

# **CONTRACT SCRUTINY COMMITTEE AGENDA**



**Monday 19 September 2011**

**At 2.00 pm**

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

**MEMBERS: CONTRACT SCRUTINY COMMITTEE:**

Councillors Aiken, Ingham, Lawton, Richardson, Rogan, Simmons, Sutheran,  
P Thompson 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 5<sup>th</sup> September 2011
- 4. ITEMS FOR INFORMATION**
  - 4.1 ICT and Revenues and Benefits Services (Contract Ref 599) – *Assistant Director (Resources)*
- 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. EXEMPT ITEMS FOR INFORMATION**

- 7.1 Outcome of Tender Evaluation relating to the “Team around the Secondary School” (para 3) – *Procurement and Category Manager*
- 7.2 The Provision of a Direct Payments Support Service to Hartlepool Borough Council and Stockton Borough Council (para 3) – *Procurement and Category Manager*

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

# **CONTRACT SCRUTINY COMMITTEE**

## **MINUTES AND DECISION RECORD**

5 September 2011

The meeting commenced at 10.00am in the Civic Centre, Hartlepool

**PRESENT:** Peter Ingham (In the Chair)

Councillors Trish Lawton, Carl Richardson, Chris Simmons and Ray Wells

**OFFICERS:** James Cuthbert, Estates and Valuation Surveyor  
Kate Watchorn, Commercial Solicitor  
Jo Stubbs, Democratic Services Officer

### **21. Apologies for Absence**

Apologies were received from Councillors Martyn Aiken and Lilian Sutheran.

### **22. Declarations of Interest**

Councillor Chris Simmons declared a prejudicial interest in the minutes of the previous meeting.

### **23. Minutes of the Meeting held on 22 August 2011**

Confirmed

### **24. 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 they 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 25 – Eamont Garden Garage Site Tenders (para 3 - information relating to the financial or business affairs of any particular person (including the Authority holding that information))

**25. Eamont Garden Garage Site Tenders** - *Estates and Valuation Surveyor*

One tender had been received in respect of this contract which was opened in the presence of this Committee. Details provided within the exempt minutes

**DURING THE OPENING OF THIS TENDER THE CHAIR, COUNCILLOR PAUL THOMPSON, ATTENDED THE MEETING.**

**Decision**

That the opening of the tender be noted.

The meeting concluded at 10:10am

CHAIRMAN

## **CONTRACT SCRUTINY COMMITTEE**

19<sup>th</sup> September 2011



**Report of:** Assistant Director - Resources

**Subject:** ICT AND REVENUES AND BENEFITS SERVICES  
(CONTRACT REF. 599 )

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### **1. PURPOSE OF REPORT**

- 1.1 To inform the Committee of the procurement route and tender submission processes to be followed for the ICT and Revenues and Benefits Contract.

### **2. BACKGROUND**

- 2.1 The Council are tendering a combination of ICT and Revenues and Benefits services using the OGC Buying Solutions Framework RM717. This was approved by Cabinet at its meeting on 23<sup>rd</sup> May 2011. The date for the return of tenders is 12 noon on Friday, 30<sup>th</sup> September 2011 with an opening by the Committee planned for Monday, 3<sup>rd</sup> October, 2011.

### **3. PROPOSALS**

- 3.1 The tenders will be returned via the OGC Buying Solutions Portal and the Committee will be asked to open them in the same way as other electronic tenders.
- 3.2 Due to the extremely large amount of supporting documentation to be evaluated in this exercise, it is not possible to include all of it within the electronic submission to the OGC Portal. This is due to the electronic limits that OGC place on documentation to be submitted through their portal.
- 3.3 The proposal is that all details in relation to financial arrangements are submitted through the OGC Portal in the normal way and opened by the Committee. These are the key tender pricing documents.
- 3.4 The remainder of the documentation relating to methodology and qualitative issues will be submitted to a secure location on a web system

being used for contract administration called 'E box'. Submissions will be held securely and confidentially and can only be opened after the Committee has opened the financial submissions. E box has been tested previously on Building Schools for the Future ICT and Design and Build contracts and it proved a secure route to tender management.

**4. RECOMMENDATIONS**

- 4.1 That the Committee note the report.

**5. CONTACT OFFICER**

David Hart  
Strategic Procurement Manager  
Bryan Hanson House  
Hanson Square  
Hartlepool  
TS24 7BT

Tel: 01429 523495