



## Economy and Regeneration Overview and Scrutiny Committee

<b>Date:</b>	<b>Wednesday, 15 September 2010</b>
<b>Time:</b>	<b>6.00 pm</b>
<b>Venue:</b>	<b>Committee Room 1 - Wallasey Town Hall</b>

**Contact Officer:** Brian Ellis  
**Tel:** 0151 691 8491  
**e-mail:** [brianellis@wirral.gov.uk](mailto:brianellis@wirral.gov.uk)  
**Website:** <http://www.wirral.gov.uk>

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### AGENDA

**1. DECLARATIONS OF INTEREST/ PARTY WHIP**

Members are asked to consider whether they have personal or prejudicial interests in connection with any item(s) on this agenda and, if so, to declare them and state what they are.

Members are reminded that they should also declare, pursuant to paragraph 18 of the Overview and Scrutiny Procedure Rules, whether they are subject to a party whip in connection with any item(s) to be considered and, if so, to declare it and state the nature of the whipping arrangement.

**2. MINUTES (Pages 1 - 6)**

To receive the minutes of the meeting held on 17 June 2010

**3. HOUSING STRATEGY - PRESENTATION**

**4. QUARTER1 PERFORMANCE REPORT 2010/11**

The Head of Housing and Regeneration will report verbally.

A copy of the report is available in the Web Library

<http://wir06metrognome.admin.ad.wirral.gov.uk/ecCatDisplay.aspx?sc h=doc&cat=12991&path=13002>

**5. LOCAL DEVELOPMENT FRAMEWORK FOR WIRRAL - RETAINED RETAIL CONSULTANCY (Pages 7 - 20)**

**6. UPDATED WORK PROGRAMME (Pages 21 - 26)**

**7. FORWARD PLAN**

The Forward Plan for the period September to December 2010 has now been published on the Council's intranet/website and Members are invited to review the Plan prior to the meeting in order for the Committee to consider, having regard to the Committee's work programme, whether scrutiny should take place of any items contained within the Plan and, if so, how it could be done within relevant timescales and resources.

**8. ANY OTHER URGENT BUSINESS APPROVED BY THE CHAIR (PART 1)**

**9. EXEMPT INFORMATION - EXCLUSION OF THE PRESS AND PUBLIC**

The following item contains exempt information.

RECOMMENDATION: That, under section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined by the relevant paragraphs of Part I of Schedule 12A (as amended) to that Act.

**10. REGENERATION UPDATE**

The Director of Regeneration will provide a verbal update on major development schemes within the borough.

**11. ANY OTHER URGENT BUSINESS APPROVED BY THE CHAIR (PART 2)**

## **ECONOMY AND REGENERATION OVERVIEW AND SCRUTINY COMMITTEE**

Thursday, 17 June 2010

Present:

Councillor	G Davies (Chair)	
Councillors	E Boulton J Hale M Johnston S Kelly D Knowles	A Pritchard D Roberts J Stapleton I Williams

### 44 **DECLARATIONS OF INTEREST/PARTY WHIP**

Members were asked to consider whether they had personal or prejudicial interests in connection with any item(s) on this agenda and, if so, to declare them and state what they were.

Members were reminded that they should also declare, pursuant to paragraph 18 of the Overview and Scrutiny Procedure Rules, whether they were subject to a party whip in connection with any item(s) to be considered and, if so, to declare it and state the nature of the whipping arrangement. No such declarations were made.

### 45 **MINUTES**

The Director of Law , HR and Asset Management submitted the minutes of the Regeneration and Planning Strategy Overview and Scrutiny Committee held on 15 March, 2010

Resolved – That the minutes be received.

### 46 **APPOINTMENT OF VICE-CHAIR**

The Committee was requested to appoint a Vice-Chair.

On a motion by the Chair seconded by Councillor Roberts it was:

Resolved – That Councillor J Stapleton be appointed Vice-Chair of this Committee for the current municipal year.

47 **TERMS OF REFERENCE**

The terms of reference were submitted for Members' information.

Resolved – That the terms of reference be noted.

