

## EXECUTIVE BOARD SUB COMMITTEE

*At a meeting of the Executive Board Sub Committee on Thursday, 29 March 2012 in the The Board Room - Municipal Building, Widnes*

Present: Councillors Wharton (Chairman), Harris and Nelson

Apologies for Absence: None

Absence declared on Council business: None

Officers present: M. Reaney, G. Ferguson, S. Clough, E. Dawson, J. Farrell, N. Goodwin, J. Hughes, J. Karmy, J. Keogh, A. McNamara, P. Murphy, P. Oliver and Y. Sung

Also in attendance: None

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

#### ES98 MINUTES

The Minutes of the meeting held on 15<sup>th</sup> March 2012 were taken as read and signed as a correct record.

#### RESOURCES PORTFOLIO

#### ES99 AWARD OF TERM MAINTENANCE CONTRACTS

The Sub Committee considered a report of the Strategic Director - Children and Enterprise, which advised on the tender process for the award of a number of term contracts with regard to the maintenance of the Council Property portfolio. The overall value of the contracts were estimated at slightly over £1m per annum the breakdown being as follows:

- Mechanical – Widnes £190,000
- Mechanical – Runcorn £165,000
- Electrical – Widnes £300,000
- Electrical – Runcorn £200,000
- Building – Widnes £100,000
- Building – Runcorn £100,000

Following expressions of interest, Contractors were required

*Action*

to submit a PPQ document which was evaluated and a short list of contractors obtained for each lot, these contractors were taken through to tender stage. The tender submissions were then evaluated on both price and quality on a 60/40 ratio, and included an interview/site visit stage which allowed for 10% of the overall quality mark. The results of the evaluation process for the 6 lots were outlined in the report. It was noted that both of the contracts awarded represented a reduction in cost from previous years.

An addendum to the report was circulated at the meeting which highlighted the following:

- Paragraph 3.6 of the report had not been taken into account in the decision making process as current performance did not form part of the Award criteria during the procurement process; and
- Paragraph 3.7 was withdrawn and replaced with an amended paragraph.

RESOLVED: That the award of the electrical and building term maintenance contract covering both Widnes & Runcorn to Picow Building Services, and the award of the Mechanical term maintenance contracts covering both Widnes & Runcorn to Sure Mechanical Services be approved, each contract is to be awarded for a 3 year period with the potential for a 1 year extension.

Strategic  
Director  
Children &  
Families

#### ES100 ICT CAPITAL PROGRAMME 2012/13

The Sub Committee considered a report which proposed a spending profile for the 2012/2013 ICT Capital Programme. The Council had allocated capital resources to support its ICT infrastructure as part of the overall budget considerations on 7<sup>th</sup> March 2012.

Members were advised that the technology and support strategy would continue to develop the three fundamental areas required by service users essential for gaining access to council services, its systems and key data sets from any location. The three areas consist of the Data Support Environment (Data Centre – Server & Digital Storage), the Network (Wireless or Wired) and the Desktop Access solutions. The current capital programme allocation 2012/13 was £1,100,000 and it was recommended that it be split as follows:

Data Support Infrastructure	£447,000
Network	£268,000
Desktop Access Solution	£385,000.

Members commented that a more detailed ICT Capital

Programme report should be submitted to a future Executive Board meeting.

RESOLVED: That the Board supports the spend profile for 2012/13 as outlined in the report, subject to a more detailed report being submitted to a future Executive Board meeting.

Strategic  
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Policy &  
Resources

## **NEIGHBOURHOOD LEISURE AND SPORT PORTFOLIO**

### ES101 COMMUNITY CENTRES SERVICE SCALE OF CHARGES

The Sub Committee considered the proposed admission charges for 2012/13 for Community Centres.

RESOLVED: That the charges as set out in the report be approved.

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## **ENVIRONMENTAL SUSTAINABILITY**

### ES102 REVIEW OF FEES AND CHARGES – ENVIRONMENTAL HEALTH

The Sub Committee considered the proposed admission charges for 2012/13 for the Environmental Health service within the Environmental, Public Health and Health Protection Division. The existing fees had been uplifted by 2.0% in accordance with the approved inflationary allowances allocated by the Council. The schedule also included a number of statutory fees that may increase during the coming financial year and Members were asked to agree to these increases as they occurred. It was noted that the following two new charges were proposed for 2012/13:

- £70.83 plus VAT for Border Agency Accommodation; and
- £125 plus VAT applied to any person seeking to reclaim sound equipment that had been seized under the Noise Act 1996.

