

## **Notice of Meeting and Agenda Scotland Excel Executive Sub-committee**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Friday, 08 December 2023	09:30	Remotely by MS Teams,

MARK CONAGHAN  
Clerk

### **Membership**

Councillor John Shaw (Renfrewshire Council) (Convener) and Councillor Altany Craik (Fife Council) (Vice Convener).

Councillor David Keating (Aberdeenshire Council): Councillor Brenda Durno (Angus Council): Councillor Mandy Watt (City of Edinburgh Council): Councillor Kenny Macleod (Comhairle Nan Eilean Siar): Councillor Carolayne Wilson (Dumfries & Galloway Council): Councillor Ruairi Kelly (Glasgow City Council): Councillor Derek Loudon (Highland Council): Councillor Christina Larsen (North Ayrshire Council): Councillor Michael McPake (North Lanarkshire Council): Councillor Dennis Leask (Shetland Islands Council): Councillor Chris Cullen (South Ayrshire Council): Councillor Walter Brogan (South Lanarkshire Council).

### **Further Information - online meetings only**

This meeting is on-line only but is a meeting which is open to members of the public by prior arrangement. A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>

For further information, please email [democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk)

## **Members of the Press and Public - contact details**

Members of the press and public wishing to attend the meeting should contact [democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk) to allow the necessary arrangements to be made.

## Items of business

### Apologies

Apologies from members.

### Declarations of Interest and Transparency Statements

Members are asked to declare an interest or make a transparency statement in any item(s) on the agenda and to provide a brief explanation of the nature of the interest or the transparency statement.

- |          |  |                |
|----------|--|----------------|
| <b>1</b> | <b>Minute</b>  | <b>5 - 10</b>  |
|          | Minute of meeting of the Executive Sub-committee held on 17 November 2023.   |                |
| <b>2</b> | <b>Contract for Approval: Grounds and Plant Equipment</b>  | <b>11 - 24</b> |
|          | Report by Chief Executive of Scotland Excel.   |                |
| <b>3</b> | <b>Request for Associate Membership: Scottish Society for the Prevention of Cruelty to Animals</b>                         | <b>25 - 26</b> |
|          | Report by Chief Executive of Scotland Excel.   |                |
| <b>4</b> | <b>Employee Supporting Attendance</b>  | <b>27 - 30</b> |
|          | Report by Chief Executive of Scotland Excel.   |                |
| <b>5</b> | <b>Date of Next Meeting</b>  |                |
|          | Note that the next meeting of the Executive Sub-committee will be held remotely on MS teams at 9.30 am on 26 January 2024. |                |





## Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 17 November 2023	09:30	Remotely by MS Teams,

### Present

Councillor David Keating (Aberdeenshire Council); Councillor Brenda Durno (Angus Council); Councillor Kenny Macleod (Comhairle Nan Eilean Siar); Councillor Carlyne Wilson (Dumfries & Galloway Council); Councillor Altany Craik (Fife Council); Councillor Derek Loudon (Highland Council); Councillor Christina Larsen (North Ayrshire Council); Councillor Michael McPake (North Lanarkshire Council); and Councillor John Shaw (Renfrewshire Council).

### Chair

Councillor Shaw, Convener, presided.

### In Attendance

J Welsh, Chief Executive, H Carr, Director of Strategic Procurement, S Brannagan, Director of Customer & Business Services, L Campbell, Customer Services Manager, M Mitchell and L Muir, both Strategic Procurement Managers, S Christie, Commercial Programme Manager, P Barnes, Project and Accounts Manager and K Forrest, Office Manager (all Scotland Excel); and C McCourt, Head of Finance & Procurement, L Mitchell, Managing Solicitor (Contracts & Conveyancing), K Campbell, Assistant Chief Auditor, A Burns, Corporate Finance Manager, D Blackburn, Principal Accountant, E Gray, Senior Committee Services Officer and T McGowan, Senior Accountancy Assistant (all Renfrewshire Council).

### Apologies

Councillor Ruairi Kelly (Glasgow City Council), Councillor Dennis Leask (Shetland Islands Council), Councillor Chris Cullen (South Ayrshire Council) and Councillor Walter Brogan (South Lanarkshire Council).

## **Declarations of Interest and Transparency Statements**

There were no declarations of interest or transparency statements intimated prior to the commencement of the meeting.

### **1 Minute**

There was submitted the Minute of the meeting of the Executive Sub-committee held on 20 October 2023.

