

PLEASE NOTE VENUE

CONTRACT SCRUTINY PANEL AGENDA



Monday 12th February, 2007

at 10.00 a.m .

in Committee Room 'B'

MEMBERS: CONTRACT SCRUTINY PANEL:

Councillor Clouth, S Cook, Cranney, Henery and Lilley.

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 29th January 2007 (*attached*).

4. ITEMS FOR INFORMATION

4.1 Contract Scrutiny Panel – Remit – Officers' Views – *Chief Solicitor* (to follow)

4.2 Appointment of Contractors for the Supply of Street Nameplates and for the Supply of Traffic and Other Road Signs – *Director of Regeneration and Planning Services and Chief Solicitor* (to follow)

5. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

ITEMS FOR INFORMATION

i) **Date of Next Meeting Monday 26th February 2007 commencing at 10.00am in Committee Room 'C'**

CONTRACT SCRUTINY PANEL

MINUTES AND DECISION RECORD

29th January 2007

The meeting commenced at 10.00 a.m. in the Civic Centre, Hartlepool

PRESENT: Councillor Lilley (in the Chair)
Councillor S Cook

In accordance with Council Procedure Rule 4.2(ii) Councillor Carl Richardson was in attendance as substitute for Councillor Kevin Cranney

OFFICERS: Tony Brown, Chief Solicitor
Jeff Mason, Head of Support Services
Dave Morton, Fleet Co-ordinator
Pauline Newton, Principal Legal Executive
Jo Wilson, Democratic Services Officer

81. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Cardine Barker and Kevin Cranney

82. DECLARATIONS OF INTEREST

None

83. CONFIRMATION OF MINUTES OF THE MEETING HELD ON 15th January 2007

Agreed

84. REVIEW OF REMIT OF THE PANEL – *Chief Solicitor*

Purpose of Report

To acquaint the Panel of the proposal of the Constitution Working Group to review the remit of the Contract Scrutiny Panel and to invite the Panel to express their views in that respect.

Background

In the context of review of the Contract Procedure Rules, the Constitution Working Group expressed the view that the role and remit and other features of the operation of the Contract Scrutiny Panel

should be reviewed. The use of the term 'scrutiny' within the title of the Panel was considered to be misleading and views were expressed that instead of the members of the Panel being selected from a rota the Panel should be appointed at the annual Council meeting. It was further considered that Officers should ensure that all appropriate information be presented to the Panel.

Proposals

Members were invited to express their views on the review of the remit of the Panel and the manner of appointment of members of the Panel. Their views would be incorporated in a briefing paper to be submitted to a future meeting of the Constitution Working Group, at which the Panel's Chair would be invited to participate in the discussion.

Members expressed the viewpoint that Contract Scrutiny Panel meetings were a meaningless formality, regarded as a chore by Councillors. The membership of the Panel changed so often that there was no chance for any consistency or ownership amongst members and it was suggested that a longer tenure would improve this situation. It was also felt desirable for Councillors to have more of an involvement in the decision-making process with officers, something which the Chief Solicitor reported had been expressed during a previous overhaul of Contract Scrutiny Panel. Other suggestions made included a requirement for one member only (possibly an executive member) to supervise the opening of tenders. However concerns were raised that this would place too much pressure on the member concerned.

Following the discussion the Chair requested that the views raised be taken to a future meeting of the Constitution Working Group. He also asked if officer viewpoints could be incorporated. The Principal Legal Executive would bring an answer on this query to the next Contract Scrutiny Panel meeting following consultation with the Chief Solicitor.

Decision

That the views expressed be incorporated into a briefing paper to be submitted to a future meeting of the Constitution Working Group.

85. 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 86 – Tenders to supply 2 Van Mounted Lift Platforms and 2 Pavement Sweepers – *Head of Technical Services* (Para 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information)).

86. TENDERS TO SUPPLY 2 VAN MOUNTED LIFT PLATFORMS AND 2 PAVEMENT SWEEPERS

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

87. APPOINTMENT OF CONTRACTOR: CONVERSION OF HISTORIC PAPER BASED RECORDS INTO AN ELECTRONIC FORMAT – *Director of Regeneration and Planning Services and Chief Solicitor*

Purpose of Report

To advise members of the panel of the outcome of the evaluation process to select a contractor to provide a service to convert historic paper based records into electronic images.

