

Agenda item No. 9

Title: **Consultative Group for Greenspace Management and Street Cleansing Contract**

Portfolio holder: **Councillor Linda Conley**

Reporting officer: **Tim Darsley**

Key decision: **No**

Purpose

To re-establish the consultative group for the Greenspace Management and Street Cleansing contract.

Background

Contract Procedure Rules require that, for major service contracts, the need for a consultative group be considered. The purpose of a consultative group is to advise on all aspects of the contract from the preparation of the specification to the selection of the contractor.

A group was established for the early stages of the Greenspace Management and Street Cleansing Contract. We are currently out to tender for the work, and the group will need to be re-established and in place by early July to contribute to the process leading to an award.

There is no prescribed size for a consultative group but groups of five or six members have proved to be valuable and workable. There is no requirement for political balance in a consultative group.

Key issues

- We are under significant time constraints if we are to be able to award a contract in time to permit a reasonable mobilisation period before the existing contract for the central area ends on 31 October 2007.
- A programme for the key activities between tender return on 2 July 2007 and the Cabinet meeting on 5 September 2007 has been established. Key meetings for the consultative group are as follows:
 - Briefing meeting on the tender and the award process asap
 - Meeting to receive report from the evaluation team 14/8/07
 - Meetings with contractors - day 1 20/8/07
 - Meetings with contractors - day 2 21/8/07
 - Possible additional meeting to confirm award recommendation to Cabinet 23/8/07
- To ensure key contractors' personnel are available when required, early notification of the meeting dates is needed.
- Members' availability for these meetings in the holiday season may be a difficulty. Deputies may be required.

Effect on strategies and codes

There are none

Risk management implications

Failure to meet the programme will result in additional payments to the existing contractor, or in additional administration to transfer employees back to the Council for a short period before starting the new contract.

Finance and performance implications

Up to £10,000 per month for any delay.

Legal and human rights implications

The Contract must comply with the European and UK procurement legislation, and with TUPE regulations.

Next Steps

To establish the consultative group and progress the tender process.

Recommendation

It is recommended that:

- a consultative group be re-established as a matter of urgency.

Background papers

The Greenspace Management and Street Cleansing tender documents are available at Riverway Depot.