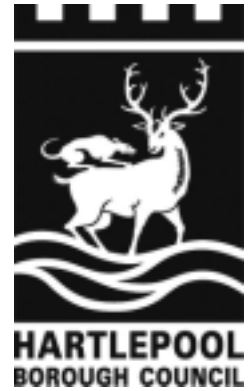


# **CONTRACT SCRUTINY COMMITTEE AGENDA**



**Monday, 16 March 2009**

**at 10.00 am**

**in Committee Room B, 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 2 March 2009
- 4. ITEMS FOR INFORMATION**
  - 4.1 Ward Jackson Park Toilets - *Head of Procurement, Property and Public Protection*
  - 4.2 5 Year Procurement Plan - *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 Tall Ships Event - Provision of Traffic Management (CRN340) – *Senior Projects Officer*

### **8. ITEMS REQUIRING DECISION**

None

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

# **CONTRACT SCRUTINY COMMITTEE**

## **MINUTES AND DECISION RECORD**

2 March 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 Martyn Aiken, Steve Allison, Reuben Atkinson,  
Shaun Cook, Carl Richardson, Chris Simmons, Lilian Sutheran

**OFFICERS:** Graham Frankland, Head of Procurement, Property and Public  
Protection  
Joanne Machers, Chief Personnel Officer  
Phil Homsby, Strategic Commissioner - Older People  
Ian Merritt, Head of Commissioning and Children's Partnership  
Colin Bolton, Building Consultancy Manager  
Lesley Strickland, Tall Ships Project Officer  
Katie Hammond, Events and Duty Officer  
Victoria Chambers, Events Assistant  
Sarah Wood, Buildings Secondment  
Chris Walker, Senior Legal Assistant  
Sarah Bird, Democratic Services Officer

### **39. Apologies for Absence**

None.

### **40. Declarations of Interest**

None.

### **41. Minutes**

The minutes of the meeting held on 16 February 2009 were accepted as an accurate account.

### **42. Results of Tender for Provision of Training and Development – Chief Personnel Officer**

The Chief Personnel Officer presented a report outlining the decision made regarding the appointment of contractors to the framework agreement for the provision of training and development to the Council. Appendix 1 to the report highlighted organisations which had submitted a tender and those who had reached or not reached the standard required

by the Authority for inclusion on the non social care training lot. The contracts which were for specialist social care training would not be engaged until further assessments had taken place by the Adult & Community and Children's Services Departments. The training and development framework was regarded as very innovative and would cover training for all staff, both current and newly appointed.

### **Decision**

The Committee noted:-

- the award of the framework agreement in respect of the non-specialist social care lots
- the additional arrangements in respect of the specialist social care lots

## **43. Refurbishment of Toilets in Ward Jackson Park –**

*Head of Procurement, Property and Public Protection*

A letter had been received from a resident representative expressing concern regarding the cost of the refurbishment of the toilets in Ward Jackson Park and requesting an internal Audit of the procurement/tendering process.

The Head of Procurement, Property and Public Protection answered Members questions regarding the seemingly high cost of the refurbishment and stated that there was in place a building framework for work likely to cost under £100,000. Three companies were used for these works, the Authority's in-house building services, Gus Robinson and RI Construction, dependent on the client preferences or the company's capacity at that time and these were retained for a four year cycle. Best Value was maintained as prior to the framework, the firms had submitted rates for price of jobs/materials which were regularly benchmarked with outside firms. Following the completion of a scheme it was checked for Best Value by an in-house quantity surveyor. During a scheme the site would be visited by the Clerk of Works at least once a day, as well as the Quantity Surveyor on a regular basis and when the job was completed it was signed off by lead officers. If there was a snagging list then this would be followed up with a further inspection after 12 months.

Referring specifically to the scheme in Ward Jackson Park, it was clarified that hand driers had not been part of the original works but these were now being priced up and costs would be considered. It was explained that the sanitaryware installed was stainless steel for Health and Safety and vandalism reasons and therefore more costly than usual sanitaryware. Discussion took place regarding the guttering which did not appear to have been cleared for some time and it was established that if the guttering had been replaced then it would not have been cleared in the intervening time period.

### Decision

The Head of Procurement, Property and Public Protection agreed to draft a response to the resident representative which would be presented at the next meeting for the approval of Members.

## 44. 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 follow items 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 45 – Ward Jackson Park – Tunstall Court Car Park (CRN 335) – para 3 information relating to the financial or business affairs of any particular person (Including the Authority holding that information)

Minute 46 – Tall Ships 2010 – para 3 information relating to the financial or business affairs of any particular person (Including the Authority holding that information)

## 45. Ward Jackson Park – Tunstall Court Car Park (CRN 335) - Building Consultancy Manager

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

### Decision

The Committee noted the opening of the tenders.

## 46. Tall Ships 2010 – Tall Ships Project Officer

Tenders had been received in respect of:-

- Stewarding and Visitor Management
- Marquees
- Staging
- Portakabins
- Fireworks/Pyrotechnics
- Fencing and Barriers
- Toilets
- Sound and Lighting
- Generators

These were opened in the presence of the Committee.

**Decision**

The Committee noted the opening of these tenders.

The meeting concluded at 11.55 am

P LAFHEY

CHAIR

# CONTRACT SCRUTINY COMMITTEE

16 March 2009



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

**Subject:** WARD JACKSON PARK TOILETS

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## 1. PURPOSE OF REPORT

- 1.1 To provide further information on the procurement and delivery of the Ward Jackson Park Toilet project.
- 1.2 To agree the response to a resident's query in relation to the project.

## 2. BACKGROUND

- 2.1 At the last meeting of the Committee a discussion on the procurement and delivery of the project took place.
- 2.2 Ward Jackson Park toilets are part of a larger programme to upgrade and rationalise the public conveniences within Hartlepool.
- 2.3 This particular scheme was procured via the strategic partnership because the scheme value was below the £100k threshold which determine construction projects procurement route.
- 2.4 The procurement route for the project was clarified and information has been subsequently circulated to Members to assist in this.
- 2.5 There were some points of fact and clarification requested by the Committee and a response is included in Section 3 below.
- 2.6 The Committee also agreed that a letter to the resident should be defined by the Head of Procurement, Property and Public Protection in response to the queries raised. This will be presented at the meeting for approval by Members.

