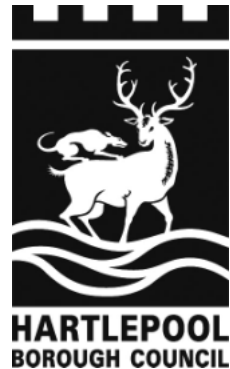


CHILDREN'S SERVICES PORTFOLIO

DECISION SCHEDULE



Tuesday, 5 January 2010

at 10.00 am

in Committee Room C, Civic Centre, Hartlepool

Councillor C Hill, Cabinet Member responsible for Children's Services will consider the following items.

1. KEY DECISIONS

No items

2. OTHER ITEMS REQUIRING DECISION

- 2.1 To Approve A Variation To The Instrument Of Government For The Hartlepool Pupil Referral Unit – *Director of Child & Adult Services*
- 2.2 To Approve A Variation To The Instrument Of Government For Manor College Of Technology – *Director of Child & Adult Services*

3. ITEMS FOR INFORMATION

- 3.1 Outcome Of Building Schools for the Future (BSF) Information and Communications Technology (ICT) Invitation to Submit Final Bids (ITSFB) – *Director of Child & Adult Services*

4. REPORTS FROM OVERVIEW OF SCRUTINY FORUMS

No items

CHILDREN'S SERVICES PORTFOLIO

5 January 2010



Report of: Director of Child & Adult Services

Subject: TO APPROVE A VARIATION TO THE
INSTRUMENT OF GOVERNMENT FOR THE
HARTLEPOOL PUPIL REFERRAL UNIT

1. PURPOSE OF REPORT

To request the Portfolio Holder for Children's Services to approve a variation to the Instrument of Government for the Hartlepool Pupil Referral Unit to reflect a change in location.

2. BACKGROUND

The report sets out the background to the variation of an instrument of Government.

3. RECOMMENDATIONS

The Portfolio Holder is responsible for all education and childcare matters.

4. TYPE OF DECISION

Non key

5. DECISION MAKING ROUTE

Children's Services Portfolio meeting on 5th January 2010.

Report of: Director of Child & Adult Services

Subject: TO APPROVE A VARIATION TO THE
INSTRUMENT OF GOVERNMENT FOR THE
HARTLEPOOL PUPIL REFERRAL UNIT

1. PURPOSE OF REPORT

- 1.1 To seek approval from the Portfolio Holder for Children's Services to a variation to the Instrument of Government to reflect a change in the location of Hartlepool Pupil Referral Unit.

2. BACKGROUND

- 2.1 Following the recent re-location of the Hartlepool Pupil Referral from Brierton Lane, Hartlepool to the Hartlepool Educational Development Centre, in accordance with the Education (Pupil Referral Units)(Management Committees etc)(England) Regulations 2007, the Instrument of Government has been varied accordingly.

3. RECOMMENDATIONS

That the Portfolio Holder for Children's Services approve the variation to the Instrument of Government with effect from 5th January 2010 as attached at **Appendix 1**.

Contact Officer:

Ann Turner
Governor Support Officer
Child & Adult Services Department
telephone 523766
email ann.turner@hartlepool.gov.uk

INSTRUMENT OF GOVERNMENT



1. The name of the school is: Hartlepool Pupil Referral Unit
2. The DCSF Number is: 1100
3. The address of the Hartlepool Pupil Referral Unit is:
Pupil Referral Unit
Hartlepool Education Development Centre
Golden Flatts
Seaton Lane
Hartlepool
TS25 1HN
4. The name of the Management Committee is: The Management Committee of Hartlepool Pupil Referral Unit.
5. The Management Committee shall consist of:
 - a. 1 parent member;
 - b. 2 Local Authority members;
 - c. 2 staff members;
 - d. 6 community members;
6. Total number of members: 11
7. The term of office of all members is four years
8. This instrument of government comes into effect on: 5th January 2010
9. This instrument was made by order of Hartlepool Borough Council.

10. A copy of the instrument will be supplied to every member of the Management Committee, the Service Manager and the Department for Children, Schools and Families.