RESOLVED: That the proposed fees and charges be approved.

Strategic  
Director  
Communities

## **CHILDREN, YOUNG PEOPLE AND FAMILIES PORTFOLIO**

### ES103 WAIVER OF PROCUREMENT PROCESS FOR COMPANY DELIVERING LEVEL 3 & 4, CHILDREN & YOUNG PEOPLE'S WORKFORCE QUALIFICATION

The Sub Committee considered a request to waive Procurement Standing Orders to extend existing contracts with Heirs and Graces Childcare Training Solutions for one year until March 2013. The up skilling of workforce within the Early Years

Sectors continued to be a major target for the Early Years Strategy.

It was noted that following a procurement process last year, Heirs and Graces were awarded a contract to deliver level 3 and 4 Qualifications. Since the award of the contract last year the cost of the course had not increased and it presented value for money backed up with proven, quality training. In addition, 30 staff had begun to study for a 2 year qualification with this company last year and would continue this year. If the waiver was unsuccessful £60,000 of funding earmarked for training of the Early Years workforce would be forfeited. This may lead to the Council being unable to fulfil its statutory duty to place vulnerable two year olds in quality early years provision.

RESOLVED: That

- (1) in light of the exceptional circumstances set out, for the purpose of Procurement, standing orders 4.1, 4.2 and 4.3 be waived on this occasion in order to extend existing contracts with Heirs and Graces Childcare Training Solutions for the provision of delivering Level 3 & 4 Qualifications for the Children & Young People's Workforce; and
- (2) the Strategic Director, Children and Enterprise be authorised, in conjunction with the portfolio holder for Children Young People and Families, to enter into the above contracts for one year from April 2012 to the end of March 2013.

Strategic  
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#### ES104 THE ENTERPRISE GAME - KEY DECISION

The Sub Committee received a report of the Strategic Director -Children and Enterprise, which sought agreement for the implementation and delivery of The Enterprise Game Business Plan April 2012 - April 2015, as recommended by The Enterprise Game Business Group. The Group had been set up to manage the future direction of the Game.

Members were advised that the Business Plan sets out the business case to continue to sell The Enterprise Game in the UK, as a valuable education resource that promoted Halton and contributed towards the Councils planned efficiency savings. The Plan also set out proposals to investigate the long term development of the Game. The investigation would include research into commercial viability of the product in the international market and consideration of the various options for the future legal entity of the product. Information on current and projected game sales was set out in the report.

Members commented that the recruitment of an Independent Sales Representative who specialised in education marketing and sales should be appointed through an external agency.

RESOLVED: That the implementation and delivery of the Enterprise Game Business Plan April 2012 – April 2015 be approved, in consultation with the relevant Portfolio Holder, and subject to a further report to Executive Board in 12 months outlining the progress of the Business Plan.

Strategic  
Director  
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Enterprise

ES105 WAIVER OF PROCUREMENT STANDING ORDERS: CITIZENS ADVICE BUREAU 'IDEAL' SERVICE

The Sub Committee considered a report of the Strategic Director Children and Enterprise which requested a waiver of Procurement Standing Orders to enable Halton Citizens Advice Bureau to be awarded a contract in respect of the revised 'IDEAL' Service. The funding currently provided two general advisors, whom parents and carers with young children could access via a direct telephone line which ensured that they were prioritised. The advice and support required was defined as meeting the debt, employment and benefit needs of parents/carers.

As part of the revision of commissioned services, the IDEAL service was reviewed. Following the review, a revised specification for delivery of the service was developed, full details of which were outlined in the report. The funding agreed for the contract was £80,000 per annum for one year commencing on 1<sup>st</sup> April 2012.

RESOLVED: That

- (1) on this occasion, in the light of the exceptional circumstances set out below, for the purpose of standing order 1.8.2 (d) where compliance with Standing Orders would result in the Council having to forego a clear financial benefit, Procurement Standing Orders 4.1 be waived in order that the Council does not have to forego a clear financial benefit; and
- (2) the Strategic Director – Children and Enterprise be authorised to enter into a contract with Halton Citizens Advice Bureau in respect of the revised 'IDEAL' Service contract, in the sum of £80,000 per annum for the period 1<sup>st</sup> April 2012 to 31<sup>st</sup> March 2013, with a possible option of extension to the contract for a further one year from April 2013 to March 2014.