### 3. CONSIDERATIONS

3.1 The following points cover the additional facts and clarifications requested by the Committee:-

- The project commenced on site on 28<sup>th</sup> April 2008 and practical completion was achieved on 18<sup>th</sup> July 2008. The defects liability period will end on 19<sup>th</sup> July 2009.
- All rainwater goods were replaced as part of this contract. This included guttering and rain water pipes.
- Grass has been seen to be growing from the new guttering by members however this is to be expected due to the location of the public conveniences. Leaves and other organic plant material become lodged within the guttering and provide nutrients for plant growth.
- The cleaning of guttering is not classed as a defect but is a planned maintenance item and needs to be carried out on a regular basis. This is essential to protect the fabric of the building.
- The scheme had a Clerk of Works allocated to the project. His role is to ensure compliance with the specification on site and quality control.
- The size and complexity of a scheme dictates the amount of time spent on site. In this particular instance a daily visit was deemed to be adequate.
- The Clerk of Works works closely with the Lead officer for the scheme, other disciplines and the contractor to deliver the scheme with zero defects.
- The zero defects principle is one of the important elements of a partnership contract. This is achieved by working as a team and resolving issues as they identified during the course of the works. This ensures that at practical completion the scheme complete without the need for the contractor to start working on a list of defects which would delay the use of a building.
- In this particular scheme there were two defects. The first was completion of a hand rail which had been a late addition to the scheme. The second was additional site cleaning. This was minimal.
- Practical completion inspections are carried out by the Lead Officer; other disciplines the Clerk of Works and the client representative.
- The scheme has been reviewed by technical officers. It has been confirmed that the work have been carried out in accordance with council policy and the partnership procurement rules.



- The cost is deemed to be value for money by the appropriate professional technical officers taking into account current prices.
- It should be noted that partnership contractors were appointed on a 60:40 quality price split.
- The overarching public conveniences scheme of which this project was part is forecast to be within budget.
- The partnership contract is currently being reviewed ready for re-tender. Neighbourhood services will take on board the views and concerns of Members as part of this process.
- The review of contracts is a regular process and is used to provide continuous improvement.

#### **4. RECOMMENDATIONS**

- 4.1 That the Committee notes the additional information submitted.
- 4.2 That the Committee make any further comment on the project.
- 4.3 That the Committee's views on the draft response letter are sought.

#### **5. CONTACT OFFICER**

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

## CONTRACT SCRUTINY COMMITTEE

16 March 2009



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

**Subject:** 5 YEAR PROCUREMENT PLAN

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### 1. PURPOSE OF REPORT

- 1.1 To update the Contract Scrutiny Committee on the Council's updated 5 Year Procurement Plan endorsed by the Finance and Efficiency Portfolio Holder at his meeting on 14<sup>th</sup> February 2009.

### 2. BACKGROUND

- 2.1 To provide focus for the potential developments and benefits attributable to reviewed procurement practices and outcomes the Council has in place a 5 Year Procurement Plan which provides the basis for a prioritised plan of action which can be communicated to all interested and relevant parties.
- 2.2 The original plan was approved by the Portfolio Holder at the meeting held on 27<sup>th</sup> November 2006 and has been updated on a regular basis with reports being considered by the Portfolio Holder.
- 2.3 The plan is set in the context of the environment within which the Council operates and the pressures which it is required to respond to.
- 2.4 National and Local Picture  
The national picture underlines the need for all local authorities to raise the profile of procurement as a strategic tool and to demonstrate both political and officer leadership. It aims to illustrate how to use innovative ways to procure, work in partnership with others and manage services that will better achieve community plan objectives, deliver consistently high quality services, provide savings, build social cohesion, be sustainable, support delivery of e-Government and enable councils to manage and assess risks.

Locally, procurement is affected by the strategic aims and objectives set out in the Corporate Plan, and with the other corporate and service based strategies and plans that form elements of the Council's strategic framework, such as the Community Strategy, the Economic Development Strategy, the Local

Sustainable Development Strategy and the Implementing Electronic Government Strategy.

#### 2.5 Procurement Strategy

The Council's Procurement Strategy, revised in 2008, aims to assist the Council in meeting its objectives, assist the Hartlepool Partnership in the implementation of the Community Strategy, assist in securing continuous improvement and the delivery and realisation of efficiencies, help ensure value for money and economic service provision, ensure efficient and transparent procurement processes, ensure probity, openness and accountability in procurement processes and contribute to efficiency targets.

#### 2.6 Links to Efficiency Strategy

The Council aims to improve the efficiency and effectiveness of procurement activity by standardising procedures and implementing procurement systems and maximising the Council expenditure. The 5 Year Procurement Plan will be a key contributor to the Council's Efficiency Strategy.

#### 2.7 Business Transformation Programme

Procurement will play a key role as the Council's programme progresses and the formation of a more centralised procurement "centre of excellence" will be considered.

### 3. **CONSIDERATIONS**

3.1 The revised plan set out in **Appendix 1** is a flexible document which can be adapted as the Council considers and develops its methods of service delivery, critically challenges existing areas of expenditure and improves planning and purchasing decisions.

3.2 The Plan acts as a strategic tool to bring together the significant procurement activity of the Council linking with elements of the Council's strategic framework such as:-

- Community Strategy
- Economic Development Strategy
- Sustainable Development Strategy
- Implementing Electronic Government Strategy
- Efficiency Strategy
- Procurement Strategy and Sustainable Procurement Strategy
- Children and Young Peoples Plan (e.g linking with Building Schools for the Future)

3.3 The Plan is required to be delivered in a collaborative way through cross department and cross organisational working. The Council is actively involved regionally with the RIEP (Regional Improvement and Efficiency Partnership) and NEPO (North East Purchasing Organisation) sub regionally with joint procurement exercises in the Tees Valley and locally with SME's (Small and Medium Sized Enterprises) and the VCS (Voluntary Community Sector).