In relation to item 3 of the Minute - Contract for Approval: Asbestos related Works and Services - it was noted that prior to bidders being notified of the outcome an error was identified where the final line had been omitted for the Lot 4 Region 6 (L4R6) table. A revised Appendix 2 rectified this and the missing "." for both DNKA LTD. and E.D.P. Health, Safety and Environment Consultants Limited for approval. The overall outcome for bidders had not changed. The revised Appendix would be circulated following the meeting.

#### **DECIDED:**

(a) That the Minute be approved; and

(b) That the update in relation to item 3 - Contract for Approval: Asbestos related Works and Services – be noted.

### **2 Draft Revenue Estimates 2024/25**

There was submitted a joint report by the Treasurer and the Chief Executive of Scotland Excel presenting the Revenue Estimates of Scotland Excel, including the requisition of the constituent authorities, for the financial year 2024/25 along with indicative planning figures for 2025/26 and 2026/27.

The report intimated that the annual Revenue Estimates process outlined the summary revenue budget position for the organisation and the budget estimates provided in Appendix 1 to the report outlined the projected position for 2024/25 and an indicative position for 2025/26 and 2026/27. Appendix 2 to the report detailed the proposed requisitions for 2024/25 with the assumptions used in developing these projections being outlined in sections 4 and 5 of the report.

The report noted that Scotland Excel had provided an update on the proposed 0% increase to requisition for 2024/25 and 2025/26 to stakeholders.

#### **DECIDED:**

(a) That the Revenue Estimates of Scotland Excel for the financial year 2024/25, as detailed in Table 1 of Appendix 1 to the report, be noted;

(b) That the requisitions from constituent authorities and total estimated savings for 2022/23, as detailed in Appendix 2 to the report, be noted; and

(c) That the indicative estimates for 2025/26 and 2026/27 be noted.

**3 Chief Executive's Update Report to Chief Officers Management Group - November 2023**

There was submitted a report by the Chief Executive of Scotland Excel relative to the Chief Executive's update report considered at the meeting of the Scotland Excel Chief Executive Officers Management Group (CEOMG) held on 8 November 2023.

The report intimated that the CEOMG met quarterly and that as part of the regular governance process, the Chief Executive of Scotland Excel provided an update on the work of Scotland Excel. Following discussions with the Convener, it had been agreed that future reports, be shared with members of the Scotland Excel Executive Subcommittee, following CEOMG meetings.

The report submitted to the CEOMG meeting held on 8 November 2023, which covered the period between August to October 2023, was appended to the report.

**DECIDED:** That the report be noted.

**4 Internal Audit Engagement - Social Care Contracts**

There was submitted a report by the Chief Auditor, Renfrewshire Council, relative to Internal Audit's report summary on social care contracts processes.

The report intimated that in line with the Public Sector Internal Audit Standards, Internal Audit must communicate the results of each engagement to the Executive Subcommittee. It was noted that the Chief Auditor would report summaries of completed audit engagements on the conclusion of each engagement for formal consideration by members in line with best practice.

The report provided detail of the audit engagement completed in September 2023 with the overall assurance rating and the number of recommendations in each category. The detailed committee summary for the engagement was appended to the report.

**DECIDED:** That the summary for the Internal Audit engagement of social care contracts processes be noted.

**5 Update on the Contract Delivery Plan**

There was submitted a report by the Chief Executive of Scotland Excel providing a progress update on the 2023/24 contract delivery plan.

The report intimated that the contract delivery plan detailed new framework developments and renewals, flexible frameworks, framework extensions and frameworks with ongoing contract management only and appendices 1 to 4 to the report provided further details.

The report highlighted that, at any given point, there were around 70 frameworks in the Scotland Excel contract portfolio. In 2023/24, it was intended that a further five frameworks would be developed and added to the portfolio, 13 frameworks would be renewed and 14 frameworks had extension options that were available to be exercised, with six of these extensions already approved.

The report noted that the estimated forecast value of the Scotland Excel framework portfolio was approximately £2 billion and that overall, efficiencies created by frameworks awarded so far during 2023/24 were benchmarked at 1.61%. Appendix 5 to the report summarised the savings in accordance with the Scottish Government procurement benefits reporting guidance and Appendix 6 to the report detailed a summary of spend per council across the portfolio between July 2022 and June 2023.

**DECIDED:** That the progress made to date be noted.

## **6 Strategic Risk Register Update**

There was submitted a report by the Chief Executive of Scotland Excel providing an update on the Strategic Risk Register maintained to assess threats and risks that could impact on the delivery of Scotland Excel's five-year strategy and to identify controls that were in place to mitigate these risks. A copy of the Strategic Risk Register was appended to the report.

