

CONTRACT SCRUTINY PANEL AGENDA



Monday 3rd April 2006

at 11:00 am

in Committee Room 'A'

MEMBERS: CONTRACT SCRUTINY PANEL:

Councillors Cranney, Cook, Griffin, J Marshall and Rayner

- 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 20th March 2006 (attached)
- 4. ITEMS FOR INFORMATION**
 - 4.1 Security Guard Contract – Temporary Extension to Contract – *The Head of Community Safety and Prevention*
- 5. ITEMS FOR DECISION**
 - 5.1 None
- 6. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**
- 7. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

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

8. ITEMS FOR INFORMATION

8.1 None

9. OPENING OF TENDERS

- 9.1 Tenders in respect of Owton Manor Lane Reconstruction – *Head of Technical Services* - (para 3)
- 9.2 Tenders in respect of the Demolition of the Former Adult Training Centre, Lynn Street (South) – *Head of Technical Services* – (para 3)
- 9.3 Tenders in respect of 2 x Footpath Sweepers, 1x 6.5t Dropside/Pick Up, and 1x ELWB Van - *Head of Technical Services* - (para 3)

10. ANY OTHER CONFIDENTIAL ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

CONTRACT SCRUTINY PANEL

MINUTES AND DECISION RECORD

20th March 2006

PRESENT: Councillors: Pat Rayner (in the Chair)
Councillors Rob Cook and Sheila Griffin

OFFICERS: Jacqui Tucker, Contracts Officer
Alison King, Principal Legal Executive (Conveyancing)
Jan Bentley, Democratic Services Officer
Jo Wilson, Democratic Services Officer

119. APOLOGIES FOR ABSENCE

Apologies were submitted from Councillor John Marshall

120. DECLARATIONS OF INTEREST

None

121. CONFIRMATION OF MINUTES OF THE MEETING HELD ON 13th MARCH 2006

The minutes were confirmed.

122. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

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

Minute 123 - Tenders for the Supply and Delivery of Frozen Meals - (para 9) exempt information under 12A Local Government Act 1972 namely terms proposed or to be proposed by or to the Authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services – *Director of Adult and Community Services*

**123. TENDERS FOR THE SUPPLY AND DELIVERY OF FROZEN MEALS –
*Director of Adult and Community Services (para 9)***

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

P RAYNER

CHAIR

CONTRACT SCRUTINY PANEL

3rd APRIL 2006



Report of: The Head of Community Safety & Prevention

Subject: Security Guard Contract
– temporary extension to contract

1. PURPOSE OF REPORT

To inform members of the Contract Scrutiny Panel of a decision to grant a temporary extension to the current security guard contract.

2. BACKGROUND

2.1 In November 2000 the Council awarded the existing contract to Reay Security, following a competitive tendering process.

2.2 This contract was awarded for a period from 1st November 2000 to 31st March 2004, with the option to extend for up to a further two years. This option has been exercised in six month tranches by agreement with Reay Security. The contract therefore ceased on 31st March 2006.

3. PROPOSALS FOR RE-TENDERING THE PROVISION OF SECURITY AT COUNCIL BUILDINGS AND SITES BEYOND 31ST MARCH 2006

3.1 A report to the Regeneration & Liveability Portfolio on 15th December 2005 outlined proposals to provide security provision utilising a variety of methods in the future:-

- 1) In-house provision by Neighbourhood Services (e.g. for locking and unlocking public conveniences and parks).
- 2) Procurement of a static guard service for particular buildings (e.g. Civic Centre), to be used as required.
- 3) Improved security (target hardening) at some sites, to be agreed with building Managers.

- 3.2 A detailed specification, based on outputs and outcomes is currently being prepared covering all the service requirements.
- 3.3 Very shortly the Head of Procurement will advertise to seek expressions of interest and subsequently invite tenders to be submitted. This process will take three to four months to complete.

4. INTERIM ARRANGEMENTS

- 4.1 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 buildings and sites currently patrolled by Reay Security. The Monitoring Officer, 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.
- 4.2 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.

5. FINANCIAL IMPLICATIONS

- 5.1 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.
- 5.2 Continuing with the existing contract rates will obviously put pressure on the budget and therefore it is imperative that the interim arrangement is for as short a period as possible, ideally no longer than four months.

6. RECOMMENDATIONS

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

Contact Officer: Alison Mawson, Head of Community Safety & Prevention.

Background Papers

Regeneration & Liveability Portfolio report 15th December 2005