

EAST AYRSHIRE COUNCIL

GOVERNANCE AND SCRUTINY COMMITTEE - 19 JUNE 2009

MATTERS ARISING UPDATE REPORT

Report by the Depute Chief Executive/Executive Director of Corporate Support

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide the Committee with a consolidated response to information requests made by Members at previous meetings.

2. BACKGROUND

- 2.1 As Members are aware, during the course of discussions at meetings of the Governance and Scrutiny Committee, Members, from time to time, seek information or clarification from Officers on particular matters which requires to be provided after the meeting. Such requests arise from, and reflect, the role of the Committee in respect of its scrutiny function.

- 2.2 The Committee at its meeting held on 3 April 2009 agreed that, in future, a report be submitted to the Committee to consolidate all responses to information requests made by Members of the Committee at previous meetings or, otherwise, provide an explanation as to why the relevant information is not yet available. This approach will formalise the various matters arising into report format thereby facilitating presentation of the information to Members and recording of the origin and progress of the issues raised.

3. UPDATE

- 3.1 The outstanding matters arising from previous meetings of the Committee and the current position with regard to the provision of information relative to each item is set out in detail in Appendix I to this report.

4. FINANCIAL/LEGAL/POLICY/COMMUNITY PLANNING/RISK IMPLICATIONS

- None arising directly from this report.

5. RECOMMENDATION

- 5.1 The Committee is asked to note the information provided in response to the matters arising as set out in Appendix I.

Elizabeth Morton
Depute Chief Executive/Executive Director of Corporate Support

8 June 2009
SN/SR

LIST OF BACKGROUND PAPERS - NIL

Any person wishing further information on this report should contact Bill Walkinshaw, Head of Democratic Services on Telephone Number (01563) 576135.

Implementation Officer: Stuart Nelson, Administrative Officer.

APPENDIX I

<u>NO</u>	<u>ORIGIN</u>	<u>ISSUE</u>	<u>UPDATE</u>
1.	Governance & Scrutiny Committee, 3 April 2009 (Item 7(ii), Page 675, 07/12)	<u>Planning and Listed Building Consent Appeal Decisions - 1 May 2007 to 31 January 2009</u> - Agreed that the Head of Legal, Procurement and Regulatory Services provide information to Members of the Committee on the amount of expenses awarded to the Council arising from the application by AMEC Project Investment PLC for a Windfarm at Kyle Forest, near Dalmellington.	The Head of Legal, Procurement and Regulatory Services advises that the costs arising from this application are currently being assessed by an independent Law Accountant and this will form the basis of the Council's claims for expenses.
2.	Governance & Scrutiny Committee, 29 May 2009 (Item 3(iii), Page , 07/12)	<u>School Leavers Destinations 2007/2008</u> - Agreed that the Head of Service: Schools, provide information to Members of the Committee on the leavers' destinations for looked after children; the number of looked after children accessing the mentoring sessions available under the More Choices: More Chances Strategy; and the destinations of leavers from Doon Academy for the previous five years.	A briefing note by the Head of Service: Schools on these issues is provided at Annex 1.
3.	Governance & Scrutiny Committee, 29 May 2009 (Item 4(i), Page , 07/12)	<u>Employee Statistical Information: January to March 2009: Quarter 1</u> - Agreed that the Head of Human Resources provide to Members of the Committee information on the cost savings arising from the indicated reduction in the number of full-time equivalent employees between March 2008 and March 2009.	Verbal report to be provided by the Head of Human Resources to Committee on 19 June 2009
4.	Governance & Scrutiny Committee, 29 May 2009 (Item 5(i), Page , 07/12)	<u>Awarding of Contracts: 21 March - 15 May 2009</u> - Agreed that the Head of Legal, Procurement and Regulatory Services provide further information to Members (a) on the evaluation process and the award criteria relating to the contract for the installation and	A briefing note by the Head of Legal, Procurement and Regulatory Services on these issues is provided at Annex 2.

		<p>maintenance of automated public conveniences, particularly with regard to specification, user friendliness and the added value criteria; (b) with regard to the contract for patching B, C and U roads - South Area, on sustainability of the lowest offer received and the contractual administration/monitoring processes in place within the Roads Division to ensure contract compliance particularly in respect of quality; and (c) with regard to the contract for the seasonal pantomime 2009/2011, on the award criteria and also the financial criteria in respect of costs and income to the Council.</p>	
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8 June 2009
SN/SR

Annexation 1

BRIEFING NOTE BY HEAD OF SERVICE: SCHOOLS

GOVERNANCE AND SCRUTINY COMMITTEE – 29 MAY 2009

SCHOOL LEAVER DESTINATIONS 2007/2008

(a) School Leaver Destinations of Looked After Young People in East Ayrshire - June 2008.

