

PLEASE NOTE VENUE

CONTRACT SCRUTINY PANEL AGENDA



Monday, 16th October, 2006

at 10.00 a.m.

**in Conference Room 1, Belle Vue Community, Sports and Youth Centre,
Kendal Road, Hartlepool**

MEMBERS: CONTRACT SCRUTINY PANEL:

Councillor Akers-Belcher, Johnson, Lilley, London and Wistow

- 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 18th September, 2006 (attached).
- 4. ITEMS FOR INFORMATION**
 - 4.1 Security Guard Contract – further temporary extension to contract – *Head of Community Safety and Prevention*
- 5. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**
- 6. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

EXEMPT ITEMS

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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) Act 1985

7. **OPENING OF TENDERS**

7.1 Opening of Tenders for Resource Centre Extension at Manor College of Technology – *Senior Quantity Surveyor, Neighbourhood Services Department*

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

CONTRACT SCRUTINY PANEL

MINUTES AND DECISION RECORD

18 September, 2006

PRESENT: Councillor Geoff Lilley (in the Chair)
Councillors Frances London and Gerald Wistow

Also Present: In Accordance with Council Procedure Rule 4.2 (ii) Councillor
Sheila Griffin as substitute for Councillor Ann Marshall

OFFICERS: Peter Devlin, Legal Services Manager
Karen Burke, Senior Procurement and Finance Officer
Jo Wilson, Democratic Services Officer

34. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Ann Marshall

35. DECLARATIONS OF INTEREST

None.

36. CONFIRMATION OF MINUTES OF THE MEETING HELD ON 21st August 2006

Confirmed

37 OPENING OF TENDERS FOR WAR MEMORIALS – (para 3) – *Building Consultancy Manager*

Members were advised that this item had been deferred to a future meeting

38 OPENING OF TENDERS FOR THE SUPPLY AND MAINTENANCE OF FIRE EXTINGUISHERS AND EQUIPMENT – (para 3) – *Head of Procurement and Property Services*

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

G LILLEY

CHAIR

CONTRACT SCRUTINY PANEL

16 October 2006

Report of: Head of Community Safety & Prevention

Subject: Security guard contract – further temporary extension to contract

1. PURPOSE OF REPORT

- 1.1 To inform Members of the Contract Scrutiny Panel of a decision to grant a further temporary extension to the current security guard contract.

2. BACKGROUND

- 2.1 At the meeting of Contract Scrutiny Panel on 3rd April 2006, Members were asked to note that:
- 1) The existing contract with Reay Security had ceased on 31st March 2006, having been in operation from 1st November 2000 to 31st March 2006.
 - 2) The Council's Contract Procedure Rules provide for waiver of the requirements of the rules by the Council's Monitoring Officer in a case of urgency; a report to the Contract Scrutiny Panel must then follow. The Monitoring Officer was consulted and agreed that an extension to the contract, beyond that provided for by the contract, is required as a matter of urgency in this case, as it would be unacceptable for the Council to have no security provision at its building and sites currently patrolled by Reay Security. The Monitoring Office, therefore agreed, on 7th March, to exercise his power to authorise a waiver of the Contract Procedure Rules to enable the extension to take place.
 - 3) An extension of the existing contract with Reay Security has been negotiated at existing contract rates, plus the annual Retail price Index adjustment, for a period up to six months.
- 2.2 At that time, our timetable anticipated a new contractor would be appointed, following a tendering process, by end of August 2006.

2.3 Unfortunately we have fallen behind schedule for 3 main reasons:

- 1) Development and agreement of specification with Neighbourhood Services (which to provide a proportion of services in-house) has taken a lengthy period.
- 2) Advertising for 'expression of interest' in a national security magazine missed the monthly timetable by few days, so we lost nearly month on our timetable.
- 3) Final approval and collation of tender documents and distribution to 6 tenderers is on wrong week's cycle for Contract Scrutiny Panel meetings. So allowing 10 working days for return of tenders in fact becomes 15 days.

2.4 Tender documents are now due to be returned by 13th October 2006 and will be opened at the Contract Scrutiny Panel meeting on 16th October 2006.

3. FURTHER INTERIM ARRANGEMENTS

3.1 The Monitoring Officer was again consulted. It was explained that the possible consequences of not extending the contract for a further period are:

- 1) No security guard presence within parks and Maritime Experience site (including overnight provision) – this could result in damage/loss to assets and loss of income at Maritime Experience.
- 2) Gates to parks, public toilets and some car parks would not be locked, again potentially leading to damage of assets.
- 3) No emergency response to alarm activation at Council Admin, buildings such as Civic, Municipal Buildings, Leadbitter etc. Result could be significant damage or loss and potential significant disruption of day-to-day council business.

This could lead to a significant rise in recorded crime in the town.

3.2 The Monitoring Officer consulted and agreed with the Performance Management Portfolio Holder on 18th September 2006, that an extension to the contract, beyond that provided for by the contract, is required as a matter of urgency in this case, as it would be unacceptable for the Council to have no security provision at its buildings and sites currently patrolled by Reay Security. The Monitoring Officer, therefore agreed on 18th September, to exercise his power to authorise a waiver of the Contract Procedure Rules to enable the extension to take place.

- 3.3 A further extension of the existing contract with Reay Security has been negotiated at existing contract rates, for a 2 month period.

4. FINANCIAL IMPLICATIONS

- 4.1 The budget for the core-contract provision has been reduced by £20,000 from £160,000 plus 3% inflation, as a budget efficiency saving in 2006/07.
- 4.2 Continuing with the existing contract rate will put pressure on the budget, but any overspend will be managed from within the Community Safety and Prevention division's existing budget, due to a vacancy with the Community Safety team at present.

5. RECOMMENDATIONS

- 5.1 Members of the Contract Scrutiny Panel are asked to note the report.

Contact Officer Alison Mawson, Head of Community Safety & Prevention

Background Papers Contract Scrutiny Panel report 3rd April 2006