



Executive Board Sub Committee

**Thursday, 4 December 2008 10.00 a.m.
Marketing Suite, Municipal Building**

A handwritten signature in black ink, appearing to read 'David W R'.

Chief Executive

**ITEMS TO BE DEALT WITH
IN THE PRESENCE OF THE PRESS AND PUBLIC**

PART 1

Item	Page No
1. MINUTES	
2. DECLARATIONS OF INTEREST	
Members are reminded of their responsibility to declare any personal or personal and prejudicial interest which they have in any item of business on the agenda no later than when that item is reached and, with personal and prejudicial interests (subject to certain exceptions in the Code of Conduct for Members), to leave the meeting prior to discussion and voting on the item.	
3. PLANNING, TRANSPORTATION, REGENERATION AND RENEWAL PORTFOLIO	
(A) AWARD OF HBC BRIDGE MAINTENANCE PARTNERSHIP CONTRACT	1 - 4

Item	Page No
(B) RENEWAL OF SERVICE LEVEL AGREEMENT WITH MERSEYSIDE ENVIRONMENTAL ADVISORY SERVICE FOR THE PROVISION OF TECHNICAL ADVICE	5 - 8
4. CORPORATE SERVICES PORTFOLIO	
(A) 2008/09 ICT CAPITAL INVESTMENT PROGRAMME	9 - 15

In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.

REPORT TO: Executive Board Sub Committee

DATE: 4 December 2008

REPORTING OFFICER: Strategic Director - Environment

SUBJECT: Award of the HBC Bridge Maintenance Partnership Contract

WARDS: Borough-wide

1.0 PURPOSE OF THE REPORT

- 1.1 To expedite award of the HBC Bridge Maintenance Partnership Contract and thereby increase ability to satisfy the works delivery programme by delegating authority to accept the tender ranked highest following formal rigorous evaluation.

2.0 RECOMMENDATION: That

- (1) The Strategic Director Environment in consultation with the Executive Board Member for Planning, Transportation Regeneration and Renewal be authorised to award the HBC Bridge Maintenance Partnership Contract to the tenderer submitting the tender return which through a rigorous formal evaluation process is deemed to be the most advantageous.
- (2) The circumstances of the award be reported to a future Executive Board Sub Committee for information.

3.0 SUPPORTING INFORMATION

- 3.1 Item ES90 of 20 March 2008 Executive Board Sub Committee documents the circumstances leading to the invitation of tenders to undertake all planned major bridge maintenance in the Borough through a single partnering contract.
- 3.2 The term of the contract will be for an initial four-year period plus a potential two-year extension with an estimated minimum value of works of £12m. Any future decision regarding the potential two-year extension will be the subject to approval of Executive Board Sub Committee.
- 3.3 In compliance with Public Contracts Regulations 2006 a contract notice inviting expressions of interests was placed in the Official Journal of the European Union in May 2008.
- 3.4 Pre Qualification Questionnaires (PQQs) were returned in July 2008 by 16 organisations. These submissions were evaluated against a detailed scoring matrix and the 6 highest scoring submissions were shortlisted.

3.5 These organisations were as follows:

1. AMCO Ltd
2. Interserve Project Services Ltd
3. Nuttall BAM Ltd
4. A E Yates Ltd
5. Balvac Ltd
6. Wrekin Construction Co Ltd

3.6 Tenders invitations were issued on 29 August 2008 and tender returns were received from all 6 tenderers on 15 October 2008.

3.7 In conjunction with our framework consultants, Mott MacDonald, HBC are currently undertaking a detailed and rigorous evaluation of the tender returns.

3.8 Contract award will be based upon the most advantageous overall tender in terms of quality and price.

3.9 The quality score will be determined based upon the tenderer's responses to a quality questionnaire, health and safety questionnaire, questions related to delivery of derived projects and also performance at interview. The overall quality score will contribute a maximum of 60% of points available.

3.10 The price score will be based upon prices submitted for core activities within a price list, the mechanism for evaluating non-core activities and total works costs for derived projects. The overall price score will contribute a maximum of 40% of points available.

3.11 Following completion of evaluation, a detailed Tender Report will be prepared which will be issued to the Council's Internal Audit team for approval. Internal Audit scrutiny is not expected to be complete prior to the 2 December 2008 report deadline for 18 December 2008 Executive Board Sub Committee.

3.12 Following Internal Audit approval of the Tender Report, it is intended that tenderer returning the submission evaluated as yielding the highest overall score will be awarded the HBC Bridge Maintenance Partnership.