- 3.4 In terms of the regional picture the RIEP has set out its programme to develop procurement collaboration and the key workstreams are detailed in **Appendix 2.**

#### **4. CONCLUSIONS**

- 4.1 Most of the Council's procurement activities take place within the Departments and the 5 Year Procurement Plan has been through a range of consultations via the Corporate Procurement Group, Corporate Management Team and Departmental Management Teams to provide a position statement and action plan. However, the document will evolve over time as procurement exercises develop.
- 4.2 Since the last update the Council's register of contracts has been developed and Departments have been active in this process. There is, however, some work to do in analysing spend and putting appropriate contracts in place.

#### **5. RECOMMENDATIONS**

- 5.1 That the Contract Scrutiny Committee notes the updated 5 Year Procurement Plan and comments as appropriate.

# **HARTLEPOOL BOROUGH COUNCIL**

## **5 YEAR PROCUREMENT PLAN**

February 2009

## 4.2 APPENDIX 1

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
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### Procurement Strategy

• Review Corporate Procurement Strategy	Corporate	Reviewed annually in March	G Frankland	To be approved by Portfolio Holder
• Procurement Guide for Staff	Corporate	Continually updated	K Burke	On Intranet
• Sustainable Procurement Strategy	Corporate	First draft completed by April 2008. Annually thereafter	K Burke	First Draft was approved by Joint Portfolio Holders for Finance and Efficiency and Regeneration and Liveability
• 5 Year Procurement Plan	Corporate	Reviewed annually in March	G Frankland	

### Member Involvement

• Procurement and Sustainable Procurement Champion	Corporate	n/a	Cllr R Payne	Cllr R Payne, Finance and Efficiency Portfolio Holder
• Review of Corporate Procurement Strategy	Corporate	Annually	G Frankland	By Portfolio Holder
• Review Sustainable Procurement Strategy	Corporate	Annually	G Frankland	By Portfolio Holder
• Contract Scrutiny Committee	Corporate	n/a	G Frankland	Remit revised to enhance monitoring role.

## 4.2 APPENDIX 1

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
<ul style="list-style-type: none"> <li>NEPO participation</li> </ul>	Corporate	Meetings 6 monthly and Contract decision making	G Frankland	Councillors L Sutheran, P Jackson and P Laffey are the Council's representatives
<b><u>Staff</u></b>				
<ul style="list-style-type: none"> <li>Identification and delivery of Training</li> </ul>	Corporate	Part of annual appraisal	G Frankland	Build skills of key corporate purchasing officers
<ul style="list-style-type: none"> <li>Review purchasing / procurement methodology (potential "Procurement Centre of Excellence")</li> </ul>	Corporate		G Frankland / K Shears	Link with FMS and Business Transformation Programme (Transactional and non-transactional services)
<ul style="list-style-type: none"> <li>Training on FMS and E-Series</li> </ul>	Corporate	February 2009 onwards	K Shears	Training via Finance Officers Group and specific targeted user training
<ul style="list-style-type: none"> <li>Link with HBC Leadership Management Development Programme (LMDP)</li> </ul>	Corporate	Ongoing	G Frankland	Procurement module on LMDP Phase 2 in place and being delivered
<b><u>E Procurement</u></b>				
<ul style="list-style-type: none"> <li>Roll out E procurement element of FMS</li> </ul>	Corporate	February 2009 onwards	K Shears	
<ul style="list-style-type: none"> <li>Procurement cards</li> </ul>	Corporate / Departmental	February 2009 onwards	K Shears / Department Reps	Expansion of use Consider option to change cards to Mastercard and introduce monitoring

## 4.2

### APPENDIX 1

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
				arrangements with Smartcards online
<ul style="list-style-type: none"> <li>Skills audit for Building Schools for the Future</li> </ul>	Corporate	April 2009	P Briggs	Actions from 4P's skills audit being incorporated into project delivery
<ul style="list-style-type: none"> <li>E Recruitment Portal</li> </ul>	Chief Execs / Corporate	January 2009	J Machers	Deliver North East Collaborative Project Launched January 2009
<ul style="list-style-type: none"> <li>E tendering</li> </ul>	Corporate	Commence April 2009	U Larkin	Commence first phase Via NEPO Portal
<b><u>Project and Programme Management Framework</u></b>				
<ul style="list-style-type: none"> <li>Implement Framework in all relevant procurements</li> </ul>	Corporate / Departmental	Ongoing	G Frankland / A Atkin	Project management arrangements promoted. Business Transformation Programme to consider this activity.
<ul style="list-style-type: none"> <li>Undertake Gateway Reviews within relevant procurements</li> </ul>	Corporate / Departmental	April 2008 onwards	G Frankland / A Atkin	Gates 0 and 1 completed on Construction Professional Services Procurement Gate 0 completed on ICT contract Gates 0 and 1 completed on Building Schools for the Future
<b><u>Collaboration</u></b>				
<ul style="list-style-type: none"> <li>Link with RIEP activity via</li> </ul>	Corporate	Ongoing	G Frankland	Including Departmental Reps.



## 4.2 APPENDIX 1

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
“Collaboration North East”				Potential funding and development opportunities
<ul style="list-style-type: none"> <li>Continually review consortium arrangements e.g. NEPO, YPO</li> </ul>	Corporate	Ongoing	K Burke	Including Departmental Reps Engage in collaborative contracts
<ul style="list-style-type: none"> <li>Develop Tees Valley sub regional work</li> </ul>	Corporate	Ongoing	G Frankland	Joint and lead procurement development
<b><u>Contract Procedure Rules</u></b>				
<ul style="list-style-type: none"> <li>Review existing rules</li> </ul>	Corporate	Commence March 2009	K Burke	Endorsed by Portfolio Holder
<ul style="list-style-type: none"> <li>Recommend amendments</li> </ul>	Corporate	June 2009	K Burke	Constitution Committee
<ul style="list-style-type: none"> <li>Implement new rules</li> </ul>	Corporate	August 2009	K Burke	Council approval
<b><u>North East Purchasing Organisation</u></b>				
<ul style="list-style-type: none"> <li>Review all contracts and renewal dates</li> </ul>	Corporate	April 2009 and annually	K Burke/CPG Department Representatives	
<ul style="list-style-type: none"> <li>Contribute to NEPO Strategy with other Local Authorities</li> </ul>	Corporate	Ongoing	K Burke	Consider HBC and sub regional requirements
<b><u>Corporate Services</u></b>				
<ul style="list-style-type: none"> <li>Review all corporate contracts and renewal dates including Tees Valley collaboration potential</li> </ul>	Corporate	Ongoing	K Burke	Include goods / services not currently on contract. Consider aggregation and collaboration
<ul style="list-style-type: none"> <li>Implement procurement processes as required</li> </ul>	Corporate	Ongoing	K Burke	Renew / retender / new contracts

