed on 200gsm / 250gms cover. There will need to be functionality to include the cd/dvd within the booklet
- Cd/dvd – to provide examples of information provided in printed information and to also include relevant imagery to be utilised in an appropriate format. The cd/dvd should also be PC and MAC compatible

All general copy and imagery will be provided. The designer will be required to assist in developing the toolkit guidelines (eg. identify pantone reference/font etc).

Repro & Print

All design concepts and visuals should be included for and approved by Hartlepool Borough Council prior to artwork production.

Hartlepool Borough Council shall approve all subsequent artwork preparation. Proofs shall be provided as required with digital proofs supplied and approved by Hartlepool Borough Council prior to printing.

All artwork and copy (and the copyright therein) is to remain the property of Hartlepool Borough Council and shall be made available on completion.

Quotation requirements

Quotations must be obtained for the design of the toolkit and print runs of 250 and 500 copies. Finishing shall include for batching in known quantities and delivery to up to two destinations (HBC office and a sourced storage location).

The publication should be completed by beginning of February 2008 – all subject to no delays attributable to HBC either in supply of information and photographs, and/or visuals/copy/layout and finished artwork and proofs.

Background

A suite of templates are required in order to deliver a clear, branded message for the Tall Ships' Races in Hartlepool.

Format

The templates required would include:-

- 1) Email template
- 2) Pow erpoint template for use when working up presentations
- 3) Website template – w hich can be adopted by our w ebsite designers. The Tall Ships Races website for Hartlepool (www.hartlepooltallships2010.com) w ill sit as a microsite w ithin our key touris m w ebsite, destinationhartlepool.com. It w ill have its ow n unique name for access direct to these pages but w ill also have links from other areas of the desitnationhartlepool site. This site w ill develop as the run up to Tall Ships progresses but a page template is required to fit in w ith the overall Tall Ships branding for Hartlepool. It will provide the company responsible for our website a base from which to work from and develop the site.
- 4) Artw ork template for A4 paper for information pages to be utilised in the folder. This may need to be adapted to several target audiences – i.e. Media, group travel and education.

The quotation should consider providing all the information on disk and does not need to consider quoting for printing.

All copy and logos will be supplied in the appropriate format and any photographs required will be provided in high resolution jpeg format.

Repro & Print

All design concepts and visuals should be included for and approved by Hartlepool Borough Council prior to artw ork production.

Hartlepool Borough Council shall approve all subsequent artw ork preparation. Proofs shall be provided and approved by Hartlepool Borough Council prior to printing.

All artw ork and copy (and the copyright therein) is to remain the property of Hartlepool Borough Council and shall be made available on completion.

Quotation requirements

Quotations must be based on

- 1) One email template
- 2) One page template for pow erpoint
- 3) One page w ebsite template
- 4) 6 A4 artw ork templates to cover specific themes

The templates should be completed by the end of February – all subject to no delays attributable to HBC either in the supply of information and photographs, and/or visuals/copy/layout and finished artw ork.

Background

A family of branded adverts will be required to deliver key messages to our identified target markets.

Format

A family of adverts, in both colour and mono will target the following key markets:-

- Coach & Group Operators
- Educational Market
- Regional Consumer (ie North East England, North Yorkshire)
- National Consumer
- Potential participants for The Tall Ships' Races
- Captains and Crew

The ads will be required in several formats but should initially be based on quarter of an A4 page, both in landscape and portrait format. They will include the general branding and logo developed for Hartlepool Tall Ships.

Repro & Print

All design concepts and visuals should be included for and approved by Hartlepool Borough Council prior to artwork production.

Hartlepool Borough Council shall approve all subsequent artwork preparation. Proofs shall be provided and approved by Hartlepool Borough Council prior to printing.

All artwork and copy (and the copyright therein) is to remain the property of Hartlepool Borough Council and shall be made available on completion.

Quotation requirements

The quotation should consider providing an option for each market identified and in mono and colour and in landscape and portrait format.

The templates will need to be completed on a project by project basis and as advertising opportunities arise, but the basic template design should be completed by March 2008.

Project E – website flyers

Background

A flyer is to be produced which is aimed at promoting the Tall Ships website predominantly to the regional audience.

