

Minutes of the meeting of the **Compulsory Competitive Tendering Panel** held on **9 March 2000** when there were present:

Cllr Mrs J Helson - Chairman

Cllr D E Barnes  
Cllr P F A Webster  
Cllr D A Weir

#### **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr V D Hutchings

#### **OFFICERS PRESENT**

*J Honey	- Corporate Director (Law, Planning and Administration)
R Crofts	- Corporate Director (Finance and External Services)
A Galloway	- Head of Leisure and Client Services
G Woolhouse	- Head of Housing, Health and Community Care
*A Smith	- Head of Administrative and Member Services
*S Woolcott	- IT and Support Services Manager
G Brazendale	- Committee Administrator

\*Present for the reports concerning the I.T. Facilities Management Contract (Minute 86) and the I.T. Client Side (Minute 87) only.

Mr Steven Watson from Vantagepoint was also present.

#### **85 MINUTES**

The Minutes of the Meeting held on 14 February were approved as a correct record and signed by the Chairman.

#### **EXCLUSION OF THE PUBLIC AND PRESS**

##### **Resolved**

That under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the Meeting for the following items of business on the grounds that they involved the likely disclosure of Exempt Information as defined in Paragraph 9 of Part 1 of Schedule 12A of the Act.

**86 I.T. FACILITIES MANAGEMENT CONTRACT**

The Panel received an oral report from Mr Watson and the Head of Administrative and Member Services which gave details of the tenders received for the new I.T. contract and the methodology that had been used to evaluate the tenders. A report setting out the evaluation process was tabled at the Meeting.

It was explained that five tenders had been submitted and, following comparison with the previously agreed criteria and a further assessment by a panel of Officers, two had been identified as potentially suitable. Details of the contractors are shown in the exempt Appendix to these Minutes. Mr Watson suggested that the next appropriate stage in the tendering process would be for Officers to visit organisations, which had used the preferred contractors in order to obtain views concerning the quality, strengths and weaknesses of the service that had been provided. Members endorsed this approach, and also noted that further discussions with the remaining three tenderers were not, at this stage, precluded.

The Head of Administrative and Member Services indicated that a detailed report outlining the costs of using the shortlisted companies would be presented to a Meeting of the Panel in early April. This report would also contain details of the in-house cost comparator that the Panel had previously requested be prepared. The report would enable a comparison to be made with the sum identified in the Revenue Estimates and Capital Programme for the I.T. contract and enable the Panel to make a recommendation to the Finance and General Purposes Committee.

**Resolved**

That Officers continue to undertake discussions with the preferred contractors shown in the exempt Appendix to these Minutes concerning their tender submission; obtain an external assessment of the work of these companies in providing an I.T. Service; and prepare a detailed report for the Panel's next Meeting outlining the costs to the Council of the bids. (HAMS).

**87 I.T. CLIENT SIDE**

The Panel received and noted an oral report from Mr Watson, which was accompanied by a tabled document entitled "I.T. Roles and Responsibilities – Final Report".

Mr Watson briefly explained the process that had been adopted in determining the key roles and responsibilities of the client function, and the recommendations that had been identified as a result these

investigations. Members noted that a further report on this matter would be presented to the Panel's next Meeting, which would include details of the costs of the different options for providing an I.T. Client Side function.

## **RE-ADMISSION OF THE PUBLIC AND PRESS**

### **Resolved**

That the public and press be re-admitted for the following item of business.

### **88 CONTRACT SPECIFICATIONS FOR THE RENEWAL OF THE REFUSE AND RECYCLING COLLECTION AND STREET CLEANSING CONTRACTS FOR 2001**

The Panel considered the report of the Head of Leisure and Client Services which presented the final draft specifications for the refuse and recycling collection and street cleansing contracts. In addition to the draft specifications, a timetable outlining the key dates in the contract renewal process was appended to the report. It was noted that all the new contracts were designed to ensure achievement of the standards required by the Environmental Protection Act.