## 4.2 APPENDIX 1

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
<ul style="list-style-type: none"> <li>Procure and implement new Performance Management Database</li> </ul>	Corporate	April 2008	D Hunt	<p>New performance management system procured and implemented in line with timescales</p> <p>COMPLETED</p>
<ul style="list-style-type: none"> <li>Managed Print Services</li> </ul>	Corporate	<p>Review Phase 1 April 2009</p> <p>Phase 2 October 2009</p>	C Armstrong / K Burke / J Bulman	<p>Review internal print unit in 2<sup>nd</sup> Phase MPS</p> <p>Consider printing framework contract</p> <p>Detailed report to be compiled on printing work undertaken by external firms</p>
<ul style="list-style-type: none"> <li>Review Agency Staff arrangements</li> </ul>	Corporate	February 2009	J Machers / M Ward / G Frankland	Scrutiny Action Plan to Cabinet February 2009
<ul style="list-style-type: none"> <li>Procure new Agency Staff contracts</li> </ul>	Corporate	April 2009	G Frankland	Consideration of Tees Valley collaboration and NEPO
<ul style="list-style-type: none"> <li>Procurement consultants for Business Transformation Programme</li> </ul>	Corporate	May 2008	A Atkin	<p>Consultants appointed in May 2008. Work scheduled to be completed and Outline business cases provided for Transformation project by End of July 2008</p> <p>A separate detailed spend analysis was undertaken by KPMG. The results of this</p>

## 4.2

### APPENDIX 1

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
				<p>exercise identified potential prioritised projects This process completed</p> <p>Business Transformation programme reported to Cabinet in January 2009</p>
<ul style="list-style-type: none"> <li>Review postal arrangements (efficiency / procurement)</li> </ul>	Corporate / Departmental	From April 2008	C Armstrong / K Burke	<p>Scrutiny Completed. Introduced efficiencies from April 2008</p> <p>Trial with alternative postal provider commenced in October 2008 Pilot progressing and will be evaluated during Feb 09</p>
<b><u>Suppliers</u></b>				
<ul style="list-style-type: none"> <li>Selling to the Council Guide</li> </ul>	Corporate	Continually updated	K Burke	Council website
<ul style="list-style-type: none"> <li>Meet the buyer events</li> </ul>	Corporate/ Regeneration & Planning	Ongoing	K Burke / M Emerson	<ul style="list-style-type: none"> <li>Successful “Meet the Buyer” event held June 2008 for general suppliers to HBC. Specific events for Tall Ships now commenced, utilising Hartlepool Business Forum and internal resources – 3 events around Tall Ships</li> </ul>

## 4.2

### APPENDIX 1

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
				Procurement undertaken in quarter 3 2008/09 to raise awareness for 2009 tendering opportunities. <ul style="list-style-type: none"> <li>• Tenders adverts commencing Feb 2009</li> <li>• Specific events for BSF &amp; PCP to be arranged</li> </ul>
<ul style="list-style-type: none"> <li>• E procurement development</li> </ul>	Corporate	Ongoing	M Emerson	SME Training opportunities via Economic Development and Business Link
<ul style="list-style-type: none"> <li>• Link Suppliers to NEPO Contract arrangements</li> </ul>	Corporate	Ongoing	M Emerson / K Burke	Utilisation of "Hartlepool Enterprise" magazine, business database and local knowledge to ensure that awareness of procurement opportunities is spread as widely as possible.
<b><u>Back Office / Transactional Services</u></b>				
<ul style="list-style-type: none"> <li>• Procurement of various administrative financial and ICT systems and services to assist BPR and efficiency agenda</li> </ul>	Chief Execs	Ongoing	A Atkin / M Ward / J Machers	Engage resource to deliver BPR e.g. EDRMS, CRM  HR/Payroll system – procured
<b><u>Legal Services</u></b>				

## 4.2 APPENDIX 1

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
<ul style="list-style-type: none"> <li>Re-new collaborative arrangement with Private Sector provider</li> </ul>	Legal	January 2010	P Devlin	Darlington lead buyer for specialist services and top up support across TV Authorities
<b><u>ICT Partnership</u></b>				
<ul style="list-style-type: none"> <li>Review arrangements</li> </ul>	Chief Execs	January 2009	A Atkin	Extension to Sept 2013 agreed and contract variation signed January 2009
<ul style="list-style-type: none"> <li>Review Contract</li> </ul>	Chief Execs	September 2013	A Atkin	
<b><u>Schools Transformation</u></b>				
<ul style="list-style-type: none"> <li>Submit BSF Strategy for Change Part 2</li> </ul>	Children's Services	May 2008	P Briggs	Submitted and approved
<ul style="list-style-type: none"> <li>Submit BSF Outline Business Case (OBC)</li> </ul>	Children's Services	December 2008	P Briggs	Completed. Submitted – awaiting approval
<ul style="list-style-type: none"> <li>Publish OJEU for BSF ICT Managed Service Partner</li> </ul>	Children's Services	March 2009	P Briggs	Dependant on approval of OBC (Possibly March 2009)
<ul style="list-style-type: none"> <li>Publish Invitation to Tender (ITT) for D&amp;B Construction Partner</li> </ul>	Children's Services	August 2009	P Briggs	Using PfS Academies Framework (6 national companies)
<ul style="list-style-type: none"> <li>Select ICT Managed Service Partner and commence Managed Service</li> </ul>	Children's Services	January 2010	P Briggs	
<ul style="list-style-type: none"> <li>Achieve Financial Close on</li> </ul>	Children's	June 2010	P Briggs	Sample School is Dyke