CHILDREN'S SERVICES PORTFOLIO

5 January 2010



Report of: Director of Child & Adult Services

Subject: TO APPROVE A VARIATION TO THE
INSTRUMENT OF GOVERNMENT FOR
MANOR COLLEGE OF TECHNOLOGY

1. PURPOSE OF REPORT

To request the Portfolio Holder for Children's Services to approve a variation to the Instrument of Government for Manor College of Technology to reflect a change in the Sponsor Governor representation.

2. BACKGROUND

The report sets out the background to the variation of an instrument of Government for schools.

3. RECOMMENDATIONS

The Portfolio Holder is responsible for all education and childcare matters.

4. TYPE OF DECISION

Non key decision

5. DECISION MAKING ROUTE

Children's Services Portfolio meeting on 5 January 2010.

Report of: Director of Child & Adult Services

Subject: TO APPROVE A VARIATION TO THE
INSTRUMENT OF GOVERNMENT FOR
MANOR COLLEGE OF TECHNOLOGY

1. PURPOSE OF REPORT

- 1.1 To seek approval from the Portfolio Holder for Children's Services to a variation to the Instrument of Government to reflect a change in sponsor governor representation on the governing body for Manor College of Technology.

2. BACKGROUND

- 2.1 In accordance with the School Governance (Constitution) (England) Regulations 2007, the Governing Body of Manor College of Technology at their meeting held on 6th November 2009, reviewed the sponsor governor representation and replaced Seimens with Hart Biologicals.

3. RECOMMENDATIONS

That the Portfolio Holder for Children's Services approve the variation to the Instrument of Government with effect from 5th January 2010 as attached at **Appendix 1**.

Contact Officer:

Ann Turner
Governor Support Officer
Child & Adult Services Department
telephone 523766
email ann.turner@hartlepool.gov.uk

INSTRUMENT OF GOVERNMENT



1. The name of the school is: Manor College of Technology.
2. The college is a foundation school.
3. The name of the governing body is "The governing body of Manor College of Technology".
4. The governing body shall consist of:
 - a. 7 parent governors;
 - b. 1 LA governor;
 - c. 4 staff governors;
 - d. 6 community governors;
 - e. 2 partnership governors;
 - f. 2 sponsor governors.
5. Total number of governors 22.
6. The sponsors who are entitled to nominate 2 persons for appointment as sponsor governors under schedule 5 of the Regulations are British Energy and Hart Biologicals.
7. This instrument of government comes into effect on 6th January 2010.
8. This instrument was made by order of Hartlepool Local Authority on 5th January 2010.
9. A copy of the instrument must be supplied to every member of the governing body (and the headteacher if not a governor).

CHILDREN'S SERVICES PORTFOLIO

Report to Portfolio Holder

5 January 2010



Report of: Director of Child & Adult Services

Subject: OUTCOME OF BUILDING SCHOOLS FOR
THE FUTURE (BSF) INFORMATION AND
COMMUNICATIONS TECHNOLOGY (ICT)
INVITATION TO SUBMIT FINAL BIDS (ITSFB)

SUMMARY

1. PURPOSE OF REPORT

To inform the Portfolio Holder of the outcome of recent evaluations of the Invitation to Submit Final Bids (ITSFB). To advise of the preferred bidder who is to proceed through financial close to contract finalisation.

2. SUMMARY OF CONTENTS

This report outlines the process for evaluation of the ITSFB and the outcome of process. The report also provides details of the suppliers who submitted ITSFBs and the selected preferred bidder.

3. RELEVANCE TO PORTFOLIO MEMBER

It is appropriate for the Portfolio Holder to note the decision.

4. TYPE OF DECISION

Non-key.

5. DECISION(S) REQUIRED

To note

Report of: Director of Children's Services

Subject: OUTCOME OF BSF ICT ITSFB EVALUATION
PROCESS

1. PURPOSE OF REPORT

To inform the Portfolio Holder of the outcome of recent evaluations of the ITSFB. To advise of the selected preferred bidder.

2. BACKGROUND

Building Schools for the Future (BSF) is a long-term programme of investment and change in England that will help transform education for secondary age students by providing 21st century learning environments that engage and inspire young people, their teachers and the wider community.