The report intimated that the Strategic Risk Register had been developed using methodology set out in the Strategic Risk Strategy approved by the Joint Committee in December 2022. Currently there were 12 strategic risks ranging in assessed risk score from 9 to 20 and a summary of key elements in relation to each identified risk was detailed in the Register.

It was noted that the strategic direction of Portfolio segmentation was not reflected within the Risk Register. The Director of Customer & Business Services confirmed that this approach would impact a number of strategic risks and that the Register would be updated accordingly.

**DECIDED:**

(a) That it be noted that the Strategic Risk Register would be updated to reflect the implementation of Portfolio segmentation; and

(b) That the Strategic Risk Register be otherwise noted.

## **7 Draft Operating Plan for 1 April 2024 to 31 March 2025**

There was submitted a report by the Chief Executive of Scotland Excel which provided the Executive Sub-committee with an opportunity to review the proposed operating plan for 2024/25 in advance of its submission to the Joint Committee on 8 December 2023.

The report intimated that in December 2022, the Joint Committee approved a five-year strategy covering the period 1 April 2023 to 31 March 2028. This strategy was supported by annual operating plans which provided more detailed information on the actions and activities that Scotland Excel would undertake each year to deliver the strategy.



**DECIDED:** That the proposed Operating Plan 2024/25 be noted prior to submission to the Joint Committee on 8 December 2023.

8 **Request for Associate Membership: Capability Scotland**

There was submitted a report by the Chief Executive of Scotland Excel advising that Capability Scotland had submitted an application to become an associate member of Scotland Excel.

The report provided details of the organisation and the legislative position in relation to the application.

**DECIDED:** That the application by Capability Scotland to become an associate member of Scotland Excel, with an annual membership fee of £550, be approved, subject to completion and signing of the agreement documentation.

9 **Meetings of Scotland Excel Executive Sub-committee in 2024**

There was submitted a report by the Clerk relative to proposed dates for meetings of the Executive Sub-committee during 2024.

**DECIDED:** That, if required, meetings of the Executive Sub-committee be held remotely using the Microsoft Teams platform at 9.30 am on 26 January, 16 February, 15 March, 19 April, 17 May, 21 June, 23 August, 20 September, 18 October, 15 November and 6 December 2024

10 **Date of Next Meeting**

**DECIDED:** That it be noted that the next meeting of the Executive Sub-committee would be held remotely on MS teams at 9.30 am on 8 December 2023.



## **Scotland Excel**

**To: Executive Sub-Committee**

**On: 8 December 2023**

**Report by:  
Chief Executive of Scotland Excel**

**Tender: Grounds and Plant Equipment**

**Schedule: 1522**

**Period: 48 months**

### **1. Introduction and Background**

This recommendation is for the award of a third-generation renewal framework for Grounds and Plant Equipment, bringing together two existing second-generation frameworks, Grounds Maintenance Equipment and Light and Heavy Plant.

The framework will provide councils and other participating bodies with a mechanism to procure a range of grounds maintenance equipment including but not limited to handheld equipment, ride-on equipment, towed equipment, tractors and pedestrian sweepers. It also includes a range of light and heavy plant equipment including but not limited to excavators, pedestrian operated plant, ride on rollers, static plant, dumpers, pavers and mobile pothole fillers.

The framework will be for a period of 48 months (4 years from the commencement date) as advertised in the published tender documents. Subject to approval and completion of a standstill period, the framework is intended to commence in January 2024.

This report summarises the outcome of the procurement process for this national framework agreement and presents recommendations for award.

### **2. Scope, Participation and Spend**

This framework was developed in conjunction with procurement professionals and operational stakeholders (grounds, fleet, and transport managers) from local authorities to provide sufficient product lists, and suitable terms and conditions enabling local authorities to make direct awards and conduct mini competitions via this framework.

As part of the strategy development and through consultation with the User Intelligence Group (UIG), the inclusion of eleven lots was endorsed as shown in Table 1. The scope of this lot structure has been adapted to include improved

and innovative products which better reflect the purchasing requirements of local authorities.

**Table 1: Framework Structure**

<b>Lot Number</b>	<b>Description</b>	<b>Estimated % Spend through Lot</b>
1	Handheld Equipment	4%
2	Push and Self-Propelled Equipment	14%
3	Seasonal and Specialist Equipment	4%
4	Grounds Vehicles, Tractors and Equipment	28%
5	Plant Excavation Equipment	15%
6	Pedestrian Operated Plant Equipment	2%
7	Plant Vehicles and Equipment	5%
8	Static Plant	3%
9	Plant Lifting Equipment	10%
10	Plant Road Surfacing Equipment	13%
11	Pressure Washers	2%

As detailed in Appendix 1, 30 councils, Tayside Contracts and a number of associate members have confirmed their intention to participate in this framework, with all councils being named on the advertised contact notice.

