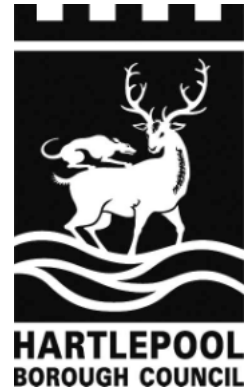


# **CONTRACT SCRUTINY COMMITTEE AGENDA**



**Monday, 14 February 2011**

**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 31<sup>st</sup> January 2011
- 4. ITEMS FOR INFORMATION**

No items
- 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 Review of Energy Bills (ref 531) (para 3) – *Procurement Category Manager*
- 7.2 The provision of face to face Counselling services for the employees of Hartlepool Borough Council and Middlesbrough Borough Council. (ref 469) (para 3) – *Commissioning and Contracts Manager*
- 7.3 Seaton Carew Town Frontage Coast Protection Works (ref 549) (para 3) – *Senior Projects Officer*
- 7.4 Provision of Vehicle Telematic and Tracking Systems (ref 552) (para 3) – *Procurement Category Manager*

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

# **CONTRACT SCRUTINY COMMITTEE**

## **MINUTES AND DECISION RECORD**

31 January 2011

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

**PRESENT:** Councillor Frances London (In the Chair);  
Councillors Martyn Aiken, Peter Ingham, Trisha Lawton, Sarah Maness, Carl Richardson, Chris Simmons, Lilian Sutheran and Ray Wells

**OFFICERS:** Terry Maley, Procurement and Category Manager  
Brendon Colarossi, Senior Engineer (Construction)  
Kate Watchorn, Commercial Solicitor  
Jo Wilson, Democratic Services Officer

### **74. Apologies for Absence**

None

### **75. Declarations of Interest**

None

### **76. Minutes of the meeting held on 17<sup>th</sup> January 2011**

Approved

### **77. 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 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 78 – Burn Road Roundabout 3 Lane Approach - (ref 545) - para 3 information relating to the financial or business affairs of any particular person (Including the Authority holding that information)

Minute 79 – The Provision of Supported Accommodation to People with Mental Health Conditions (CRF 225) - para 3 information relating to the financial or business affairs of any particular person (including the Authority holding that information)

**78. Burn Road Roundabout 3 Lane Approach (ref 545)**  
(Senior Engineer (Construction))

Four tenders had been received in respect of the above contract which were opened in the presence of the committee.

**Decision**

That the opening of the tenders be noted

**79. The Provision of Supported Accommodation to People with Mental Health Conditions (CRF 225)**  
(Procurement and Category Manager)

Members were advised of the outcome of the tender process relating to the provision of supported accommodation for people with mental health conditions. In September 2010 a restricted tender process had been advertised in line with Contract Procedure Rules. Twenty-one agencies had requested pre-qualification documentation, 11 formally submitting a pre-qualification questionnaire. Seven agencies had formally submitted tenders which were opened by Contract Scrutiny Committee on 13<sup>th</sup> December 2010. The tenders had been evaluated in line with pre-determined weightings and criteria, a full breakdown of the scoring was attached as a confidential appendix to the report. Details were also provided within the closed section of the report of the successful tenderer and savings made to the local authority by this decision.

Members made the following queries:

What was the hourly rate for the successful bid? The Procurement and Category Manager did not have that information to hand but assured members that it had been the lowest. The evaluation had been carried out on a 60:40 quality:price basis and thorough evaluation of the pricing had been carried out.

Would the service being provided include distribution of medication? Was it expected to lead toward independent living? The Procurement and Category Manager confirmed that both had been included in the service specification. The quality of the service provided was of particular importance.

How would the provision of service be overseen? The Procurement and Category Manager confirmed that there would be a stringent approach to monitoring of the contract and the service itself, in light of the high profile nature of the contract.

Would the service cover out of hours care? The Procurement and Category Manager advised that a concierge service would be provided to deal with queries made outside office hours. This would be an on-

site service but not a sleepover arrangement.

The Procurement and Category Manager confirmed that the successful tenderer was based in the North East.

**Decision**

That the outcome of the tender process be noted.

The meeting concluded at 11:15 am

CHAIR