

CONTRACT SCRUTINY COMMITTEE AGENDA



Monday, 2 February 2009

at 10.00 am

in Committee Room A, Civic Centre, Hartlepool

MEMBERS: CONTRACT SCRUTINY COMMITTEE:

The Mayor Stuart Drummond

Councillors Aiken, Allison, Atkinson, S Cook, Laffey (Chair), Richardson, Simmons and 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 19 January 2008
4. **ITEMS FOR DISCUSSION**
 - 4.1 Protocol for Tender Submissions – *Head of Procurement, Property & 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. ITEMS REQUIRING DECISION

No items

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

CONTRACT SCRUTINY COMMITTEE

MINUTES AND DECISION RECORD

19 January 2009

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

PRESENT: Councillor Pauline Laffey (In the Chair);
The Mayor, Stuart Drummond
Councillors Steve Allison, Martyn Aiken, Reuben Atkinson,
Chris Simmons

OFFICERS: Denise Ogden, Head of Neighbourhood Management
Phil Homsby, Principal Commissioning Manager
Paula Bass, Revenues Manager
Lucy Armstrong, Workforce Development Manager
Rachael Smith, Principal Workforce Development Officer
Julie Wilson, Principal Workforce Development Officer
Dennis Hancock, Senior Engineer (Environmental Issues)
Katie Hammond, Events and Duty Officer
Chris Walker, Senior Legal Assistant
Sarah Bird, Democratic Services Officer

16. Apologies for Absence

Apologies had been received from Councillors Shaun Cook and Lillian Sutheran

17. Declaration of Interest

There were no declarations of interest.

18. Minutes of the Meeting held on 15 December 2008

The minutes were accepted as an accurate record.

19. Results of Tender for the Provision of Cash in Transit Services – Revenues Manager

The Revenues Manager informed the meeting that the Council's current cash in transit service was held by Loomis and covered emptying of cash from the Council's pay and display parking machines, cash collection from council buildings including schools and deliver of change orders/cash to council buildings. The current annual cost was approximately £80,000.

The aim of the tender was to secure a value for money, cash in transit service meeting the Council's needs in terms of professionalism, reliability and financial accountability. Tenders were invited of an initial period of 2 years with the option to extend for a further 2, twelve month periods.

Because of the value of the contract exceeding the European Union (EU) procurement threshold, the contract was tendered under the provision of the EU rules. Tender advertisements had been placed in the appropriate journals and newspapers and on the Council's website. Three tenders had been received which were evaluated by a panel comprising of the Assistant Chief Financial Officer, Financial Services Manager and Revenues Manager and it had been decided to award the contract to Security Plus Ltd.

Decision

The members of the committee noted the award of the cash in transit contract to Security Plus Ltd.

20. Catering/Licensed Bar – Hartlepool Dockfest 09 – *Events and Duty Officer*

The Events and Duty Officer informed the Committee that the tenders would be required to acquire outside event catering and licensed bar services. Companies would select the category they wished to bid for and submit the amount of money they were willing to pay Hartlepool Borough Council to trade at the event.

Decision

Members noted the report.

21. 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 22 – Tender for the Management and/or Operation of Household Waste Recycling Centres (Contract Reference Number 120) (para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information))

Minute 23 – Provision of Care Support and Navigation Services to Improve Stroke Services (para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information))

Minute 24 – Tender for Training and Development Framework Agreement (para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information))

Minute 25 – North Pier Repair Works, West Harbour (Contract Reference Number 321) (para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information))

Minutes 26 – Contract for the Provision of an Advocacy Support Worker (para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information))

22. Tender for the Management and/or Operation of Household Waste Recycling Centres – Head of Neighbourhood Management

8 Tenders had been received and these were opened in the presence of the Committee.

Decision

The Committee noted the opening of the tenders

23. Provision of Care Support and Navigation Services to Improve Stroke Services – Principal Commissioning Manager

1 tender had been received within the timescale in respect of this contract which was opened in the presence of the Committee.

Decision

The Committee noted the opening of this tender.

24. Tender for Training and Development Framework – Workforce Development Manager

61 tenders had been received in respect of this contract and these were opened in the presence of the Committee.

Decision

The Committee noted the opening of these tenders and agreed to monitor the progress of this contract.

25. North Pier Repair Works, West Harbour – Senior Engineer (Environmental Issues)

4 tenders had been received in respect of this contract which were opened in the presence of the Committee

Decision

The Committee noted the opening of these tenders

26. Contract for the Provision of an Advocacy Support Worker – Principal Commissioning Manager

The Committee was informed of the evaluation process for the tenders received and the outcome of this evaluation in respect of the above contract.

Decision

The Committee noted the Director of Adult and Community Services support for the views of the evaluation panel and the awarding of the contract to the successful tenderer.

27. Protocol for Tender Submission

Members expressed concern that tenders had been received which did not have easily accessible details of the price of the tender submission and asked that a representative of the Procurement Department attend the next meeting in order to discuss this. It was also noted that some of the tenders received at this meeting did not have information on the envelope as to which contract the submission was for.

The meeting concluded at 11.20 am.

CHAIR