48 **SCRUTINY WORK PROGRAMME 2010/11**

The Chair referred to his discussions with party spokespersons chief officers regarding issues that were likely to be significant over the next twelve months. The following issues were identified for scrutiny by this committee:-

<b>Meeting Date</b>	<b>Work Areas to be scrutinized</b>
June 17	Work plan discussion and agreement by Committee
September (date to be confirmed)	Housing Strategy
November 24 consultation	Update on Housing Strategy  Invest Wirral including the Support of business in the present economic circumstances NGA Broadband
January 12	Child Poverty Needs Assessment Outcomes from projects and programmes currently receiving funding and then to define the future outcomes to be achieved. (Programmes include Working Neighbourhoods Fund, Future Jobs Fund, HMRI, Business Start and Business Support Programmes)
March 14	Review of work programme

Members indicated their wish to continue at each meeting the confidential verbal updates on regeneration issues. There was an opportunity for members to raise additional items with the Chair, and any urgent items could also be considered.

Performance reports, covering the remit of the Scrutiny Committee, would continue to be given on a quarterly basis.

The Forward Plan for the period July to October 2010 had now been published on the Council's intranet/website and Members' were invited to indicate to the chair or party spokespersons whether scrutiny should take place of any items contained within the Plan. Any urgent items could also be considered.

Resolved – That a work programme listing the reports from chief officers on key issues during the year and the progress of major development schemes form the basis of the committee's work programme for the current municipal year.

#### 49 **FOURTH QUARTER PERFORMANCE - PRESENTATION**

The Head of Housing and Regeneration gave a presentation and submitted an overview of progress made against the indicators for 2010/2011 in the fourth quarter and key projects which were relevant to the Economy and Regeneration Overview and Scrutiny Committee.

He gave details of what was working well, including:

- Wirral Council was currently dealing with the largest planning application in the UK, submitted by Peel for Wirral Waters, for a major development scheme to change the dockland area in Birkenhead and Wallasey over a 30 year period.
- Planners were working on the second phase of 'Brand New Brighton' which would include mixed use development along the waterfront. The second phase had been boosted by £3.9 million from Northwest Regional Development Agency and had already attracted six new major businesses to the area. It was hoped that this project would create 714 new jobs through a series of new retail and leisure facilities by 2012.
- Wirral Council had secured almost £1.5 million for new, affordable rented homes in three areas of the borough.
- The number of affordable homes delivered had improved considerably.
- A million pound plus cash injection to boost a major housing development in Tranmere, with £1,078,123 from the Homes and Communities Agency (HCA) to enable work to begin in Whitford Road to build 56 family houses.
- Bristol-Myers Squibb was investing £3.5million pounds in its research and development laboratory in Moreton, which would support approximately 100 existing scientific, technical and related jobs at the site.
- Good progress continued to be made to create and safeguard jobs.
- The 'Wirral Apprentice Programme' had created 150 new apprenticeships within local small and medium-sized businesses.

- The number of new business start-ups and number of businesses supported through the Council's Business Start Programme continued to improve

In his presentation the Director referred to the impact of the recession on the local economy and key performance indicators relating to: the overall employment rate; out of work benefits ; the housing market; and local market conditions. He also referred to some of the planned interventions in response to the economic recession.

In respect of the financial position, the outturn position for the departments for the financial year 2009/10 had now been finalised and they were within budget.

The Director responded to a range questions from members regarding:-

- New businesses and the net effect in terms of gains/losses
- The Business Start Programme and intensive support given to new businesses during formation and the ensuing 12 months which had resulted a high sustainability rate (75/80%)
- Job creation and the need to encourage manufacturing jobs to Wirral
- A request for further information on vacancies notified and the occupational areas
- The quality of jobs on offer (earnings)
- The skills gap and the need to continue to receive this information following the demise of the Learning Skills Council
- Monitoring of the Council's Apprenticeship Programme

The Director presented the latest Job Seekers Allowance figures:-

- The total unemployment figures - 9058 (5% of the working age population) showed a 0.7% reduction
- The youth employment figures for the 18-24 age group – 2550 (9.2%) were 2.4% down for the same period last year.

The figures from Jobcentre Plus showed that there were 13,061 vacancies in May 2010 compared to 6,879 vacancies in May 2009.