## 4.2 APPENDIX 1

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
Sample School	Services			House
<ul style="list-style-type: none"> <li>Commence Works at Sample School</li> </ul>	Children's Services	September 2010	P Briggs	Immediate start following financial close
<ul style="list-style-type: none"> <li>Complete Works at Sample School</li> </ul>	Children's Services	January 2013 Sample School August 2012; Final School August 2015 September 2012	P Briggs	Assumes 24 months for construction of a new 8fe secondary school Assumes major refurbishment of Sample School.
<ul style="list-style-type: none"> <li>Submit Primary Strategy for Change (PSfC)</li> </ul>	Children's Services	June 2008	P Briggs	Submitted and approved
<ul style="list-style-type: none"> <li>PSfC approved – 1<sup>st</sup> phase projects planned – CAPEX value £8.4m</li> </ul>	Children's Services	October 2008	P Briggs	1st project – Jesmond Road – approved Cabinet 13 <sup>th</sup> October 2008
<ul style="list-style-type: none"> <li>First phase projects commence</li> </ul>	Children's Services	April 2009	P Briggs	Finance available to begin on site, subject to procurement
<ul style="list-style-type: none"> <li>First phase projects complete</li> </ul>	Children's Services	September 2010	P Briggs	Assumes maximum 15 months for new build primary
<ul style="list-style-type: none"> <li>Second phase projects planned</li> </ul>	Children's Services	September 2010	P Briggs	Subject to outcomes of next CSR and announcement on available finance
<ul style="list-style-type: none"> <li>Second phase projects commence</li> </ul>	Children's Services	April 2011	P Briggs	Subject to finance available to start on site
<ul style="list-style-type: none"> <li>Second phase projects</li> </ul>	Children's	September	P Briggs	Assumes maximum 15

## 4.2 APPENDIX 1

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
complete	Services	2012		months for new build primary
<ul style="list-style-type: none"> <li>Provider Partners for the provision of Independent foster placements</li> </ul>	Children's Services	June 08	T Maley	Completed: Strategic Partnership created with National Fostering Agency
<ul style="list-style-type: none"> <li>Procure new provider of Early Years Outreach Support</li> </ul>	Children's Services	July 2009	D, Swainston	Tender scheduled for February 2009.
<ul style="list-style-type: none"> <li>Procure sickness and absence insurance cover for schools</li> </ul>	Children's Services	April 2010	T Maley	Tender scheduled for November 2009.
<ul style="list-style-type: none"> <li>Procure provider of Team Around the Primary School project</li> </ul>	Children's Services	August 2009	J Robinson	Tender scheduled for April 2009.
<ul style="list-style-type: none"> <li>Deliver "Machinery of Government" project</li> </ul>	Children's Services	April 2011	I Merritt	Relates to work of the LSC being disaggregated into LA's.
<ul style="list-style-type: none"> <li>Develop commissioning and procurement agreements within Children's Trust allowing future pooling of resource</li> </ul>	Children's Services	April 2012	I Merritt	Part of workstream activity for the Review of the Children's Trust
<ul style="list-style-type: none"> <li>Procure services of Liquidlogic to enable ICS to link with new ContactPoint system</li> </ul>	Children's Services	August 2009	T. Maley	HBC is acting as a national lead on this project for DCSF.
<ul style="list-style-type: none"> <li>Procure Outcome Based Accountability toolkit that can be disseminated across the</li> </ul>	Children's Services	April 2010	T. Maley	HBC is acting as a regional lead on this project for RIEP

## 4.2 APPENDIX 1

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
NE LA's				
<ul style="list-style-type: none"> <li>Move from block purchasing of children's day care provision to spot purchasing arrangements</li> </ul>	Children's Services	April 2009	T. Maley	All suppliers have been informed of these changes
<ul style="list-style-type: none"> <li>Explore feasibility of extending Adults Partnership with TCES to cover schools</li> </ul>	Children's Services	April 2010	T. Maley	This relates to the provision of specialist equipment for children with special needs
<ul style="list-style-type: none"> <li>–Young People's Substance Misuse Services</li> </ul>	Children's Services	April 2010	I. Merritt	Tender for new service.Summer 2009.
<ul style="list-style-type: none"> <li>Procure case management system for Youth Service</li> </ul>	Children's Services	April 2009	A. Smith	Completed
<ul style="list-style-type: none"> <li>Re-configure existing provision for providing debt advice to families with young children</li> </ul>	Children's Services	August 2009	D. Swainson	
<ul style="list-style-type: none"> <li>360 View / E-CAF</li> </ul>	Children's Services	September 2009	Ian Merritt/Anne Smith	Procurement through Northgate
<ul style="list-style-type: none"> <li>Reduce expenditure on external consultants</li> </ul>	Children's Services	March 2010	A. Simcock/I Merritt	
<ul style="list-style-type: none"> <li>Review harmonised documents to make them fit social care service provision</li> </ul>	Children's Services	August 2009	T. Maley	Regional activity In collaboration with Phil Hornsby
<ul style="list-style-type: none"> <li>Joint tender with Hartlepool PCT for Speech and Language provision</li> </ul>	Children's Services	April 2010	I. Merritt	Service Specification being prepared.
<ul style="list-style-type: none"> <li>Procure additional supported</li> </ul>	Children's	March 2011	T. Maley	In partnership with Housing



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### APPENDIX 1

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
housing for vulnerable young people	Services			Strategy Team, Supporting People, Housing Hartlepool
<ul style="list-style-type: none"> <li>Place notice to tender for Transport relating to Dyke House decant</li> </ul>	Children's Services	March 2009	P Robson	Administered by the Integrated Transport Unit
<b><u>Integrated Transport Unit</u></b>				
<ul style="list-style-type: none"> <li>Establish a Central Procurement Fleet Timetable within the Tees Valley, in order to progress further collaboration with Local Authorities</li> </ul>	Corporate / Children's Services / Adult & Community Services	September 2009	P Robson	Review the current structure of the Tees Valley Fleet Partnership in order to include specialist groups
<ul style="list-style-type: none"> <li>Establish Phase 2 of the Fleet Tender Process to include all client groups within Hartlepool</li> </ul>	Corporate / Children's Services / Adult & Community Services	April 2008 – September 2009	P Robson	
<ul style="list-style-type: none"> <li>Establish further procurement programmes to support the In Control Agenda</li> </ul>	Adult & Community Services	September 2009	P Robson	Further development of Service Agreement
<ul style="list-style-type: none"> <li>Ensure co ordinated Supported Service tender</li> </ul>	Traffic & Transport Planning Service/ Children's Service	September 2009	P Robson	

