

CONTRACT SCRUTINY COMMITTEE AGENDA



Monday, 6th September 2010

at 11.00 am

**in Committee Room C,
Civic Centre, Hartlepool**

MEMBERS: CONTRACT SCRUTINY COMMITTEE:

Councillors Aiken, Ingham, Lawton, London, Maness, Richardson, Simmons, Sutheran and Wells.

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 26th July 2010 (*to follow*)

4. ITEMS FOR INFORMATION

- 4.1 Exception to the Contract Procedure Rules – *Director of Child and Adult Services*
- 4.2 Update on Contract Procedure Rules – Verbal Presentation – *Assistant Director (Resources)*
- 4.3 Harmonisation of Tender Procurement Process – *Strategic Procurement Manager* (to follow)

5. ANY OTHER ITEMS WHICH THE CHAIR 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. TENDERS TO BE OPENED

7.1 Catcote Road / Oxford Road Junction Improvements (ref 467) – *Senior Projects Officer*

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

CONTRACT SCRUTINY COMMITTEE

MINUTES AND DECISION RECORD

23rd August 2010

The meeting commenced at 11.00 a.m. in the Civic Centre, Hartlepool

PRESENT: Councillor Frances London (In the Chair);

Councillors Martyn Aiken, Trish Lawton, Sarah Maness,
Carl Richardson, Chris Simmons, Lilian Sutheran and
Ray Wells

OFFICERS: Brian Ayre, Commissioned Services Manager
Craig Thelwell, Waste and Environmental Services Manager
Dennis Hancock, Senior Engineer (Environmental Issues)
Ursula Larkin, Procurement Category Manager
Hannah Watkins, National Management Trainee
Kate Watchorn, Commercial Solicitor
Jo Wilson, Democratic Services Officer
Jess Coulson, Modern Apprentice

18. Apologies for Absence

Apologies were submitted from Councillor Peter Ingham

19. Declarations of Interest

None

20. Minutes of the meeting held on 26 July 2010

These were approved as a true record.

21. Contract for the Provision of an Advocacy Service for Adults *(Director of Child and Adult Services)*

The Commissioned Services Manager informed Members that following the tendering process and evaluation of tenders received the contract had been awarded to DISC (Developing Initiatives Supporting Communities). The full process was outlined within the report. Whereas previously a flat fee had been paid in advance in the future a spot purchase arrangement would apply meaning the Council would only pay for services that had been used. These changes had been made due to difficulty ascertaining exactly how many people were using the service. Organisations had been asked to tender based on 200

referrals requiring 1500 client contact hours per annum. However this figure was pure speculation as the reporting mechanisms of the previous provider had failed to provide information on numbers of service users. Should this figure be incorrect the contract figure could be amended accordingly.

Members queried how the service would be monitored and were advised this would be done via a combination of the monthly report, regular inspections and an audit of the service. Members stressed the importance of contacting service users directly for their feedback however they queried whether DISC would charge the Council for provision of customer feedback surveys. The Commissioned Services Manager indicated that the rate was just to provide the service.

Decision

That the Director of Child and Adult Services' support of the views of the Commissioned Services Manager and the award of a contract for 3 years to DISC (Developing Initiatives Supporting Communities) to provide an advocacy service to adults with an option to extend due to satisfactory performance be noted.

22. 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 23 – Removal, Storage and Disposal of Abandoned and Nuisance Vehicles (Contract Reference Number 318) – para 3 information relating to the financial or business affairs of any particular person (Including the Authority holding that information)

Minute 24 – Collection, Receiving and Kennelling of Stray Dogs (Contract Reference Number 319) - para 3 information relating to the financial or business affairs of any particular person (Including the Authority holding that information)

Minute 25 – Hartlepool Headland Structures Preliminary Options Study (Contract Reference Number 309) – Para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information)

23. Removal, Storage and Disposal of Abandoned and Nuisance Vehicles (Contract Reference Number 318) *(National Management Trainee)*

Six tenders had been received. Members were advised that owing to an administrative error tender applications for this contract had not been submitted in accordance with the Council's contract procedure rules. Details were given as to the nature of the error. Following discussion members agreed that 5 of the tenders should be accepted, while one should be discarded as it had arrived after the deadline. The tender envelopes were duly opened in the presence of the committee.

Decision

That the opening of the tenders be noted.

24. Collection, Receiving and Kennelling of Stray Dogs (Contract Reference Number 319) *(National Management Trainee)*

One tender had been received. Members were advised that owing to an administrative error tender applications for this contract had not been submitted in accordance with the Council's contract procedure rules. Details were given as to the nature of the error. Following discussion members agreed that the tender should be accepted and it was duly opened in the presence of the committee.

Decision

That the opening of the tender be noted

25. Hartlepool Headland Structures Preliminary Options Study (Contract Reference Number 319) *(Principal Engineer (Environmental Issues))*

Four tender envelopes had been received in respect of this contract and these were opened in the presence of the Committee.

Decision

That the opening of the tenders be noted

26. Any other confidential items which the Chair considers are urgent

Details are given in the closed section of the minutes

Decision

Details are given in the closed section of the minutes

The meeting concluded at 12:25 pm

CHAIR