Resolved – That the presentation and reports be noted.

## 50 DECISIONS TAKEN UNDER DELEGATED POWERS

The Deputy Chief Executive/Director of Corporate Services reported concerning the use of delegated authority to accept a tender in the maximum sum of £111,008 for the Construction Employment Intermediary Service.

Resolved – That the Committee note that the tender submitted by Wirral Metropolitan College for the anticipated value of £111,008 was the most economically advantageous tender and had been accepted under delegated powers exercised by the Deputy Chief Executive/Director of Corporate Services in accordance with paragraph 14.4 of the contract procedure rules.



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WIRRAL COUNCIL

ECONOMY AND REGENERATION OVERVIEW AND SCRUTINY COMMITTEE – 15th  
SEPTEMBER 2010

REPORT OF THE DEPUTY CHIEF EXECUTIVE/DIRECTOR OF CORPORATE SERVICES

## **LOCAL DEVELOPMENT FRAMEWORK FOR WIRRAL – RETAINED RETAIL CONSULTANCY.**

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### **1. Executive Summary**

- 1.1 This report informs Members that the Director of Corporate Services/Deputy Chief Executive appointed Retained retail consultants in June this year under delegated powers following a request for quotation process. The report recommends that the Committee note the appointment under delegated powers of GVA Grimley as the Council's retained retail consultants.

### **2. Background**

- 2.1 Cabinet on 15 March 2007 resolved to commission a number of background studies to provide an up-to-date evidence base for the preparation of the Core Strategy Development Plan Document for Wirral. Cabinet resolved that the studies be commissioned through Request for Quotation from a list of identified providers (Minute 284 refers). Among the studies identified was a new town centre, retail and leisure study updating a previous retail report prepared during 2003, by Roger Tym & Partners. That commission had also included an ongoing role for Roger Tym & Partners to provide retained consultancy advice to the Council for a period of five years.
- 2.2 The March 2007 Cabinet report considered the future provision of retained consultancy advice. While Roger Tym had a further two years to run on their contract, they had agreed that it was reasonable for the Council to market-test the commission, to ensure that value for money continued to be delivered. As such it was proposed that the on-going consultancy be included as part of the tender package for the study, for a further five years, subject to annual review of performance. An ongoing commitment of around £5,000 per year was identified for the retention of the on-going consultancy support.
- 2.3 Subsequently Cabinet on 7 February 2008 resolved to vary the scope of work and adjust the budgets and programming of a number of the studies to reflect emerging additional requirements and to carry over the commissioning process into the 2008/9 financial year (Minute 502 refers). In relation to the retail study the need for an enhanced budget was identified and it was also proposed that the on-going consultancy should be the subject of a separate tendering exercise through request for quotation in due course. To gauge potential interest, consultants invited to bid for the retail study were given the option of indicating informally in their submissions (without obligation on either side) whether they would be interested in tendering for a future on-going retail consultancy contract. In the event, the only expression of interest was received from Roger Tym & Partners, who were subsequently appointed to undertake

the Town Centres, Retail and Commercial leisure Study (completed in late 2009 and reported to Cabinet on the 14th January 2010 - minute 261 refers). In relation to the retained consultancy, the contract with Roger Tym & Partners was allowed to run its course until it expired in September 2009. As the authors of the Retail study, Roger Tym & Partners may still be asked by the Council to provide follow-up advice in response to the LDF Core Strategy Examination process or any other matters relating to the Town Centres, Retail and commercial leisure study.

