

CONTRACT SCRUTINY PANEL

MINUTES AND DECISION RECORD

2nd January 2007

- PRESENT:** Councillor Lilley (In the Chair);
In accordance with para 4.2(ii) of the Council Procedure Rules, Councillors Griffin and R Waller were also in attendance as substitutes for Councillors Brash and R Cook respectively.
- OFFICERS:** Peter Devlin, Legal Services Manager
Jeff Mason, Head of Support Services, Regeneration and Planning Department
Pat Watson, Democratic Services Officer

68. APOLOGIES FOR ABSENCE

Apologies for absence were submitted from Councillors Brash and R Cook.

69. DECLARATIONS OF INTEREST

None

70. CONFIRMATION OF MINUTES OF THE MEETING HELD ON 11TH DECEMBER 2006

Confirmed.

71. LOCAL HOUSING ASSESSMENT COMMISSION – APPOINTMENT OF CONSULTANT – *Director of Regeneration and Planning and Director of Neighbourhood Services*

Purpose of Report

To update the panel on the appointment of consultants to undertake the Hartlepool Local Housing Assessment and to advise of the successful tenderer.

Background

Members were reminded that the Contract Scrutiny Panel on 30th October 2006 had agreed to the recommendation that all consultants who submitted pre-qualification questionnaires should be issued with a full project brief. This had taken place and five full tender submissions had been received by the deadline of the 30th October 2006 at 4pm and

were opened and recorded by the Panel at its meeting on Monday 13th November 2006.

Proposals

All five consultants had been invited to give a presentation and answer 15 pre-set questions. The interview panel consisted of 5 Council officers. Each consultant had been marked on presentation and questions and those marks were entered into a score matrix. References for each had been requested and had been evaluated within the matrix. The score was based on a 60% performance/40% price ratio. The matrix demonstrated and it had been agreed by all officers that abraDCHR had presented the best overall package and they were appointed on the 4th December 2006. The score matrix was attached for information as an appendix.

Decision

The Panel agreed to note the decision to appoint abraDCHR to undertake the Hartlepool Local Housing Assessment.

72. TENDER REPORT FOR GRAHAM STREET CAR PARK IMPROVEMENT WORKS, THE HEADLAND – *Head of Procurement and Property Services, Neighbourhood Services*

Purpose of Report

To advise members of the panel of the outcome of the Graham Street Car park Improvement Works tendering procedure, as administered by Hartlepool Borough Council's Landscape Architecture Design Consultancy and opened by the Contract Scrutiny Panel on 13th November

Background

The report provided the required audit trail of the Graham Street Car Park tendering procedure.

Members were advised that Tenders had been received from all four contractors approached. The contractors were from the select contractor list.

The lowest tender sum received was £43,483.37 from Brambledown Landscape Services and this had been accepted.

Decision

The Panel noted the report for information.

73. 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 it involves the likely disclosure of exempt information as defined in paragraphs 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) Order 2006.

Minute 74 – Tenders for the conversion of paper based records into an electronic format – *Director of Regeneration and Planning Services and Chief Solicitor* (Para 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information)).

74. TENDERS FOR THE CONVERSION OF PAPER BASED RECORDS INTO AN ELECTRONIC FORMAT

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

GEOFF LILLEY

CHAIRMAN