Members considered the specifications in detail and, during discussions, the following main points arose:

#### **Street Cleansing Contract**

- Some Members suggested that the requirement to use a mechanical sweeper, the purchase of which had been agreed by the Council since the new contract had first been drafted, should be made explicit within the specification. Others considered that the contract documentation should seek simply to identify standards of cleanliness that the contractor would be required to meet using whatever equipment was considered appropriate.
- The frequency of town-centre cleansing was considered, and some Members considered that continuous cleansing of shopping areas, rather than a once-daily visit, was necessary. It was therefore agreed to delete the wording "once per day" from the appendix to the specification relating to street cleansing. This to be substituted by "twice a day" - am and pm and the use of mechanical sweeper to be stipulated as being a preference to manual sweeps.
- Clarification of the precise definition of "street cleansing" was requested, to determine exactly which areas of the highway/retail centres would be covered under different parts of the contract.

- It was suggested that there should be greater consistency between those areas currently identified as requiring a single daily clean and those where more frequent visits, especially at weekends, had been identified; currently some locations appeared to be included within both categories.
- The frequency of sweeps over the weekend in town centres should be re-examined to reflect the wish expressed at meetings of the Panel in January 1999 for increased cleansing, particularly on Saturdays.

The Panel concluded discussion of the street cleansing contract by agreeing the specification but requesting that clearer, more precise explanatory appendices should be prepared for consideration by the forthcoming meeting of Transportation and Environmental Services Committee.

### **Refuse Collection**

The Head of Housing, Health and Community Care drew Members' attention to the recycling element of the refuse collection specification, which was a recent addition to the documentation. The Panel concurred with its contents.

Regarding the remainder of the contract, Members raised the following points:

- Bank and other public holidays. (Paragraph 25). It was agreed that there should be a gap of not more than ten days between collections over the Christmas/New Year period.
- Refuse collection vehicles should not be permitted to drive over grassed verges.
- There should be collection of refuse from only one wheeled bin per household.
- Type of refuse to be collected (paragraph 5.3). Members considered that the range of additional premises from which refuse collection may be necessary should not be identified separately, but should be covered by the wording "other sites to be determined by the local authority".
- Working Times (paragraph 7.1). It would be necessary to ensure that the working times given in the contract matched those agreed as part of the monitoring arrangements, which comprised the next item on the agenda (Minute 89).

**RECOMMENDED TO THE TRANSPORTATION AND ENVIRONMENTAL SERVICES COMMITTEE**

That the Contract Specification for the Refuse and Recycling Collection and Street Cleansing services be agreed, subject to revised explanatory appendices being prepared. (HLCS)

**EXCLUSION OF THE PUBLIC AND PRESS**

**Resolved**

That under Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the Meeting for the following item of business on the grounds that it involved the likely disclosure of Exempt information as defined in Paragraph 9 of Part 1 of Schedule 12A of the Act.

**89 CURRENT AND FUTURE MONITORING OF THE LEISURE, REFUSE COLLECTION AND RECYCLING, STREET CLEANSING AND GROUNDS MAINTENANCE CONTRACTS**

The Panel considered the confidential report of the Head of Leisure and Client Services and agreed that the proposed new structure for the Contract Monitoring Division be adopted as soon as possible with all existing staff retaining their current grading.

In order to achieve this it was accepted that the current vacant post of Assistant Contract Inspector be filled as soon as possible with a person having some expertise in grounds maintenance. It would also be necessary to obtain costs for a contractor to carry out the periphery tasks currently being carried out by the Assistant Contract Inspectors.

Members agreed that at the present time it was inappropriate to consider the monitoring regime for the new leisure contract until such time as it was known what form it would take.

**RECOMMENDED**

- (1) That the new monitoring structure be adopted as soon as possible with all existing staff retaining their current grades.
- (2) That the vacant Assistant Contracts Inspector post be advertised as soon as possible.
- (3) That prices be obtained for the contracting out of periphery activities with a further report being made to this Panel on the outcome. (HLCS)

The Meeting closed at 5.30pm

Chairman.....

Date.....