- 2.4 A Request for Quotation for the retained retail consultancy was prepared and advertised through The Chest (the North West's Local Authority online Procurement Portal) in April this year with a deadline of May 7<sup>th</sup>. A copy of the Request for Quotation document is appended to this report. The document indicated that the Council has made budgetary provision of up to £5,000 per year to cover the retained consultancy commission.
- 2.5 Five companies were invited to tender for the work: Colliers CRE, BDP, GVA Grimley, Roger Tym & Partners and White Young Green. As the tender for the previous Retail study had – as mentioned above - provided the opportunity for those invited to bid to express an interest in the retained consultancy and no companies did so apart from Roger Tym those companies were not included in this process. Two bids were received for the retained consultancy, from Roger Tym & Partners and GVA Grimley. Colliers CRE wrote to say they would not be tendering.
- 2.6 The two bids were appraised using the standard Tender Quality and Price Matrix provided by Council's Procurement Team. The assessment was weighted 60% technical merit, and 40% on cost and the findings cross-checked by another officer. The outcome of the tender evaluation process saw GVA Grimley as the successful tenderer and the Deputy Chief Executive/Director of Corporate Services proceeded to appoint GVA Grimley under his delegated powers on the 15<sup>th</sup> June 2010. The appointment is for a period of five years, subject to a satisfactory annual review of performance to be undertaken at the end of the financial year, for an annual fee of £3,575 (excluding VAT).

### **3. Financial Implications**

- 3.1 The costs of the consultancy support are being funded from the Corporate Services - Forward Planning budget.

### **4. Staffing Implications**

- 4.1 The retained consultancy contract will be managed using existing staff resources in the Forward Planning Team in Corporate Services.

### **5. Equal Opportunity Implications**

- 5.1 There are no equal opportunity implications arising from this report. It was a requirement of the Quotation process that bidders operated an appropriate equal opportunities policy.

### **6. Community Safety Implications**

6.1 There are no community safety implications arising from this report.

## **7. Local Agenda 21 Implications**

7.1 There are no local agenda 21 implications arising from this report.

## **8. Planning Implications**

8.1 The advice from the retained consultancy will assist in the consideration of planning applications with retail implications and inform the preparation of the Core Strategy Development Plan Document, as part of the emerging Local Development Framework for Wirral.

## **9. Anti Poverty Implications**

9.1 There are no anti poverty implications arising from this report.

## **10. Social Inclusion Implications**

10.1 There are no social inclusion implications arising from this report.

## **11. Local Member Support Implications**

11.1 The findings of the evidence base studies could have potential implications for all Ward Members.

## **12. Background Papers**

12.1 Cabinet Report - Local Development Framework for Wirral – Evidence Base, can be viewed at [http://www.wirral.gov.uk/minute/public/cabcs070214rep1\\_23383.pdf](http://www.wirral.gov.uk/minute/public/cabcs070214rep1_23383.pdf)

12.2 Cabinet Report – Local Development Framework for Wirral – Evidence Base – Amended Financial Provisions, can be viewed at [http://www.wirral.gov.uk/minute/public/cabcs080207rep4\\_26366.pdf](http://www.wirral.gov.uk/minute/public/cabcs080207rep4_26366.pdf)

12.3 The Request for Quotation for the retained retail consultancy is appended to this report.

## **13. Recommendations**

13.1 That the Committee notes the appointment under delegated powers of GVA Grimley as the Council's retained retail consultants

This report was written by John Entwistle in the Forward Planning Section who can be contacted on 691 8221.

**J.WILKIE**

Deputy Chief Executive/Director of Corporate Services

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ORDER NO / REFERENCE NO: Insert CPU reference number

COMPANY NAME: Tenderer to insert company name

DEPARTMENT / SECTION **CORPORATE SERVICES DEPARTMENT**

### REQUEST FOR QUOTATION

**PROVISION OF RETAINED RETAIL AND COMMERCIAL LEISURE CONSULTANCY ADVICE**

#### RETURN OF QUOTATION

By post, courier or by hand in hard copy in plan envelope using the label provided

**Return Address:**  
Forward Planning Section,  
Strategic Development  
Town Hall,  
Brighton Street,  
Wallasey,  
Merseyside  
CH44 8ED

<b>Closing Date: 12.00 noon</b>	<b>Friday 7<sup>th</sup> May 2010</b>
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#### CONTACTS

<b>Your contact for this quotation is:</b>	John Entwistle
<b>Telephone:</b>	0151 691 8221
<b>Fax:</b>	
<b>Email:</b>	<a href="mailto:johnentwistle@wirral.gov.uk">johnentwistle@wirral.gov.uk</a>