The framework was advertised at £8 million per annum, which is an estimated spend of £32 million over the 4-year lifetime of the framework. This advertised spend allows for increased participation from councils and associate members not currently utilising the framework.

### **3. Procurement Process**

A Prior Information Notice (PIN) was published for this framework opportunity on 6 December 2022, which resulted in expressions of interest from 84 suppliers.

Thereafter, the Contract Notice was published via the Find a Tender and Public Contract Scotland (PCS) portal on the 5 September 2023, with the tender documentation being immediately available via the Public Contracts Scotland Tender (PCS-T) system. The tender exercise was conducted and concluded in accordance with the law and procedures currently in force.

The procurement exercise followed an open tender procedure to encourage maximum competition and participation.

The published tender documents anticipated the appointment to the framework of a range of tenderers with relevant and demonstrable experience and capabilities. There was no fixed number of tenderers to be awarded participation and no fixed score ensured success. The most economically advantageous tenderer or tenderers was/were to be identified following completion of the evaluation in accordance with the requirements set down within the tender documents. The intention was to appoint a sufficient number of suppliers on each lot of the framework to meet the varied requirements of Councils.

The tender followed a two-stage tendering procedure undertaken concurrently. Stage one, Qualification, was conducted using the Single Procurement Document (SPD). Within the SPD, tenderers were required to answer a set of exclusionary questions along with providing details and/or acknowledgement of insurance, financial standing, quality management, health and safety, and environmental management policies and/or procedures.

At the second stage of the process, offers were evaluated against the award criteria applying the weightings outlined in Table 2.

**Table 2: Evaluation Criteria / Weightings**

Award Criteria	Total Available Scores
Commercial Section	70
Technical Section	30

Within the technical section, tenderers were required to evidence their knowledge and experience by responding to technical questions and method statements, as detailed in Table 3.

Tenderers were also asked to confirm their ability to service and could opt to service one, some or all council areas.

**Table 3: Method Statement Scoring**

Question	Award Criteria Points (All Lots)	Sub Criteria	Scoring Methodology
<b>Method Statement 1 – Support Services and Spare Parts Management</b>	<b>8</b>		
Pre and Post-Sales Support		3	5 Point Methodology
Operator/Mechanic Training		2	5 Point Methodology
Breakdown/Emergency Support Services Product Recall/Safety		3	5 Point Methodology
Product Recall/Safety		0	Not Scored
Management and Availability of Spare Parts		0	Not Scored
<b>Method Statement 2 – Sustainability and Environment</b>	<b>10</b>		
Processing of Refurbished/2 <sup>nd</sup> Hand stock and Warranties		2	5 Point Methodology
Repurchase/disposing council old product		2	5 Point Methodology
Fleet/Vehicle Environmental Standards		3	Not Scored
Carbon Footprint and Waste Reduction		3	Not Scored
Materials Waste Prevention		0	Not Scored
Plan for net Zero		0	Not Scored
<b>Method Statement 3 - Operational Processes</b>	<b>6</b>		
Delivery Timescales		3	5 Point Methodology
Warranty Process		3	5 Point Methodology
Service facilities		0	Not Scored
Operational Processes		0	Not Scored
<b>Community Benefits</b>	<b>3</b>		<b>Yes/No</b>
<b>Workforce Matters</b>	<b>3</b>		
Fair Work First		3	5 Point Methodology
Living Wage		0	Not Scored

Within the commercial section, tenderers were invited to offer on a lot by lot, item by item basis and provide prices against the various quantity bands of quantity 1, quantity 2-4 or quantity 5+. In addition a minimum percentage discount for each of the stated quantity bands, for a selection of the most commonly purchased ground and plant equipment, was also requested.

Following a full evaluation of all submissions, scoring was completed in accordance with the published tender evaluation methodology, and a score was calculated for each tenderer.

#### **4. Report on Offers Received**

The tender documents were downloaded by 89 suppliers, with 39 tender responses received by the specified closing date and time. However, it should be noted that 2 tenderers withdrew from the evaluation process, leaving 37 tender responses to be evaluated.

Based on the criteria and scoring methodology set out in the tender documents, a full evaluation of offers received was completed. A summary of all the offers received and the scoring achieved by each tenderer is set out in Appendix 2

#### **5. Recommendations**

Based on the evaluation undertaken, and in line with the advertised criteria and weightings summarised above, it is recommended that a multi-supplier framework arrangement is awarded to 32 suppliers as outlined in Appendix 2.

