

PLEASE NOTE VENUE

CONTRACT SCRUTINY PANEL AGENDA



Monday, 10 March 2008

at 10 am

**at the Avondale Centre,
Dyke House School (Raby Road entrance)**

MEMBERS: CONTRACT SCRUTINY PANEL:

Councillors : Cranney, Flintoff, A Lilley, Simmons, Sutheran

1. **APOLOGIES FOR ABSENCE**
2. **TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
3. **MINUTES**
 - 3.1 To confirm the minutes of the meeting held on 25th February 2008 (*attached*)
4. **ITEMS FOR INFORMATION**
 - 4.1 Tall Ships Sponsorship Services Tender - *Tall Ships Project Manager*
 - 4.2 Appointment of Consultants to Prepare a Supplementary Planning Document for Victoria Harbour – *Assistant Director (Planning and Economic Development)*
5. **ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**
6. **LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006**

PLEASE NOTE VENUE

EXEMPT ITEMS

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be 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 the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006

7. OPENING OF TENDERS

- 7.1 Provision of rehabilitation and transitional care services – *Contracts Officer, Adult and Community Services*
- 7.2 Tall Ships Sponsorship and Corporate Services (245) – *Tall Ships Project Manager*

8. ITEMS REQUIRING DECISION

- 8.1 Procurement of electronic learning software to support the Protocol Integrated Children's System - *Head of Commissioning and Children's Partnerships* (Para 3)

9. ANY OTHER CONFIDENTIAL ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

CONTRACT SCRUTINY PANEL

MINUTES AND DECISION RECORD

25 February 2008

The meeting commenced at 11.00 a.m. in the Avondale Centre, Dyke House School, Hartlepool

PRESENT: Councillor Flintoff (In the Chair)
Councillors A Lilley, Simmons

OFFICERS: Rachel Smith, Schools Transformation Strategy Manager
Chris Walker, Senior Legal Assistant
Allison Davies, Contracts Officer
Sarah Bird, Democratic Services Officer

113 APOLOGIES FOR ABSENCE

Councillor Sutheran

114 DECLARATIONS OF INTEREST

None.

115 MINUTES OF THE MEETING HELD ON 11 FEBRUARY 2008

These were confirmed as a correct record.

116 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 117 – Direct Payments Support Service (para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information))

Minute 118 – Building Schools for the Future (BSF) Client Design Advisory Services (para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information))

Minute 119 – BSF: Costs involved in the Appointment of Education Advisor (para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information))

117 DIRECT PAYMENT SUPPORT SERVICE – Contracts Officer (Adult and Community Services)

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

118 BUILDING SCHOOLS FOR THE FUTURE (BSF) CLIENT DESIGN ADVISORY SERVICES - Schools Transformation Strategy Manager

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

119 BUILDING SCHOOLS FOR THE FUTURE – COSTS INVOLVED IN APPOINTMENT OF EDUCATION ADVISOR - Schools Transformation Strategy Manager

Members were informed of the cost to the Authority for the Education Advisor.

R FLINTOFF

CHAIRMAN

CONTRACT SCRUTINY PANEL



Report of: Tall Ships Project Manager

Subject: TALL SHIPS SPONSORSHIP SERVICES
TENDER

Purpose of Report

To update Contract Scrutiny Panel regarding The Tall Ships' Races Sponsorship Tender process.

The tender process came to fruition through the council's Procurement Officer, Mic Bannister and it was felt a restricted procedure would be the best way forward.

An advert was produced and then advertised in the Hartlepool Mail, Hartlepool Borough Council's website, www.hartlepool.gov.uk and www.supply2.gov.uk on 25th January. Twenty pre-qualification questionnaires were sent out to targeted companies and 3 were completed and returned.

The next stage of the process is to request references from each of the 4 referees and request tender brief to be completed and returned by Friday 7th March.

Tenders will be opened at the Contract Scrutiny Panel on Monday 10th March. Tenders and references will be evaluated from 10th – 14th March.

Interviews by representatives from the Finance and Legal work stream will take place on Monday 17th March. A decision will be brought to the Contract Scrutiny Panel and an appointment made shortly after.

The Contract for the successful individual/company will commence at the beginning of April 2008 for a 27 month period and paid on a commission-only basis.

CONTRACT SCRUTINY PANEL

10th March 2008



Report of: Assistant Director (Planning & Economic Development)

Subject: APPOINTMENT OF CONSULTANTS TO PREPARE A SUPPLEMENTARY PLANNING DOCUMENT FOR VICTORIA HARBOUR

1. PURPOSE OF REPORT

- 1.1 To inform members of the panel of the intention to undertake a tender process to appoint consultants to produce a Supplementary Planning Document (SPD) for Victoria Harbour.

2. BACKGROUND

- 2.1 Victoria Harbour is a major mixed use regeneration that will transform Hartlepool. The project is one of Tees Valley Regeneration's (TVR) 5 key strategic sites in the Tees Valley and is of major regional importance in terms of regeneration of brownfield land. The Masterplan covers an area of some 120 hectares (including a rationalised Port area) and is located between Hartlepool town centre, the Marina and the Headland. The land owner is PD Ports who have been working with TVR, the council and key public sector partners (English Partnership, ONE NorthEast) to develop the scheme. The scheme was given outline planning consent in 2006 subject to a S106 being agreed.
- 2.2 The aspiration of all involved in the development of the Masterplan has been that developments in Victoria Harbour will raise the quality of development to a level that has not previously been delivered in the town's Marina. In order to ensure that the developments that come forward will meet this aspiration and fit within an agreed masterplan and phasing plan, and will be consistent with the Regional Spatial Strategy

and Local Plan, guidance is needed that will set out some of the key principles that are expected of all developments that come forward for full planning approval.

- 2.3 The three key areas the SPD would need to cover would be an updated masterplan, a phasing plan and also key design criteria/principles that will be seen as acceptable within the Victoria Harbour Development.
- 2.4 Given workload issues of the Planning Policy team and the expertise needed for the design aspect of the SPD, it is appropriate to appoint a consultant to produce the SPD for Victoria Harbour.
- 2.5 In order to ensure that the SPD is in place before the end of the calendar year the below timetable of works has been set out (the stages of production are also contained within the Local Development Scheme that was agreed by Cabinet in February 2008).
- Advertising Period – 10th March 2008 until 24th March 2008
 - Tenders received by – Friday 4th April 2008
 - Contract Scrutiny open tenders – Monday 7th April 2008
 - Shortlist – Week beginning 7th April 2008
 - Interviews and appointment of consultant – Week beginning 14th April 2008
 - Commencement & Production of Draft SPD – April – July 2008
 - Consultation on Draft SPD – August 2008
 - Consideration of Representations – September 2008
 - Adoption of SPD – October 2008.

3.0 RECOMMENDATION

- 3.1 That members note the intention to undertake a competitive tender process to appoint consultants to produce a Supplementary Planning Document for Victoria Harbour.

4.0 CONTACT OFFICER

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