

CONTRACT SCRUTINY PANEL AGENDA



Monday 23rd April 2007

at 10.00 a.m.

**in Training Room 4,
Municipal Buildings,
Church Square, Hartlepool**

MEMBERS: CONTRACT SCRUTINY PANEL:

Councillors Fenwick, Fleet, Griffin, Lilley and Wright

- 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 10th April 2007 (*to follow*).
- 4. ITEMS FOR INFORMATION**
 - 4.1 Corporate Performance Management Solution – *Assistant Chief Executive*
- 5. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**

ITEMS FOR INFORMATION

- i) Date of Next Meeting Tuesday 8th May 2007 commencing at 10.00am in Training Room 4, Municipal Buildings**

CONTRACT SCRUTINY PANEL

MINUTES AND DECISION RECORD

10th April 2007

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

PRESENT: Councillor Lilley (in the Chair)
Councillors Fleet and Preece

OFFICERS: John Bell, Principal Project Officer
Peter Foster, Senior Quantity Surveyor
Alison King, Legal Executive
Pat Watson, Democratic Services Officer

103. APOLOGIES FOR ABSENCE

An apology was received from Councillor Griffin.

104. DECLARATIONS OF INTEREST

None received.

105. MINUTES

The minutes of the meeting held on 26th March 2007 were confirmed.

106. CIVIC CENTRE ROOF REFURBISHMENT – Head of Procurement and Property Services

Purposes of Report

To advise Members on the outcome of the process to select a contractor to carry out re-roofing work at Hartlepool Borough Council Civic Centre.

Issues considered by the Panel

Detailed background information was provided and the Panel were reminded that sealed tenders had been opened at the Contract Scrutiny Panel meeting held on 12th February 2007. O'Connor Roofing Services had been the lowest tenderer with a price of £272,282.00. On Friday 2nd May 2007 O'Connor Roofing Services had been interviewed by Council Officers who had then recommended acceptance of the company for the Contract.

Decision

The Panel noted the report.

107. 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 108 – Opening of Tenders for Children’s Centre at West View Primary School (para 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information)).

108. OPENING OF TENDERS FOR CHILDREN’S CENTRE AT WEST VIEW PRIMARY SCHOOL – Quantity Surveying Team Leader

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

GEOFF LILLEY

CHAIRMAN

CONTRACT SCRUTINY PANEL

23 April 2007



Report of: Assistant Chief Executive

Subject: Corporate Performance Management Solution

1. PURPOSE OF REPORT

- 1.1 To inform the panel of the intention to procure a Corporate Performance Management Solution to monitor and report on future Performance Management issues.

2. BACKGROUND

- 2.1 As part of the recent Corporate Assessment inspection the Audit Commission recognised that the Council had “good performance management” and there was a “strong performance management culture throughout the organisation”. However, it is acknowledged that the systems that facilitate the Council’s Performance Management arrangements are disjointed, with different systems used to monitor and report different aspects of performance management. For example, service planning documents, including the Councils’ Corporate Plan, are monitored using an in-house database administered by the Neighbourhood Services Department. The database was introduced council wide in 2004/05 and was identified at the time as a short to medium term solution.
- 2.2 Annual reporting of Performance Indicator information is conducted using a separate database, administered by Corporate Strategy, and information is collected using a paper based collection system. Further analysis of performance information is done manually using Excel spreadsheets, and another Access database.
- 2.3 In addition the Councils’ Risk Management arrangements are administered using a separate Access database, which is currently administered by Northgate.
- 2.4 It was agreed by Corporate Management Team in late 2006 that the time has now been reached when a new system should be introduced to bring together all of the Councils performance management requirements.

3. PRE QUALIFICATION STAGE

- 3.1 Initial informal investigations have shown that there are a large number of potential suppliers in the marketplace. However, the Council does not have an approved contractors list that can be used. Therefore it has been deemed necessary to invite initial expressions of interest to begin the selection process.
- 3.2 An invitation for Expressions of Interest is to be advertised in the local press and a professional journal by the end of April. A pre qualification questionnaire is to be used for the initial short listing purposes.
- 3.3 Organisations that are short listed will be invited to tender for the contract. It is anticipated that tender returns will be available for opening at the panel meeting on 2 July 2007.
- 3.4 As price and the quality of product are equally as important it is proposed to conduct the tender exercise using a Price/Performance ratio of 50:50. Performance Management Portfolio Holder is being asked to agree to this proposal at the meeting on 23 April.

4. RECOMMENDATION

- 4.1 That members of the panel note the progress to date on this contract.

5. CONTACT OFFICER

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