These 32 recommended suppliers offer best value and represent a mix of micro, small, medium and large organisations.

The range of suppliers recommended provides coverage and competitive options for all participating bodies as well as offering a degree of choice and capacity.

The Executive Sub Committee is accordingly requested to approve the recommendation to award this framework as detailed in Appendix 2.

#### **6. Benefits**

##### **Savings**

This framework is recommended for approval with a neutral savings position.

A key outcome for this framework was to increase availability of cleaner, greener plant and equipment, as it becomes available on the market. Another positive outcome is that members have access to the various models of this type of equipment that meet their needs, with greater control over costs.

To help achieve this, and in addition to the commercial model being significantly updated to allow evaluation of base model equipment, as well as suitable additional attachments as options, the commercial model also allowed for tenderers to offer alternative fuelled options within their Full Range Offer. Further

attachments can be included throughout the lifetime of the framework, when this equipment becomes available on the market.

This removed the restrictive highly specified piece of equipment approach that was previously utilised and will allow councils to add the additional attachments that they require, giving them greater flexibility and control over costs. In addition, it allowed tenderers to offer more environmentally friendly equipment alongside some of the more traditionally fuelled equipment and provided councils with greater visibility of their full offering, allowing them to make more environmentally informed decisions.

Indexation enables Scotland Excel to demonstrate to councils continued delivery of best value and to monitor framework prices against market performance. The changes made to the structure of this framework, combining products groups and changing commercial models, mean that it has not been possible to provide a comparison between the new framework and the previous frameworks.

As part of combining two existing frameworks into one offering, Scotland Excel included a question on cost drivers within the technical envelope. This will allow a review to be undertaken of the indexation model to ensure that the market indices being monitored are correct and relevant, as well as ensuring that the index weighting is appropriate based on council spend patterns.

Scotland Excel will work with successful suppliers at mobilisation stage to determine what indices would be the best to monitor in relation to their products.

This framework also provides a benefit from the costs avoided by working collaboratively. With 30 local authorities indicating their intention to use this framework, the cost avoidance based on employment time in the purchasing organisation is set out by the Scottish Government at £12,000 for this type of tender. This does not take account of cost avoidance achieved by Tayside Contracts or associate members.

It should also be noted by combining two previous frameworks, it enhances the efficiencies delivered.

Table 4 below summarises the benefits of this exercise to our members, in accordance with the [Scottish Government procurement benefits reporting guidance](#).

**Table 4: Savings Summary**

Reference	Type	Reportable Outcome
BT1	Direct price-based savings	£0
BT2	Price versus market savings	0% *
BT3	Process savings from use of collaborative arrangements	£360,000

*\* BT2 value unknown until Indexation model can be established.*

## **Price Stability**

All recommended suppliers have agreed to the 12-month fixed price period at the start of the framework. Provision thereafter is for price reviews once per 12-month period to accommodate market fluctuations. All requests for price increases will be evaluated against prevailing market conditions and supporting documentary evidence.

Suppliers may submit a price decrease at any time throughout the duration of the framework.

## **Rebate**

The inclusion of a retrospective rebate of 0.75% will be applied to all framework spend above £100,000 and will be tracked and managed with suppliers through reporting of management information returns.

## **Sustainable Procurement Benefits**

### **Sustainability**

The following sustainability benefits represent the Scottish Government reporting guidance for sustainability-based benefits (BT14).

Within the technical section of the tender, Scotland Excel included a sustainability related method statement, which included questions related to the:

- ability to refurbish or offer 2<sup>nd</sup> hand stock and subsequent warranties, to promote reduce, re-use and recycling initiatives.
- ability to repurchase or dispose of old products.
- fleet / vehicle environmental standards used to carry out their day-to-day business activities and deliveries.
- activities undertaken to minimise the carbon footprint and increase waste reduction for call offs under the framework.
- materials waste prevention.
- an organisation's policy to achieve Net Zero.

Responses received as part of the tender exercise are summarised, below:

- low emissions or electric fleet
- promote reduce, recycle and re-use initiatives
- measuring and recording environmental improvements
- introduction of more technologically advanced equipment to reduce vibration ratings, lower emissions/power consumption and deliver higher performance outputs.



## **Community Benefits**

Scotland Excel is committed to maximising community benefits delivery for members. Suppliers were asked to commit to the delivery of community benefit initiatives against pre-agreed spend thresholds outlined within the community benefits method statement. These aim to be reflective of the National Indicators outlined within the Scottish Government's National Performance framework, and their underlying vision and goals. Councils will accrue 'community benefit points' based on their level of spending with a supplier. These 'points' correlate to a negotiable benefit that the council can elect to receive at any given point throughout the lifetime of the framework. Of the recommended suppliers, all 32 have committed to delivering these benefits. Scotland Excel will continue to engage with all appointed suppliers to drive maximum delivery of community benefits where appropriate.