Economically inactive -	1
Employment with no training -	1
Further Education -	8
Get Ready for Work -	5
Training -	3
Unemployed -	14
Unknown -	1
Total:	33

(b) One to One Mentoring Scheme for LAAC in East Ayrshire:

<u>Session</u>	<u>No LAAC in P5/S4</u>
2008-09	236
2009-2010	245

(c) Destinations of Leavers from Doon Academy

Leaver Destinations Doon Academy 2004 - 2008

	Number of leavers	Full-time higher education (%)	Full-time further education (%)	Training (%)	Employment (%)	Other known destinations (%)	Destination unknown (%)
2008	75	7	35	11	27	20	1
2007	77	4	40	9	29	18	0
2006	78	8	31	10	31	21	0
2005	89	19	17	**	26	24	**
2004	71	16	41	10	17	11	6

Annexation 2

BRIEFING NOTE BY HEAD OF LEGAL, PROCUREMENT AND REGULATORY SERVICES

GOVERNANCE AND SCRUTINY COMMITTEE – 29 MAY 2009

AWARDING OF CONTRACTS: 21 MARCH TO 15 MAY 2009

(a) Install and Maintain Automated Public Conveniences (APC)

With regard to Automated Public Conveniences, the evaluation of tenders is a standard process guided by Procurement. The Procurement Officer carries out the financial evaluation and the Client Department conducts the quality evaluation. The Procurement Officer then adds the two elements of scoring to identify the Preferred Bidder with the highest score. The scoring methodology is laid out in the tender documents under the evaluation criteria with a Price/Quality split. For the Automated Public Conveniences, this was as follows:

Price - 40%: the rates submitted per annum for the 10 year lease on an APC were awarded maximum points for the lowest tender with the remaining bids allocated prorated points in relation to the lowest bid.

Quality - 60%

1. Specification/Additional Added Value Criteria (30%), which requested specific details on Specification, Innovative/Additional Features, Use of Resources/Sustainability/Environment Management, Details of Previous Installations, Previous Experience.

2. Service Provision (30%), which requested specific details for Maintenance Details, Emergency Arrangements, Guarantees/Leasing Arrangement Details, Programme for Installation, Contract Management/Management Information, Consumables.

With regard to the issue of user friendliness, the Procurement Officer has confirmed that the specification in the tender documents required the units to be fully DDA (Disability Discrimination Act) compliant.

(b) Patching B, C & U Roads South Area

With regard to sustainability of the lowest offer, Roads and Transportation services have advised that JH Civil have been on the All Ayrshire Contractors list since 1/7/03 and they are approved to carry out works up to £2,000,000.00. They have carried out several patching contracts for East, South and North Ayrshire and East Ayrshire Roads and Transportation have no problems with either their quality or measurements and have heard of no adverse reports from other Authorities.

With regard to the contractual administration/monitoring processes, Roads and Transportation services have advised that when works are carried out, the site is inspected most days by either the Clerk Of works or Technical Officer and that all measures are agreed by Technical officer and passed to Area Engineer for authorisation. They further confirmed that all contracts have a defects correction

period of 12 months and money is held back (retention money) and not released until any outstanding defects have been rectified.

(c) Seasonal Pantomime 2009-2011

The award criteria is laid out in the tender documents, with the Price/Quality split as follows:

Price 20%: the rates (being the production costs and the percentage split between the Council and the Tenderer) submitted by tenderers are inserted into a matrix and using average box office takings from previous years, the percentages are calculated into notional finance figures; the highest finance figure would be awarded 20% (ie this would be an income to the Council) and the remaining bids allocated pro-rated points in relation to the lowest bid.

Quality 80%: which was broken down as follows:

Review of Pantomime Productions – Season 2008-2009	20%
Experience of Pantomime Production Personnel	15%
Experience of Service Provider	15%
Quality of Pantomime Production	15%
Pantomime Aims Being Addressed	15%

In this tender, the Council and the successful tenderer share a percentage of the total gross box office takings, however the tenderer is guaranteed a minimum payment for production costs (ie the production cost that was submitted in the tender). For example, if the total gross box office takings does not meet the guaranteed productions costs submitted by the tenderer, then the Council would have to make up the difference.

Head of Legal, Procurement
and Regulatory Services

12 June 2009