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## SCOPE

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### 1. INTRODUCTION AND INSTRUCTIONS FOR COMPLETION

- 1.1 Wirral Council is inviting quotations from suitably qualified and experienced planning consultants to provide ongoing specialist advice on retail and commercial leisure planning matters affecting the Borough, as retained consultants to the Council. The appointment will be on an annually renewable basis but, subject to an annual review of performance, will be expected to run for a period of five years. The initial performance review would take place on 31 March 2011 and then on the same date thereafter for the remainder of the five year period to 31<sup>st</sup> March 2015.
- 1.2 Please complete the attached pricing schedule and declaration and submit a written statement of the other information required in this Request for Quotation.
- 1.3 Responses to the Request for Quotation should be returned by post, courier or by hand in hard copy, **in a plain envelope** using the enclosed label and bearing no name or mark that would indicate the identity of the sender, to be received at the Return Address set out above no later than 12 Noon on Friday 7<sup>th</sup> May 2010.
- 1.4 Prices quoted are to exclude VAT.
- 1.5 Please advise of any additional costs.
- 1.6 A minimum of two hard copies of the response to the invitation are to be submitted of which 1 copy must be unbound in loose-leaf form to facilitate further reproduction as required. Please also include a CD/electronic version.

### 2. BACKGROUND INFORMATION

#### *Introduction to Wirral*

- 2.1 Wirral is a peninsula of 60.35 square miles, which lies between the estuaries of the Rivers Dee and Mersey. The Borough has a population of 309,500 (ONS). 30 per cent of Wirral's population is under the age of 25 and 18 per cent are over 65. The majority of the developed area of the Borough lies along the Mersey coast and east of the M53. West of the motorway the Borough is comprised of suburban settlements, villages and towns separated by areas of Green Belt.
- 2.2 Birkenhead is Wirral's largest town, followed by Liscard. The two centres are separated by the Birkenhead Docks (part of the port of Liverpool), which have attracted important industrial development and are to be the focus of a significant new regeneration initiative – Wirral Waters, promoted by Peel Holdings, which is proposed to include substantial office, housing and retail/leisure development. Over the last decade Birkenhead has benefited from several major regeneration



schemes - City Lands, Hamilton Quarter, Lairdside and now Wirral Waterfront. The Borough has a number of out of centre superstores

and retail parks. The main industrial areas are found in the eastern half of the peninsula. Major industries are also based in Port Sunlight, Bromborough and Eastham. The principal challenge of the area is to maintain the regeneration of deprived communities while promoting the high quality of life in the Borough.

### ***Current Development Plan Status***

- 2.3 The current Development Plan for the Borough comprises the Wirral Unitary Development Plan for Wirral (adopted February 2000) and the Regional Spatial Strategy for the North West (adopted September 2008).
- 2.4 In terms of current LDF progress, a Statement of Community Involvement and four Supplementary Planning Documents have now been adopted. The Core Strategy is at Regulation 25 Stage and consultation on Spatial Options has just been completed. The Council aims to adopt the Core Strategy by mid-2011 and will then commence work on a Site Allocations DPD. A series of evidence base studies have been commissioned, including a Town Centres, Retail and Commercial Leisure study which was completed by consultants on behalf of the Council in December 2009. This includes health checks of the Borough's town and local centres, analysis of shopping patterns, assessment of need for future floorspace and a strategy and recommendations.
- 2.5 Full details on current progress with the LDF, can be found at

<http://wirral-consult.limehouse.co.uk/portal>

where all documents (including the Town Centres, Retail and Commercial Leisure study) are available for viewing and downloading.



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## **SPECIFICATION**

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### **3. Purpose of the commission**

3.1 The successful consultant will be appointed as the Council's retained retail consultants. The main element of the commission will be the provision of assistance with the assessment of retail and commercial leisure planning applications, assessment and response to objections submitted through the LDF preparation processes, and where necessary attendance as an expert witness on behalf of the Council at public inquiries.

3.2 Key tasks for the successful consultant will be responding to requests from Council officers for general advice on matters such as updates on planning policy developments, appeal decisions, expenditure forecasts and other relevant information relating to the consideration of planning applications and/or formulation of planning policy. This advice would normally be provided by telephone and/or email. It is proposed that any fees incurred would be paid by quarterly invoice as required on evidence of work completed. Your submission should set out indicative fee rates for this work.