Within the published tender documents, suppliers were given a list of indicative community benefits that could be agreed with councils. Examples of these are:

- Fundraising (Events in the local authority area for charity)
- Community Volunteering (Staff volunteering to local good causes)
- Work Experience (Placements for school students in the local authority)
- Training (Training sessions for wider community)
- Employability Workshops (Events in school, college, or community group)
- Supply Chain Development
- Donation of materials and/or labour
- Sponsorship (Local sports team or community event)
- Recruitment (within local authority area)

Scotland Excel will monitor delivery of these commitments during the lifetime of the framework, and this will also be reported through ongoing contract management returns.

## **Fair Work First Including the Real Living Wage**

Scotland Excel and its members are committed to the delivery of high-quality public services and recognise that this is dependent on a workforce that is well-rewarded, well-motivated, well-led, has access to appropriate opportunities for training and skills development, are diverse and is engaged in decision making.

Within the technical section of the tender, suppliers were assessed on their approach to Fair Work First and payment of the Real Living Wage to their workforce. Of the 32 recommended suppliers, 28 pay the Real Living Wage with 3 being accredited Real Living Wage employers, as detailed in Appendix 2 – Scoring and Recommendations.

The 4 recommended suppliers who do not currently pay the Real Living Wage are Agrovista UK Limited, Henderson Grass Machinery Limited, Morris Leslie Plant Hire Limited and J. C. Peacock & Co. Limited.

Scotland Excel will continue to monitor Fair Work First, including encouraging further uptake to both suppliers that are yet to commit to paying staff the Real Living Wage, during contract and supplier management activity.

## **7. Contract Mobilisation and Management**

As part of the mobilisation process all successful suppliers will be invited to a contract mobilisation session to outline the operation of the framework, including roles and responsibilities, management information and community benefit commitments. Suppliers and participating members will be issued with a mobilisation pack containing all required details to utilise the framework.

In accordance with Scotland Excel's established contract segmentation tool, this framework is classified as class E. As such, it will require annual supplier contact, annual surveys and annual user group reviews as appropriate. Scotland Excel will continue to engage with suppliers on a regular basis to manage the response to the pandemic and ensure continuity of this essential service delivery for members.

## **8. Summary**

This new framework for the supply and delivery of Grounds and Plant Equipment aims to maximise collaboration, support councils' fleet, parks and grounds departments to deliver the various services they provide and deliver best value. A range of benefits can be reported in relation to best value, sustainability and community benefits.

The Executive Sub Committee is requested to approve the recommendation to award this framework agreement as detailed in Appendix 2.

**Appendix 1 – Participation, Spend and Savings Summary**  
**1522 Grounds and Plant Equipment**

Member Name	Participation in Contract	Participation Entry Date	Estimated Annual Spend (£)	Source of Spend Data
Aberdeen City Council	Yes	Start Date	£316,250	MI Data
Aberdeenshire Council	Yes	Start Date	£200,000	Council Confirmed
Angus Council	Yes	Start Date	£212,300	MI Data
Argyll & Bute Council	Yes	Start Date	£61,600	MI Data
City of Edinburgh Council	Yes	Start Date	£412,500	MI Data
Clackmannanshire Council	Yes	Start Date	£72,050	MI Data
Comhairle nan Eilean Siar	No		£0	Council Confirmed
Dumfries & Galloway Council	No		£0	Council Confirmed
Dundee City Council	Yes	Start Date	£6,050	MI Data
East Ayrshire Council	Yes	Start Date	£75,350	MI Data
East Dunbartonshire Council	Yes	Start Date	£221,835	Council Confirmed
East Lothian Council	Yes	Start Date	£107,250	MI Data
East Renfrewshire Council	Yes	Start Date	£64,000	Council Confirmed
Falkirk Council	Yes	Start Date	£40,000	Council Confirmed
Fife Council	Yes	Start Date	£146,000	Council Confirmed
Glasgow City Council	Yes	Start Date	£250,166	Council Confirmed
Highland Council	Yes	Start Date	£250,000	Council Confirmed
Inverclyde Council	Yes	Start Date	£170,000	Council Confirmed
Midlothian Council	Yes	Start Date	£190,000	Council Confirmed
Moray Council	Yes	Start Date	£350,000	Council Confirmed
North Ayrshire Council	Yes	Start Date	£50,000	Council Confirmed
North Lanarkshire Council	Yes	Start Date	£42,350	MI Data
Orkney Islands Council	Yes	Start Date	£390,500	MI Data
Perth & Kinross Council	Yes	Start Date	£324,000	Council Confirmed
Renfrewshire Council	Yes	Start Date	£60,500	MI Data
Scottish Borders Council	Yes	Start Date	£158,400	MI Data
Shetland Islands Council	Yes	Start Date	£500,000	Council Confirmed
South Ayrshire Council	Yes	Start Date	£117,700	MI Data
South Lanarkshire Council	Yes	Start Date	£1,248,500	MI Data
Stirling Council	Yes	Start Date	£30,250	MI Data
West Dunbartonshire Council	Yes	Start Date	£0	Council Confirmed, Spend currently unknown
West Lothian Council	Yes	Start Date	£16,500	MI Data
Tayside Contracts	Yes	Start Date	£1,200,000	Council Confirmed
<b>Totals</b>			<b>£7,284,051</b>	
Associate Members	Yes	Start Date	£252,450	Member Confirmed
<b>Totals</b>			<b>£7,536,501</b>	

