

CONTRACT SCRUTINY PANEL AGENDA



Monday 15th May 2006

at 11:00 am

in Committee Room 'A'

MEMBERS: CONTRACT SCRUTINY PANEL:

Councillors Cranney, Cook, Griffin, J Marshall and Rayner

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 2nd May 2006 (*to follow*)

4. ITEMS FOR INFORMATION

4.1 Tall Ships' Race 2010, Bid Document Preparation - *The Assistant Director (Planning and Economic Development) and the Assistant Director (Community Services)*

5. ITEMS FOR DECISION

5.1 None

6. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

7. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

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

8. ITEMS FOR INFORMATION

8.1 None

9. OPENING OF TENDERS

9.1 None

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

CONTRACT SCRUTINY PANEL

MINUTES AND DECISION RECORD

2nd May 2006

PRESENT: Councillor Pat Rayner (in the Chair)
Councillors Robin Cook and Sheila Griffin

OFFICERS: Jacqui Tucker, Contracts Officer
John Lawler, Public Transport Co-ordinator
Lesley Strickland, Events Officer
Pauline Newton - Principal Legal Executive
Jan Bentley - Democratic Services Officer

137. APOLOGIES FOR ABSENCE

None

138. DECLARATIONS OF INTEREST

None

139. CONFIRMATION OF MINUTES OF THE MEETING HELD ON 24th APRIL 2006

The minutes were confirmed.

140. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

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).

Minute 141 - Contract of the Supply and Delivery of Frozen Meals (para 3) – exempt information under 12A Local Government Act 1972 namely information relating to the financial or business affairs of any particular person (including the authority holding that information – *Principal Commissioning Manager, Adult and Community Services*

Minute 142 - Tenders in respect of Public Transport (para 3) – exempt information under 12A Local Government Act 1972 namely information relating to the financial or business affairs of any particular person (including the authority holding that information – *Head of Technical Services*

Minute 143 - Tenders in respect of Licensed Bar at Hartlepool Maritime Festival 2006 (para 3) – exempt information under 12A Local Government Act 1972 namely information relating to the financial or business affairs of any particular person (including the authority holding that information – *Director of Community Services*

Minute 144 - Tenders in respect of Catering at Hartlepool Maritime Festival 2006 (para 3) – exempt information under 12A Local Government Act 1972 namely information relating to the financial or business affairs of any particular person (including the authority holding that information – *Director of Community Services*

141. CONTRACT OF THE SUPPLY AND DELIVERY OF FROZEN MEALS (para 3) – *Principal Commissioning Officer, Adult and Community Services*

Members were updated on the evaluation of tenders received for the supply and delivery of frozen meals.

142. TENDERS IN RESPECT OF PUBLIC TRANSPORT – (para 3) *Head of Technical Services*

Members were informed that tenders had been invited in respect of the above.

143. TENDERS IN RESPECT OF THE LICENSED BAR AT HARTLEPOOL MARITIME FESTIVAL 2006 (para 3) *Director of Community Services*

Members were informed that tenders had been invited in respect of the above.

144. TENDERS IN RESPECT OF CATERING AT HARTLEPOOL MARITIME FESTIVAL 2006 (para 3) *Director of Community Services*

Members were informed that tenders had been invited in respect of the above.

P RAYNER

CHAIR

CONTRACT SCRUTINY PANEL

15th May 2006



Report of: The Assistant Director (Planning and Economic Development) and the Assistant Director (Community Services)

Subject: TALL SHIPS' RACE 2010, BID DOCUMENT PREPARATION

1. PURPOSE OF REPORT

- 1.1 To inform members of the appointment of external consultants and a printer to produce the bid document for the Tall Ships' Race 2010, in urgent circumstances, as an exception from the Contract Procedure Rules.

2. BACKGROUND

- 2.1 Para 1(iii) of the Contract Procedure Rules indicates that no exception from any of the rules shall be made otherwise than by direction of, in cases of urgency, the Chief Officer after consultation with the Monitoring Officer. A record of the exception must be reported to the Contracts Scrutiny Panel.

3. INFORMATION

- 3.1 At a meeting on 7th April, 2006 involving the Hartlepool Marina manager, the Mayor and relevant officers, the Council was notified of an invitation for Hartlepool to bid to serve as a host port for the 2010 Tall Ships' Race, received from Sail Training International, the Race organisers. The invitation was understood to have followed very positive feed-back from those Tall Ships' captains and crew who had visited Hartlepool in July 2005 prior to their stay on the Tyne. That previous visit to Hartlepool had generated 175,000 visitors to Hartlepool over the weekend and had been regarded as a very successful event, serving as a fine show-case for Hartlepool. Mindful of the potential economic benefits of serving as a host port, the Mayor authorised work to proceed in preparing the bid.

- 3.2 The bid had to be submitted by the end of April. Whilst Council officers and colleagues in Hartlepool Marina and PD Ports Ltd could assemble the necessary information to be contained in the bid, it was clear that, given existing workload commitments and the short time available, there was not the capacity in-house to deal with the bid document drafting and editing, the graphic design input and the printing. Nor was there time to follow the requirements of the Contract Procedure Rules to engage external suppliers of these services.
- 3.3 After consultation with the Chief Solicitor as Monitoring Officer, the Assistant Director (Planning and Economic Development) put in place arrangements to appoint
- a) the Tourism and Planning Practice (Richard Spencer) to project manage the writing, design and submission of the bid. Based in Elwick, Mr Spencer has very relevant experience, knowledge and skills for the role, his previous career having included posts within this Council as Tourism Officer and with the Northumbria Tourist Board. In his consultant role he has worked for the Council and other Tees Valley authorities on various tourism and regeneration projects. Mr Spencer was already in contact with the Adult and Community Services Department about other work with that Department and so was quickly able to confirm that he had the capacity to undertake this work.
 - b) Spark Creative (Andy Watt) to provide the graphic design input for the document. Based at the Innovation Centre at Queens Meadow, Mr Watt also has relevant experience and skills, having produced various tourism guides for Hartlepool and the Tees Valley and having an extensive bank of relevant images.
 - c) Image Visual Communications to produce a short digitally printed run of copies of the document, they being one of the few printers in the region with the facilities and capacity to produce the document in the format and timescale involved.
- 3.4 The fee rates quoted by all three suppliers were consistent with known market rates in their respective areas; total cost will be of the order of £10,000 subject to confirmation of final invoices.
- 3.5 After intensive inputs from the Tourism and Planning Practice and Spark Creative, working alongside relevant Council officers, and a quick turn-around by Image Visual Communications, the bid document was dispatched on 27th April to meet the Race organisers' deadline. The Sail Training Institute will be assessing all bids throughout May and June when it is expected that site visits may well take place, a decision being expected at the end of June.

4. RECOMMENDATION

- 4.1 That the report be noted.