

## **EXECUTIVE BOARD SUB-COMMITTEE**

*At a meeting of the Executive Board Sub-Committee held at the Municipal Building, Kingsway, Widnes on 13<sup>th</sup> January 2004.*

Present: Councillors Nyland (Chairman), Harris and Taylor.

Apologies for absence: None.

Absence declared on Council business: None.

### **ITEMS DEALT WITH UNDER POWERS AND DUTIES EXERCISABLE BY THE SUB-COMMITTEE**

#### **CORPORATE PORTFOLIO**

##### **ES1 CORPORATE FURNITURE CONTRACT**

The Sub-Committee was advised on eight tender documents received for the supply and delivery of office furniture items.

Following a site visit to the lowest tenderer, it was discovered that the furniture items were refurbished and of an inferior quality. The site visit also highlighted contractual problems including a potential lack of stock availability throughout the contract period.

The second lowest tenderer had not performed satisfactorily on previous occasions and problems had included supplies of defective items and poor customer service.

Jenkinsons, who submitted the third lowest tender, were offering the Senator range of office furniture products which were highly respected within the industry in terms of quality and design. Jenkinsons had performed satisfactorily during the current contract period.

RESOLVED: That the third lowest tender submitted by H. Jenkinson and Co. Limited in the sum of £85,895.70 be accepted.

##### **ES2 FRAMEWORK AGREEMENT FOR THE PROVISION OF MANNED SECURITY TO THE COUNCIL'S CORPORATE BUILDINGS**

The Sub-Committee considered a report which sought approval to seek tenderers for a Framework Agreement to encompass all of the security requirements to be provided by consultants for a three-year period, with a proposed commencement date of April 2004.

RESOLVED: That

*Action*

Chief Executive

- (1) the Framework Agreement for the provision of security to the Council's Corporate Buildings be delegated to the Chair of the Sub-Committee for approval and be put out to tender with a view to commence in April 2004;
- (2) the contract be awarded for a three-year period with periodic performance reviews and an annual assessment prior to renewal. It is proposed to allow extension of the contract for a further two years, should the contractors prove to be satisfactory and providing Best Value; and
- (3) the successful security consultant will be determined by two main factors. The first will be quality, including full accreditation for quality assurance and management, staff training policy and Investors in People. The second factor will be the price, which will be based on lump sums and day rates.

Executive Director  
Resources &  
Corporate Services

## **SOCIAL CARE AND HEALTH PORTFOLIO**

### **ES3 BRITISH RED CROSS COMMUNITY SUPPORT SERVICE – INTERMEDIATE CARE SERVICE**

The Sub-Committee considered a report which sought approval to enter into a contract for a low-level intermediate care service with the British Red Cross for three years.

It was proposed that tenders should not be invited for this service for a number of reasons:

- the British Red Cross Community Support Service had been an operational intermediate care service in Halton for four years, funded from the PCT;
- the service had developed in collaboration with other intermediate care services in Halton, and was responsive to the needs of the whole system;
- the Red Cross was a national voluntary organisation, which had an excellent track record for this type of service provision;
- the service had developed an excellent relationship with some vulnerable older people who would at times of crises refer to themselves for support; and
- the contract to be awarded was an existing service, to support the further development of and ensure the continuation of this service in Halton.

Therefore compliance with Standing Orders was not possible, because there was one contractor, i.e. the British Red Cross who had provided this service for four years, the service was funded and contracted with the PCT, and this would result in a clear reduction in service provision for intermediate care services.

RESOLVED: That for the purposes of SO1.6 and in the exceptional circumstances, as outlined above, Standing Orders 2.2 – 2.6, 2.8 – 2.13, be waived on this occasion and the contract for Intermediate Care Services for the period 1<sup>st</sup> December 2003 – 31<sup>st</sup> March 2006, be awarded to the British Red Cross.

Executive Director  
Social Care,  
Housing and Health

ES4 APPOINTEE & RECEIVERSHIP SERVICES

Deferred.

**PLANNING AND TRANSPORTATION PORTFOLIO**

ES5 AWARD OF CONTACT: TRAFFIC – SMALL WORKS

The Sub-Committee was advised that each year at least £100,000 was spent within the Borough on a range of small works on the highway, ranging from signing and lining jobs through to traffic calming and minor safety schemes.