The Council has made budgetary provision of up to £5,000 per year to cover the retained consultancy commission.

3.3 In addition, specific commissions (such as the auditing of planning applications, appearance at public inquiry), would be the subject of individual call-off instructions/purchase orders by the Council on an "as and when required" basis subject to an agreed fee (inclusive of all disbursements) charged and undertaken within the scope of this brief and the contract drawn up with the successful consultant. Unless otherwise agreed in advance, payment for specific commissions will be made following the satisfactory conclusion of the work and within 28 days of receipt of an invoice from the consultancy. For larger commissions, a staged payment arrangement will be proposed based on 20% on commencement, 20% at an agreed mid point, 30% on draft report, 30% on evidence of completion of the work. Your submission should also set out day rates for this work.

3.4 The fees for day to day advice and day work rates used to determine fees for specific commissions will be subject to an agreed inflation index to reflect increased costs for future years.

### **4. CONTRACT DETAILS**

4.1 This engagement will be governed by a contract between Wirral Council and the successful supplier.



- 4.2 Wirral Council standard terms and conditions for the supply of services will prevail within this contract: these can be found at the end of this document. The purpose of standard terms is to ensure that all contractors tender on an equal basis and enable the Council to properly compare the tenders, since they have all been submitted on the same basis. You should study the terms and conditions carefully before deciding to respond to this request for quotation and signing the declaration at the end of this document. Responses to this request for quotation which are not accompanied by a signed declaration will not be able to be considered for short listing.
- 4.3 Both parties will have the right to terminate the arrangement by way of a formal exchange of letters. In such a situation, 3 months notice will be required on either side.

## **5. RESPONSES TO INVITATION**

5.1 Responses to this invitation should include the following:

- In no more than 750 words demonstrate the consultant’s relevant experience and a proven track record of advising local authorities on retail planning matters. The consultant should confirm that they can work with and utilize the previously commissioned “Strategy for Town Centres, Retail and Commercial Leisure” as background evidence. It can be viewed at:

<http://democracy.wirral.gov.uk/ecSDDisplay.aspx?NAME=SD416&ID=416&RPID=194919&sch=doc&cat=12848&path=12848>

- Demonstrate that that the consultancy can meet the requirements of this brief from its in house resources; setting out the names and CVs of the lead consultant and all other staff who will be responsible for undertaking the work, together with a statement (of no more than 500 words) of their seniority, skills and experience. The consultancy should also be able to demonstrate that it has adequate specialist staff resources to ensure continuity of retail advice in the event that nominated lead and key officers leave the company;
- The fee proposal and arrangements (complete the pricing schedule below)
- Details of the firm’s equal opportunity policy;
- Details of the firm’s commitment to quality management and whether or not it is ISO 9001 accredited; and
- Details of the firm’s professional indemnity insurance.

You should additionally complete the compliance table below

<b>Compliance table</b>	Yes/No
Confirm that the consultancy can operate from an office based in the North West of England	
Confirm that there will no conflict of interest, either now or for the duration of the contract, with other clients who may be advised by the consultancy	



Confirm that the consultancy is familiar with and be able to work with the MapInfo GIS system, as much of the background data is held in this way	
Confirm that the consultancy is able to handle and use documents in MS Office format	
Confirm that the consultancy is able to comply with the corporate policies of the Council	

## 6. PAYMENTS

6.1 Wirral Council will not be liable for any costs incurred in the preparation of responses to this Request for Consultation and will not be bound to accept the lowest or any quotation.

## 7. SELECTION

7.1 Successful respondents may be invited to an interview panel which - if required - will take place during the week beginning 10<sup>th</sup> May 2010. Respondents should ensure that the key personnel who will form part of the project team are available to attend. Assessment will be based on all the requirements set out in the brief and evaluated on a 60% technical and 40% financial basis. The technical assessment will be based on the factors set out in section 5, while the financial assessment will be based on value for money. The Council will not necessarily appoint the on the basis of the lowest cost submission.