3.13 This report requests delegation of the authority to accept this tender to the Strategic Director Environment in consultation with the Executive Board Member for Planning, Transportation Regeneration and Renewal.

3.14 Approval of this Report will allow HBC to inform the successful tenderer in early December of our intention to award the contract and will enable the processes involved in formally establishing the Bridge Maintenance Partnership to be initiated as quickly as possible. This in turn will allow early mobilisation of resources and increase our ability to satisfy the planned programme of works in 2009.

4.0 POLICY IMPLICATIONS

- 4.1 The works include delivery of at least four years of the Council's Maintenance Strategy Plan for the Silver Jubilee Bridge Complex and Associated Structures.

5.0 OTHER IMPLICATIONS

- 5.1 Resource Implications

The Contract will be funded from the Council's capital budget in the form of direct capital grant for Bridge Strengthening and Maintenance on the Primary Route Network awarded through the Local Transport Plan settlement.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

- 6.1 The SJB Complex forms part of the strategic route through the Borough. Implementation of an effective and economic programme of maintenance is essential to ensure the continued availability of the crossing and thereby avoid compromising the Council's ability to deliver any of its strategic priorities.

7.0 RISK ANALYSIS

- 7.1 Financial Exposure of the Council.

Internal Audit confirmed the financial standing of all tenderers during evaluation of PQQs. A performance bond is a requirement of the contract.

- 7.2 Budget Control

The tender documentation allows routine and common activities to be priced based upon a schedule of rates. However, the unique nature of the structures in the SJB complex dictates that the costs of some works may be determined through negotiation on a target, lump sum or at-cost basis. The form of Contract to be employed and the tender evaluation process takes into account consideration of these issues.

The tender invitation and evaluation process will allow HBC to confirm that the successful tenderer has the appropriate level of expertise and experience to deliver the project within the proposed management structure. It will also allow confirmation of their ability to work openly and co-operatively with the client to react to necessary change during works to maximise opportunities to provide value for money.

The NEC (ECC) suite of contracts promotes flexibility through inclusion of options related to partnering and is recommended by the OGC as a suitable form of contract for public sector procurement.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 The Pre-Qualification Questionnaire has allowed HBC to confirm that the successful tenderer has an acceptable equality and diversity policy in place.

9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

9.1 None under the meaning of the Act.

REPORT TO: Executive Board Sub-Committee

DATE: 4 December 2008

REPORTING OFFICER: Strategic Director – Environment

SUBJECT: Renewal of Service Level Agreement with Merseyside Environmental Advisory Service for the Provision of Technical Advice

WARDS: Borough Wide

1.0 PURPOSE OF THE REPORT

1.1 The purpose of the report is to recommend the renewal of a Service Level Agreement between Halton Borough Council and the Merseyside Environmental Advisory Service for the provision of technical advice in connection with planning matters for a period from 1 April 2008 to 31 March 2009.

2.0 RECOMMENDATION: That the Service Level Agreement between Halton Borough Council and the Merseyside Environmental Advisory Service is agreed for 1 April 2008 to 31 March 2009 at a cost of £15,943

3.0 SUPPORTING INFORMATION

3.1 A draft legal agreement dated 27 October 2008, has recently been received from Sefton Metropolitan Borough Council, acting on behalf of the Merseyside Environmental Advisory Service (MEAS), in relation to services provided to Halton Borough Council by MEAS for the provision of technical environmental advice in connection with planning matters.

3.2 The MEAS is based in Maghull and provides a range of specialist advisory services to subscribing authorities. These services include advice on current and emerging European and national environmental policies, assistance with site specific environmental matters including those arising from administration of Development Control processes and support for the implementation of sub-regional initiatives.

3.3 The MEAS has been established for a number of years with the majority of funding for provision of its services being provided by Sefton, St Helens and Knowsley Metropolitan Borough Councils. More recently, Wirral, Liverpool and Halton entered into separate formal agreements to pay MEAS for the provision of some services, these services being proportionate to the monies paid by each of the local authorities.

3.4 A previous service level agreement between Halton Borough Council and the Merseyside Environmental Advisory Service was agreed by the Executive Board Sub Committee on 7 December 2006 to be extended for two years to

cover the period to the 31 March 2008, at an annual cost to HBC of £15,000 in 2006/7 and £15,450 in 2007/8.

