

# PLEASE NOTE VENUE

## CONTRACT SCRUTINY PANEL AGENDA



**Monday, 21 April 2008**

**at 10.00 am**

**in Committee Room A**

MEMBERS: CONTRACT SCRUTINY PANEL:

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 31 March 2008
  - 3.2 To confirm the minutes of the meeting held on 7 April 2008
4. **ITEMS FOR INFORMATION**
  - 4.1 Verbal Report on the Appointment of Consultants to Prepare a Supplementary Planning Document For Victoria Harbour (*Principal Planning Officer – Matthew King*)
5. **ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**
6. **LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006**

### 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

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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 Strategy Study for Seaton Carew (Newburn Bridge to Tees Estuary) (233) –  
*Trainee Technician (Environmental Issues)*
- 7.2 Seaton Rock Armour Replenishment – *Senior Engineer (Environmental Issues)*
- 7.3 Employment Land Review (*Planning Information Officer*)

## **8. ITEMS REQUIRING DECISION**

## **9. ITEMS FOR INFORMATION**

- 9.1 Contract for the Provision of Rehabilitation and Transitional Care Services -  
*Principal Commissioning Manager, Adult & Community Services Department*

## **10. ANY OTHER CONFIDENTIAL ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**

# **CONTRACT SCRUTINY PANEL**

## **MINUTES AND DECISION RECORD**

31 March 2008

The meeting commenced at 2.00 pm in the Civic Centre, Hartlepool

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

**OFFICERS:** Andrew Atkin, Assistant Chief Executive  
Chris Walker, Senior Legal Assistant  
Sarah Bird, Democratic Services Officer

### **133 APOLOGIES FOR ABSENCE**

Councillor Simmons

### **134 DECLARATIONS OF INTEREST**

None.

### **135 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 136 – Tender for Technical Advisory Services to The Way Forward – Business Transformation Programme (para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information))

### **136 TENDER FOR TECHNICAL ADVISORY SERVICES TO THE WAY FORWARD – BUSINESS TRANSFORMATION PROGRAMME** *(Assistant Chief Executive)*

The Assistant Chief informed Members that there were nine companies who had already been through a competitive process as part of the Office of Government Commerce (OGC) Catalist to ensure that they were competent to undertake the work and that three companies had been identified from this list to participate in a minim competition. It was explained that this was to ensure a degree of competition and to allow the identification through the

process of any alternative mechanisms. The Business Transformation Programme and its timetable had already been explained at a Members' Seminar. The companies involved had been invited to participate in a mini competition as it had been thought that this would involve an element of competitiveness. Three companies had asked for points of clarification and this information had been passed to all three companies. There was to be an evaluation process, interview and then a firm would be appointed assuming that at least one met the requirements. The Panel had been called to this extra meeting because of the tight timescale involved as it was originally envisaged that the work would begin at the end of March but it was expected now to be a couple of weeks behind schedule although it was hoped that the first stage of the work would be in place by the end of June.

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

**137 ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**

Members present queried whether if a Member arrived late at a meeting of the Panel and had missed a presentation/explanation by the Officer receiving the tenders, that Member should be allowed to sign the tenders submitted. The Assistant Chief Executive agreed to clarify this point.

R FLINTOFF

CHAIRMAN

## **CONTRACT SCRUTINY PANEL**

### **MINUTES AND DECISION RECORD**

7 April 2008

The meeting commenced at 10.00 a.m. in the Civic Centre, Hartlepool

**PRESENT:** Flintoff (In the Chair);  
Councillors Laffey, Plant

**OFFICERS:** Chris Walker, Senior Legal Assistant  
Matthew King, Principal Planning Officer  
Richard Waldmeyer, Principal Planning Officer  
Roger Kennedy, Quantity Surveying Team Leader  
Israr Hussain, Economic Development Officer  
Lesley Strickland, Tall Ships Project Officer  
Katie Hammond, Events and Duty Officer  
Sarah Bird, Democratic Services Officer

#### **138 APOLOGIES FOR ABSENCE**

None

#### **139 DECLARATIONS OF INTEREST**

None.

#### **140 MINUTES**

The minutes of the meeting held on 25 March 2008 were agreed as an accurate record.

#### **141 PROVISION OF MOBILE CLASSROOM UNITS AT MANOR COLLEGE OF TECHNOLOGY, ENGLISH MARTYRS SCHOOL, CATCOTE SCHOOL, SPRINGWELL SCHOOL AND HIGH TUNSTALL COLLEGE OF SCIENCE** *(Quantity Surveying Team Leader*

The Quantity Surveying Team Leader outlined the report which was to receive and examine the proposed list of contractors for the specialist provision of mobile classroom units to the listed schools. The Authority does not carry a Select List of Contractors for the provision of mobile classroom units because the need for them is so rare. A number of contractors who carry out this type of work have confirmed their interest in tendering and under Contract Procedure Rule 6 (ii) e the following list of contractors were to be invited to tender for the works :-

Eliot Group Ltd, Peterborough  
 Portakabin, York,  
 ModularUK Building Systems Ltd, East Yorks  
 Wernick Hire Ltd, Stockton on Tees  
 Premier Transline Group, North Humberside  
 Integra Buildings Ltd, North Humberside  
 Procomm Site Services Ltd, Redcar

### **Decision**

The Panel agreed that the above list be invited to tender for the works.

## **142 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 143 – Tenders in Respect of Licensed Bar and Catering at Hartlepool Maritime Festival 2008 (para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information))

Minute 144 – Tall Ships Tender for Sponsorship Services para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information))

Minute 145 – Tenders for Longhill and Sandgate CCTV Monitoring (para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information))

Minute 146 – Tenders for Consultants to Prepare a Supplementary Planning Document For Victoria Harbour (para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information))

## **143 TENDERS IN RESPECT OF LICENSED BAR AND CATERING AT HARTLEPOOL MARITIME FESTIVAL 2008 (Tall Ships Project Officer)**

Ten Tenders had been received in respect of the provision of a Licensed Bar and Catering at the Hartlepool Maritime Festival 2008. It was clarified that these tenders were what companies would pay the Authority to provide the above services.

**144 TALL SHIPS TENDER FOR SPONSORSHIP SERVICES (245)**  
*(Tall Ships Project Officer)*

Members were advised that two tenders had been received in respect of sponsorship services for the Tall Ships Race 2010.

**145 TENDERS FOR LONGHILL AND SANDGATE CCTV MONITORING** *(Economic Development Officer)*

The Economic Development Officer advised members that businesses in the Longhill and Sandgate industrial units had been balloted and Cabinet had passed the decision to install CCTV in the areas. Monitoring would take place overnight and at weekends when the premises were unoccupied. Two tenders had been received for this service.

**146 TENDERS FOR CONSULTANTS TO PREPARE A SUPPLEMENTARY PLANNING DOCUMENT FOR VICTORIA HARBOUR** *(Principal Planning Officer)*

A report had been brought to an earlier meeting of the Panel informing Members of the intention to undertake a tender process to appoint consultants to produce a Supplementary Planning Document (SPD) for Victoria Harbour. The advertisement for consultants had stated that there was a deadline of 12 noon for tender submission but all consultants had been advised that the deadline was 4 pm. Eighteen tenders were submitted prior to the 4 pm deadline and these were received by the Panel.

R FLINTOFF

CHAIRMAN