## 8. TIMETABLE

8.1 The key dates envisaged for this project are outlined below. A relatively short time frame is envisaged:

- Invitation to quote - XX<sup>h</sup> April 2009
- Submission of responses – by **Noon Friday 7<sup>th</sup> May 2009**
- Short listing/interviews week beginning 10th May 2010
- Confirmation of appointment – 17<sup>th</sup> May 2010



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## **PRICING SCHEDULE**

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Please insert your fees in the section below; Fees should be stated for all staff identified in the consultants submission. Fees should be inclusive of expenses and exclusive of VAT

	<b>Cost Per Hour £</b>	<b>Total Number of Hours</b>	<b>Total Cost £</b>
<b>Project Manager</b>			
<b>Senior Consultant</b>			
<b>Project Assistant</b>			
<b>Others (specify)</b>			
<b>Total Costs of Consultants</b>	£		



## DECLARATION

I/We the undersigned, hereby quote to supply the goods/services detailed in this Request for Quotation and specification.

I certify that as far as I know, the information I have supplied is accurate.

I/We agree that this quotation shall remain open to be accepted or not by the Council for a period of six weeks from the closing date for the receipt of quotations.

I/We hereby offer to supply the goods/services at the respective prices quoted, (prices include carriage but will exclude VAT), at the date of delivery stated. This is in accordance with Wirral Borough Councils terms and conditions of contract. A copy of these may be obtained from: [www.wirral.gov.uk/tendersandcontracts](http://www.wirral.gov.uk/tendersandcontracts)

I/We certify that I/We have not now or will in the future, canvassed or solicited any member, officer or employee of the council and any other companies in the group of which the council forms part, in connection with this quotation and that to the best of our knowledge and belief no person employed by me/us or acting on my/our behalf has done such an act.

The quotation submitted herewith is a bona fide tender intended to be competitive.

We have not fixed or adjusted the amount of the quotation by or under or in accordance with any collusive agreement or arrangement with any other person.

<b>NAME OF CONTACT:</b>	
<b>DESIGNATION:</b>	
<b>COMPANY NAME:</b>	
<b>ADDRESS (including postcode)</b>	
<b>TELEPHONE:</b>	
<b>FAX:</b>	
<b>EMAIL:</b>	
<b>SIGNATURE:</b>	
<b>DATE:</b>	



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## Updated Work Programme Economy & Regeneration Overview and Scrutiny Committee.

### BEGINNING OF THE MUNICIPAL YEAR 2010 /2011

It was agreed at the Overview and Scrutiny Chairs meeting to adopt the following procedure to allow the committee members to monitor their work programme. It is felt that the work programme should be a 'living' document and as such is intended to act as a guide for the Committee throughout the year, while providing the degree of flexibility needed to respond to any emerging or pressing issues as they arise. Committee members, and particularly the Chair, should have a major role in owning and managing the work programme.

The final item on the agenda for each Scrutiny Committee will be 'Review of the Committee Work Programme'.

It is suggested that there should be four short reports. I have attached the following reports:

#### REPORT 1 - Lists all the issues the committee agreed to include in their Work Programme:

This report lists all items that have been selected by the Committee for inclusion on the work programme for the current year.

It also includes items, such as previous Panel Reviews, where recommendations have been made to Cabinet. It is important that the implementation of these recommendations is monitored. Otherwise there is no measure of the success of scrutiny.

For each item on the work programme, the report gives a description, an indication of how the item will be dealt with, a where possible a relative timescale for the work and brief comments on progress.

#### REPORT 2 - Suggestions for Additions to Work Programme

The Work Programme for the Committee should be reviewed at each meeting. This will include members having the opportunity to ask for new items to be added to the programme. This report will list any newly suggested items. Committee will then have the opportunity to agree (or not) for them to be added to the programme.

#### REPORT 3 - Proposed Outline Meeting Schedule for the Municipal Year

The report lists those items which are likely to be on the meeting agenda. This will give the opportunity for Committee members to take a greater lead in organising their work programme.

#### REPORT 4 - Progress Report on In-Depth Panel Reviews

This report will give a very brief update on progress / timescales for in-depth panel reviews which are in the 'ownership' of the Committee.

