

# **CONTRACT SCRUTINY PANEL AGENDA**



**Monday, 8 September 2008**

**at 10.00 am**

**in Committee Room A**

MEMBERS: CONTRACT SCRUTINY PANEL:

Councillors Allison, Barker, Fenwick, Fleet and Laffey

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 11 August 2008
4. **ITEMS FOR INFORMATION**
  - 4.1 Local Involvement Networks (LINKs) – *Head of Procurement, Property and Public Protection*
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 Provision of Outreach Support Services for Adults with Families Suffering Domestic Violence – *Commissioning and Contracts Manager, Children's Services Department*
- 7.2 Wooler Road reconstruction – *Principal Project Officer, Neighbourhood Services Department*
- 7.3 Holdforth Road reconstruction - *Principal Project Officer, Neighbourhood Services Department*

**8. ITEMS REQUIRING DECISION**

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

## **CONTRACT SCRUTINY PANEL**

### **MINUTES AND DECISION RECORD**

11 August 2008

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

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

**OFFICERS:** Stuart Langston, Health, Safety and Wellbeing Manager  
Dave Thompson, Principal Engineer (Environmental Issues)  
Chris Walker, Senior Legal Assistant  
Jo Wilson, Democratic Services Officer

#### **35. Apologies for Absence**

None.

#### **36. Declarations of Interest**

None.

#### **37. Minutes of the Meeting held on 28 July 2008**

Agreed

#### **38. Results of Tender for Provision of Occupational Health Services – Chief Personnel Officer**

The Health, Safety and Wellbeing Manager informed the Panel that four tenders had been received for this contract, all of which Were opened at Contract Scrutiny Panel on 30 June 2008. Interviews were subsequently held with each of the four companies on 15 July 2008 and following this the submissions were evaluated. On the basis of Price: Quality 50:50 the decision was made to award the contract to National Britannia as a result of the highest score achieved. They would be asked to provide occupation health advice and support at Council buildings for three days a week for three years with the provision of a two year extension (with a review after one year)

**Decision**

That the awarding of the contract to National Britannia be noted.

**39. 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 40 – Promenade Handrail Refurbishment, Marine Drive to Cliff Terrace, The Headland (para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information))

**40 Promenade Handrail Refurbishment, Marine Drive to Cliff Terrace, The Headland – Trainee Technician, Environmental Issues**

The Panel were informed that three tenders had been received for the provision of passenger transport. Two of the tenders had been received after the usual 12 noon deadline however it was noted that the paperwork which had been sent out as part of the tender packs had specified a deadline time of 5.00pm. The Panel felt that as these two tenders had been submitted in advance of this deadline they had no choice but to open the tenders in questions. Members referred to previous lengthy discussions around the issue of amending the standard deadline time and their subsequent decision to insist on strict adherence to the standard 12 noon deadline. Officers were requested to emphasise this deadline in all documents sent to potential tenderers.

**Decision**

The Panel noted the receipt of the tenders.

The meeting concluded at 10.30 am.

CHAIR

## **CONTRACT SCRUTINY PANEL**

8 September 2008



**Report of:** Head of Procurement, Property and Public Protection

**Subject:** LOCAL INVOLVEMENT NETWORKS (LINKs)

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### SUMMARY

#### **1. PURPOSE OF REPORT**

- 1.1 To inform members of the panel of the decision made regarding the appointment of the Host organisation for Hartlepool's Local Involvement Network

#### **2. BACKGROUND**

- 2.1 Invitations to tender were issued to the seven companies who expressed interest in providing the service. The tender documentation outlined the support required from a Host in facilitating community involvement in Health and Social Care.
- 2.2 Two tender submissions were received in total on 27<sup>th</sup> June 2008. They were opened and recorded by the Contract Scrutiny Panel at its meeting on 30<sup>th</sup> June.

#### **3. CONSIDERATIONS**

- 3.1 A decision was made to interview both companies.
- 3.2 A panel to score, interview and appoint the Host was established consisting of the Portfolio Holder for Adult and Public Health, officers from Adult and Community Services and Procurement and a representative from Hartlepool Primary Care Trust and the Voluntary and Community Sector.

- 3.3 Tenderers were assessed via a primary qualification questionnaire as to their sustainability, ability and capacity to undertake the service. The winning tenderer passed the relevant assessment.
- 3.4 The Council has been allocated a budget of £99,000 per annum for 3 years (2008/9 to 2010/11) for the provision of the LINKs service.
- 3.5 The winning tenderer's submitted price was within the budget allocation.
- 3.6 Interviews of Shaw Trust and the Hartlepool Voluntary Development Agency (HVDA) were held on 14<sup>th</sup> July, following which the decision was made to award the contract to HVDA. The overall scoring was based on price (30%) and quality (70%). The quality element included a written submission, presentation and interview.

### Scoring Matrix

	Price (max 300 points)	Quality (Total 700 points)						Total
		Technical Capacity	Resource Levels	Community Benefits	Equality of opportunity	Performance measures	Interview and presentation	
<b>HVDA</b>	300	169	145	40	38	36	36	<b>764</b>
<b>Shaw Trust</b>	288	169	160	20	46	42	32	<b>757</b>

## 4. RECOMMENDATIONS

- 4.1 That Members of the panel note the decision to select HVDA as Host for Hartlepool's Local Involvement Network to March 2011.

## 5. CONTACT OFFICER

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