Format

The flyer will be DL in size, full colour with editorial and images featuring on both sides (70% images / 30% copy). The key message is the dates of the event and the website address to direct readers to an additional source of information.

All editorial and images will be supplied by Hartlepool Borough Council.

Repro & Print

All design concepts and visuals should be included for and approved by Hartlepool Borough Council prior to artwork production.

Hartlepool Borough Council shall approve all subsequent artwork preparation. Proofs shall be provided and approved by Hartlepool Borough Council prior to printing.

All artwork and copy (and the copyright therein) is to remain the property of Hartlepool Borough Council and shall be made available on completion.

Quotation requirements

Quotations should be based on the design & print of the webflyer with print runs of 50k and 75k. Finishing will include batching in known quantities and delivery to up to two locations (HBC office and distribution house within Tees Valley).

The website flyer will need to be completed by March 2008.

4) YEAR 2 & 3 POTENTIAL ACTIVITIES

Due to the nature of the project, years 2 and 3 activities have yet to be fully developed, although The Tall Ships' Marketing Plan has identified many of the various campaigns to be delivered and markets to be targeted. Years 2 and 3 will be based on similar types of projects to those identified in year 1 (+ inflation) but budgets have not yet been agreed.

Potential projects which may be considered:-

- Exhibition / display material
- Bespoke promotional material for specific campaigns (eg. newsletter, promotional flyer/leaflet)
- Additional advertisements appropriate to the delivery of key campaigns
- Promotional flyers for the event
- Marketing material leading up to and during the event
- Reinvention / update of projects delivered in year 1
- Promotional merchandise for exhibitions (this does not include saleable merchandise for the event as this will be dealt with under a separate initiative)

5) TENDER PROCESS

Management & Reporting Arrangements

The project will be managed by the Tall Ships Marketing Sub Group who report to the Visitor Information, Accommodation, Marketing & Promotion Workstream. The group is a mix of public and private sector partners who all have a part to play in the delivery process and will all lead on individual projects.

Overall responsibility for the marketing budget will be with the Tall Ships Project Manager. Regular meetings will be held with the sub-group as a whole, but also with key individuals who are delivering key projects.

Submission Requirements

The agency are requested to submit a quotation for delivery of the design projects identified within this brief for Year 1.

A breakdown of the costs to reflect the work needed to be undertaken for each project should be identified (as shown in the fee schedule). Any additional costs, not referred to in the fee schedule should be reflected in the 'additional fees' element.

The agency is requested to fill out the fee schedule attached to this brief. Within the fee schedule an hourly rate for similar activity to that in Year 1 is requested in order to help determine costs for Years 2 & 3 should the contract be continued.

The design brief offers the opportunity to tender for Year 1 activities, with the option to extend for a further two twelve month periods, subject to agreement of both parties. Both parties will have the opportunity to review the contract at anytime, however a formal review will take place every six months.

It should be noted that the contract is predominantly based around design and artwork and that printing of promotional material (particularly for larger print runs) will not solely be to the discretion of the company appointed. However for this exercise print quotes have been requested for all projects where they are required.

Example visuals should be provided as part of the tender process based on the three of the projects identified within this brief.

Project A – Example of front & reverse cover for the folder

Project B – Example of double page spread from the toolkit

Project C – Example of powerpoint template and A4 artwork template for a press release.

- You are invited to submit a quotation no later than **12 noon on Friday 17 November 2007**, based on this brief. It should take into account all visualising/typesetting/ illustrations/ artwork preparation / colour origination including proofs / printing and finishing and delivery (often to more than one location) as identified within each project description. Candidates who have been

selected will be interviewed w/c 5 December. Unsuccessful candidates will be notified within 14 day period of the deadline date.