# Report 1

## MONITORING REPORT FOR ECONOMY AND REGENERATION OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2010/2011

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Date of item	Topic Description	How the topic will be dealt with	Comments on Progress	Complete
17 <sup>TH</sup> JUNE	<ul style="list-style-type: none"> <li>▪ <b>Resolved</b> – That a work programme listing the reports from chief officers on key issues during the year and the progress of major development schemes form the basis of the committee’s work programme for the current municipal year.</li> <li>▪ Performance reports, covering the remit of the Scrutiny Committee, would continue to be given on a quarterly basis.</li> <li>▪ The Forward Plan for the period July to October 2010 had now been published on the Council’s intranet/website and Members’ were invited to indicate to the chair or party spokespersons whether scrutiny should take place of any items contained within the Plan. Any urgent items could also be considered.</li> </ul>	<p>Officer Report</p> <p>Officer Report</p> <p>Officer Report</p>	Agreed items are outlined below.	
15 <sup>TH</sup> SEPT	Housing Strategy	Officer Report		
24 <sup>TH</sup> NOV	<ul style="list-style-type: none"> <li>▪ Update on Housing Strategy Consultation</li> <li>▪ Invest Wirral including the support of business in the present economic circumstances</li> <li>▪ NGA Broadband</li> </ul>	<p>Officer Report</p> <p>Officer Report</p> <p>Officer Report</p>		
12 <sup>TH</sup> JAN	<ul style="list-style-type: none"> <li>▪ Child Poverty Needs Assessment</li> <li>▪ Outcomes from projects and programmes currently receiving funding and then to define the future outcomes to be achieved</li> </ul> <p>(Programmes include Working Neighbourhoods Fund, Future Jobs Fund, HMRI, Business Start and Business Support Programmes)</p>	<p>Officer Report</p> <p>Officer Report</p>		
14 <sup>TH</sup> MAR	Review of work programme	Officer Report		



## Report 2

### SUGGESTIONS FOR ADDITIONS TO WORK PROGRAMME FOR ECONOMY AND REGENERATION OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2010/2011

Topic Description	Topic suggested by	How the topic will be dealt with	Estimated Completion Date

## Report 3

### PROPOSED OUTLINE MEETING SCHEDULE FOR THE MUNICIPAL YEAR ECONOMY AND REGENERATION SCRUTINY COMMITTEE 2010/2011

Meeting Date	Topic Description
<b>17<sup>TH</sup> JUNE</b>	<p>The views of the Committee were requested concerning topics to be included in this year's scrutiny work programme</p> <ul style="list-style-type: none"> <li>▪ <b>Resolved</b> – That a work programme listing the reports from chief officers on key issues during the year and the progress of major development schemes form the basis of the committee's work programme for the current municipal year.</li> <li>▪ Performance reports, covering the remit of the Scrutiny Committee, would continue to be given on a quarterly basis.</li> <li>▪ The Forward Plan for the period July to October 2010 had now been published on the Council's intranet/website and Members' were invited to indicate to the chair or party spokespersons whether scrutiny should take place of any items contained within the Plan. Any urgent items could also be considered.</li> </ul>
<b>15<sup>TH</sup> SEPT</b>	<b>Housing Strategy</b>
<b>24<sup>TH</sup> NOV</b>	<ul style="list-style-type: none"> <li>▪ Update on Housing Strategy Consultation</li> <li>▪ Invest Wirral including the support of business in the present economic circumstances</li> <li>▪ NGA Broadband</li> </ul>
<b>12<sup>TH</sup> JAN</b>	<ul style="list-style-type: none"> <li>▪ Child Poverty Needs Assessment</li> <li>▪ Outcomes from projects and programmes currently receiving funding and then to define the future outcomes to be achieved (Programmes include Working Neighbourhoods Fund, Future Jobs Fund, HMRI, Business Start and Business Support Programmes)</li> </ul>
<b>14<sup>TH</sup> MAR</b>	<b>Review of work programme</b>

# Report 4

## PROGRESS REPORT ON IN-DEPTH PANEL REVIEWS ECONOMY AND REGENERATION OVERVIEW & SCRUTINY COMMITTEE

START OF MUNICIPAL YEAR 2010/2011

Title of Review	Members of Panel	Progress to Date	Date Due to report back

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