

# PLEASE NOTE VENUE

## CONTRACT SCRUTINY PANEL AGENDA



**Tuesday, 25 March 2008**

**at 10.00 am**

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

MEMBERS: CONTRACT SCRUTINY PANEL:

Councillors Cranney, Flintoff, A Lilley, Simmons and 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 10 March 2008
4. **ITEMS FOR INFORMATION**
  - 4.1 Appointment Of Consultants To Undertake Stages 2 And 3 Of Hartlepool's Employment Land Review - *Planning Information Officer*
5. **ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**

# **CONTRACT SCRUTINY PANEL**

## **MINUTES AND DECISION RECORD**

10<sup>th</sup> March 2008

The meeting commenced at 10.00 a.m. in the Avondale Centre, Dyke House School, Hartlepool

**PRESENT:** Councillor Flintoff (In the Chair)  
Councillors Cranney, A Lilley, Simmons and Sutheran

**OFFICERS:** Ian Merritt, Head of Commissioning and Children's Partnership  
Matthew King, Principal Planning Officer  
Louise Dauncey, Commissioning Officer  
Lesley Strickland, Tall Ships Project Officer  
Chris Walker, Senior Legal Assistant  
Jo Wilson, Democratic Services Officer

### **120 APOLOGIES FOR ABSENCE**

None

### **121 DECLARATIONS OF INTEREST**

None.

### **122 MINUTES**

The minutes of the meeting held on 25<sup>th</sup> February 2008 were confirmed as a true record

### **123 TALL SHIPS SPONSORSHIP SERVICES TENDER**

The Tall Ships Project Officer updated Members on the Tall Ships' Races Sponsorship Tender process. An advert for tenders for Sponsorship and Corporate Services had been produced in January and 20 pre-qualification questionnaires sent out to targeted companies. Three of these had been completed and returned. As a result of this references were requested and tender briefs despatched to the interested companies for return by 7<sup>th</sup> March.

No tenders had been returned by the closing date. Officers felt this may have been as a result of putting sponsorship and corporate services on the same tender. It was suggested therefore that the tender brief be re-advertised but this time it would relate only to sponsorship. There would be no requirement for the completion of pre-qualification questionnaires and in addition where previously payment was going to be on a commission-only basis the

successful company in this case would be paid through a mixture of a monthly fee and a percentage bonus. Interested companies would be asked to return tenders by 4<sup>th</sup> April 2008 for opening at the Contract Scrutiny Panel meeting scheduled for Monday 7<sup>th</sup> April. Members were asked to approve these alterations.

Members asked if there had been any indication as to the reasons for the lack of interest thus far. Officers advised that a number of companies had felt they were unable to tender for both sponsorship and corporate services and it was too wide a remit. Queries were also raised as to the proposed fee amount but this had not yet been finalised.

### **Decision**

That approval be given to the re-advertising of the tender brief relating to sponsorship of the Tall Ships event only.

## **124 APPPOINTMENT OF CONSULTANTS TO PREPARE A SUPPLEMENTARY PLANNING DOCUMENT FOR VICTORIA HARBOUR**

The Principal Planning Officer informed Members of the intention to undertake a tender process to appoint consultants to produce a Supplementary Planning Document (SPD) for Victoria Harbour.

Victoria Harbour is one of Tees Valley Regeneration's 5 key strategic sites in the Tees Valley and of major regional importance in terms of regeneration of brownfield land. It was hoped that developments in Victoria Harbour would raise the quality of development to a level that had not previously been delivered in the town's Marina. In order to ensure that developments would meet this aspiration, fit with an agreed masterplan and phasing plan and be consistent with the Regional Spatial Strategy and Local Plan, guidance would be needed. Given workload issues of the Planning Policy team and the expertise needed for the design aspect of the SPD it was felt appropriate to appoint a consultant to produce the SPD for Victoria Harbour. A timetable for completion was set out within the report which would ensure adoption of the SPD by October 2008.