Traditionally much of this work had been implemented after obtaining quotes for separate jobs and materials or it had been allocated to highways term contract holders.

It was believed that better value for money and greater efficiency could be gained by employing a single dedicated contractor to carry out such work, on a term basis using a schedule of rates.

Tenders had been invited from four contractors drawn from the Construction Line database of approved contractors. On the basis of the evaluation the tender submitted by Lambros Paving Contractors was found to be the lowest and was recommended for acceptance.

This would be for a two-year period with the option of a one year negotiated extension by mutual agreement between the Operational Director Highways and Transportation and the contractor stated.

RESOLVED: That the Traffic – Small Works contract be awarded to Lambros Paving Contractors.

Executive Director  
Environment and  
Development

**ENVIRONMENT PORTFOLIO**

ES6 PURCHASE OF CHEVIN FLEET SOLUTIONS ROADBASE FLEET MANAGEMENT SOFTWARE

The Sub-Committee was advised that Regeneration and Neighbourhood Services currently operated its own in-house accounting software package that included a job-costing module. This was essential for monitoring the costs in individual fleet items, ensuring vehicle workshop

efficiency was controlled at competitive levels, and recharging both internal and external clients.

It was intended that the mainframe accounting system would be replaced with new financial software by 1<sup>st</sup> April 2004, however, this did not include the job-costing module.

Various software suppliers had been contacted together with other Local Authorities and it was found that on the criteria of cost, implementation timescales and compatibility with the Council's new finance system, would be best met by Chevin Fleet Solutions Roadbase Fleet Management Software.

The system had been presented to representatives from the Systems Development and Support Division, Business Management Division and the Fleet Management/Maintenance Departments. Chevin were able to demonstrate the flexibility of their Windows-based system that allowed the configuration to be user defined without having to incur the additional costs of additional development work or waiting for system upgrades.

Full details of the costs involved in the implementation of the software were detailed in the report.

RESOLVED: That

- (1) the Executive Director – Regeneration and Neighbourhood Services in consultation with the Executive Board Member for Corporate Services be authorised to purchase Chevin Fleet Management Software; and
- (2) on this occasion, in the light of exceptional circumstances, namely that
  - (a) compliance with the tendering requirements would result in a clear financial and detriment to the Council; and
  - (b) compliance with Standing Orders is not practicable for reasons of urgency which could not have been reasonably anticipated.

Executive Director  
Regeneration &  
Neighbourhood  
Services

#### ES7 REQUESTED CLOSURE OF FOOTPATH – HALE ROAD

The Sub-Committee was advised on issues relating to the footpath between Hale Road and Deansway, Widnes and options available to them.

During the last four years, several residents who lived in this vicinity had suffered from Anti-Social behaviour, which had been associated with the footpath between Hale Road and Deansway.

During the past 12 months Members and Officers had held several meetings to discuss the on-going problems surrounding this footpath. As a result it was decided that 'Chicane Bollards' would be introduced at either

end of the footpath to deter users of scooters, motor cycles and push bikes from using the footpath.

Indications were that this intervention had worked quite well and that problems associated with bikes and motorcycles had been reduced.

It was also decided that the community safety team would conduct comprehensive consultation with residents within the nearby vicinity of the footpath as to their opinions whether a closure order for the footpath should be sought.

A comprehensive consultation was conducted and the results were as follows:

96 residents were in favour of seeking a closure order

68 residents were against the closure of the footpath.

One of the options available to the local authority would be to seek a 'Closure Order' from the Magistrates Court. This would enable the authority to close the footpath. The other option was to make a Public Path Extinguishment Order.

In both cases the Council would need to be able to demonstrate that the footpath was unnecessary, which to a large extent needs to be judged in the context of existing uses. However, there was evidence of considerable usage by the public which would make it difficult to justify that it is unnecessary. Added to this the large number of residents (68) against closing the footpath would also further illustrate this point.

The costs associated with the advertising and pursuing a potential closure through the courts would be in the order of £1,000.

However, if the Council pursued the other option to make a Public Path Extinguishment Order, it would be able to confirm the order as an unopposed order if it did not get any objections. If the order did attract objectors, the Council would then have to send the details to the Secretary of State for determination and the matter would likely end in a Public Inquiry.

