

# **CONTRACT SCRUTINY PANEL AGENDA**



**Monday, 30 June 2008**

**at 10 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 16 June 2008
- 4. ITEMS FOR INFORMATION**
  - 4.1 Results Of Tender For Longhill & Sandgate Business Improvement District – Monitoring Of CCTV – *Director of Regeneration and Planning Services*
- 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

**7. OPENING OF TENDERS**

- 7.1** Contract for a Host Organisation to Host Hartlepool's Local Involvement Network (CPU309) – *Senior Procurement Officer*
- 7.2** Provision of Occupational Health Services (Ref 150) – *Health, Safety and Wellbeing Manager*

**8. ITEMS REQUIRING DECISION**

None

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

## **CONTRACT SCRUTINY PANEL**

### **MINUTES AND DECISION RECORD**

16 June 2008

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

**PRESENT:** Councillor Laffey (In the Chair);  
Councillors Aiken and Atkinson,

**OFFICERS:** Louise Dauncey, Contracts Officer  
Dale Owens, Project Officer  
Chris Walker, Senior Legal Assistant  
Sarah Bird, Democratic Services Officer

#### **9 Apologies For Absence**

Councillor Wistow

#### **10 Declarations Of Interest**

None.

#### **11 Minutes**

The minutes of the meeting held on 2 June 2008 were approved as an accurate record.

#### **12 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 13 – Carers' Emergency Respite Services (Domiciliary Care) (para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information))

**13 Carers' Emergency Respite Services  
(Domiciliary Care) – Project Officer**

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

The meeting concluded at 10.15 am.

CHAIR

**CONTRACT SCRUTINY PANEL**

30 June 2008



**Report of:** Director of Regeneration & Planning Services

**Subject:** RESULTS OF TENDER FOR LONGHILL & SANDGATE  
BUSINESS IMPROVEMENT DISTRICT – MONITORING  
OF CCTV

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**1. PURPOSE OF REPORT**

- 1.1 To inform members of the panel of the decision made regarding appointing contractors for undertaking the monitoring of the estate wide CCTV system for the Longhill & Sandgate Business Improvement District.

**2. BACKGROUND**

- 2.1 This contract is part of the overall Longhill & Sandgate Business Improvement District project that was reported to and agreed by members at the Cabinet meetings held on 11<sup>th</sup> June and 10<sup>th</sup> December 2007.
- 2.2 This contract is for providing monitoring services for the 11 camera CCTV system that is being installed on the Longhill and Sandgate Industrial Estate.
- 2.3 The CCTV camera system is being installed with funding provided from Hartlepool Borough Council, Hartlepool New Deal for Communities and Tesco through planning gain as part of their store extension.
- 2.4 The businesses on the estates have agreed via a postal ballot to set up the Business Improvement District and fund the monitoring costs of the CCTV system through a 2% levy on the rateable value of their properties payable through their rates bill.

## 4.1

- 2.5 The tender was advertised in the local and regional press, the Council's website and the Supply 2 website on the 1<sup>st</sup> May 2008 with quite a lot of interest received from companies.
- 2.6 All received tenders were opened at the meeting of Contract Scrutiny Panel on Monday 19<sup>th</sup> May 2008. A total of three companies submitted proposals for undertaking the study that were Housing Hartlepool, Quinn Walker Ltd and NES Services Ltd.

### 3. PROPOSALS

- 3.1 A Panel to score and appoint the consultants was set up that consisted of 2 members from the Longhill & Sandgate Business Association and 2 officers from the Council.
- 3.2 The tender submissions were scored on Friday 23<sup>rd</sup> May 2008 by members of this Panel and a decision was easily reached.
- 3.3 A decision was made on the basis of price (70%) and technical ability (30%) of the submissions received and the highest score achieved was 100.
- 3.4 The Panel therefore have awarded the contract to Housing Hartlepool as a result of the highest score achieved.

### 4. RECOMMENDATION

- 4.1 That members of the panel note the award of the monitoring of the CCTV system of the Longhill & Sandgate BID contract to Housing Hartlepool.

### 5. CONTACT OFFICER

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