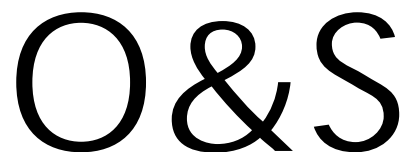


USE OF CONTRACTORS WORKING PARTY

North West Leicestershire



Senior Scrutiny Officer: Keith Gordon (01530 454538)

Overview and Scrutiny
Committed to Improvement

Next meeting: 6.30 p.m. on 2 February 2010

Venue: Board Room, Council Offices, Coalville

The Monitoring Officer would like to remind members that when they are considering whether the following items are exempt information under the relevant paragraph under part 1 of Schedule 12A of the Local Government Act 1972 they must have regard to the public interest test. This means that members must consider, for each item, whether the public interest in maintaining the exemption from disclosure outweighs the public interest in making the item available to the public.

AGENDA

Item	Page
1. APOLOGIES FOR ABSENCE	-
2. DECLARATION OF INTERESTS	-
Under the Code of Conduct members are reminded that in declaring an interest you should make clear the nature of that interest and whether it is 'personal' or 'prejudicial'.	
3. MINUTES	
To confirm minutes of meeting held on 15 December 2009	3
3. USE OF CONTRACTORS	
The report of the Senior Scrutiny Officer.	7

Circulation:
Councillor P Purver (Chairman)
Councillor V Richichi

Councillor A Saffell

USE OF CONTRACTORS WORKING PARTY MEETING MINUTES

Tuesday 15 December 2009 – 6.30 p.m.
Board Room

Attendees

Councillors

P Purver (Chairman)
V Richichi, and A Saffell.

Officers

Viv Bolland, Procurement and Partnership Manager, Keith Gordon, Senior Scrutiny Officer

1. Apologies for Absence.

There were no apologies for absence.

2. Declarations of Interest

Councillor P Purver declared a personal and prejudicial interest as the employee of a company that undertakes a small amount of irregular contract work for the Council.

3. Use of Contractors – An Introduction

The Senior Scrutiny Officer outlined the proposed work plan for the working party.

It was **AGREED** that heads of department be asked to supply details of the consultants and contractors instructed and approximate costs; these details to be circulated to members of the working party to enable appropriate officers to be invited to the next meeting.

4. Contracts – An Introduction to the Subject

The Procurement and Partnership Manager gave a presentation (copy attached as Appendix 1).

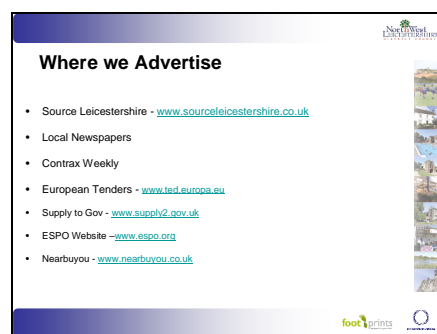
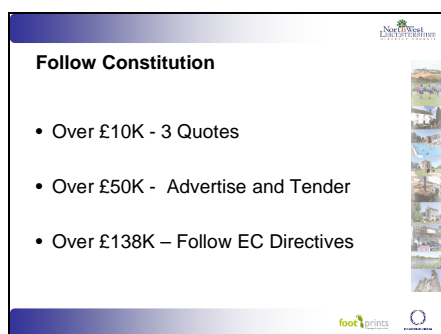
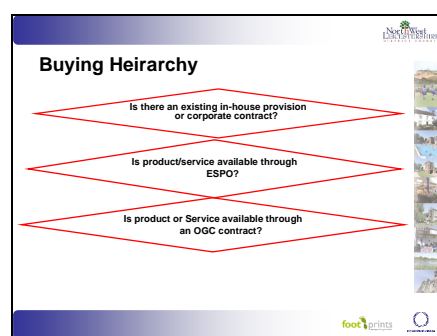
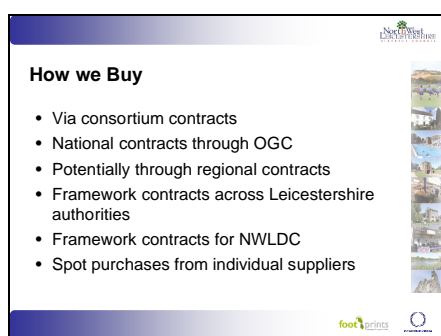
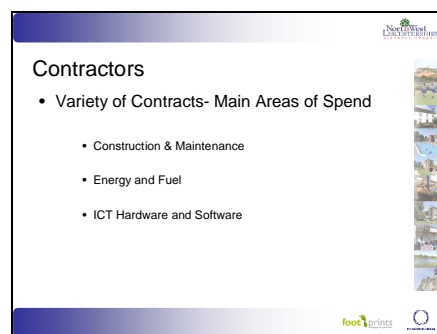
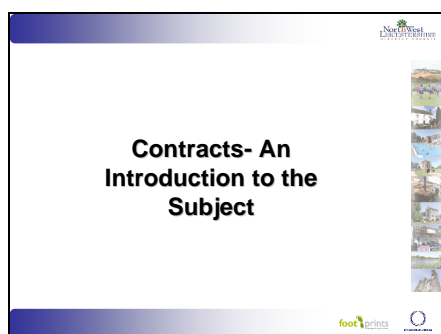
Members noted the procedures followed in letting contracts, the advantages of purchasing in partnership and the imposition of criteria and performance levels.

Members expressed interest in means by which local businesses can be made aware of opportunities for them to tender for council contracts.

The meeting closed at 8.00 p.m.