- 3.5 A new draft legal agreement for the MEAS service contract for the period 1 April 2008 – 31 March 2009 for the provision of environmental services and technical advice now has to be considered for agreement. Although this is only for a one year contract MEAS intend to move to a 3 year agreement with Halton, Liverpool and Wirral with a new business plan.
- 3.6 The old agreement is being held over pending its formal renewal by this Executive Board Sub Committee.
- 3.7 The schedule in the agreement lists the services that MEAS will provide. These include the following:

Strategic and Planning

- Assisting UDP Review and Local Development Framework
- Sustainability Appraisals of Policy Documents
- 'Appropriate Assessment' as required by the Habitat Regulations

Projects

- Contaminated Land Information and Management System
- Risk Assessment of Prioritised Sites
- Joint Working on Waste

Development Control

- Mersey Gateway Project
- Environmental Impact Assessment

- 3.8 The cost of the services to be provided under this agreement is £15,943. MEAS will provide a substantive review of this agreement on the basis of performance to Halton by the end of March 2009.
- 3.9 MEAS will keep Halton informed of progress relating to this service by reporting to the Merseyside District Planning Officer Group Meetings and the MEAS Directing Group.
- 3.10 MEAS also provide an advisory service on behalf of all its member authorities on sub regional and regional matters that require a joint Merseyside response.

4.0 POLICY IMPLICATIONS

- 4.0 These have been largely outlined in paragraphs above. The new development plans system introduced by the Planning and Compulsory Purchase Act 2004 is onerous in relation to the need to produce background documentation in support of a Local Development Framework. Without the provision of suitable supporting documentation there is potential for a

particular document within the Local Development Framework to fail the test of soundness in relation to the provision of a suitable evidence base. Some of the evidence relating to environmental matters required to progress the Halton Local Development Framework cannot be produced 'in house' and requires the specialist input of MEAS. Similarly, on occasion expertise does not exist within Halton Borough Council to consider environmental information submitted with a planning application and again, this can be dealt with by MEAS. The Service Level Agreement is therefore considered suitable to meet these policy requirements.

- 4.1 A Directing Group, with a representative from each of the Merseyside authorities and Halton meets periodically to review the work priorities of MEAS. Halton's representative is the Operational Director, Environmental and Regulatory Services.
- 4.2 MEAS is one of several specialist organisations that provide support to the Merseyside authorities and Halton, with others including the Merseyside Policy Unit and Merseyside Information Service. It is of note that Halton also has a separate financial arrangement for the development of a joint Merseyside Waste policy document (agreed by Executive Board on 21 September 2006) and another Service Level Agreement with Cheshire County Council for the provision of archaeology and historic environment advice. The continuation of the legal agreement with MEAS for the provision of environmental services would not prejudice any of these other existing arrangements.

5.0 OTHER IMPLICATIONS

- 5.1 It has become apparent from previous working with MEAS that they offer good value for money when compared against the charges made by consultants for equivalent services. Part of the reason for MEAS offering good value for money is that they are able to draw upon existing local knowledge and technical expertise. Additionally, they also provide advice, on occasion, on behalf of all six local authorities, which means that the cost can be shared between the six rather than borne by an individual authority.

6.0 RISK ANALYSIS

- 6.1 The risk from Halton not having recourse to the services of MEAS could result in a degree of failure to provide a suitable evidence base in connection with the Halton Local Development Framework and a lack of advice on certain major planning applications.
- 6.2 Any risk of MEAS failing to meet its obligations in the provision of environmental services to Halton is dealt with by clause 2.1 of the draft legal agreement, which entitles Halton to terminate the future provision of services by written notice and to not make a payment if the services in question are not being provided or performed.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 There are no Equality and Diversity implications arising from this report.

8.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

Document	Place of Inspection	Contact Officer
Draft legal agreement Between Sefton MBC and Halton BC for the provision of strategic environmental services	Planning & Policy Division Rutland House	Andrew Pannell

REPORT TO:	Executive Board Sub Committee
DATE:	4 December 2008
REPORTING OFFICER:	Strategic Director – Corporate and Policy
TITLE:	2008/09 ICT Capital Investment Programme
WARDS:	Borough Wide

1.0 PURPOSE OF REPORT

1.1 To set out the proposed ICT Capital Programme for 2008/09.

2.0 RECOMMENDED: That the Executive Board Sub Committee approve the ICT Capital Programme, as set out in the report

3.0 BACKGROUND

In line with the Council's ICT Strategy the capital programme is focussed on

- local area networks;
- hardware replacement;
- infrastructure; and
- updating user software and facilities.