Appendix 2 – Scoring and Recommendations

<u>LOT NUMBER</u>	<u>LOT NAME</u>	<u>TENDERER NAME</u>	<u>SME STATUS</u>	<u>REAL LIVING WAGE STATUS</u>	<u>LOCATION</u>	<u>NUMBER OF LOTS BID FOR</u>	<u>NUMBER OF LOTS RECOMMENDED</u>	<u>OVERALL RECOMMENDATION STATUS</u>	<u>TOTAL COMMERCIAL SCORE</u>	<u>TOTAL TECHNICAL SCORE</u>	<u>TOTAL SCORE</u>	<u>PLACING</u>	<u>RECOMMENDED FOR AWARD FOR LOT/SUB- LOT?</u>
1	Handheld Equipment	Bryson Tractors Limited	Small	Option 3	Lesmahagow	8	8	SUCCESSFUL	55.59	26.75	82.34	1	Y
1	Handheld Equipment	Tudor (UK) Ltd T/A Tudor Environmental	Medium	Option 5	Coventry	1	1	SUCCESSFUL	53.82	20.75	74.57	2	Y
1	Handheld Equipment	Spaldings Limited	Medium	Option 5	Lincoln	1	1	SUCCESSFUL	41.08	26.25	67.33	3	Y
1	Handheld Equipment	Strathbogie Forest & Garden Ltd	Small	Option 2	Huntly	3	3	SUCCESSFUL	46.73	17.75	64.48	4	Y
1	Handheld Equipment	FRASER C ROBB LIMITED	Small	Option 1	Glasgow	8	8	SUCCESSFUL	34.28	27.75	62.03	5	Y
1	Handheld Equipment	Gammies Groundcare Ltd	Small	Option 5	Forfar	9	9	SUCCESSFUL	41.82	18.50	60.32	6	Y
1	Handheld Equipment	Lloyd Limited	Large	Option 7	Perth	9	8	PART-SUCCESSFUL	41.34	18.25	59.59	7	Y
1	Handheld Equipment	Henry Sheach Lawnmower Services Limited	Medium	Option 3	Aberdeenshire	3	3	SUCCESSFUL	34.62	23.25	57.87	8	Y
1	Handheld Equipment	HAMILTON BROS. (ENGINEERING) LIMITED	Medium	Option 7	Haddington	8	8	SUCCESSFUL	39.99	17.75	57.74	9	Y
1	Handheld Equipment	Ravenhill Limited	Medium	Option 5	Elgin	6	2	PART-SUCCESSFUL	44.83	12.50	57.33	10	Y
1	Handheld Equipment	FAIRWAYS (GM) LTD.	Medium	Option 2	Renfrew	6	6	SUCCESSFUL	27.25	30.00	57.25	11	Y
1	Handheld Equipment	Alex McDougall (Mowers) Limited	Micro	Option 5	East Kilbride	2	2	SUCCESSFUL	33.29	22.50	55.79	12	Y
1	Handheld Equipment	Frank Nicol Farm and Garden Machinery Limited	Small	Option 5	Dingwall	4	1	PART-SUCCESSFUL	42.44	12.25	54.69	13	Y
1	Handheld Equipment	Balgownie Limited	Medium	Option 1	Aberdeen	10	6	PART-SUCCESSFUL	28.48	21.00	49.48	14	N
1	Handheld Equipment	Agrovista UK Limited	Large	Option 6	Nottingham	4	1	PART-SUCCESSFUL	22.88	19.00	41.88	15	N
2	Push and Self-Propelled Equipment	FRASER C ROBB LIMITED	Small	Option 1	Glasgow	8	8	SUCCESSFUL	51.14	27.75	78.89	1	Y
2	Push and Self-Propelled Equipment	Henry Sheach Lawnmower Services Limited	Medium	Option 3	Aberdeenshire	3	3	SUCCESSFUL	51.75	23.25	75.00	2	Y
2	Push and Self-Propelled Equipment	Gammies Groundcare Ltd	Small	Option 5	Forfar	9	9	SUCCESSFUL	52.76	18.50	71.26	3	Y
