

PLEASE NOTE VENUE

CONTRACT SCRUTINY PANEL AGENDA



Monday, 19 May 2008

at 10.00 am

in Committee Room A

MEMBERS: CONTRACT SCRUTINY PANEL:

Councillors Flintoff, Laffey, Plant, 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 6 May 2008 (*to follow*)
4. **ITEMS FOR INFORMATION**
 - 4.1 Results of Tender for Building Schools for the Future (BSF) Client Design Adviser – *Project Officer, Schools Transformation Team*
 - 4.2 Extension Of The 2008 New Deal For Communities IPSOS MORI Household Survey – *Head of Community Strategy*
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 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

PLEASE NOTE VENUE

7. TENDER OPENING

7.1 Provision of Modular Classroom Unit at Springwell Special School – *Quantity Surveying Team Leader*

7.2 Longhill and Sandgate Monitoring – *Economic Development Officer*

7.3 Creation of Strategic Partnership with Independent Fostering Providers (CRF 179) – *Commissioning and Contracts Manager*

7.4 Middleton Grange Multi-storey Car Park – Waterproofing Works Phase 2 – *Principal Engineer*

7.5 Cycle Training – *Road Safety Team Leader*

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

CONTRACT SCRUTINY PANEL

MINUTES AND DECISION RECORD

6 May 2008

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

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

OFFICERS: Graham Frankland, Head of Procurement, Property & Public Protection
Phil Homsby, Principal Commissioning Manager
Lesley Strickland, Tall Ships Project Officer
Katie Hammond, Events and Duty Officer
Sarah Bird, Democratic Services Officer

156 APOLOGIES FOR ABSENCE

Councillor Sutheran and the legal department.

157 DECLARATIONS OF INTEREST

None.

158. MINUTES

The minutes of the meeting held on 21 April 2008 were approved as an accurate record.

159 STANDARDISATION OF TENDER DOCUMENTS - *Head of Procurement, Property & Public Protection*

The Head of Procurement, Property and Public Protection explained to members that the Authorities in the North East had agreed to standardise the tender documents issued. The revised documents had been brought into use in Hartlepool in March, and should resolve problems encountered when tenders were being opened at the Panel, as the tender prices should be in the same position on each tender submitted. The standardised corporate contract procedure rules had been agreed by the Portfolio Holder. The Corporate Procurement Group which was attended by departmental representatives had cascaded these changes to the different departments' procurement sections and there was guidance available for departments to follow and a module included in the Leadership and Management Development Programme (LMDP). Members welcomed the changes being put into place which should address the problem issues.

Decision

Members noted that the standardisation of tender documents.

160. MARITIME FESTIVAL 2008 – CATERING/LICENSED BAR TENDERS - *Events and Duty Officer*

The Events and Duty Officer referred to the report submitted to inform members of the Panel of the successful tender applications for catering and licensed bar at the Hartlepool Maritime Festival 2008.

Decision

Members noted that the catering and mobile licensed bar would be provided by the companies outlined in the report.

161. 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 162 – The Tall Ships' Races – Hartlepool 2010 Sponsorship Services (para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information))

Minute 163 – Contract for 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))

162. THE TALL SHIPS' RACES – HARTLEPOOL 2010 SPONSORSHIP SERVICES – *Tall Ships Project Manager*

Members were informed of the outcome of the tendering process for the sponsorship of the Tall Ships' Races 2010.

163. CONTRACT FOR THE PROVISION OF REHABILITATION AND TRANSITIONAL CARE SERVICES – *Principal Commissioning Manager, Adult and Community Services*

Members questions were answered regarding the awarding of the contract for the provision of rehabilitation and transitional care services.

R FLINTOFF

CHAIRMAN

CONTRACT SCRUTINY PANEL

19 May 2008



Report of: Director of Children's Services

Subject: Results of Tender for Building Schools for the Future (BSF) Client Design Adviser

1. PURPOSE OF REPORT

To inform members of the panel of the decision made regarding the appointment of Client Design Advisory Services for the Building School for the Future (BSF) Programme.

