

CONTRACT SCRUTINY PANEL AGENDA



Monday, 11 August 2008

at 10.00 am

in Committee Room A

MEMBERS: CONTRACT SCRUTINY PANEL:

Councillors Aiken, Atkinson, Laffey, Wallace and Wistow

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 28 July 2008
4. **ITEMS FOR INFORMATION**
 - 4.1 Results Of Tender For Provision of Occupational Health Services – *Chief Personnel Officer*
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 Promenade Handrail Refurbishment, Marine Drive to Cliff Terrace, The Headland – *Trainee Technician, Environmental Issues*

8. ITEMS FOR INFORMATION

None

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

CONTRACT SCRUTINY PANEL

MINUTES AND DECISION RECORD

28 July 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: Robert Smith, Project Officer, Schools Transformation Team
Roger Kennedy, Quantity Surveying Team Leader
Phil Homsby, Principal Commissioning Manager
Chris Walker, Senior Legal Assistant
Sarah Bird, Democratic Services Officer

27. Apologies for Absence

None.

28. Declarations of Interest

None.

29. Minutes of the Meeting held on 14 July 2008

The minutes were confirmed as an accurate record.

30. Results of Tender for Financial Advisory Services Building Schools for the Future (BSF) – Project Officer, Schools Transformation Team

The Project Officer informed the Panel that invitations to tender had been issued to 7 companies listed on the partnerships for schools financial services framework and 3 companies had responded. These 3 tenders were opened at the Contract Scrutiny Panel on 2 June 2008. All three candidates were interviewed by a panel consisting of members of the BSF team and extended project team. Additional guidance had been provided by the Adviser for Partnerships for Schools. Based on the written submission and the presentation/interview the decision had been made to award the contract to BDO Stoy Hayward. The Panel were informed that this company were a respected firm.

Decision

The Panel noted the decision to select BDP Stoy Hayward as Financial Advisors until completion of the BSF programme.

31. 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 32 – Provision of Modular Classroom Units at Catcote School and English Martyrs School (para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information))

Minute 33 – Contract for the Provision of Direct Payment Support Services (para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information))

Minute 34 – Passenger Transport (para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information))

32. Provision of Modular Classroom Units at Catcote School and English Martyrs School – Quantity Surveyor Team Leader

The Quantity Surveyor Team Leader informed the Panel that as tenderers were unable to meet the programme of works other possibilities were being explored, possibly the use of second hand units. A report would be sent to the relevant Portfolio Holder.

Decision

The Panel noted the progress of this.

33. Contract for the Provision of Direct Payment Support Services – Principal Commissioning Manager

The Principal Commissioning Manager informed the Panel of that following the interview process contracts for 3 years had been awarded to :-

North East Centre for Independent Living
Wife Ward Family Trust
Age Concern, Sunderland

Decision

The panel noted the awarding of the contract.

34 Passenger Transport – Integrated Transport Unit Manager

The Panel were informed that 34 tenders had been received for the provision of passenger transport and these were opened in the presence of the Panel.

Decision

The Panel noted the receipt of the tenders.

The meeting concluded at 11.00 pm.

CHAIR

CONTRACT SCRUTINY PANEL

11 August 2008



Report of: Chief Personnel Officer

Subject: RESULTS OF TENDER FOR PROVISION OF
OCCUPATIONAL HEALTH SERVICES

1. PURPOSE OF REPORT

- 1.1 To inform members of the panel of the decision made regarding appointing contractors for the provision of Occupational Health Services to the Council.

2. BACKGROUND

- 2.1 This contract is to provide health advice to managers and employees to ensure that any pre employment health issues are appropriately identified and an employee's health is not aggravated by the work they undertake on behalf of the Council. The need for the service was reported to and agreed by the Performance Management Portfolio Holder on 20th March 2008.
- 2.2 This contract is to provide occupation health advice and support at council buildings for three days a week for three years and may, subject to satisfactory performance, be extended for a maximum of two years (with a review after one year). The service is funded by individual departments to ensure managers and employees receive timely help and support on health related matters.
- 2.3 The occupational health service also ensures that there is improved awareness of other support services available. The service can therefore reduce the threat of potential litigation by reducing the risk that employees' health is affected by the work they undertake on behalf of the Council.
- 2.4 The tender was advertised in the relevant trade magazine, Occupational Health, and the Council's and Supply2 websites.
- 2.5 All received tenders were opened at the meeting of the Contract Scrutiny Panel on Monday 30th June 2008. A total of four companies submitted proposals for undertaking the service and these were Norwich Union, Heales Medical, Company Health and National Britannia.

3. ASSESSMENT OF TENDERS

- 3.1 To help clarify some of the contents of the company proposals interviews were held on 15 July 2008 with each company and following the interviews the submissions were evaluated.
- 3.2 A decision was made on the basis of price (50%) and quality (50%) of the submissions received and the highest score was National Britannia.
- 3.3 As a result of the evaluation process the decision has been made to award the contract to National Britannia as a result of the highest score achieved.

4. RECOMMENDATION

- 4.1 That members of the panel note the award of the contract to provide occupational health services to National Britannia.

5. CONTACT OFFICER

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