- Examples of any similar work should be provided along with your quotation
- A company profile must be provided such as size of team, experience and background
- The successful tenderer must produce a production schedule (based on the project deadlines identified) for approval by the Council
- The Council reserves the right not to accept any or all of the elements in the quotation, which MUST itemise the following elements separately
 - Design & artwork production
 - Printing/ finishing

Timetables

The timetable for the selection of the Design Agency will be as follows:-

Submission deadline	– 12pm on 17 November 2007
Interviews	– week commencing 5 December 2007
Appointment	– w/c 12 December 2007
Start date	- 2 January 2008

Tenders must be received by:

12 NOON ON FRIDAY 17 NOVEMBER 2007

They must be sent to:-

TENDER – Tall Ships Design Brief

(Contract Reference 237)

To be opened ONLY by Contract Scrutiny Panel on Monday 19 November 2007

Chief Executives Department

Hartlepool Borough Council

Civic Centre

Victoria Road

Hartlepool

TS24 8AY

The tender submission must be sent in a plain sealed envelope (or brown parcel packaging dependent on the size of the visuals provided), which shall bear the words 'Tender – Tall Ships Design Brief'. The envelope shall also not bear any name or mark indicating the identity of the sender.

Any submissions received after this date and time will not be considered. Under no circumstances should quotations be sent by email.

Evaluation Criteria

The selection of a design company will be undertaken by the Tall Ships Marketing Sub Group (who report to the Tall Ships Visitor Information, Accommodation, Marketing & Promotion Workstream: on the basis of a quality (70%) and price (30%) assessment. .

The main criteria on which the decision will be based are provided below for guidance:

Ability to meet requirements – an understanding of the brief as evidenced by the visuals provided and evidence of previous experience in delivering tourism/ events related design.

Cost competitiveness – bids will be assessed in terms of innovative approach and value for money. Hartlepool Borough Council does not bind itself to accept the lowest tender.

Terms & Conditions

The accountable body in respect of this project will be Hartlepool Borough Council. The design agency will be appointed on a standard contract drawn up by Hartlepool Borough Council specifically in respect of this assignment. A copy of the standard terms and conditions are attached.

Contact Points

Issues in respect of this brief or indeed any other aspects of the project should be addressed to Jo Cole or Harland Deer. Contact details are set out below.

Jo Cole
Tourism Officer
Hartlepool Borough Council
Bryan Hanson House
Hanson Square
Hartlepool
TS24 7BT
(01429 523508)
j.cole@hartlepool.gov.uk

Harland Deer
Tourism Officer
Hartlepool Borough Council
Bryan Hanson House
Hanson Square
Hartlepool
TS24 7BT
(01429 284031)
Harland.deer@hartlepool.gov.uk

Fees

Fees will be paid on completion of each individual project completed. Any additional projects required in the first year over and above those identified within the brief will require a quotation from the agency and once approved will be paid on completion.

Copyright

All artwork and copy (and the copyright therein) is to remain the property of Hartlepool Borough Council and shall be made available on completion. The client will make due acknowledgement to the design agency where appropriate.

6) Fee Schedule – TALL SHIPS DESIGN BRIEF

Name of Organisation

Please supply your quotes in the following format:

PROJECT A – TALL SHIPS FOLDER	COSTS
Design	
Repro	
Print & deliver 2000 folders	
Print & deliver 4000 folders	
Map design	
Additional costs	

PROJECT B – TOOLKIT	COSTS
Design	
Editorial information bespoke to pantene colours etc.	
Repro	
Print & deliver 250 toolkits	
Print & deliver 500 toolkits	
Additional costs	

PROJECT C – DESIGN TEMPLATES	COSTS
Design costs and supply of templates on disk-	
A – Email template	
B – Website template	
C – Powerpoint template	
D – Info pages template	
Additional costs	

PROJECT D – FAMILY OF ADVERTS	COSTS
Design costs for 6 x ¼ A4 page adverts in both mono / colour, landscape and portrait	
Supply of templates on disk	
Additional costs	

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PROJECT E – WEBSITE FLYER	COSTS
Design of website flyer	
Repro	
Print & deliver 50k flyers	
Print & deliver 75k flyers	
Additional costs	

For the purpose of Years 2 & 3 options (and helping to identify budget costs) please identify an average hourly rate for general activity

ADDITIONAL COSTS NOT IDENTIFIED WITHIN THE BRIEF	COSTS

This fee should be exclusive of VAT

Date: _____

Signed: _____

Company: _____

INFORMATION TO TENDERERS

1.1 Tenderers shall complete and submit the tender documents according to the nature and extent of their bids. ONLY these tender documents are to be completed and ONLY the information requested with these documents should be supplied. Any tenderer not completing these tender documents and supplying unnecessary paperwork will not be considered.