## 4.2 APPENDIX 1

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
<b><u>Construction, Property and Highways Framework</u></b>				
<ul style="list-style-type: none"> <li>Procure frameworks</li> </ul>	NSD	2009 / 10	D Reynolds	Tees Valley Collaborative Project Priorities have changed and this framework is not being developed further pending revisiting in-house resources development, and links with options in other existing frameworks
<b><u>Vehicles</u></b>				
<ul style="list-style-type: none"> <li>Develop further opportunities for joint purchasing / working with the Tees Valley Authorities</li> </ul>	NSD	September 2009	A Smith/ P Robson	
<ul style="list-style-type: none"> <li>Implement the proposal of the JSU in order to support joint working processes</li> </ul>	NSD	2008/9	A Smith/ P Robson	
<b><u>Tees Valley Bus Corridor Network</u></b>				
<ul style="list-style-type: none"> <li>Procure projects as part of 3 year programme</li> </ul>	NSD	2009 – 2012	A Coulson / P Frost	3 Year programme mixed delivery of in-house and tendered projects
<b><u>Energy</u></b>				
<ul style="list-style-type: none"> <li>Review existing gas supply arrangements with NEPO</li> </ul>	NSD	2011	A Williams / K Lucas	Flexible purchasing agreement in place and

## 4.2 APPENDIX 1

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
				due for renewal by 2011
<ul style="list-style-type: none"> <li>Procure and implement automatic meter reading via NEPO</li> </ul>	NSD	Contract in place and Automatic meter reading provision commencing Jan/Feb/March 2009	A Williams / K Lucas	All now agreed and phased implementation commencing on site in Feb 2009.
<b><u>Book Purchasing</u></b>				
<ul style="list-style-type: none"> <li>Continued review and implementation of arrangements in collaboration with other LA's</li> </ul>	Adult & Community Services	2008-2010	J Mennear	To further collaborate NE Local Authorities on procurement exercise of book stocks which seeks to develop further efficiencies
<b><u>Housing Market Renewal Programme</u></b>				
<ul style="list-style-type: none"> <li>Implement development scheme</li> </ul>	Regeneration and Planning	2008-2012	N Johnson	In conjunction with partners a 4 yr delivery programme of acquisitions to assemble various sites
<ul style="list-style-type: none"> <li>Procure developer</li> </ul>	Regeneration and Planning	Spring 2008-2010	N Johnson	Working with key partners to secure options for individual sites which are cost & time efficient in terms of procurement & deliver to maximize all

## 4.2 APPENDIX 1

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
				opportunities for government funding
<ul style="list-style-type: none"> <li>CPO Process / Inquiry and specialist Legal Advisors</li> </ul>	Regeneration and Planning / Chief Execs	2009 - 11	N Johnson / P Devlin	
<ul style="list-style-type: none"> <li>Draft Heads of Terms/Devt Agreement</li> </ul>	Regeneration & Planning / Neighbourhood Services	Mid 2010	N Johnson / Estates Manager	In conjunction with funding and local partners seeking to maximize opportunities linked to redevelopment
<b><u>Mill House site</u></b>			<b><i>Provisional</i></b>	
<ul style="list-style-type: none"> <li>Complete feasibility study</li> <li>Option Appraisal</li> <li>Strategy for Mill House Site</li> </ul>	Adult & Community Services	2009/2013	<b><u>J Mennear</u></b>	Cabinet considered and approved a re-appraisal of the potential to redevelop the Mill House site as a potential practical alternative.
<ul style="list-style-type: none"> <li>Implement a procurement process</li> </ul>	Adult & Community Services	2009/2013	J Mennear	Procurement and delivery mechanisms for the H2O H2O / Mill House site concept are currently being reviewed through the Central Area Investment Framework study. and a specific reappraisal of the potential for the Mill House site.
<ul style="list-style-type: none"> <li>Deliver project</li> </ul>	Adult &	April 2013	J Mennear	Procurement and delivery

## 4.2 APPENDIX 1

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
	Community Services			will be subject to partner engagement and grant sourcing, ongoing as part of the MHLC review, meanwhile capital bid in place for interim improvements to maintain existing facilities for a short term future.
<b><u>Tall Ships Festival</u></b>				
<ul style="list-style-type: none"> <li>Procurements in delivery of Tall Ships Festival and Dockfest 09</li> </ul>	Adult & Community services & Partners	Tender adverts February 2009 onwards Awards April 2009 onwards	J Mennear	Awareness-raising Seminars for local businesses held in Nov/Dec 2008 to highlight 2009 tender opportunities.
<b><u>Seaton Carew – Fairground/Development Site</u></b>				
<ul style="list-style-type: none"> <li>Revise Planning brief and prepare marketing details</li> </ul>	Regeneration and Planning/ NSD	2009/10	Andy Golightly	The timescales regarding this have changed as this site now forms the focus of a 'Seachange' funding bid that was submitted in Jan 09. If successful the bid will
<ul style="list-style-type: none"> <li>Investigate Funding options</li> </ul>	Regeneration and Planning/ NSD	2009/10	Andy Golightly	

## 4.2 APPENDIX 1

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
<ul style="list-style-type: none"> <li>Procure Developer</li> </ul>	Regeneration and Planning/ NSD	2011/12	Andy Golightly	fund a feasibility study which will include marketing of this site. Study to be completed by summer 09. This new timescale also fits with other work being carried out in the area in relation to sea defences.
<b><u>Seaton Carew – Community/Housing Site</u></b>				
<ul style="list-style-type: none"> <li>Prepare development briefs for potential sites and carry out public consultation</li> </ul>	Regeneration and Planning	Commence Jan 2009	Andy Golightly	Development briefs prepared, consultation planned for FEB 09.
<ul style="list-style-type: none"> <li>Prepare marketing/ development details</li> </ul>	Regeneration and Planning/ NSD	Mid 2009	Andy Golightly	Marketing briefs to be finalised following consultation and feedback to Cabinet - March 09.
<ul style="list-style-type: none"> <li>Procure developer</li> </ul>	Regeneration and Planning/ NSD	Late 2009	Andy Golightly	Following report to Cabinet, a decision on procurement may be delayed due to economic climate.
<b><u>Central Area Development Framework</u></b>				
<ul style="list-style-type: none"> <li>Complete development / implementation plan</li> </ul>	Regeneration and Planning	September 2008	R Smith	Single Programme funded study to identify

**4.2**  
**APPENDIX 1**

<b>Activity</b>	<b>Type Of Activity - Corporate / Departmental</b>	<b>Timescale</b>	<b>Lead Officer (s)</b>	<b>Comments</b>
				development/ regeneration options within central area Completion Delayed due to extra work/additional consultation.