Contracts – An Introduction to the Subject

A presentation by Viv Bolland, Procurement and Partnership Manager



Tender Process –

- Pre tender meeting
- Advert
- Pre Qualification
- Tender
- Evaluation- MEAT
- Approvals
- Award

How We Ensure Quality & Price

- Evaluation Criteria
- Setting out our priorities
- Identifying Criteria






Construction and Building R & M Contracts





- Property Minor Works Framework collaboratively with Charnwood
- Housing Schedule of Rates- in house and contract to provide for peak capacity
- Housing Replacement Windows and Doors, Roofing-use of a Housing Consortia framework saving £800K for additional work










Energy Contracts

- OGC- Flexible Purchasing
- Increased Buying Power and Expertise
- Savings





ICT Hardware, Software

- OGC e Auction- PC hardware
- OGC/ ESPO/ NHS PASA - software





Supplier Development

- Workshop in May to explain the tendering process and offer suppliers help in gearing up to deliver Public Sector Services










Achievements

- Energy 12K
- Energy Perf Certs 24K
- PC's 13K
- HPIP 800K
- Agency 24K
- Paper 2K
- Insurance 70K

Questions?

Place Shaping

Consultant	Nature of work	Cost	Reason used	Comments
Baker Associates	Undertake Strategic Environmental Assessment/Sustainability appraisal to support core Strategy	£5,225	Lack of in house expertise and resource	
Baker Associates	Undertake Habitats Regulations assessment in support of Core Strategy	£2,735	Lack of in house expertise	
WSP Development and Transport	To undertake transport assessment work to support core Strategy using PTOLEMY model	£48,200	Lack of in house expertise and PTOLEMY model specifically developed by Highways Agency to assist Local Authorities in preparation of Local Development Frameworks	
Three Dragons and Roger Tym and Partners	To undertake Affordable Housing Viability study to inform Core Strategy	£10,000	Lack of in house expertise	This work was commissioned jointly with 4 other authorities in Leicestershire. The cost reflects NWLDC contribution
TEP	Landscape Character Assessment to inform Core Strategy	£20,118.75	Lack of in house expertise	
Water Cycle Study	Entec to inform Core Strategy	£19,765.69	Lack of in house expertise	
Roger Tym and Partners	Partial review of Employment Land Study as part of Core Strategy	£9,605	Lack of in house expertise	

Atkins*	Strategic Flood Risk Assessment as required by PPG25 and to inform Core Strategy	£14,967	Lack of in house expertise	
IT Power	Climate Change study to inform Core Strategy	£6,000	Lack of in house expertise	This work was commissioned jointly with 6 other authorities in Leicestershire. The cost reflects NWLDC contribution
Roger Tym and Partners	Update of Retail Capacity Study to inform Core Strategy	£6,500	Lack of in house expertise	
Reed Construction and Property	Site assessments to inform Strategic Housing Land Availability Assessment	£5,236.50	Lack of in house resource at the time	
TCCS (Tony Vincent)	Assisting with work associated with regeneration of Coalville Town Centre	£54,904.34	Lack of in house resource at the time	
SLJ Solution*	To check draft Business Directory	£750	Lack of in house resource at the time	Production of Business Directory committed prior to January 2008.
EW Consulting	Interim Head of Place Shaping	£53,314	Delays in restructure and recruitment process	
EW Consulting	Parish Council training	£1,000	Lack of resource	
The Millward Partnership	Checking of structural calculations and occasional dangerous structures advice	£4-6k per year		
Resolution Ltd	Occasional maintenance of Submit-a-Plan (on line submission system) outside of contract terms	max £1000/yr		Excluding software updates to the system
JB Tool Hire	Provision of HERAS fencing at dangerous structures	£2000 per year		Recharged to owner of property

Prince's Foundation for the Built Environment	Production of Coalville Regeneration Strategy	£50,000		Grant received from EMDA
Roger Tym and Partners	Retail impact assessments in Coalville and Ashby	??????	Lack of in house expertise	
Barton Willmore	Retail impact assessment , Coalville	??????	Lack of in house expertise	
Saville Bird Axon	Transport assessment, Coalville	??????	Lack of in house expertise	
Rupert Taylor	Noise consultant for East Midlands Airport runway extension application	??????	Lack of in house expertise	
Air Quality Consultants	East Midlands Airport runway extension	??????	Lack of in house expertise	
Andrew Coomb	Agricultural consultant	??????	Lack of in house expertise	
Sharps Redmore Partnership	Noise consultant for Packington Nook Inquiry	??????	Lack of in house expertise	
Jon Etchells Consulting	Landscape consultant for Packington Nook Inquiry	??????	Lack of in house expertise	

Service Transformation

Consultant	Nature of work	Cost	Reason used	Comments
Q2 Ltd	To carry out a review of the use of our Customer Relationship Management System	08/09 £8,600.00	lack of internal capacity and expertise in the use of CRM systems to carry out the review	
		09/10 £500.00		
Libby Carter	As part of our approach to Vacancy Management	08/09 £17,042.80		
		09/10 £5,779.60		
JD Consulting	To manage service transformation	08/09 £9,120.00		
JD Consulting	To undertake and business case evaluation for a shared services project - this will be funded externally	09/10 £9,120.00		
Hi Tech TEN	To undertake performance support and development whilst the performance post was empty, part of this has also been to provide specialist training to the successful candidate who started in October - this level of spend will not be repeated in forthcoming years	09/10 £24,132.23		

Neighbourhoods and Communities	None instructed
Housing	Requested deferment will attend future meeting
Environmental Health Services	Temporary cover in office 1 week as required