- 1.2 The tender documents are designed to ensure that all tenderers are given equal and fair consideration. Tenderers must read all documentation carefully since failure to comply with them may invalidate your tender. It is essential that Tenderers are totally familiar with the contents of the tender documents before compiling their tender submission.
- 1.3 All tenderers should note they may be required to give a presentation to support their submission at interview .
- 1.4 Tenders containing prices that are too low to be credible or too high to be affordable may be eliminated.
- 1.5 No alterations should be made to the Tender documents. If any alteration is made or the instructions for tendering are not complied with, the tender will be rejected.
- 1.6 The Form of Tender and accompanying documents, all duly completed and signed, must be delivered in an envelope addressed as follows:

**TENDER –Tall Ships Design Brief (Contract Reference 237)
To be opened ONLY by contract Scrutiny Panel (19 November 2007)
Chief Executives Department
Civic Centre
Victoria Road
Hartlepool
TS24 8AY**

- To be returned no later than 12.00pm on Friday 16 November 2007, and must remain valid for 90 (ninety) days from this latest date. Tenderers should note that sufficient time must be allowed for the return of tenders to meet the 12 noon deadline for receipt.
- 1.7 Tenderers are reminded that if the tender is to be returned in the envelope, it must not bear any name or mark indicating the sender. (NB Particular care should be taken that the Tenderer's identity is not apparent from any image, resulting from a postal franking device, appearing on the envelopes).
 - 1.8 Failure to return the tender in the correct manner will result in the exclusion of that organisation from consideration for the The Tall Ships' Races – Hartlepool Design Brief.
 - 1.9 Tenders submitted by facsimile or e-mail will not be considered. However, subsequent to the submission deadline, tenderers may be asked to provide an electronic copy of the tender submission.
 - 1.10 Questions regarding particular aspects of the tender documents or to any documents referred to therein or any other matter relating to this tender shall be directed to:

Jo Cole or Harland Deer
Regeneration and Planning Services
Hartlepool Borough Council
Bryan Hanson House
Hanson Square
Hartlepool
TS24 7BT
01429 523508 / 01429 284031
Jo.cole@hartlepool.gov.uk / Harland.deer@hartlepool.gov.uk

- 1.11 Responses to individual queries will be copied to all tenderers. Tenderers should note that any queries should be raised no later than six days before the closing date.
- 1.12 Tenderers should note that if they have not received communication from the Council within one month of the closing date, then they must assume that they have been unsuccessful.

2 CONDITIONS OF TENDER

Terms and Conditions

- 2.1 Every tender received by Hartlepool Borough Council shall be deemed to have been made subject to the General and Special Conditions (if any) unless the Council shall previously have expressly agreed in writing to the contrary and the document (or a legible copy thereof) expressing that agreement is annexed to, and therefore forms part of, the Contract Documents. Any alternative terms or conditions offered on behalf of a Tenderer shall be deemed to have been rejected by Hartlepool Borough Council unless expressly accepted by the Council in writing.

Preparation of Tender

- 2.2 It is the responsibility of tenderers to obtain for themselves at their own expense all information necessary for the preparation of their tenders and the tenderers must satisfy themselves that the requirements of the contract are fully understood.
- 2.3 Information supplied to Tenderers by any representatives of Hartlepool Borough Council or contained in the publications supplied to or obtained by the Tenderer is supplied only for general guidance in the preparation of the tender. Tenderers must satisfy themselves by their own investigations with regard to the accuracy of any such information and no responsibility is accepted by Hartlepool Borough Council for any loss or damage of whatever kind and howsoever caused arising from, or in consequence of, the use by Tenderers of such information.
- 2.4 All prices contained within the Tenderer's submission shall be priced in pounds and decimal parts of a pound and shall be restricted to two decimal places by rounding. All prices must be quoted exclusive of VAT.
- 2.5 A tender may be rejected if it is in any way conditional.
- 2.6 The Contract shall be subject to the Contract Procedure Rules / Standing Orders of Hartlepool Borough Council current at the date of the Contract, a copy of which may be seen by arrangement.

