

APPENDIX 1

Extract of Executive Board and Executive Board Sub Committee Minutes Relevant to the Corporate Services Policy and Performance Board

EXECUTIVE BOARD MEETING HELD ON 25th SEPTEMBER 2008

47. Corporate Service PPB Compliments and Complaints Review

The Board considered a report of the Strategic Director – Corporate and Policy detailing the recommendations of the Corporate Services Policy and Performance Board (PPB) for improving how the Council responded to compliments and complaints.

The Corporate Services PPB had undertaken a review of compliments and complaints that had involved customer surveys, interviews and comparison with good practice local authorities. The report outlined the review process and detailed the key findings and reasoning behind the proposed recommendations. The recommendations described how improvements in relation to compliments and complaints intended to be delivered and the report and action plan were attached as appendices to the main report for the Executive Board's consideration.

Members noted that, whilst there was a need for consistency across the Council, there would still be variances due to statutory requirements in some areas such as those relating to health.

In presenting the report, the Portfolio Holder commended this piece of scrutiny work.

RESOLVED: That

- (1) the recommendations of the Corporate Services Policy and Performance Board (PPB) set out in Appendix 1 to the report be noted;
- (2) the recommendations set out in Section 4 of the report, as set out in the Appendix to these Minutes, be approved; and
- (3) the Strategic Director – Corporate and Policy report to the Corporate Services PPB on progress against the Action Plan set out in Appendix 2 to the report.

EXECUTIVE BOARD SUB COMMITTEE MEETING HELD ON 11TH SEPTEMBER 2008

24. Spending as at 30th June 2008

The Sub-Committee considered a report which summarised the overall revenue and capital spending position as at 30th June 2008.

In overall terms, Revenue Expenditure was below the budget profile. However, the budget profile was only a guide to eventual spending and spending was historically higher in the latter part of the financial year. Therefore, it was important that budget managers continue to closely monitor and control spending to ensure that overall spending remained in line with budget by year-end.

It was noted that income was already below budget profile in a number of areas including: trade and bulky waste collection, planning fees, building control fees, school meals, land search fees, market rents and industrial estate rents.

In addition, it was noted that investment returns were currently better than expected despite the volatility in the financial market. As a result, investment income was expected to exceed the budget target by year-end.

With regard to Capital Spending, it was reported that spending to the 30th June 2008 totalled £7.3m, which was 87% of the planned spending of a £8.4m at this stage.

However, this only represented 15% of the total capital programme of £49m, although, historically capital expenditure was significantly higher in the last part of the financial year, it was important that Project Managers maintained pressure to keep projects and spending on schedule and in particular to ensure all external funding was maximised.

RESOLVED: That the report be noted.

25. Treasury Management 2007/08

The Sub-Committee considered a report which reviewed activities on Treasury Management for the year 2007/08.

The Annual Report covered:

- the Council's current treasury position;
- performance management;
- the borrowing strategy for 2007/08;
- the borrowing outturn for 2007/08;
- compliance with treasury limits;
- investments strategy for 2007/08;
- investments outturn for 2007/08;
- debt re-scheduling; and
- other issues.

It was noted that during the year the Council had complied with the Treasury limits set out in the Council's Treasury Policy Statement and Treasury Strategy Statement.

RESOLVED: That the report be noted.

26. Retrospective approval for the award of contract for the provision of services at Grangeway Court

The Sub-Committee was advised that from 1st October 2008, Halton Housing Trust (HHT) would no longer deliver homeless services in Halton, this included the provision of services at Grangeway Court Hostel for homeless families. As the Council had a statutory duty under the Housing Act 1996 Part VII (as amended by the Homelessness Act 2002) to provide temporary accommodation to homeless families, Executive Board gave approval in April 2008, to obtain a new service provider through an open tender process by September 2008.

Expressions of interest were invited through adverts and 6 tenders were submitted, out of which 1 was eliminated at Stage 2. Tenders were evaluated on price and quality and the outcome of the evaluation was outlined in the report.

The evaluation showed that whilst Arena Options Limited did not submit the lowest tender, the hourly rate for support to clients was lower than that submitted by the lowest tenderer. As the evaluation of cost was based on the tender price and the hourly rate, two organisations

were scored equally on cost. However, 60% of the evaluation was based on quality and Arena Options Limited scored higher on quality and therefore represented the most economically advantageous tender.

The Sub-Committee considered a request for retrospective approval for the waiver of Standing Order 1.6, Procurement Orders 3.1 – 3.7 and 3.10, as compliance with Standing Orders was not practicable for reasons of urgency in that delaying award of the contract would not leave sufficient time for the new provider to be operational before the existing provider ends the service on 1st October 2008. Homeless families placed at Grangeway Court were amongst the most vulnerable members of our community and failure to act in a timely manner would increase the risk of a temporary loss of service to this vulnerable group.

In this event, as the Council has a duty to accommodate, the Council would be liable for increased costs to secure alternative bed and breakfast accommodation.

The report also sought retrospective approval for the Operational Director – Health and Partnerships in conjunction with the Portfolio Holder, Community to award the contract to Arena Options Limited.

RESOLVED: that

- (1) subsequent to consultation, retrospective approval be given for the award of the contract for the provision of services for homeless families at Grangeway Court to the contractor – Arena Options Limited, in the sum of £1,061,559 for a five-year contract, and that in light of the exceptional circumstances detailed, for the purpose of Standing Order 1.6, Procurement Orders 3.1 – 3.7 and 3.10 be waived on this occasion, as compliance with the tendering requirements of Standing Orders is not practicable for reasons of urgency, in that delaying the award of contract would not leave sufficient time for the new provider to be operational before the existing provider ends the service on 1st October 2008 and the potential closure of this service will place vulnerable homeless families at risk of loss of service and would result in the Council having to forego a clear financial benefit and bearing in mind that if Grangeway Court closed, the Council, in order to fulfil its statutory duty, would have to place families in more costly bed and breakfast accommodation; and
- (2) in conjunction with Portfolio Holder – Community the Operational Director Health & Partnerships be authorised to take such retrospective and future action as is necessary to implement recommendation set out above.

EXECUTIVE BOARD SUB COMMITTEE MEETING HELD ON 25th SEPTEMBER 2008

28. Acceptance of Tender Cavendish School Runcorn

Minutes:

The Board considered a report which informed Members that the Strategic Director, Corporate and Policy had accepted a tender relating to the extension and remodelling of Cavendish School, Runcorn and a contract had been entered into with the successful contractor.

It was noted that Tenders had been invited from six contractors in a two stage tendering process, designed to ensure that the contractor offering 'best value' was appointed to carry out the project. The first stage entailed the contractors tendering their percentage additions for preliminaries, overheads and profit only against a notionally priced document already prepared for them to make a comparison assessment.

The Board was advised that from analysis of the stage one bids which were assessed on both price and quality, three contractors were chosen to progress to stage two. A detailed presentation and rigorous interview of each of these contractors was undertaken by an appointed panel to further establish quality levels as part of the overall review. The aggregate of both price and quality from this two-stage process resulted in a preferred contractor, John Turner Construction Ltd, being chosen for the project.

RESOLVED: That the Strategic Director, Corporate and Policy accepted the tender submitted by John Turner Construction Ltd, and a contract has been entered into, with a contract sum of £1,239,218.00 be noted.