

CONTRACT SCRUTINY PANEL AGENDA



Monday, 3 November 2008

at 10.00 am

in Committee Room A

MEMBERS: CONTRACT SCRUTINY PANEL:

Councillors Allison, Barker, Fleet, Griffin 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 20 October 2008
4. **ITEMS FOR INFORMATION**

None
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 Advocacy Support Worker (Contract Reference Number 316) –
Contracts Officer, Adult and Community Services

8. ITEMS REQUIRING DECISION

None

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

CONTRACT SCRUTINY PANEL

MINUTES AND DECISION RECORD

20 October 2008

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

PRESENT: Councillor Pauline Laffey (In the Chair);
Councillors Steve Allison, Caroline Barker, Mary Fleet and
Sheila Griffin,

OFFICERS: Karen Burke, Senior Procurement and Support Officer
Chris Walker, Senior Legal Assistant
Sarah Bird, Democratic Services Officer

61. Apologies for Absence

None.

62. Declarations of Interest

None.

63. Minutes of the Meeting held on 6 October 2008

These were confirmed as an accurate record.

64. Completion of Tender Packs – Senior Procurement and Support Officer

The Senior Procurement and Support Officer attended the meeting after concerns had been raised with complaints about the complexity of completing tender submissions. She circulated a contact sheet which had been compiled by the Procurement department and said that this would be circulated with all tender packs issued and therefore firms would know who to contact should they need any advice.

The Panel were appreciative of this initiative and thanked the Senior Procurement and Support Officer for her attendance.

Decision

The inclusion of the contact sheet in tender packs was noted.

65. 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 66 – Demolition of Blakelock Day Centre (Contract Reference 15) (para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information))

66. Tenders for the Demolition of Blakelock Day Centre

Three tenders had been received and these were opened in the presence of the Panel.

Decision

The Panel noted the receipt of the tenders.

The meeting concluded at 10.15 am.

PAULINE LAFFEY

CHAIRMAN