

PLEASE NOTE VENUE

CONTRACT SCRUTINY PANEL AGENDA



Tuesday, 6 May 2008

at 10.00 am

in Committee Room A

MEMBERS: CONTRACT SCRUTINY PANEL:

Councillors, Flintoff, Laffey, Plant, 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 21 April 2008 (to follow)
4. **ITEMS FOR INFORMATION**
 - 4.1 Verbal Report on Standardisation of Tender Documents – *Head of Procurement Services*
 - 4.2 Maritime Festival 2008 – Catering/Licensed Bar Tenders - *Assistant Director (Community Services Department)*
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. ITEMS FOR INFORMATION

7.1 The Tall Ships' Races – Hartlepool 2010 Sponsorship Services – *Tall Ships Project Officer*

7.2 Verbal Report on Contract for the Provision of Rehabilitation and Transitional Care Services – *Principal Commissioning Manager, Adult and Community Services Department*

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

CONTRACT SCRUTINY PANEL

MINUTES AND DECISION RECORD

21 April 2008

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

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

OFFICERS: Chris Walker, Senior Legal Assistant
Richard Waldmeyer, Principal Planning Officer
Russell Hall, Planning Officer
Nomusa Martindale, Planning Information Officer
David Thompson, Principal Engineer, Environmental Issues
Jacqui Tucker, Contracts Officer
Sarah Bird, Democratic Services Officer

147 APOLOGIES FOR ABSENCE

None

148 DECLARATIONS OF INTEREST

None.

149 MINUTES

The minutes of the meeting held on 31 March 2008 were agreed to be an accurate record.

The minutes of the meeting held on 7 April 2008 were agreed as an accurate record with the addition of apologies were received from Councillor Sutheran.

150 VERBAL REPORT ON THE APPOINTMENTS OF CONSULTANTS TO PREPARED A SUPPLEMENTARY PLANNING DOCUMENT FOR VICTORIA HARBOUR – *Principal Planning Officer*

The Principal Planning Officer reported that 18 tenders had been submitted and 4 had been selected for interview. The successful tenderer was Lichfield Planning. A member queried whether this company had been used by Hartlepool Borough Council previously and was informed that they had not. Their previous experience included work in Gatwick Airport and Lincoln city centre.

Decision

The panel noted the report.

151 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 152 – Strategy Study for Seaton Carew (Newburn Bridge to Tees Estuary (para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information)

Minute 153 – Seaton Rock Armour Replenishment (para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information)

Minute 154 – Employment Land Review (para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information)

Minute 155 – Contract for the 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)

152 STRATEGY STUDY FOR SEATON CAREW (NEWBURN BRIDGE TO TEES ESTUARY) – Principal Engineer – Environmental Issues

Two tenders had been received in respect of this and these were opened in the presence of Members.

Members were informed that the Study was a complex survey intended to ensure that the coastline was protected from Newburn Bridge as far as the North Gare although liaison would take place with the Environmental Agency who were responsible for the land beyond North Gare as there may be overlapping issues.

153 SEATON ROCK ARMOUR REPLENISHMENT – Principal Engineer – Environmental Issues

Four tenders had been received which were opened in the presence of Members.

The Principal Engineer – Environmental Issues explained that there were concerns as the level of the beach had reduced causing the foundations of the sea walls and steps to be exposed. Repair work had been carried out but this had involved the removal of the rock armour further along the beach which needed to be replaced for safety reasons.

154 EMPLOYMENT LAND REVIEW – Planning Officer

Six tenders had been received which were opened in the presence of Members.

The Planning Officer showed Members a map of the Borough which indicated which land was currently designated as Employment Land. The review was intended to be a 25 year plan as to land use in the Borough based on projections of how much land should be designated as employment, retail, leisure or housing use and consultants were necessary to advise on Stages 2 and 3 of the Review.

Members queried what would happen if units were utilised by companies who then left without paying any business taxes owed to the Authority and the Senior Legal Assistant confirmed that these firms would be pursued as a civil debt.

A Member referred to land in Brenda Road which was currently being used as a leisure facility but was surrounded by business premises. The Planning Officer confirmed that should the review show that this land was required for business use then the Employment Review would highlight this.

155 CONTRACT FOR THE PROVISION OF REHABILITATION AND TRANSITIONAL CARE SERVICES – Contracts Officer

The Contracts Officer reminded members that 8 tenders had been received and opened at the meeting of the Panel on 10 March 2008 and these had been considered and scored by a panel of three Officers. The Director of Adult and Community Services supported the views of the assessment panel and approved their recommendation.

R FLINTOFF

CHAIRMAN

CONTRACT SCRUTINY PANEL

6 May 2008



Report of: Assistant Director (Community Services Department)

Subject: MARITIME FESTIVAL 2008 – CATERING/LICENSED BAR TENDERS

1. PURPOSE OF REPORT

- 1.1 To inform members of the Panel of the successful tender application for catering and a licensed bar at the Hartlepool Maritime Festival 2008.

2. BACKGROUND

- 2.1 Following a closed tender procedure, 10 tender submissions for the provision of catering units and a licensed bar for Hartlepool Maritime Festival 2008 were received. These were considered on the basis of offered site fees, sales price of goods and quality of the units by members of the Maritime Festival Steering Group.
- 2.2 Tender applications were very similar in regard to variety of goods and price of goods, therefore the successful tenders were those who offered the highest site fee in each category. The chosen tenders are as follows:

Category A – Company 8
Category B – Company 5
Category C – Company 5
Category D – Company 10
Category E – Company 7
Mobile Licensed Bar – Company 9

3. RECOMMENDATIONS

- 3.1 That the Panel notes that provisions for catering and a mobile licensed bar will be provided by the above companies.