

# CONTRACT SCRUTINY COMMITTEE AGENDA



**Monday, 16 February 2009**

**at 10.00 am**

**in Committee Room B**

MEMBERS: CONTRACT SCRUTINY COMMITTEE:

The Mayor, Stuart Drummond

Councillors Aiken, Allison, Atkinson, S Cook, Laffey, Richardson, Simmons, 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 2009
- 3.2 To confirm the minutes of the meeting held on 2 February 2009

**4. ITEMS FOR INFORMATION**

- 4.1 Protocol for tender submissions (verbal update) – *Head of Procurement, Property & Public Protection*
- 4.2 Provision of asbestos surveys - *Head of Procurement, Property & Public Protection*
- 4.3 Verbal report on tender exercise for the provision of care support and navigation services to improve stroke services - *Contracts Officer (Adult and Community 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 Dockfest Catering and Bar (CRN 333) – *Events and Duty Officer*
- 7.2 Briarfields – *Acting Estates Manager*

**8. ITEMS FOR INFORMATION/DECISION**

None

**9. 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

# **CONTRACT SCRUTINY COMMITTEE**

## **MINUTES AND DECISION RECORD**

2 February 2008

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

**PRESENT:** Councillor Lillian Sutheran ( Vice Chair);  
Councillor Reuben Atkinson

**OFFICERS:** Graham Frankland, Head of Head of Procurement, Property  
and Public Protection  
Chris Walker, Senior Legal Assistant  
Sarah Bird, Democratic Services Officer

### **28. Apologies for Absence**

Apologies were received from The Mayor, Stuart Drummond and Councillors Steve Allison, Martyn Aiken, Shaun Cook, Pauline Laffey, Carl Richardson and Chris Simmons.

### **29. Inquorate Meeting**

Members noted that the meeting was inquorate and it was agreed to defer the business to the next scheduled meeting

The meeting concluded at 10.02 am.

CHAIR

# CONTRACT SCRUTINY COMMITTEE

16 February 2009



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

**Subject:** PROVISION OF ASBESTOS SURVEYS

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## 1. PURPOSE OF REPORT

- 1.1 To receive and approve the proposed list of contractors for the initial provision of non-intrusive (Type 2) asbestos surveys to schools and thereafter other public buildings.

## 2. BACKGROUND

- 2.1 Hartlepool Borough Council does not carry a Select List of Contractors for the provision of asbestos surveys.
- 2.2 A number of contractors who carry out this type of service provision have confirmed their interest in tendering.
- 2.3 Initially non-intrusive (Type 2) services are required as part of the Outline Business Case for the Building Schools for the Future programme.
- 2.4 In the future asbestos surveys of all types will be required to both school and other corporate buildings.

## 3. PROPOSALS

- 3.1 It is proposed to offer this survey work to companies that have been prequalified under the Hartlepool BC procurement procedures. It is a statutory prerequisite that this work can only be carried out by licensed operators (reference the Control of Asbestos Regulations 2006). The companies to be invited to tender are listed in section 3.2.
- 3.2 Approval is therefore sought under Contract Procedure Rule 6 (ii) (e) to the following list of Specialist Contractors:-

Asbestos Consultants to the Environment, Benfleet, Essex.



Asbestos Consultants to the Environment, Benfleet, Essex.  
Asbestos Environmental Services, Southend on Sea.  
BC Environmental, Hartlepool.  
Bodycote Testing Ltd., Washington, Co. Durham.  
Ensure Consultants Ltd.  
Environmental Contamination Sciences Ltd.  
Lucion, Dunston, Gateshead.  
MIS Environmental Ltd., Consett, Co Durham.  
Redhill Analysts, Dorking, Surrey.  
Tees Insulation, Hartlepool.

- 3.3 Companies from the list will be selected for asbestos surveys based on performance, technical ability and capacity.

#### **4. RISK IMPLICATIONS**

- 4.1 As the Type 2 surveys are non-intrusive the technical risks are minimal.
- 4.2 Hartlepool BC asbestos management procedures will be utilised to meet the client responsibilities of the Control of Asbestos Regulations 2006.
- 4.3 The successful inspection service provider will need to meet the requirements for Type 2 asbestos surveys as specified under the Methods for the Determination of Hazardous Substances, (MDHS) 100, Health and Safety Executive, July 2001.
- 4.4 The inspection service provider shall only use suitably qualified personnel and this will be checked prior to appointment.

#### **5. FINANCIAL CONSIDERATIONS**

- 5.1 The budget price for provision of the school Type 2 surveys is approximately £60, 000 and will be funded from the Building Schools for the Future budget..

#### **6. EQUALITY AND DIVERSITY CONSIDERATIONS**

- 6.1 None.

#### **7. ASSET MANAGEMENT CONSIDERATIONS**

- 7.1 The inspection service provider will submit reports in the format to meet HBC asbestos register requirements and will enable records to be made of the location of asbestos.

**8. RECOMMENDATIONS**

- 8.1 That the panel receive this report and approve the proposed select list of contractors.

**9. REASONS FOR RECOMMENDATIONS**

- 9.1 This list of specialist service providers has been collated from the asbestos surveying companies previously used by Hartlepool BC.

**10. BACKGROUND PAPERS**

- 10.1 None.

**11. CONTACT OFFICER**

- 11.1 Graham Frankland, Head of Procurement, Property and Public Protection.