3.1 Local Area Networks

The 2007/2008 investment strategy was directed towards the replacement of the physical network itself and the dated hardware based solutions in place at the time.

With the completion of this programme of work it is now possible to expand what is to be a rolling programme and deliver a number of much needed network solutions such as wireless availability within meeting rooms and the introduction of council owned and operated fibre connections rather than the traditional leased connections from the major telecommunications companies such as BT reducing future revenue implications.

Networking, maintains, and fully secures the traffic related to the connectivity of literally thousands of users within the HBC local and external networks underpinning this is the "Active Directory Services" (AD) control solution which is itself a software solution that must be upgraded in line with the new security requirements levied upon the authority by the recent Codes of Connection, Caldecott and the need to

implement a number of large directorate and corporate projects. The re-commissioning and redesign of this control solution will be a major undertaking by the authority's technology service as such we will partner with Microsoft and will be using their consultants to support this 12 month upgrade.

Microsoft have been commissioned through the new MS Enterprise agreement and a 12 month support agreement to design and commission the AD services together with a re-focused and newly formed directory services team within the department.

This will be complimented by ICT staff undertaking role based training and formal qualification not only within the Microsoft product suite but within "ITIL" an international standard for a compliant technology service delivery with a primary focus upon change control and systems management; essential given the now complex and intricate nature of the growing mass of services managed and provided by the teams within the department.

By adopting these industry standards the authority will have the opportunity to sustain compliance within a number of the key areas required by the codes of connection and comply with the increasing complexity associated with data and operational security.

	£000
Network redesign and upgrade	11
Work packages	19
Fibre links	56
Active Directories	101
Dedicated back up network	61
Wireless access	60
Line replacements	44
Total	<u>351</u>

3.2 **Server and Hardware Replacement**

Currently the directorates technology demand, application upgrade and growth out strips the physical space available to the department for securely housing and operating the server solutions required.

The current server room is almost at capacity along with the electricity supply to the building itself. Today's modern computing solutions are large power hungry systems that require bigger faster hardware to cope with the demands of such a need. This is related to not just the equipment and the location in which the equipment is stored but the basics that were once taken for granted for example the electricity supply to the room, the air-conditioning solutions available as well as the communications links required are all at capacity.

In order to combat such an issue again as with last years programme server consolidation was and still is a key project in this area, but also one that has proven to be extremely successful in its deployment and capabilities. Fortunately this also allowed for growth within this restricted environment, again with the 08/09 programme releasing much needed capacity.

It is intended this programme of consolidation continues over the next 2 – 3 years with an assessment of technology provision and new to market solutions evaluated during the 2010/2011 delivery period. This programme will reduce the number of physical servers and house them in a number of larger devices stabilising the power and actual footprint required for the data centre.

It must be noted that not all technology solutions are capable of sitting within such an environment but the strategy will be to restrict such solutions to a minimum over the coming years through strict purchasing requirements and a greater understanding of the requirement communicated to the directorates.

The authorities need to retain and retrieve electronic documentation is growing at a considerable rate and will continue to do so now that data and the resultant security of our data is under such external scrutiny. The need to share data and interact with a multitude of government agencies is becoming the expected standard; conversely the systems and platforms must be in place to support such expectation and requirement.

The plan is in place to replace the current ageing storage network with a new enterprise store that will allow a greater level of growth, in line with the pressures placed upon such a system by the constant and considerable data growth expected over the next 3 – 5 years as centralised data, document imaging, centralised printing and secure flexible working become the standard.

To support this growth the devices we all use on a daily basis have to be capable of dealing with not only today's need but also tomorrow's demands. In order to deliver a greater return on investment for the devices we operate the service has an objective to purchase equipment that will be warranted and capable of using the next generation software solutions for at least 5 years. As such a contract has been negotiated with, a tier 1 manufacturer through the OGC Catalyst framework, for the purchase of Laptop devices rather than PC devices, to compliment to need for flexibility and the expected changes to the working pattern and environment. The vast majority of which will be capable of dealing with the current 32bit standard most software adheres to as well as the emerging 64bit technologies ahead of us.

Telephony and the expected changes in mobile and desktop compatibility will also be part of the programme for 2008/09 all be it

under a small project at this stage but aimed at setting the base line for the required changes within the 2009/2010 strategy and programme as the corporate telephony requirement and contractual arrangement need to be upgraded and renewed.

