

# **CONTRACT SCRUTINY PANEL**

## **MINUTES AND DECISION RECORD**

14 January 2008

The meeting commenced at 10.00 a.m. in the Red Room, Avondale Centre,  
Raby Road, Hartlepool

**PRESENT:** Councillor Flintoff (In the Chair);  
Councillors Simmons and Sutheran

**OFFICERS:** Tony Brown, Chief Solicitor  
Maurice Brazell, Business Liaison Manager, Longhill  
Jo Cole, Tourism Officer  
Andrew Dent, Electrical Engineering Team Leader  
Rachel Smith, Principal Project Officer (Strategy and  
Procurement) Children's Services  
Sarah Bird, Democratic Services Officer  
Jo Wilson, Democratic Services Officer

### **95. APOLOGIES FOR ABSENCE**

Councillors Kaiser and Akers-Belcher.

### **96. DECLARATIONS OF INTEREST**

None.

### **97. MINUTES OF THE MEETING HELD ON 17 DECEMBER 2007**

Confirmed.

### **98. VERBAL FEEDBACK ON OVERRUNS AND OVERSPENDS – *Chief Solicitor***

#### **Purpose of Report**

To explore the parameters of information that could be given to the Panel in the interests of extending the Panel's remit.

#### **Issues for the Panel's Consideration**

The Panel had previously requested that the Panel's remit include feedback on levels of contract overspends or over-runs and at the Panel's previous meeting, the Chief Solicitor had agreed to give a verbal report on how this could be passed on to them. Current reporting arrangements exist via information passed to Portfolio

Holders and through quarterly Capital Programme monitoring reports to Cabinet in order to ensure that the Council is receiving best value on procurement issues.

The Chief Solicitor stated that it may be appropriate to report to the Panel, summary details of overspends on Capital Projects where additional funding has been sought, either for every Capital Project or alternatively only those of a significant nature e.g. projects with a value in excess of £100,000. In addition, a similar report could be produced on Capital Projects which over-run beyond a timescale that can be justified within the terms of the contract. He said that again, this could be for significant Capital Projects with a value in excess of £100,000 and reported on a quarterly basis. However, he reported that the Constitution Working Group had met the previous week and had discussed the formation of a committee suggested to be covering a wider procurement and contracts role including contract packaging and which would seek to involve both executive and non-executive members so as to bring more non executive Member involvement in contract and procurement procedures. The Chief Solicitor indicated that he would be seeking information from other Local Authorities which had a similar body in place.

### **Decision**

The Panel agreed to note the comments of the Chief Solicitor until any decision to set up a further body had been reached by the Constitution Working Group. In the meantime, they requested that arrangements for the provision to the Panel of information as outlined in the Chief Solicitors initial comments be put in place.

## **99. RESULTS OF TENDER FOR TALL SHIPS RACES 2010 HARTLEPOOL – DESIGN BRIEF – *Tourism Officer***

### **Purpose of Report**

To inform members of the panel of the decision made regarding appointing a design agency to work with Hartlepool Borough Council and its partners to deliver the Hartlepool Tall Ships' Races marketing activity.

### **Issues for Panel's Consideration**

The Council had received approval through the Regeneration and Liveability Portfolio of 19 October 2007 to appoint a design agency to work with Hartlepool Borough Council and its partners in setting up marketing material/templates required to promote the Tall Ships' Races event in Hartlepool in 2010. This would provide continuity in delivery, consistency for all officers and external partners involved and best value in terms of resources. The agency was to be appointed for a one year contract with the option

to extend the contract for a further two 12 month periods, subject to mutual agreement. The tender was advertised on Thursday, 25 October 2007 and 131 expressions of interest were received asking for a copy of the design brief. 46 tenders were opened at the meeting of the Contract Scrutiny Panel on Monday, 19 November 2007. The tender submissions were scored by members of a panel consisting of Hartlepool Borough Council officers and key partners (PD Ports, Middleton Grange Shopping Centre, VisitTeesValley) on 21 November 2007 and the 6 companies who achieved the highest scores were interviewed on 12 December 2007. A decision was made on the basis of quality (70%) and price (30%) and the highest scoring submission was from RDW who were therefore awarded the contract.

### **Decision**

The panel noted the decision to award the Tall Ships Design Brief for Hartlepool contract to RDW.

## **100. 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 item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of the Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information)(Variation) Order 2006.

Minute 101 – Building Schools for the Future (BSF) Educational Consultants (242) (para3 information relating to the financial or business affairs of any particular person (including the authority holding that information))

Minute 102 - Longhill and Sandgate Closed Circuit Television (CCTV) Scheme (para3 information relating to the financial or business affairs of any particular person (including the authority holding that information))

## **101. BUILDING SCHOOLS FOR THE FUTURE (BSF) EDUCATIONAL CONSULTANTS (242) – *Principal Project Officer (Strategy and Procurement) Children's Services***

Members were informed that tenders had been received in respect of the above project.

## **102. LONGHILL AND SANDGATE CLOSED CIRCUIT TELEVISION (CCTV) SCHEME – *Electrical Engineering Team Leader***

Members were informed that tenders had been received in respect of the above project.

R FLINTOFF

CHAIRMAN