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### APPENDIX 1

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
<ul style="list-style-type: none"> <li>Prioritise schemes and prepare year 1 funding bids</li> </ul>	Regeneration and Planning	Apr-Dec 2008	R Smith	Year One Funding Schemes identified and are currently being discussed with One NorthEast. Reporting and public consultation will follow.
<ul style="list-style-type: none"> <li>Procure and implement schemes</li> </ul>	Regeneration and Planning	2008-2013	R Smith	Identification, acquisition and clearance of buildings within Innovation and Skills Zone. Consideration options for relocation of Lynn Street Depot and development of alternative uses for the site. Investigate opportunities for Digital City satellite and/or managed workspace. Seek funding to implement 'place shaping' improvements around Church Square and Stockton Street.
<b><u>Southern Business Zone</u></b>				
<ul style="list-style-type: none"> <li>Complete development / implementation plan</li> </ul>	Regeneration and Planning	May 2008	A Steinberg	Single Programme funded study to identify development/ regeneration



## 4.2 APPENDIX 1

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
				options for the SBZ Completed
<ul style="list-style-type: none"> <li>Prioritise schemes and prepare year 1 funding bids</li> </ul>	Regeneration and Planning	April 2009	A Steinberg	Development/Implementation Plan completed January 2009. Subject to formal Council endorsement from Portfolio Holder, anticipated April 2009. Prioritise schemes and prepare 2 year business case April 2009
<ul style="list-style-type: none"> <li>Procure and implement schemes</li> </ul>	Regeneration and Planning	2009-2012	A Steinberg	
<b><u>Oakesway Development Options Feasibility Study</u></b>				
<ul style="list-style-type: none"> <li>Procure study in association with land owners</li> </ul>	Regeneration and Planning	Mid 2008	A Steinberg	This has been carried out through the Hartlepool Employment Land Review Document. Subject to Cabinet Approval.

## 4.2 APPENDIX 1

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
<ul style="list-style-type: none"> <li>Discuss development options with land owners and funders</li> </ul>	Regeneration and Planning	Early 2009	A Steinberg	
<ul style="list-style-type: none"> <li>Support implementation plans</li> </ul>	Regeneration and Planning	2009 onwards	A Steinberg	
<b><u>Victoria Harbour SPD</u></b>				
<ul style="list-style-type: none"> <li>Consultants to produce Supplementary Planning Document for Victoria Harbour and take through public consultation prior to adoption.</li> </ul>	Regeneration and Planning	<u>Mid 2009</u>	Matthew King	SPD being prepared to review broad brush master plan , identifying phasing of development and setting out design criteria for Victoria Harbour Supplementary Planning Document which is to be formally adopted as an SPD within the Local Development Framework.
<b><u>Affordable Housing Sites</u></b>				
<ul style="list-style-type: none"> <li>Identify potential sites</li> </ul>	Regeneration and Planning/ NSD	Early 2008	D Gouldburn	HBC sites identified and reported to Cabinet

## 4.2 APPENDIX 1

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
<ul style="list-style-type: none"> <li>Consult and seek council / cabinet approval</li> </ul>	Regeneration and Planning/ NSD	October 2008	D Gouldburn	Cabinet approval secured July 2008, Council August 2008
<ul style="list-style-type: none"> <li>Procurement process</li> </ul>	Regeneration and Planning/ NSD	2008 onwards	D Gouldburn	Cabinet agreed the policy towards disposal of HBC land for affordable housing on 7.7.08. . Progressing discussions with potential RSL partners on Surtees Street and Golden Flatts sites with a view to supporting funding bids to HCA. Also working with Housing Hartlepool on HMR sites to secure land for redevelopment which will include elements of affordable housing.
<b><u>Growth Point</u></b>				
<ul style="list-style-type: none"> <li>Secure funding from Growth Point initiative to support housing growth initiatives</li> </ul>	Regeneration and Planning	March 2009	A Golightly	Growth Point status approved, Tees Valley allocation, identified, individual Local Authority budgets currently being negotiated
<ul style="list-style-type: none"> <li>Prioritise specific projects and allocate resources</li> </ul>	Regeneration and Planning	April 2009	A Golightly	List of potential projects included in original bid. Priorities to be presented

## 4.2 APPENDIX 1

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
				for consideration by PFH
<b><u>Supporting People</u></b>				
<ul style="list-style-type: none"> <li>Procure short term SP eligible support services as agreed by Commissioning Body</li> </ul>	Departmental/ Supporting People Programme Governance	September 2008	Phil Homsby	Completed Services commenced January 08 and Jan 09
<ul style="list-style-type: none"> <li>Procure SP services as agreed by SP Commissioning Body and identified as High priority in 5 year SP Strategy</li> </ul>	Departmental/ Supporting People Programme Governance	December 2008	Phil Homsby	Completed
<ul style="list-style-type: none"> <li>Agree Floating Supporting Services for people with learning disabilities</li> </ul>	Departmental/ Supporting People Programme Governance	September 2008	Phil Homsby	Completed service commencing March 2009
<ul style="list-style-type: none"> <li>Ensure HIA service established with HBC</li> </ul>	Departmental/ Supporting People Programme/Re generation and Planning	April 2008	Phil Homsby	service commenced April 2008
<b><u>Strategic Partnership for Maintenance and Minor Works</u></b>				
<ul style="list-style-type: none"> <li>Review and Renew Contract</li> </ul>	Neighbourhood Services	March 2009	A Williams / C Bolton	

