

CONTRACT SCRUTINY COMMITTEE AGENDA



Monday 3 October 2011

At 2.00 pm

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

MEMBERS: CONTRACT SCRUTINY COMMITTEE:

Councillors Aiken, Ingham, Lawton, Richardson, Rogan, Shields, 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 19th September 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 Framework Agreement for the provision of specialist care and support for children and adults with complex needs (ref 572) – *Procurement and Category Manager*

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

CONTRACT SCRUTINY COMMITTEE

MINUTES AND DECISION RECORD

19 September 2011

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

PRESENT: Councillor Paul Thompson (In the Chair)

Councillors Trisha Lawton, Carl Richardson, Linda Shields and
Lilian Sutheran

Also Present: Councillor Brenda Loynes as substitute for Councillor Ray Wells
in accordance with Council Procedure Rule 4.2

OFFICERS: Graham Frankland, Assistant Director (Resources)
Terry Maley, Procurement and Category Manager
Kate Watchorn, Commercial Solicitor
Jo Stubbs, Democratic Services Officer

26. Apologies for Absence

Apologies were submitted by Councillors Peter Ingham and Ray Wells.

27. Declarations of Interest

None.

28. Minutes of the Meeting held on 5 September 2011

Approved.

29. ICT and Revenues and Benefits Services (Contract Ref 599) - Assistant Director (Resources)

The Assistant Director informed members of the procurement route and tender submission processes to be followed for the ICT and Revenues and Benefits Contract. The Council was tendering a combination of ICT and Revenues and Benefits services using the OGC Buying Solutions Framework RM717. Tenders were due to be opened by the committee on 17th October 2011 via the OGC Buying Solutions Portal. However due to the extremely large amount of supporting documentation only financial details would be submitted through the OGC portal for opening by the committee. This was due

to electronic limits placed on documentation submitted through the OGC portal. Documentation relating to methodology and qualitative issues would be submitted separately to a secure web system location called 'E box'. These submissions would be secure and confidential and could only be opened after the committee had opened the financial submissions

Decision

That the report be noted

30. 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 31 – Outcome of tender evaluation relating to the “Team Around the Secondary School” (para 3 - information relating to the financial or business affairs of any particular person (including the Authority holding that information))

Minute 32 – The provision of a Direct Payments Support Service to Hartlepool Borough Council and Stockton Borough Council (para 3 - information relating to the financial or business affairs of any particular person (including the Authority holding that information))

31. Outcome of Tender Evaluation relating to the “Team Around the Secondary School” - Procurement and Category Manager

In May 2011 the local authority advertised a restricted tender process relating to the “Team Around the Secondary School” support team. Ten agencies submitted pre-qualification questionnaires, 6 of which were invited to tender. Four formal tenders were received and opened electronically by Contract Scrutiny Committee on 22nd August 2011. Following a full evaluation based on 70:30 quality:financial evaluation a 12 month contract was awarded. Details of the evaluation scores and value of the contract were given within the confidential report.

Decision

That the outcome of the procurement process be noted.

32. The Provision of a Direct Payments Support Service to Hartlepool Borough Council and Stockton Borough Council - Procurement and Category Manager

In May 2011 the local authority advertised a restricted tender process relating to the provision of a Direct Payments Support Service to Hartlepool Borough Council and Stockton Borough Council. This was a collaborative procurement exercise between the 2 local authorities, with Hartlepool taking the lead. 28 agencies submitted pre-qualification questionnaires, 10 of which were invited to tender. Six formal tenders were received and opened electronically by Contract Scrutiny Committee on 11th July 2011. Following a full evaluation based on 60:40 quality:financial evaluation the contract was awarded.

Decision

That the outcome of the procurement process be noted.

The meeting concluded at 2:15pm

CHAIRMAN