

**MINUTES OF THE EXECUTIVE PROCUREMENT COMMITTEE
TUESDAY, 3 JANUARY 2006**

Councillors *Milner (Chair), Adje, *Diakides, Hillman and *Meehan.

* Members present

| MINUTE NO. | SUBJECT/DECISION | ACTON BY |
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| PROC58. | <p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were submitted by Councillor Adje and by Councillor Hillman for whom Councillor Meehan deputised.</p> | |
| PROC59. | <p>DECLARATIONS OF INTEREST</p> <p>Councillor Diakides in respect of Agenda Item 7 (see Minute PROC 62) below.</p> | |
| PROC60. | <p>MINUTES</p> <p>RESOLVED:</p> <p>That the minutes of the meeting held on 6 December 2005 be approved and signed.</p> | HMS |
| PROC61. | <p>AMENDMENTS TO TENDER OPENING PROCEDURES IN CONTRACT STANDING ORDERS (REPORT OF THE HEAD OF LEGAL SERVICES AND MONITORING OFFICER – AGENDA ITEM 6):</p> <p>We noted that it was proposed that the special procedure for tenders over £150,000 in value be abolished and to have a uniform process for all tender openings similar to that already existing but not involving the Legal Service. We also noted that it was to be made express in Contract Standing Orders that the tender opening officers were to come from a different team from that involved in commissioning the tenders and that the selection, training and arrangements for due independence of the tender opening officers were to be approved by the Head of Corporate Procurement who was in the process of completing a Training Manual for the use of these officers.</p> <p>Having regard to the concerns previously expressed by the General Purposes Committee in relation to the possible risks of fraud and corruption if tender opening teams were drawn from the same Directorate as the tender commissioning team, the Head of Internal Audit and Risk Management had indicated that any extra risk from the revised arrangements proposed could be mitigated by an appropriate framework which defined the standard practices to be followed by all Directorates. We were of the view that details of such a framework to be devised by the Head of Internal Audit and Risk Management in conjunction with the Head of Procurement should be included when the proposals were re-submitted to the General Purposes Committee. As</p> | |

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| | <p>suggested in the report, audit trails should be maintained which should be reviewed and monitored by service management and Internal Audit. We also endorsed the suggestion that spot checks be made by managers on compliance should be included in the agreed framework and made part of the routine checking process signed off by managers.</p> <p>Further, the additional safeguard outlined of Internal Audit including a review of the tender opening process as part of the annual audit programme of work should be adopted to provide assurance that the risks were being managed effectively and that the controls were in place and operating as intended. We would wish to receive a report on each Review at a meeting of our Committee.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That, subject to an appropriate framework which defined the standard practices to be followed by all Directorates being agreed by the General Purposes Committee and to the additional safeguards outlined above, approval be granted to the proposals to amend Contract Standing Orders on Tender Opening Procedures, as described in paragraphs 8.2 and 8.3 and set out in Appendix 1 to the interleaved report. 2. That, subject to 1. above, the General Purposes Committee be requested to recommend the full Council to amend the Constitution accordingly. | <p>HLS/ HPr/ HARM</p> <p>HLS</p> |
| <p>PROC62.</p> | <p>REDEVELOPMENT OF UNITS 20-22 BERNARD ROAD, RANGEMOOR ROAD (REPORT OF THE ASSISTANT CHIEF EXECUTIVE (ACCESS) – AGENDA ITEM 7):</p> <p>Councillor Diakides declared an interest in this item by virtue of being a Tottenham Green Ward Councillor.</p> <p>With the consent of our Chair an amended version of the report was tabled.</p> <p>Details of the value of the proposed additional contract to ABK which were set out in Appendix 1 to the interleaved report were the subject of a motion to exclude the press and public from the meeting as they contained exempt information relating to terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods and services.</p> <p>RESOLVED:</p> <p>That, in accordance with Contract Standing Order 7.3(d), approval be granted to the waiver of Contract Standing Order 6.4 (Requirement to Tender) in respect of the full design and delivery consultancy contract for the Rangemoor Road project.</p> | <p>ACE (A)</p> |

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| <p>PROC63.</p> | <p>SEVEN SISTERS SHOP FRONT RENEWALS: AWARD OF CONTRACT</p> <p>We noted that this item had been withdrawn.</p> | |
| <p>PROC64.</p> | <p>REQUEST FOR WAIVER OF REQUIREMENT TO TENDER FOR COMMUNITY BASED RISK AND SAFEGUARDING ASSESSMENT OF CHILDREN AND FAMILIES (REPORT OF THE DIRECTOR OF THE CHILDREN'S SERVICE – AGENDA ITEM 9):</p> <p>Details of the market mapping exercise and market testing exercise which were set out in Appendices 1 and 2 to the interleaved report were the subject of a motion to exclude the press and public from the meeting as they contained exempt information relating to terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods and services.</p> <p>RESOLVED:</p> <p>That, in accordance with Contract Standing Orders 7.2 and 7.3(a) and (d), approval be granted to a waiver of Contract Standing Order 6.4 (Requirement to Tender) in connection with the contract for community based risk and safeguarding assessment of children and families.</p> | <p>DCS</p> |
| <p>PROC65.</p> | <p>NEW ITEMS OF EXEMPT URGENT BUSINESS - LEISURE CENTRES INVESTMENT : PROCUREMENT (REPORT OF THE DIRECTOR OF ENVIRONMENTAL SERVICES – AGENDA ITEM 15):</p> <p>Our Chair agreed to accept the report as urgent business. The report was late because of the need to conclude negotiations and the related increase in total contract price. The report was too urgent to await the next meeting because of the need to finalise the Stage 2 contract award.</p> <p>This item was the subject of a motion to exclude the press and public from the meeting as it contained exempt information relating to terms proposed or to be proposed by or to the authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods and services.</p> <p>We noted that pursuant to our decision of 12 July 2005 (vide Minute PC 24) a two stage procurement process had been followed in respect of Leisure Centres Investment and the Stage 1 contract was awarded to Crispin and Borst. Authority had also been granted to the Director of Environmental Services, in consultation with the Executive Member for Environmental Services, to finalise Stage 2 negotiations and contract award within a threshold figure.</p> <p>We also noted that on conclusion of negotiations in relation to Stage 2 works the costs had risen above the previously agreed threshold although still within the approved total investment budget. In view of the</p> | |

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| | <p>need to finalise the Stage 2 contract award before the Christmas holiday, action had been taken under the Council's urgency procedures in consultation with the Leader of the Council to approve a revised contract price threshold and to grant delegated authority to the Director of Environmental Services in consultation with the Executive Member for Environment and Conservation to finalise the contract detail and award.</p> <p>RESOLVED:</p> <p>That the action taken by the Director of Environmental Services in consultation with the Leader as outlined above be noted.</p> | |
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RICHARD MILNER
Chair