2. BACKGROUND

- 2.1 Invitations to tender were issued to six companies. The list of companies were provided by RIBA (Royal Institute of British Architects). The tender documentation outlined the support required from external Design Advisers in facilitating work with schools and the Local Authority in completing the Strategy for Change and Outline Business Case submissions.
- 2.2 Four tender submissions were received in total on 22nd February 2008 and were opened and recorded by the Contract Scrutiny Panel at its meeting on 25th February 2008.

3. PROPOSALS

- 3.1 A panel to score, interview and appoint the consultants was established consisting of members of the BSF Team, Extended Project Team and the Local Authority CAGE enabler.
- 3.2 Three companies were shortlisted on the basis of quality (70%) and cost (30%). A decision was made to interview GWK Architects, Seymour Harris Architecture and White Young Green as the scores they received for their written submissions were significantly higher than those received by the remaining company. The score matrix is attached for information below.

- 3.3 Interviews of GWK, Seymour Harris and White Young Green were held on 18th April 2008, following which the decision was made to award the contract to GWK Architects. The overall scoring was based on the written submission (60%) and the presentation/interview process (40%).

4. RECOMMENDATIONS

That members of the panel note the decision to select GWK Architects as Client Design Adviser until completion of the Outline Business Case for the BSF programme.

5. CONTACT OFFICER

Julie Reed
 Schools Transformation Project Officer
 Children's Services
 01429 284063
julie.reed@hartlepool.gov.uk

Scoring Matrix

	Written Submission (0-60pts)	Presentation /Interview (0-40pts)	Total
GWK Architects	43.4	25.9	69.3
Seymour Harris Architecture	44.8	23.5	68.3
White Young Green	41.5	24.9	66.4

CONTRACT SCRUTINY PANEL

19 May 2008



Report of: Head of Community Strategy

Subject: EXTENSION OF THE 2008 NEW DEAL FOR COMMUNITIES IPSOS MORI HOUSEHOLD SURVEY

1. PURPOSE OF REPORT

- 1.1 To inform members of the panel of the commissioning of Ipsos Mori to undertake an extension of the 2008 New Deal for Communities (NDC) Household Survey.

2. BACKGROUND

- 2.2 As part of national monitoring requirements Hartlepool NDC must carry out a survey of households in the NDC area to get residents views on a variety of issues such as housing, health, crime and general satisfaction with the area.
- 2.3 Ipsos Mori (a leading multi-research company) won the national contract to undertake the NDC surveys throughout the country.
- 2.4 The Hartlepool Partnership and Hartlepool NDC agreed to the extension of the survey as this would benefit both partnerships to have comparison data from the whole of the town and its neighbourhoods so they can compare over time the effect of regeneration, projects and the delivery of specific services and how these may affect people's satisfaction levels.
- 2.5 A major benefit of carrying out this survey is the ability to measure the impact of the Neighbourhood Renewal Strategy and the associated Neighbourhood Action Plans. Previous household surveys were undertaken in 2004 and 2006; the results from 2008 will for the first time give three sets of comparable data for this type of survey in Hartlepool and will give a greater insight into resident's perceptions and how conditions in parts of the town have changed. It is proposed to carry out a further survey in 2010.

- 2.6 This work is exempt from the normal procurement procedures as Ipsos Mori has already been contracted by Central Government to undertake the national evaluation programme therefore no alternative provider is able to undertake the extension survey.

3. PROPOSALS

- 3.1 IPSOS MORI were commissioned on 19 March 2008 to undertake 1,200 surveys throughout Hartlepool at a cost of £66,500. This cost will be split on a 50/50 basis between Hartlepool NDC and the Hartlepool Partnership. This represents a considerable efficiency saving for both organisations if they were to otherwise undertake the survey on their own. The Hartlepool Partnership contribution will be funded from the Neighbourhood Element and Working Neighbourhoods Fund (WNF) management and consultation budget already agreed by Council.
- 3.3 The survey fieldwork is currently underway and the results along with national comparisons will be available in December 2008. This information will be used widely by the Council and shared with partners and the general public.

4. CONTACT OFFICER

John Potts
Principal Policy Officer
Regeneration and Planning Services
(01429
john.potts@hartlepool.gov.uk