Background

The report provided the required audit trail of the conversion of historic paper based records into an electronic format tendering process.

Members were advised that Tenders had been received from 15 contractors. In view of the high weighting towards price and in accordance with information previously given to all prospective contractors, the detailed evaluation exercise was limited to an assessment of the four best priced tenders, all of which fell within the budget available for the project.

The standard practice of using a scoring matrix to allocate points for the price and quality of each of the four tender submissions was followed. In assessing quality, points were awarded for the contractor's proposals for project management, quality control measures, security and confidentiality and the arrangements set out to ensure safe transit and storage. Appropriate weightings were assigned to reflect the relative importance of each factor.

Details of the scoring summary were set out and showed that Contractor B achieved the best score overall. Whilst this tender was slightly more expensive than the cheapest priced submission, the proposal was very strong in each of the quality aspects making it the clear winner of the evaluation exercise.

Four references were also sought from current and recent clients of the contractors being evaluated. In the case of Contractor B, three

references were received by the deadline date and all were highly complimentary of the company's performance on similar contracts.

Decision

That the outcome of the evaluation process and the awarding of the contract to Contractor B be noted.

88. PERFORMANCE MANAGEMENT AND TRACKING SOFTWARE – Assistant Director (Planning and Economic Development)

Purpose of Report

To inform the Panel of the purchase of an electronic web based performance management and tracking system.

Background

The Economic Development division carries out a broad range of services, reporting on up to 44 performance indicators and 55 key actions. They also undertake over 1,000 interactions with businesses and over 1,000 interactions with residents. Currently the performance management and tracking is recorded on a combination of paper and outdated electronic systems and requires a significant amount of input from up to 17 staff. A specialist system, Hanlon software, was identified as being able to provide a single joined up system which would provide a more accurate web based function, reducing the time spent on recording and analysing data.

The proposal for the purchase of the system at an initial cost of £20,675 with an annual licence fee of approximately £3,550 was approved by the Partnership Board on the basis of the specialist nature of the system. The system will be funded by externally generated income within Economic Development.

Decision

That the report be noted for information.

GEOFF LILLEY

CHAIRMAN

CONTRACT SCRUTINY PANEL

12 February 2007



Report of: Director of Regeneration and Planning Services

Subject: APPOINTMENT OF CONTRACTORS: FOR THE SUPPLY OF STREET NAMEPLATES.AND FOR THE SUPPLY OF TRAFFIC AND OTHER ROAD SIGNS.

1. PURPOSE OF REPORT

- 1.1 To advise members of the panel on the outcome of the evaluation process to select contractors to provide Street Name plates. And for the supply of Traffic and other road signs.

2. BACKGROUND

- 2.1 Members may recall from the Contract Scrutiny Panel report on 15 January 2007 that appropriate contractors were being sought to supply Street name plates and for the supply of traffic and other road signs.A public notice was placed in accordance with the contract procedure rules. A total of twenty six companies applied for the contract, nineteen of these were eliminated through the evaluation process .Failing to meet either our Health & Safety requirements or finance audit. One company failed to deliver their tender within the allocated timescale.

3. TENDER EVALUATION

- 3.1 A total of 6 tenders were opened by the panel on 15 January 2007. In view of the high weighting towards price, as the decision is based 100% on price and in accordance with information previously given to all prospective contractors,
- 3.2 Details of the financial analysis of the schedule of rates for the six short listed companies are set out in the Confidential **Appendix 1. This item contains exempt information under Schedule 12A of the Local Government Act 1972, (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, Information relating to the financial or business affairs of any particular person (including the authority holding that information).**

4. RECOMMENDATION

- 4.1 Once that all the successful tender costs had been analysed we would recommend that the contracts were awarded to the following companies.

N SIGN for the supply of street nameplates.

ANSCO SIGNS LTD for the supply of traffic and other road signs.

This decision is based 100% on price

5. CONTACT OFFICER

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