Canvassing

- 2.7 Any Tenderer who directly or indirectly canvasses any Member or Officer of Hartlepool Borough Council concerning the award of the Contract or who directly or indirectly obtains or attempts to obtain information from any such Member or Officer concerning any other tender or proposed tender for the Services is liable to be disqualified. Tenderers are required to complete the Canvassing Certificate

Acceptance

- 2.8 Hartlepool Borough Council is not bound to accept the lowest or any tender.

- 2.9 Tenderers are required to keep tenders valid for acceptance for a period of 21 days from the date of tender.

Form of Contract

- 2.10 The successful Tenderer may be required to execute a formal contractual Agreement.



FORM OF TENDER

Tenders are invited for the Provision of Tall Ships Design Brief

The Contract shall remain in force for a period of one year with the option to extend for a further two twelve month periods, subject to agreement of both parties.

To be considered, sealed tenders must be received addressed:

Tall Ships Design Brief

(Contract Reference 237)

To be opened ONLY by Contract Scrutiny Panel (Monday 19 November 2007)

Chief Executives Department

Civic Centre

Victoria Road

Hartlepool

TS24 8AY

And received no later than 12.00pm on Friday 16 November 2007

This tender will not be considered unless it shall have been sealed in the envelope which must not bear any name or mark indicating the sender. Particular care should be taken that the Tenderer's identity is not apparent from any image, resulting from a postal franking device, appearing on the envelope or package.

WE CERTIFY THAT:

- 1 We hereby offer to supply Hartlepool Borough Council (hereinafter known as "the Council") in accordance with the terms and conditions of contract as determined within the Tender Documents, the goods or service(s) specified within said Tender Documents.
- 2 We hereby submit a form of tender at the rates of prices specified in the Schedule of Rates for the specified period.
- 3 It is understood that Hartlepool Borough Council is not bound to accept the lowest or any tender and reserves the right to accept the whole or any part of any tender submitted.
- 4 This offer shall remain open for acceptance by Hartlepool Borough Council for a period of 90 days from the date of tender.
- 5 We agree to enter into a formal agreement with Hartlepool Borough Council when so required by Hartlepool Borough Council, embodying this offer, in accordance with the terms and conditions of contract as determined within the Tender Documents, at such time as we may be called upon to do so. Until such an agreement is completed, we agree that this offer together with Hartlepool Borough Council's written acceptance thereof, shall constitute a legal and binding contract between Hartlepool Borough Council and ourselves.

Name	
Signature	
In the capacity of	
Duly authorised to sign tenders	
For and on behalf of	
Address	
Contact Telephone Number	
Date	

CANVASSING CERTIFICATE

WE CERTIFY THAT:

1 We have not canvassed or solicited any Member, Officer or employee of Hartlepool Borough Council in connection with the award of this Tender or any other Tender or proposed award of the Tender for the supply of Goods or Services and that to the best of our knowledge and belief nor has any person employed by us or acting on our behalf has done any such act.

2 We further hereby undertake that we will not in the future canvass or solicit any Member, Officer or employee of Hartlepool Borough Council in connection with this Tender or any other Tender or proposed Tender for the supply of Goods or Services and that no person employed by us or acting on our behalf will do any such act.

IN THIS CERTIFICATE

3 'Person' includes any person or any body or association corporate or incorporate.

4 'Any canvassing or soliciting' includes any direct or indirect canvassing or any attempts to obtain information by any means.

Name	
Signature	
Position	
Date	

NON-COLLUSIVE TENDERING CERTIFICATE

In recognition of the principle that the essence of tendering is that Hartlepool Borough Council shall receive bona fide competitive tenders from all those tendering

WE CERTIFY THAT:

- 1 The tender submitted herewith is a bona fide tender that is intended to be competitive.
- 2 We have not fixed or adjusted the amount of the tender under or in accordance with any agreement or arrangement with any other person.
- 3 We have not done and we undertake that we will not do at any time before the hour specified for the return of the tender any of the following acts:
 - 3.1 communicate to a person other than the person calling for this tender the amount or approximate amount of the proposed tender (except where the disclosure, in confidence, of the approximate amount of the tender was essential to obtain insurance premium quotations required for the preparation of the tender);
 - 3.2 enter into any agreement with any person that they shall refrain from tendering or as to the amount of any tender to be submitted and;
 - 3.3 offer to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender any act or thing of the sort described above.