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**HEALTH AND ADULTS PORTFOLIO**

ES106 AWARD OF CARE AND SUPPORT CONTRACTS IN EXTRA

## CARE HOUSING

The Sub Committee were advised on the tender process undertaken to award community care services and housing related support services in Extra Care housing schemes. Following an invitation to tender eight tenders were received for the community care contract, however two were deemed invalid. In addition seven tenders were received for the housing related support, but two were deemed invalid. Evaluation of both tenders was done using a 70:30 Price/Quality model.

In respect of the community care contract the tender was awarded to Local Solutions. Based on the tendered hourly rate and estimated volume of hours of care to be provided over the duration of the contract, the contract value equated to £3,102,633.40. It was noted that there would be TUPE implications for staff at Dorset Gardens.

With regard to Housing Related Support Contract, the tender was divided into 3 lots. It was proposed that Halton Borough Council (HBC) Intermediate Care be awarded all 3 lots, subject to receiving confirmation that they can secure agreement of terms and conditions with the housing landlords for the use and occupation of their premises. Although the HBC Intermediate Care tender for Lot 3 was higher it was considered that the combined factor of potential time and cost savings could be made by dealing with one provider for all three services.

### RESOLVED: That

- (1) the award of a 5 year contract to Local Solutions for the provision of community care services at Dorset Gardens, Naughton Fields and the Boardwalk Extra Care housing schemes at an hourly rate of £10.85 be noted;
- (2) the award of a 5 year contract to the HBC Intermediate Care Service for the provision of housing related support services at the above mentioned housing schemes at a weekly unit cost of £13.19, be agreed and
- (3) both contract awards are subject to the tenderers securing agreement with the housing landlords on terms and conditions for occupying their buildings.

Strategic  
Director  
Communities

## RESOURCES PORTFOLIO

ES107 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT

1985

The Board considered:

- (1) whether Members of the press and public should be excluded from the meeting of the Board during consideration of the following item of business in accordance with Sub-Section 4 of Section 100A of the Local Government Act 1972 because it was likely that, in view of the nature of the business to be considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972; and
- (2) whether the disclosure of information was in the public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

RESOLVED: That as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, members of the press and public be excluded from the meeting during consideration of the following items of business in accordance with Sub-Section 4 of Section 100A of the Local Government Act 1972 because it is likely that, in view of the nature of the business, exempt information will be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972.

#### ES108 DISCRETIONARY NON-DOMESTIC RATE RELIEF

The Sub-Committee received a report of the Strategic Director - Policy and Resources, which sought Members' consideration of an application for discretionary rate relief, under the provisions of the Local Government Finance Act 1988.

The Sub-Committee was advised that under the provisions of Section 47 of the Local Government Finance Act 1988, the Authority was allowed to grant discretionary rate relief to organisations that were either a charity or a non-profit making organisation. This relief may also be awarded to Community Amateur Sports Clubs. A summary of the application was outlined within the report and a list of the associated figures was included.

RESOLVED: That under the provisions of Section 47, Local Government Finance Act 1988, the following application for discretionary rate relief from 2<sup>nd</sup> October 2009 be refused:

Headstart Academy Ltd

100%.

Strategic  
Director  
Policy &  
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ES109 PROPOSED USE OF THE AD HOC PROPERTIES GUARDIAN SCHEME

The Sub Committee considered a request to waive Standing Orders to implement the Ad Hoc properties guardian scheme as an alternative method of protecting vacant properties within the Council's ownership. It was reported that the arrangement would be initially for two vacant Council properties for a 3 month period. Following the initial three months, the Council could terminate the agreement by giving a minimum of two weeks' notice. If the scheme was successful a procurement exercise would be carried out.

It was noted that following initial set up costs, for example, minor adaptations, clearing out the building, and basic amenities provided, there was no management fee to pay as Ad Hoc gained their income from the Licence fee paid by the guardians.

RESOLVED: That

- (1) the proposal to test the use of the guardian scheme in two of its vacant properties be approved;
- (2) a report is brought to a future meeting of the Executive Board to consider the success/failure of the scheme and whether it should be adopted for other vacant Council buildings and to consider procurement options should the pilot scheme be successful; and
- (3) pursuant to Standing Order 1.8.2 (c), on this occasion Standing Orders be waived as this is a pilot scheme to test the effectiveness of the scheme.

Strategic  
Director  
Children &  
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**MINUTES ISSUED: 3rd April 2012**

**CALL IN: 12<sup>th</sup> April 2012**

**Any matter decided by the Executive Board Sub Committee may be called in no later than 12<sup>th</sup> April 2012**

*Meeting ended at 12.25 p.m.*