Hartlepool is a Wave 5 authority in the BSF programme and has recently received approval from Partnerships for Schools (PfS) for the Outline Business Case submitted in December 2008. This allows the Local Authority to proceed to the procurement phase of the project, with government funding.

An integral component of the BSF programme is Information and Communications Technology (ICT). BSF aims to provide:

- a step change in the level of ICT provision in secondary schools in England;
- buildings designed to maximise the use of ICT;
- managed ICT services which guarantee availability;
- incentives to develop the use of ICT in teaching and learning.

As part of this process the Local Authority advertised the ICT Managed Service contract via the Official Journal of the European Union on 2nd March 2009 and a tender route is being followed which provides for the following timetable:

Stage	Actual or Planned Date
OJEU Notice Published	2 March 2009
Issue of Descriptive Document and Pre-Qualification Questionnaire (PQQ)	2 March 2009 – 8 April 2009
Return of PQQ	8 April 2009 (noon)
Evaluation Process	15 April – 22 April 2009
Shortlist of 3 bidders confirmed	5 May 2009
Issue of IPD to 3 Bidders	8 May 2009
Clarification meetings with Bidders and site visits	11 May 2009 – 16 June 2009
Return of Initial Bids	26 June 2009
Evaluation Process	29 June 2009 – 14 July 2009
Completion of Stage 2	19 August 2009
Proceed to Stage 3	19 August 2009
IPD Phase 2	19 August 2009 – 30 October 2009
Close of Dialogue	30 October 2009
Issue of Invitation to Submit Final Bids (ITSFB)	2 November 2009
Submit Final Bids	6 November 2009
Clarification, specification and fine-tuning and evaluation of Final Bids	9 November – 2 December 2009
Notification to Bidders	22 December 2009
Alcatel Standstill begins	22 December – 1 January 2010
Appointment of Selected Bidder	4 January 2010
Contract Finalisation	20 November 2009 – 28 February 2010
Contract award (Financial Close)	1 March 2010
Contract commencement	1 March 2010

3. THE EVALUATION AND MODERATION PROCESS

The closing date for the return of the ITSFB documents was 6th November 2009. Hartlepool Borough Council received 2 ITSFBs which were subsequently opened at the contract scrutiny committee meeting on the 9th November 2009 and were passed to the evaluation team for consideration.

The evaluation team consisted of representatives from all secondary schools including the PRU and Catcote Special School, internal and external financial advisers, legal advisers, the external ICT adviser, colleagues from internal HR and Insurance, internal educational consultant, ICT/D&B Integration and Head of Information, Planning and Support Services who is also acting as the lead officer for the BSF ICT Procurement.

The evaluation process took place from the 10th November 2009 and concluded on the 1st December 2009. All of the evaluations were collated and the results presented to a moderation meeting on the 2nd December 2009. Agreement of the preferred bidder was reached at this meeting, details of which are contained in **Appendix 1**.

This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (para 3) Information relating to the financial or business affairs of any particular person (including the authority holding that information).

4. RISK IMPLICATIONS

There is a risk of challenge by the company that has not been selected as the preferred bidder, however, full composite copies of all documentation including the evaluations have been retained for audit purposes.

5. FINANCIAL CONSIDERATIONS

The financial considerations for this process are in relation to officer time during the whole process including costs incurred through the engagement of external advisers. However, the engagement of external advisers is a requirement of PfS to secure the BSF funding. Additionally, the benefits of undertaking such a thorough process outweigh any financial issues.

Additionally in terms of the actual procurement process, internal and external financial advisers have evaluated the financial cost models submitted by each bidder

6. LEGAL CONSIDERATIONS

As part of the evaluation process, internal and external legal advisers have considered the responses within the IPD Stage 1 relating to any legal aspects.

7. RECOMMENDATIONS

To note the outcome of the evaluation and moderation process and the selected preferred bidder.

8. CONTACT OFFICER

Anne Smith, Head of Information, Planning and Support Services

Email: anne.smith@hartlepool.gov.uk

Tel: 01429 523724