The following queries were raised by members:

- What would be the likely cost? There had been no specific limits set. Officers would wait and see what amounts were proposed in individual tenders.
- If nobody in-house had the expertise to carry out this job how would they know if an outside consultant was fully qualified? Officers had a fair idea of what constituted good quality. It

was hoped that Tees Valley Regeneration, PD Ports and ONE NorthEast would also help out in this regard.

- Were there experts available at other local authorities in the Tees Valley? Officers did not think so and felt external consultants would be necessary.
- Would the transport infrastructure be dealt with as part of the SPD? This had been considered as part of the original planning application for the Victoria Harbour development therefore it would not need to be incorporated into this document

### **Decision**

That the intention to undertake a competitive tender process to appoint consultants to produce a Supplementary Planning Document for Victoria Harbour be noted.

## **125 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 126 – Tall Ships Sponsorship and Corporate Services (para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information))

Minute 127 – Provision of rehabilitation and transitional care services (para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information))

Minute 128 – Procurement of electronic learning software to support the Protocol Integrated Children's System (para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information))

## **126 TALL SHIPS SPONSORSHIP AND CORPORATE SERVICES – *Tall Ships Project Manager***

Members were informed that no tenders had been received in respect of the above service. An amended tender brief would be submitted to appropriate companies. Details had been given earlier in the meeting (minute 123 refers)

**127        PROVISION OF REHABILITATION AND TRANSITIONAL CARE SERVICES** – *Contracts Officer, Adult and Community Services*

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

**128        PROCUREMENT OF ELECTRONIC LEARNING SOFTWARE TO SUPPORT THE PROTOCOL INTEGRATED CHILDREN'S SYSTEM** – *Director of Children's Services*

Members were informed of an exception to the Contract Procedure Rules granted by the Children's Services Portfolio Holder to procure electronic software to support the implementation of an Integrated Children's System for children's social care staff. Details are set out in the exempt section of the minutes.

**Decision**

That the report be noted.

R FLINTOFF

CHAIRMAN

## **CONTRACT SCRUTINY PANEL**

**25 March 2008**



**Report of: Assistant Director (Planning and Economic Development)**

**Subject: APPOINTMENT OF CONSULTANTS TO UNDERTAKE STAGES 2 AND 3 OF HARTLEPOOL'S EMPLOYMENT LAND REVIEW.**

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### **1. PURPOSE OF REPORT**

- 1.1 To inform members of the panel of the intention to undertake a competitive tender process to appoint consultants to carry out stages 2 and 3 of Hartlepool's Employment Land Review (ELR) in line with Government Guidance.

### **2. BACKGROUND**

- 2.1 The work required is to assess by a variety of means (e.g. economic forecasting, consideration of recent trends and/or assessment of local property market circumstances) the scale and nature of demand for employment land within Hartlepool against the existing supply.
- 2.2 The review will examine the suitability of the existing sites in an attempt to safeguard the 'best' sites within the borough against pressure for higher value uses. Those sites which are no longer considered appropriate for employment use will be recommended for de-allocation.
- 2.3 The ELR will act as an evidence base for the creation of the emerging Core Strategy, alongside housing capacity studies, housing market assessments and other tools to deliver sustainable development within Hartlepool.

- 2.4 The Office of the Deputy Prime Minister (ODPM) Guidance Note '*Employment Land Review*' (2004) promotes a three-stage approach to undertaking an ELR. The first stage requires a 'stock take' of the existing employment land. This work is currently being carried out in house.
- 2.5 Stages 2 and 3 of the ELR require detailed economic forecasting and demand analysis to be undertaken to create a balanced portfolio of employment sites. Given the workload issues of the Planning Policy Team and the expertise required to undertake such a study, it is considered necessary to employ consultants in this instance.
- 2.6 It is envisaged that the study will be complementary to the work currently being undertaken on the Southern Business Zone Study. It will be made clear in any brief that the successful consultant will be required to utilise the information already gathered as far as practical within the ELR in order to improve efficiency and reduce repetition.

### **3. RECOMMENDATION**

- 3.1 That members note the intention to undertake a competitive tender process to appoint consultants to undertake stages 2 and 3 of the Employment Land Review.

### **4. CONTACT OFFICER**

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