

PLEASE NOTE VENUE

CONTRACT SCRUTINY PANEL AGENDA



Monday, 30th October, 2006

at 10.00 a.m.

**in Training Room 2, 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 16th October, 2006 (*attached*).

4. ITEMS FOR INFORMATION

4.1 Local Housing Assessment Commission – Pre-Qualification – *Director of Regeneration and Planning Services & Director of Neighbourhood Services*

5. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

6. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

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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) Act 1985

7. **OPENING OF TENDERS**

No items

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

- 8.1 Tender for the Supply and Maintenance of Fire Extinguishers and Equipment
– *Head of Procurement and Property Services* (para 3)

ITEMS FOR INFORMATION

- i) **Date of Next Meeting Monday 13th November 2006 commencing at 10.00am in the Community Room, Central Library, York Road, Hartlepool.**

CONTRACT SCRUTINY PANEL

MINUTES AND DECISION RECORD

16 October, 2006

PRESENT: Councillor Frances London (in the Chair)

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

OFFICERS: Alison Mawson, Head of Community Safety and Prevention
Roger Kennedy, Senior Quantity Surveyor
Pauline Newton, Principal Legal Executive
Jo Wilson, Democratic Services Officer

39. APPOINTMENT OF CHAIR

In the absence of the appointed Chair for this Panel, Councillor London was appointed Chair for this meeting.

40. INQUORATE MEETING

It was noted that a quorum was not present. However as no decisions were to be made it was agreed that the meeting would continue.

41. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Geoff Lilley and Gerald Wistow

42. DECLARATIONS OF INTEREST

None.

43. CONFIRMATION OF MINUTES OF THE MEETING HELD ON 16th October 2006

Confirmed

44 SECURITY GUARD CONTRACT – FURTHER TEMPORARY EXTENSION TO CONTRACT – *Head of Community Safety and Prevention*

At the meeting of the Contract Scrutiny Panel on 3rd April 2006 members had noted the decision by the Monitoring Officer to grant a temporary extension to the existing security guard contract. The Council's Contract Procedure Rules provided 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 had agreed that an extension to the contract beyond that provided for by the contract was required as a matter of urgency, as it would be unacceptable for the Council to have no security provision at its buildings and sites currently patrolled by Reay Security. At that time it had been anticipated that a new contractor would be appointed by the end of August 2006.

Unfortunately owing to a variety of factors this deadline had been missed. The Monitoring Officer had been consulted on this matter and had agreed to exercise his power to authorise a waiver of the Contract Procedure Rules to allow a further 2-month extension of the existing contract to take place as it would be unacceptable for the Council to have no security provision at its buildings and sites currently patrolled by Reay Security.

This extension had been negotiated at existing contract rates. The budget for the core-contract provision had been reduced by £20,000 from £160,000 plus 3% inflation, as a budget efficiency saving in 2006/07.

Continuing with the existing contract rates would put pressure on the budget but any overspend would be managed from within the Community Safety and Prevention division's existing budget, due to a vacancy within the Community Safety Team at present.

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

DECISION

That the report be noted

45 OPENING OF TENDERS FOR RESOURCE CENTRE EXTENSION AT MANOR COLLEGE OF TECHNOLOGY – (para 3) – *Senior Quantity Surveyor, Neighbourhood Services Department*

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

F LONDON

CHAIR

CONTRACT SCRUTINY PANEL

30th October 2006



Report of: The Director of Regeneration and Planning Services
and The Director of Neighbourhood Services

Subject: LOCAL HOUSING ASSESSMENT COMMISSION -
PRE QUALIFICATION

1. PURPOSE OF REPORT

To inform the panel of the pre-qualification stage of the Local Housing Assessment commission, prior to issuing the formal tender brief.

2. BACKGROUND

The Local Housing Assessment is a statutory requirement to be completed every five years. It is used to produce a robust evidence base for the Planning Local Development Framework and any future Housing Strategies and is a combined needs and aspiration assessment. It consists of a detailed survey and assessment of the housing market in Hartlepool in relation to affordability, access to home ownership and aspirations. The Hartlepool Market Dynamics study was carried out in 2000 and the Aspirations Study in 2001 and there is a need to update this information and to meet the additional requirements contained in government's Local Housing Assessment guidance December 2005. The commission was advertised on the 29th September in the local press, professional magazines, Hartlepool website and supply2.gov. Pre-qualification questionnaires were then sent to 27 respondents on the 10th October 2006. A pre-qualification questionnaire was used for initial short-listing of responses.

3. PROPOSALS

In total 10 pre-qualification questionnaires were returned before the deadline. The respondents were Nathaniel Lichfield and Partners, Fordham Research, David Cumberland Housing Regeneration Ltd, Savills Ltd, Ecotec, Northern Housing Consortium, Outside UK Ltd, David Couttie Associates Ltd, DTZ Ltd and David Adamson Chartered Surveyors.

4. RECOMMENDATIONS

That all companies who submitted a pre-qualification questionnaire are issued with the full project brief and that all tenders received are opened at the subsequent meeting.

5. REASONS FOR RECOMMENDATIONS

All pre-qualification submissions meet the various essential requirements, including previous experience of undertaking similar work.

6. CONTACT OFFICER

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