IN THIS CERTIFICATE

- 4 'Person' includes any person or any body or association corporate or incorporate.
- 5 'Any agreement or arrangement' includes any transaction of the sort described above, formal or informal and whether legally binding or not.

Name	
Signature	
Position	
Date	

FINANCIAL QUESTIONNAIRE

GENERAL

- 1 Please insert the name of the contract you wish to be considered for.

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- 2 What is the name of the person in the organisation who is responsible for financial matters? What position does that person hold?

Name	
Position	
Telephone Number	
Fax Number	
E-mail Address	

- 3 Who is the person to whom any financial queries should be addressed (if different from above)?

Name	
Position	
Telephone Number	
Fax Number	
E-mail Address	

BANKERS

- 4 What is the name and address of your banker from whom a reference may be requested?

Name	
Address	
Telephone Number	
Fax Number	

- 5 Please enclose a letter authorising the Council to seek a financial reference from your banker. The letter should be prepared using your organisation's headed notepaper and should be signed by an authorised signatory.

Please confirm letter of authorisation is enclosed. YES/NO (<i>delete as appropriate</i>)
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ACCOUNTS

- 6 Please enclose copies of accounts (audited if relevant) and annual reports for the last three years. Please note that this must include:

	(Please tick if enclosed)
Balance Sheet	
Profit & Loss Account and Cost of Sales	
Full Notes to the Accounts	
Director's Report / Managing Partner's Report	
Auditor's Report	

Note - The accounts of the applicant company must be submitted. Accounts of a parent/holding company will be considered ONLY if either:

- the applicant company does not produce accounts in its own right. This does not include companies whose accounts are also consolidated in the parent's accounts: or
- where the contracting authority does not consider that the accounts of the applicant company indicate that it is suitable for the contract size.

Where the accounts of a parent/holding company are used, a parent/holding company guarantee in the contracting authority's standard format may be requested.

7 Please give details of your annual turnover in respect of the work for which you are applying, over the past three years:

Year	Turnover

8 If the accounts you are submitting are for a year ended more than 10 months ago, can you please confirm that the organisation as described in those accounts is still trading and that the trading position is now similar to that shown in the submitted accounts?

YES/NO (*delete as appropriate*)

8.1 If the answer to question 8 is yes, please enclose a statement of turnover since the last set of published accounts.

Please confirm statement of turnover is enclosed.
 YES/NO (*delete as appropriate*)

9 Please indicate below whether there are any outstanding claims or litigation against the organisation.

YES/NO (*delete as appropriate*)

- 9.1 If the answer to question 9 is yes, please provide details on a separate sheet.

Please confirm details are enclosed.
YES/NO (*delete as appropriate*)

TAXATION

- 10 Please insert your VAT registration number in the box below.

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INSURANCE

- 11 Please give details of insurance as indicated below, supplying in each case a copy of the policy you hold in relation to that insurance.

11.1 Employers Liability Insurance

Insurer	
Policy Number	
Extent of Cover	
Expiry Date	

Please confirm copy of policy is enclosed.
YES/NO (*delete as appropriate*)

11.2 Public Liability (Third Party) Insurance

Insurer	
Policy Number	
Extent of Cover	
Expiry Date	

Please confirm copy of policy is enclosed.

YES/NO (*delete as appropriate*)

11.3 Professional Indemnity Insurance

Insurer	
Policy Number	
Extent of Cover	
Expiry Date	

Please confirm copy of policy is enclosed.
YES/NO (*delete as appropriate*)

12 Please indicate below whether there have been any claims in excess of £5,000 made under your organisation's professional indemnity policy within the last three years, and give details of these on a separate sheet.

YES/NO (*delete as appropriate*)

12.1 If the answer to question 12 is yes, please provide details on a separate sheet.

Please confirm details are enclosed.
YES/NO (*delete as appropriate*)

EQUALITY & DIVERSITY QUESTIONNAIRE

Certain legislation is quoted in the questionnaire to assist in the evaluation of information provided. Suppliers, however, are required to comply with all English Law pertaining to the area of Equality and Diversity.

