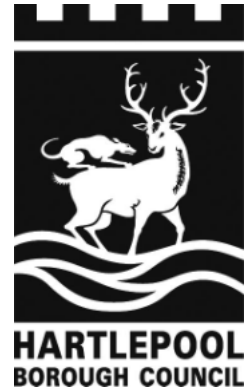


CONTRACT SCRUTINY COMMITTEE AGENDA



Monday 16 January 2012

At 10.00 am

**in Council Chamber
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 12th December 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 Structured Psychosocial Interventions, Relapse and Aftercare services (ref 224A) – *Procurement and Category Manager*
- 7.2 Harm Reduction Service and Needle Exchange (ref 224B) – *Procurement and Category Manager*
- 7.3 Recovery and Re-integration Services (ref 224C) – *Procurement and Category Manager*
- 7.4 Throston Grange Community Centre (ref 617) – *Estates and Valuation Surveyor*

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

CONTRACT SCRUTINY COMMITTEE

MINUTES AND DECISION RECORD

12 December 2011

The meeting commenced at 2.00 p.m. in the Civic Centre, Hartlepool

PRESENT: Councillor Paul Thompson (In the Chair);
Councillors Peter Ingham, Trisha Lawton, Linda Shields, Lilian Sutheran and Ray Wells

OFFICERS: James Cuthbert, Estates and Valuation Surveyor
Sally Scott, Procurement Officer
Kate Watchorn, Commercial Solicitor
Jo Stubbs, Democratic Services Officer
Vicky Bosley, Democratic Services Officer

63. Apologies for Absence

Apologies were submitted by Councillor Carl Richardson

64. Declarations of Interest

None.

65. Minutes

The minutes of the meeting held on 28th November 2011 were confirmed as a true record

66. 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 67 – Sale of Somersby Family Resource Centre Ref 610 (para 3 - information relating to the financial or business affairs of any particular person (including the Authority holding that information))

Minute 68 – Sale of 85 Station Lane Ref 611 (para 3 - information relating to the financial or business affairs of any particular person (including the Authority holding that information))

Minute 69 – Sale of Brooklyn Day Centre Ref 612 (para 3 - information relating to the financial or business affairs of any particular person (including the Authority holding that information))

67. Sale of Somersby Family Resource Centre Ref 610 – Estates and Valuation Surveyor

Members were advised that a number of tenders had been received which were incorrectly marked, either wrongly addressed or without sufficient information to identify which contract was being tendered for. Members queried why their previous request that an addressed envelope or address label be included within all tender packs had not been adhered to. The Estates and Valuation Surveyor advised that he had been unaware of this requirement. Members were concerned to learn that despite all their previous comments and requests there was still an apparent lack of clarity regarding correct procedures for the return of tenders. The Procurement Officer commented that with the move toward electronic tenders these problems would not occur. Nevertheless the Chair indicated he would write to the Assistant Director (Resources) expressing the concerns of the committee and asking that in the future officers be advised that all tender packs should include an addressed envelope or address label. Given the incorrect receipt of tenders appeared to be a failing on the part of officers rather than the tenderers and all tenders had been received on time Members agreed that all the tenders be accepted and opened.

Two tenders had been received in respect of this contract, which were opened in the presence of the Committee. Details are contained in the exempt section of the minutes.

Decision

That the opening of the tenders be noted.

68. Sale of 85 Station Lane Ref 611 – Estates and Valuation Surveyor

Four tenders had been received in respect of this contract, which were opened in the presence of the Committee. Details are contained in the exempt section of the minutes.

Decision

That the opening of the tenders be noted.

69. Sale of Brooklyn Day Centre Ref 612 – Estates and Valuation Surveyor

Four tenders had been received in respect of this contract, which were opened in the presence of the Committee. Details are contained in the exempt section of the minutes.

Decision

That the opening of the tenders be noted.

70. Any Other Items which the Chairman Considers are Urgent

The Chairman ruled that the following items of business should be considered by the Committee as a matter of urgency in accordance with the provisions of Section 100(B) (4)(b) of the Local Government Act 1972 in order that the matter could be dealt with without delay.

Minute 71 – Eamont Gardens (para 3 - information relating to the financial or business affairs of any particular person (including the Authority holding that information))

71. Eamont Gardens

One electronic tender had been received in respect of this contract, which was opened in the presence of the Committee. Details are contained in the exempt section of the minutes.

Decision

That the opening of the tender be noted.

The meeting concluded at 2.20 p.m.

CHAIR