It was also suggested that better lighting could be introduced and the Police Community Action Team would be requested to maintain a higher rate of activity and response in the area.

RESOLVED: That

- (1) the Council's Solicitor be instructed to apply to the Magistrates Court for closure of the footpath concerned; and

Executive Director  
Environment and  
Development

- (2) the Police Community Action Team be requested to continue to pay particular attention to the area.

### **COUNCILLOR HARRIS IN THE CHAIR**

#### **EDUCATION PORTFOLIO**

##### **ES8 FOUNDATION SOFTWARE SYSTEMS – GOVERNING BODY SUPPORT SOFTWARE MODULE**

The Sub-Committee was advised that the current Governors software used by the Authority was inherited from Cheshire County Council and had been used with some difficulty since 1<sup>st</sup> April 1998. It was considered that there was a need for an integrated management information system for the holding of its core pupil and school information.

The Foundations SEN system was purchased three years ago, the Foundations IDEAR pupil database was obtained in 2001, the Foundations Pupil Services Module was obtained in late 2002 and the Foundations Admissions and Transfers Module was obtained earlier this year. Since the Authority was moving towards an integrated Foundations Software Systems package, and it was necessary to integrate the remaining two standard systems, of which the governors system was one. The remaining non-standard system was Pupil Grants and Benefits and this system would move over to Foundations in 2004/5.

Integration of the Governing Body would improve efficiencies in terms of workload required to support software systems. The new system would save time and effort as the system would run in the same operating environment as the other Foundations Systems.

RESOLVED: That

- (1) the Executive Director - Education and Social Inclusion be authorised to purchase the Foundation Software System Governing Body Software Module; and
- (2) on this occasion, in the light of exceptional circumstances, mainly that compliance with the tendering requirements would result in a clear financial detriment to the Council, Part 2 of the Standing Orders relating to Contracts be waived.

Executive Director  
Education &  
Social Inclusion

### **COUNCILLOR NYLAND IN THE CHAIR**

ES9 PURCHASE OF BROKERAGE SERVICES FROM BARNSELEY METROPOLITAN BOROUGH COUNCIL FOR THE SUPPLY OF A BROKERAGE SERVICE TO HALTON SCHOOLS

The Sub-Committee considered a report which sought approval to permit the purchase of Brokerage Services from Barnsley Metropolitan Borough Council. Compliance with Standing Orders was considered not possible as there was only one possible supplier of the preferred brokerage model identified by Halton Local Education Authority.

Also compliance with Standing Orders was likely to result in a delay of the introduction of such services to Halton Schools and hence compromise the value and impact of such a scheme which had been long expected. The value of the contract was £14,325. The Contract was a short-term contract from the present until 31<sup>st</sup> March 2004. The outcome of which would determine the content of a longer-term contract, the value of which was estimated to be of a similar value per annum.

RESOLVED: That

- (1) the Executive Director - Education and Social Inclusion be authorised to proceed with the purchase of brokerage services from Barnsley Metropolitan Borough Council necessary to provide a brokerage service to Halton Schools;
- (2) on this occasion, in the light of exceptional circumstances, namely that compliance with the tendering requirements was not possible due to there being only one possible supplier, request that Part 2 of the Standing Orders relating to Contracts be waived; and
- (3) on this occasion, in the light of exceptional circumstances, namely that compliance with the tendering requirements was not practicable for reasons of urgency as a delay in the introduction of such services to Halton Schools and hence compromise the impact of such a scheme which has been long expected and anticipated.

Executive Director  
Education and  
Social Inclusion

ES10 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS FOR INFORMATION) ACT 1985

In view of the nature of the business to be transacted, it was

RESOLVED: That 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 as defined in paragraphs 9 of Part I of Schedule 12A of the Act.

## **PLANNING AND TRANSPORTATION PORTFOLIO**

### **ES11 AWARD OF TRANSPORT CONTRACT**

The Sub-Committee considered a report which sought approval to award transport contract 2102 to the second lowest tenderer, under Part 2 (Standing Orders relating to Contracts).