1 Please insert the name of the contract you wish to be considered for.

2 What is the size of your organisation? Please state total number of:

2.1 Partners

2.2 Employees (including all full-time and part-time employees, apprentices and other trainees); and

2.3 Of the total number of employees in 2.2, how many are managers?

3 Is your organisation part of a commercial group or consortium?

YES/NO (*delete as appropriate*)

3.1 If so, which of your employment policies are determined by you, and which policies apply to all organisations within the group or consortium?

4 In relation to equality and diversity, is it your policy as an employer to comply with your statutory obligations under equalities legislation which includes the Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000, the Sex Discrimination Act 1976 and the Disability Discrimination Act 1995 (which applies in Great Britain) or equivalent legislation which applies in the countries in which your organisation employs staff. Accordingly, is it your practice not to discriminate?

5 Does your policy also cover equality and diversity issues related to:

Age	YES/NO (<i>delete as appropriate</i>)
Sexual orientation	YES/NO (<i>delete as appropriate</i>)
Religion and belief	YES/NO (<i>delete as appropriate</i>)

6 Is your policy on equality and diversity set out:

6.1 In instructions to those concerned with recruitment, selection, remuneration, training and promotion?

YES/NO (*delete as appropriate*)

6.2 In documents available to employees, recognised trade unions or other representative groups of employees?

YES/NO (*delete as appropriate*)

6.3 In recruitment advertisements or other literature?

YES/NO (*delete as appropriate*)

6.4 If your answer to 6.1, 6.2, or 6.3 is 'No', can you provide other evidence to show how you promote equality and diversity?

YES/NO (*delete as appropriate*)

7 In the last three years, has your organisation been the subject of formal investigation, on the grounds of alleged unlawful discrimination, by:

Commission for Racial Equality	YES/NO (<i>delete as appropriate</i>)
Equal Opportunities Commission	YES/NO (<i>delete as appropriate</i>)
Disability Rights Commission	YES/NO (<i>delete as appropriate</i>)
Any Employment Tribunal	YES/NO (<i>delete as appropriate</i>)

7.1 If the answer to question 7 is yes, please advise what steps have you taken as a result of that finding?

8 Are your staff with managerial responsibilities required to receive training on equality and diversity?

YES/NO (*delete as appropriate*)

9 Do you comply with the Race Relations (Amendment) Act 2000 and observe as far as possible the Commission for Racial Equality's Code of Practice for Employment, as approved by Parliament in 1983, or a comparable code or statutory guidance issued under equivalent legislation in another member state, which gives practical guidance to employers and others on the elimination of racial discrimination and the promotion of equality of opportunity in employment, including monitoring of workforce

matters and steps that can be taken to encourage people from black and minority ethnic groups to apply for jobs or take up training opportunities?

YES/NO (*delete as appropriate*)

- 10 Do you comply with the Sex Discrimination Act 1975, as amended, and the Equal Pay Act 1970 (which applies in Great Britain) or equivalent legislation in the countries in which you employ staff?

YES/NO (*delete as appropriate*)

- 11 Do you comply with the Disability Discrimination Act 1995 (which applies in Great Britain) or equivalent legislation in the countries in which you employ staff?

YES/NO (*delete as appropriate*)

- 12 Do you observe the Disability Rights Commission's Code of Practice Provisions - Part 2 Employment; Part 3 Access to Goods, Facilities and Services when implementing the Disability Discrimination Act 1995?

YES/NO (*delete as appropriate*)

- 13 If you are not currently subject to UK legislation, please supply details of your experience in complying with equivalent legislation which in the relevant country is designed to eliminate discrimination (especially racial discrimination) and to promote equality and diversity.

- 14 A copy of the each Commission's Code of Practice for Employment and/or service delivery can be obtained from:

Commission for Racial Equality
0113 3893600
www.cre.gov.uk

Equal Opportunities Commission
0845 6015901
www.eoc.org.uk

Disability Right Commission
0845 622633
www.drc-gb.org