## 4.2 APPENDIX 1

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
Leisure Trust				
<ul style="list-style-type: none"> <li><b>Examination of potential</b></li> </ul>	Adult and Community Services	2009/12	J Mennear	In conjunction with Mill House Leisure Centre Development feasibility work
<b><u>Environment and Waste Management Services</u></b>				
<ul style="list-style-type: none"> <li>Weed Control</li> </ul>	Neighbourhood Services	February 2009	Albert Cope	New contract for 3 years will be completed with contractor by end of February 2009
<ul style="list-style-type: none"> <li>Household Waste Recycling Centre</li> </ul>	Neighbourhood Services	April 2009	Colin Ogden	Extended existing contract by 6 months and procurement in partnership with Redcar. Tender procedure taking place with contracted expected to be awarded for April 2009 .
<ul style="list-style-type: none"> <li>Household Waste Recycling Centre</li> </ul>	Neighbourhood Services	December 2009	Colin Ogden	Extention to present Site to accommodate further recycling facilities including reuse and education centre
<ul style="list-style-type: none"> <li>Bring Recycling Centres</li> </ul>	Neighbourhood Services	March 2010	Fiona Srogi	Will be procured in 2009/10 for the 5 Tees Valley authorities (or when upturn in markets takes place). - JSU leading officer Ken Sherwood. This will

## 4.2 APPENDIX 1

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
				involve the rationalisation of bring centres in Hartlepool.
<ul style="list-style-type: none"> <li>Dog Wardens Service</li> </ul>	Neighbourhood Services	Sept 2008	Craig Thelwell	Report sent to Portfolio Holder and approval given to go out to tender. Further consideration needed in respect of 'out of hours' aspect of the contract, and whether it will be beneficial to tap into the NEPO contract for this particular aspect. NEPO contract is not due to go out to tender until early March.
<ul style="list-style-type: none"> <li>Abandoned and untaxed vehicles</li> </ul>	Neighbourhood Services	Sept 2008	Craig Thelwell	Possible 3rd sector involvement. Report sent to Portfolio Holder and approval given to go out to tender. Further information being sought about new disposal regulations, which may have an impact on the contract. This is an issue that has been brought to the attention of the Tees Valley Joint Procurement Group.

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### APPENDIX 1

Activity	Type Of Activity - Corporate / Departmental	Timescale	Lead Officer (s)	Comments
<b><u>Workforce Development</u></b>				
<ul style="list-style-type: none"> <li>Procurement of a framework agreement for training and development activity</li> </ul>	Corporate	April 2009 for 4 years	Lucy Armstrong	Tender Award expected March 2009

## Collaboration North East

Project Title	Description
Policy and Practice Harmonisation	This project is focused on developing a collaborative approach to procurement across the region where collaboration adds value to the procurement. This will be achieved through the harmonisation of current regional local authority policy frameworks relevant to procurement activity in the following key areas: Financial (Standing Orders/Contract Procedure Rules), Sustainability, Equalities and Diversity, Health and Safety, Collaborative Procurement, Workforce Employment and the production of a Multi Sector Agreement.
Category Spend Planning and Category Management	<p>The project involves the Proof of Concept, development and implementation of strategic category management and analysis approach to collaboration.</p> <ul style="list-style-type: none"> <li>• Carry out high level study of existing good practise re Collaborative Arrangements</li> <li>• Arrange a Category Management 'Awareness' Workshop externally facilitated.</li> <li>• Development of Categories for Phase 1</li> <li>• Develop proposal for Category Management</li> </ul>
Commerce Interface	<p>The objective of the project is to ensure that the harmonisation procurement documents that have been produced by NECE are adopted by all local authorities and that the necessary infrastructure and governance is put in place to keep the documents up to date, further develop them as required and manage and publish any changes.</p> <p>The key facts document also contains the processes associated with Supplier Registration &amp; Accreditation and the Portal Roll Out</p>
Capacity Management and Mobilisation:	<p>This theme is concerned with ensuring that the appropriate regional leadership and capability are in place to deliver the savings and benefits that regional collaboration using a category based planning approach brings.</p> <ul style="list-style-type: none"> <li>• Political governance and operational framework review</li> <li>• Capability Reviews</li> <li>• Capability Development Programme</li> <li>• Systems</li> </ul>
4.2 5 Yr Proc Plan Update	



<b>Project Title</b>	<b>Description</b>
Demand and Supply Side Intelligence	<p>The key objective is to develop a repository of procurement intelligence, integrated from multiple supply and demand sources that can be packaged for specific user requirements and deployed across the web to every decision maker. Scalable, in both data and performance, to meet the needs of a growing community of users.</p> <p>This will provide a rich intelligence to a regional community of stakeholders, to realise the greater potential for regional collaborative procurement using a category based planning approach to contribute, through a partnership approach, to service improvement and market development to achieve significant social, economic and environmental outcomes for the North East</p>

Spend Analysis

EXOR to work on Local Authority Cubes

## **CONTRACT SCRUTINY COMMITTEE**

Monday 16<sup>th</sup> March 2009



**Report of:** Director of Adult and Community Services

**Subject:** HARTLEPOOL DOCKFEST/TALL SHIPS  
INFRASTRUCTURE TENDERS

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

- 1.1 To seek Committee's consideration of a legitimate tender application that was overlooked at Contract Scrutiny Committee on 2<sup>nd</sup> March 2009.

### **2. BACKGROUND**

- 2.1 Tenders for separate infrastructure items for Hartlepool Dockfest 09 and The Tall Ships Races 2010 were opened at Contract Scrutiny Committee on 2<sup>nd</sup> March 2009. Members will recall that the Tall Ships tender process resulted in a high volume of submissions. All applications were divided into the 9 infrastructure items, which initially made the process easier and quicker. Unfortunately one of the applications for 'Barriers & Fencing' had been grouped with an identical looking package in the "Generators" pile. The assumption was made that these 2 packages were one generator application. One copy of the actual generator application was circulated and signed and the Barriers & fencing application was left, unopened and un-circulated. This report seeks to rectify the position.

### **3. PROPOSALS**

- 3.1 The un-opened application was genuine, arrived on time and in the appropriate format. It is a submission from a reputable company. We propose that the application should be considered with the others in that category.

**4. RECOMMENDATIONS**

- 4.1 That the report be noted and the application be authorised to be considered.

**5. REASONS FOR RECOMMENDATIONS**

- 5.1 Neither the company nor the event budget should be affected or be penalised potentially due to a Hartlepool Borough Council 'Officer error'.

**Contact Officer:** John Mennear, Assistant Director (Community Services)

Background Papers

None