	£000
SQL Environment	10
Email	6
PC replacement	300
Server virtualisation	258
EVA SAN upgrade	103
Unified communications	15
Computer room upgrade	125
Sharepoint development	10
Total	827

3.3 Infrastructure Software

Finally Software as a solution must always be split into two distinct areas the aspect we see every day in terms of 3rd party applications and the Microsoft desktop environment.

From an infrastructure perspective the authority operates hundreds of integrated control solutions that keep the basics we take for granted delivering business as usual; such as the e-mail, Internet, network and the servers themselves, again consolidation in this area has reduced the revenue impact upon the authority allowing reinvestment in growth areas.

Corporate Microsoft licence appraisal for both the desktop and server environment has been completed with the delivery of the MS Enterprise agreement standardising non education and corporate requirement over the next 3 years for desktop and support software. Educational software is to be dealt with under separate arrangement due to an alternative discount structure in this arena.

The development of the new in-house CRM application has been a major move forward for the authority as this has allowed considerable developments to not only within the existing HDL services but improved Web and corporate use within all directorates as well as the deeper use of the HDL systems and process's within the back office functions.

By developing the CRM under the new .NET framework the authority has made considerable savings on ongoing licensing revenue but more importantly these saving will allow the deployment of the application to a wider audience including members through the newly developed web portal without the substantial revenue implication the previous application would have imposed upon the authority. The 08/09 programme for this area is focusing upon a number of key directorate service delivery solutions outside of the HDL environment again limiting

the need to purchase external software systems and the resultant hardware and revenue impact.

	£000
My Halton	34
System Architect	5
Upgrade compliance software	60
System centre phase 1	15
Application packaging	35
Microsoft licences	597
Government Connect	35
Government Gateway	15
Total	<u>796</u>

3.4 User Software and Facilities

The current directorate capital programme for ICT is focused upon a number of large replacement programmes for the key operational systems running the majority of the major services within the authority.

The report defines the current investments profile within the current ICT Capital programme for the 2008/09 work stream, all systems support key customer facing and support services within the authority and are defined as operationally essential for the delivery of services within the borough.

The ICT strategy and investment plan will always support the wider use of technology and the increasing needs of the authority to securely transact with partners and the public.

	£000
Members Laptop replacement	21
Trent Phase 2	1
Carefirst 6 Upgrade	135
Anite Replacement Servers	11
Contact Centre Digital Telephony Upgrade	33
Rev's and Benefits Unix Upgrade (Under Review)	100
Dosec Upgrade	10
Trent Phase 3	20
Libraries improvement programme	47
Total	<u>378</u>

4.0 SUMMARY

- 4.1 The objective of the new strategy is not infrastructure growth; but the consolidation of hardware/software solutions in order to cope with the immense demands placed upon the service through the considerable demand and expectation for the use of technology by the directorates and corporate body.

4.2 The strategy is aimed at the smart replacement of key support solutions that will enable change and compliance within the limited budgets we hold.

4.3 The strategy will always support the wider use of technology and the increasing needs of the authority to securely transact with partners and the public.

4.4 Staffing resources as always in this area are limited and need to be assessed in line with the growth in demand and the capability of the services developed within the department capable of delivering the wider change initiative.

5.0 POLICY IMPLICATIONS

5.1 None applicable

6.0 OTHER IMPLICATIONS

6.1 None applicable

7.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

7.1 None applicable

8.0 RISK ANALYSIS

8.1 The consequence of little or no change to the internal and external community is as always considerable.

8.2 Network and Server replacement is essential, as devices become obsolete within relatively short periods of time, again this is compounded by the total reliance many departments now have upon the technology they use to deliver public services. Out of warranty or second hand equipment is no longer an acceptable proposition within today's high availability environment.

8.3 Software replacement again is as important as the hardware it sits on, as 3rd party vendors cease to support their software solutions every 3 – 5 years. This inbuilt obsolescence forces constant change across each layer of the infrastructure platform and subsequent resource/support solutions this investment profile is ever present and until the market place changes will remain with us.

8.4 ICT and technology solutions are an "investment" rather than an "asset" each solution must be seen as an investment in service efficiency rather than a capital growth item as each and every solution upgrade/change brings with it increased revenue for the authority,

together with training and growth implications within the ICT support solution.

9.0 EQUALITY AND DIVERSITY ISSUES

9.1 None applicable

10.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

10.1 There are no background papers under the meaning of the Act.