

PLEASE NOTE TIME OF MEETING

CONTRACT SCRUTINY COMMITTEE AGENDA



Monday, 1 June 2009

at 2.30 pm

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 26 May 2009 (*to follow*)
- 4. ITEMS FOR INFORMATION**
 - 4.1 Results Of Tender For Provision Musculo Therapy/Physiotherapy Services –
Chief Personnel Officer
- 5. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**

CONTRACT SCRUTINY COMMITTEE

MINUTES AND DECISION RECORD

26 May 2009

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

PRESENT: Pauline Laffey (In the Chair);

Councillors Reuben Atkinson, Chris Simmons and Lilian Sutheran

OFFICERS: Graham Frankland, Head of Procurement, Property and Public Protection
Anne Smith, Head of Information, Planning and Support Services
Amy Waters, Principal Housing Regeneration Officer
Chris Walker, Senior Legal Assistant
Jo Wilson, Democratic Services Officer

84. Apologies for Absence

Apologies were received from the Mayor, Stuart Drummond and Councillors Martyn Aiken, Shaun Cook and Carl Richardson.

85. Declarations of Interest

Councillor Simmons declared a personal interest in item 4.2 – Results of the Evaluation of Pre Qualification Questionnaire Responses: Building Schools for the Future ICT Managed Service (Ref:320).

Councillor Laffey declared a personal interest in items 4.1 – Sale of Land at Charles Street, Hartlepool for Affordable Housing Provision – and 7.1 – Sale of Council Land for Affordable Housing (CRN39)

86. Minutes of the Meeting held on 11 May 2009

The minutes were confirmed as a true record.

87. Sale of Land at Charles Street, Hartlepool, for Affordable Housing Provision *(Director of Regeneration and Planning Services and Director of Neighbourhood Services)*

In October 2007 Cabinet had agreed that an Affordable Housing programme should be pursued in Hartlepool, that the Council would support the bidding by Registered Social Landlords (RSLs) for Housing

Corporation resources and that bids should be invited from RSLs for Council owned land to develop affordable housing schemes. A subsequent search of land registers and database had highlighted land at Charles Street as an appropriate site and Cabinet had agreed that the site should be the subject of a formal development brief and selected tendering process.

Details were given of the proposed development brief which would invite tender/offers and prescribe specific criteria. This brief would be sent to four RSLs operating within Hartlepool with existing development programmes. Each tender submission would be asked to outline 3 financial and scheme proposals for the site – one including the refurbishment of the Market Hotel, one excluding the refurbishment and one including the hotel demolition. The Head of Procurement, Property and Public Protection confirmed that the final decision as to which of the three options would be actioned would ultimately rest with the Cabinet.

Members expressed their support for affordable housing but cautioned against these areas becoming mini-ghettos. The Principal Housing Regeneration Officer acknowledged these concerns and referred to the intent to introduce a future clause into contracts for all new builds whereby a proportion of affordable housing would have to be included. The high standard of affordable housing was also discussed with members commenting that they were usually of a higher specification than comparable private housing. Issues surrounding future right-to-buy options were also referred to with members highlighting the need to ensure that there continued to be enough affordable housing in the future.

Decision

That the financial proposal for each of the options presented from each RSL submission received be noted.

88. Results of the Evaluation of the Pre Qualification Questionnaire (PQQ) Responses: Building Schools for the Future (BSF) ICT Managed Service (Ref:320) (Director of Children's Services)

Members were advised that six completed Pre Qualification Questionnaires had been received from potential providers which had been evaluated against the criteria outlined in the evaluation matrix. The six potential providers had subsequently been ranked. The third ranked provider withdrew from the process in May 2009 and it was therefore decided to promote the fourth ranked provider to be one of the three shortlisted potential bidders. The three selected bidders had subsequently been issued with the Invitation to Participate in Dialogue documents.

Decision

That the conclusion of the evaluation of the Pre Qualification Questionnaires be noted.

89. 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 items of business on the grounds that it convolved 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 90 – Sale of Council Land for Affordable Housing (CRN39) – para 3 information relating to the financial or business affairs of any particular person (Including the Authority holding that information)

90. Sale of Council Land for Affordable Housing (CRN39)(para 3) – *Principal Housing and Regeneration Officer*

One tender had been received in respect of this contract and this was opened in the presence of the Committee

Decision

That the opening of the tenders be noted.

The meeting concluded at 10:35am.

CHAIR

CONTRACT SCRUTINY COMMITTEE

1 June 2009



Report of: Chief Personnel Officer

Subject: RESULTS OF TENDER FOR PROVISION
MUSCULO THERAPY/PHYSIOTHERAPY
SERVICES

1. PURPOSE OF REPORT

- 1.1 To inform members of the panel of the decision made regarding appointing contractors for the provision of Musculotherapy/physiotherapy Services to the Council.

2. BACKGROUND

- 2.1 This contract is to provide a musculotherapy/physiotherapy service to managers and employees. The need for the service was reported to and agreed by the Performance Management Portfolio Holder on 2nd February 2009.
- 2.2 In addition the Council through its performance management system strives to reduce sickness levels. To assist managers and employees it aims to provide support services that can assist in reducing the incidence of long term sickness and minimising the effects of debilitating conditions. The Council is also committed to adjusting working arrangements to support individual needs wherever it is reasonable to do so.
- 2.3 The musculo-therapy/physiotherapy service provides support, treatment and assistance for employees to ensure that physical health conditions are treated quickly thereby reducing the risk that employees will require time off due to the injury or that their role becomes restricted.
- 2.4 At the current time the Council utilises the services of a musculo-therapy service provider, Keith Stephens. The current service is well used by managers and employees to provide support, treatment and assistance which allows for early intervention and thereby help maintain people at work and provide advice on additional workplace adjustments where required.

- 2.5 The tender was advertised in the Hartlepool Mail and the Council's and Supply2 websites.
- 2.6 All received tenders were opened at the meeting of the Contract Scrutiny Panel on 30th March 2009. A total of eight companies submitted proposals for undertaking the service and these were Assura Hartlepool, Body 2 Fit, K2 Physiocare, Paul Gough, Active Physiocare, Connaught, East Durham Physiotherapy and Keith Stephens

3. PROPOSALS

- 3.1 To help clarify some of the contents of the company proposals site visits and discussions were held on 22nd April and 24th April 2009 and following these visits the submissions were evaluated.
- 3.2 A decision was made on the basis of price (50%) and quality (50%) of the submissions received and the highest score was K2 Physiocare.
- 3.3 As a result of the evaluation process the decision has been made to award the contract to K2 Physiocare as a result of the highest score achieved.

4. RECOMMENDATION

- 4.1 That members of the panel note the award of the contract to K2 Physiocare for the provision of Musculotherapy/physiotherapy Services.

5. CONTACT OFFICER

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