

CONTRACT SCRUTINY PANEL AGENDA



Monday 12th June 2006

at 10:00 am

in Committee Room 'A'

MEMBERS: CONTRACT SCRUTINY PANEL:

Councillors Brash, S Cook, Henery, Lilley 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 15th May 2006 (*attached*)

- 4. ITEMS FOR INFORMATION**

No items

- 5. ITEMS FOR DECISION**

No items

- 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

No items

9. OPENING OF TENDERS

- 9.1 Hart Lane/Wiltshire Way Junction – *Head of Technical Services* (para 3)
- 9.2 Various Vehicles – *Head of Technical Services* (para 3)

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

CONTRACT SCRUTINY PANEL

MINUTES AND DECISION RECORD

15th May 2006

- PRESENT:** Councillor Pat Rayner (in the Chair)
Councillors Rob Cook, Sheila Griffin and John Marshall
- OFFICERS:** Stuart Green, Assistant Director (Planning and Economic Development)
John Mennear, Assistant Director (Community Services)
Pauline Newton, Principal Legal Executive
Jan Bentley, Democratic Services Officer
Jo Wilson, Democratic Services Officer

145. APOLOGIES FOR ABSENCE

None

146. DECLARATIONS OF INTEREST

None

147. CONFIRMATION OF MINUTES OF THE MEETING HELD ON 2nd MAY 2006

The minutes were confirmed.

148. TALL SHIPS RACE 2010, BID DOCUMENT PREPARATION – *Assistant Director (Planning and Economic Development) and Assistant Director (Community Services)*

Purpose of report

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

Issues for information.

At a meeting on 7th April 2006 the Council was notified of an invitation for Hartlepool to bid to serve as a host port for the 2010 Tall Ships' Race from the race organisers, Sail Training International. The bid had to be submitted by the end of April but there was not the capacity in-house to deal with the bid document drafting and editing, the graphic design input or the printing. Nor was there time to follow the requirements of the Contract Procedure Rules to

engage external suppliers.

Members were advised that the Contract Procedure Rules indicated 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. This consultation was duly carried out and the Assistant Director (Planning and Economic Development) put in place arrangements to appoint: -

- The Tourism and Planning Practice (Richard Spencer) to project manage the writing, design and submission of the bid.
- Spark Creative (Andy Watt) to provide the graphic design input for the document.
- Image Visual Communications to produce a short digitally printed run of copies of the document

The fee rates quoted by all three suppliers were consistent with known market rates with total cost expected to be of the order of £10,000 subject to confirmation of final invoices.

The bid document had been dispatched on 27th April and a final decision was expected at the end of June.

In commenting on the outcome from the contracts awarded, members expressed their support for the bid and suggested that it would be helpful if a copy of the bid document could be made available to members.

Decision

That the report be noted with approval and a copy of the bid be placed in the Members room.

P RAYNER

CHAIR