The second lowest price was received from Supertravel Omnibus Limited. The company operated existing contracts to a high standard. It was recommended that contract 2102B be awarded to Supertravel Omnibus Limited at a daily rate of £89.90, based on weekday operations, 48 weeks per year, a 3 year contract would have a potential value of £64,500.

RESOLVED: That contract 2102 be awarded to Supertravel Omnibus Limited.

Executive Director  
Environment &  
Development

## **CORPORATE PORTFOLIO**

### **ES12 ACQUISITION OF LAND AT DITTON ROAD, WIDNES**

The Ditton Strategic Rail Freight Park proposals were currently in the final stages of the Master Planning Exercise.

As part of the ongoing discussions with the existing operators and landowners in the area, the Council had been given the opportunity to purchase the freehold interest in two parcels of land at Ditton Road, Widnes from the O'Connor Group.

RESOLVED: That the terms for the acquisition of two parcels of land at Ditton Road, Widnes, be approved.

Executive Director  
Resources &  
Corporate Services

## **SOCIAL CARE AND HEALTH PORTFOLIO**

### **ES13 DOMICILIARY CARE CONTRACTS**

The Sub-Committee was advised of nine tender documents received for the Domiciliary Care Contracts across the Borough. All nine providers were invited for interview on 18<sup>th</sup> and 19<sup>th</sup> December 2003 following evaluation on the basis of a range of dimensions to assess the business, quality, and delivery.

On 6<sup>th</sup> November 2003 approval was given by the Executive Board to award the contract to other than the lowest tenderer for Best Value reasons, with a balance struck between price, quality and market stability/risk mitigation.



If the sole consideration to award a contract was price, then a single contract for general care would be awarded. However, competition was desired between providers and contracting with a single provider set at high risk.

On the basis that the principles agreed, awarding contracts that related to specific patches, two options had been considered, details of which were outlined in the report. However, as both of these options represented above RPI increases against 2003/04 budget, it was proposed that further discussions take place with suitable providers, regarding the quarter and half hour rates.

Additional specifications for clients with more complex needs had been prepared with tenders provided for these services.

With regards to adults with learning disabilities, consideration would need to be given to inviting further expressions of interest from providers for this particular group over the next 18 months. Thus in the short term existing spot arrangements could be maintained, if the existing providers agree, or transferred to Carewatch or M. Power. This would allow steady expansion with these new providers, also minimising risk and generating cost savings. It would also allow larger players to consider further expansion of their business given the interest they expressed at interview.

In respect of adults with physical disabilities and profound complex needs. It was recommended that further expressions from providers should be requested over the next 18 months.

Five tenders have been received for adults and older people with mental illness/dementia and it was proposed to have further discussions with providers about developing a specific service and pricing. If the discussion was not productive, then re-tendering for a specialist service over the next 18 months would take place.

RESOLVED: That

- (1) the proposal to award the generic domiciliary contracts be approved, following completion of the competitive tendering by select list and post tendered negotiations with contract allocated by area/block as follows:

**Option 2** (*the least effect on market stability*)

Widnes Areas 3 & 4 -	Verna Care Primary Provider 60% activity Sankey Secondary Provider 40% activity
Runcorn Areas 1 & 2 -	Medico Primary Provider 60% activity Care Watch Secondary Provider 40% activity
	Tendered Value: £1,636,446;

(2) the Operational Director Adult Services in consultation with the Executive Member for Social Care, Housing and Health be authorised to enter into post tender negotiations due to the disparity in prices for the quarter hour and half hour visits; and

(3) given the shortage of suitable providers for the particular service groups:

Adults with learning disabilities;

Adults with physical disabilities and profound complex needs; and

Adults with mental illness

Consideration should be given to inviting further expressions of interest from providers for these particular groups over the next 18 months;

(4) in the interim the Council continues to contract with the existing providers providing services identified above on the basis of the current contract rates; and

(5) the Executive Board Sub-Committee were satisfied that call-in did not apply to this item.

*Meeting ended at 12.10 pm*

**MINUTES ISSUED: 20<sup>TH</sup> JANUARY 2004**

**CALL-IN: 26<sup>TH</sup> JANUARY 2004**

**Any matter decided by the Executive Board Sub-Committee may be called in no later than 26<sup>th</sup> January 2004.**

Executive Director  
Social Care,  
Housing &  
Health