

EXECUTIVE BOARD SUB COMMITTEE

*At a meeting of the Executive Board Sub Committee on Thursday, 22 September 2011
in the Marketing Suite, Municipal Building*

Present: Councillors Wharton (Chairman), Harris and Nelson

Apologies for Absence: None

Absence declared on Council business: None

Officers present: M. Reaney, G. Ferguson, B. Dodd, A. McNamara and
W Rourke

Also in attendance: None

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

| | | <i>Action</i> |
|------|--|---------------|
| ES34 | MINUTES | |
| | <p>The Minutes of the meeting held on 8th September 2011 were taken as read and signed as a correct record.</p> | |
| | HEALTH AND ADULTS PORTFOLIO | |
| ES35 | RE-TENDERING OF HOUSING SUPPORT CONTRACTS | |
| | <p>The Sub-Committee considered a report of the Strategic Director Communities which advised that tenders were to be invited for the provision of a number of housing support services under the Supporting People programme. The estimated value of the tenders was in excess of £1m. The existing contracts were due to terminate on the 31st March 2012. It was intended to seek contracts for a one year term, with the option to extend annually by up to two further years.</p> | |
| | <p>It was noted that these services had previously been tendered separately but on this occasion it was intended that just three tenders be issued, two being subdivided into lots, with contractors able to bid for multiple lots. All accommodation based services would be included in one tender with the exception of the accommodation based</p> | |

service at the Domestic Violence Refuge. This would be tendered separately, including the related services referred to in the table in the report. The third tender would comprise the remaining floating support services. Tender submissions would be evaluated on both price and quality using a 70% price and 30% quality ratio. The outcome of the tenders would be reported to the Sub Committee.

RESOLVED: That the Sub Committee note that a procurement process be undertaken for the services set out in the report.

ES36 AWARD OF CONTRACT TO PROVIDE SUBSTANCE MISUSE SERVICES

The Sub-Committee considered a report which sought approval to award a contract to deliver substance misuse (Drug and Alcohol) services. In February 2011, the Committee authorised the Strategic Director, Communities, to carry out all necessary steps in relation to the open tendering and commissioning of a community based recovery orientated Drug and Alcohol Substance Misuse service. The service was jointly commissioned with Halton and St. Helens PCT with the Authority being the commissioning body.

It was reported that seven submissions of documentation were received and the top four applications scoring over 65% were invited to make a presentation and answer questions on key aspects of their service delivery model with a panel of commissioners, service users and carers. Overall, bids were assessed on the basis of quality (70%) and price (30%). Following assessment it was reported that provider A achieved the highest score overall and though not the lowest price they were offering the most economically advantageous tender. This was mainly due to their providing an additional 194 staff hours per week and seeing 41 service users more than Provider B.

Members were also advised that in order to prevent any gaps in service provision and to ensure continuity of care until the new joint Substance Misuse Service commenced on 1st January 2012, the existing contracts with ARCH Initiatives, Addaction and 5 Borough's Partnership NHS Foundation Trust be extended until December 31st 2011. In progressing the tender, the project team had identified a number of issues that caused a revision to the procurement timetable and subsequent postponement of the start date of the Substance Misuse Service to 1st January 2012.

RESOLVED: That

- (1) in accordance with Standing Order 2.11b, the Operational Director Commissioning and Complex Care be authorised, to enter into a contract with Provider A, who through an open tender process had been assessed as being the most economically advantageous and effective organisation to deliver a substance misuse service;
- (2) in the light of exceptional circumstances set out below, for the purpose of Standing Order 1.8.2b, Procurement Standing Orders 2.0.1 and 2.1 to 2.6 be waived, and the Operational Director Commissioning and Complex Care be authorised to extend the following contracts direct and without competition for the current providers; ARCH Initiatives, Addaction and 5 Boroughs Partnership NHS Foundation Trust, in order to ensure continuous care and support to those currently in receipt of drug treatment; and
- (3) the contract extensions be for a period from 1st September 2011 to 31st December 2011.

Strategic Director
Communities

RESOURCES PORTFOLIO

ES37 WAIVER OF PROCUREMENT STANDING ORDERS

The Sub-Committee considered a request to waive standing orders to enable the current service provided by Northgate@work to include Audit and Operational Finance and Human Resources and further additions to the current Northgate@work and Northgate "Docs on Line" contracts during the remaining contract lifetime.

The Sub-Committee was advised that the Revenues and Benefits Division had renegotiated a contract with Northgate@work, a market leader in the supply of document imaging systems to local government. The current contract expired in January 2015. One of the advantages of Northgate@work was that they offered a remote scanning and indexing service.

It was noted that a recent review had indicated that given current volumes of work in Revenues and Benefits, when Adult and Operational Finance and Human Resources came on line, it would still be more cost effective for the Council to use this service. As the application was introduced into more areas of the Council this would be

continually reviewed.

RESOLVED: That for the purposes of Contract Standing Order 1.8, approval be given to the waiver of Standing Orders 3.1 to 3.7 for the following reasons:

Strategic Director
Policy and
Resources

- Standing Order 1.8.2a, as Northgate is the only provider of a remote scanning and indexing service;
- Standing Order 1.8.2c, as the existing system has been operating successfully for over 10 years and any new supplier would involve the Council in substantial set up and installation costs;
- Standing Order 1.8.2d, as Halton Borough Council has been a reference site for Northgate@work. Due to this relationship, Halton Borough Council has been able to negotiate favourable terms for the extension of the contract, which would not be available on the open market; and
- Standing Order 1.8.2e, as the provision of a remote scanning and indexing of documents could only be provided by Northgate Docs on Line.

ES38 INVEST TO SAVE BIDS

The Sub-Committee considered a report of the Strategic Director Policy and Resources which requested that two bids on the Invest to Save Fund be considered. The Invest to Save Fund was established in 2007 to provide up front monies from which sustainable savings were generated to help the Council's budget. The criteria for its use was outlined in the report:

It was noted that the following two bids had been submitted which met the criteria:

| | Cost | Annual Savings |
|------------------------|-------------|-----------------------|
| | £000 | £000 |
| Energy Saving Lighting | 46 | 8 |

RESOLVED: That the bids be approved.

ES39 3MG WESTERN APPROACH LINK ROAD

The Sub-Committee considered a report which sought a waiver of Standing Orders to begin construction work on the 3MG western approach link road.

It was noted that in order to comply with planning permission granted by Knowsley Metropolitan Borough Council and Halton Borough Council commencement of the Western Approach Link road was required. In June 2011 the Council had entered into an agreement with Prologis UK Limited for the development of the HBC Field. As part of the agreement the developer was obliged "to complete the Infrastructure Works" which included the western approach link road. Therefore the tender process to let a small contract to undertake advanced drainage works was managed by Prologis.

Members were advised that the tender process carried out by Prologis had resulted in Balfour Beattie Civil Engineering Limited being the preferred contractor for the western approach link road. The primary reason for the waiver was that compliance with Standing Orders would result in the Council having to forego a clear financial or commercial benefit.

RESOLVED: That the waiver of standing orders for this discrete area of work be agreed.

MINUTES ISSUED: 27th September 2011

CALL IN: 3rd October 2011

Any matter decided by the Executive Board Sub Committee may be called in no later than 3rd October 2011

Meeting ended at 10.15 a.m.