2	Push and Self-Propelled Equipment	Henderson Grass Machinery Limited	Small	Option 5	Fife	3	3	SUCCESSFUL	51.73	17.00	68.73	4	Y
2	Push and Self-Propelled Equipment	Reesink UK Ltd	Medium	Option 5	Cambridgeshire	2	2	SUCCESSFUL	37.82	26.50	64.32	5	Y
2	Push and Self-Propelled Equipment	The Double A Trading Company Limited	Small	Option 5	Dundee	3	3	SUCCESSFUL	41.14	23.00	64.14	6	Y
2	Push and Self-Propelled Equipment	Balgownie Limited	Medium	Option 1	Aberdeen	10	6	PART-SUCCESSFUL	43.13	21.00	64.13	7	Y
2	Push and Self-Propelled Equipment	HAMILTON BROS. (ENGINEERING) LIMITED	Medium	Option 7	Haddington	8	8	SUCCESSFUL	45.97	17.75	63.72	8	Y
2	Push and Self-Propelled Equipment	Alex McDougall (Mowers) Limited	Micro	Option 5	East Kilbride	2	2	SUCCESSFUL	39.67	22.50	62.17	9	Y
2	Push and Self-Propelled Equipment	FAIRWAYS (GM) LTD.	Medium	Option 2	Renfrew	6	6	SUCCESSFUL	29.66	30.00	59.66	10	Y
2	Push and Self-Propelled Equipment	Ravenhill Limited	Medium	Option 5	Elgin	6	2	PART-SUCCESSFUL	47.03	12.50	59.53	11	Y
2	Push and Self-Propelled Equipment	Reid Hydraulic Services Limited	Micro	Option 2	Arbroath	9	6	PART-SUCCESSFUL	41.59	16.50	58.09	12	Y
2	Push and Self-Propelled Equipment	Lloyd Limited	Large	Option 7	Perth	9	8	PART-SUCCESSFUL	39.31	18.25	57.56	13	Y
2	Push and Self-Propelled Equipment	Strathbogie Forest & Garden Ltd	Small	Option 2	Huntly	3	3	SUCCESSFUL	39.51	17.75	57.26	14	Y
2	Push and Self-Propelled Equipment	Bryson Tractors Limited	Small	Option 3	Lesmahagow	8	8	SUCCESSFUL	29.54	26.75	56.29	15	Y
2	Push and Self-Propelled Equipment	Frank Nicol Farm and Garden Machinery Limited	Small	Option 5	Dingwall	4	1	PART-SUCCESSFUL	35.57	12.25	47.82	16	N
2	Push and Self-Propelled Equipment	Thomas Sherriff and Company Limited	Medium	Option 5	Haddington	4	0	UNSUCCESSFUL	25.96	16.25	42.21	17	N
2	Push and Self-Propelled Equipment	Agrovista UK Limited	Large	Option 6	Nottingham	4	1	PART-SUCCESSFUL	12.06	19.00	31.06	18	N

<u>LOT NUMBER</u>	<u>LOT NAME</u>	<u>TENDERER NAME</u>	<u>SME STATUS</u>	<u>REAL LIVING WAGE STATUS</u>	<u>LOCATION</u>	<u>NUMBER OF LOTS BID FOR</u>	<u>NUMBER OF LOTS RECOMMENDED</u>	<u>OVERALL RECOMMENDATION STATUS</u>	<u>TOTAL COMMERCIAL SCORE</u>	<u>TOTAL TECHNICAL SCORE</u>	<u>TOTAL SCORE</u>	<u>PLACING</u>	<u>RECOMMENDED FOR AWARD FOR LOT/SUB- LOT?</u>
3	Seasonal and Specialist Equipment	Powerwasher Services Limited	Small	Option 1	Aberdeenshire	5	5	SUCCESSFUL	52.13	20.75	72.88	1	Y
3	Seasonal and Specialist Equipment	J.C. Peacock & Co., Limited	Small	Option 5	Biggar	1	1	SUCCESSFUL	29.87	30.00	59.87	2	Y
3	Seasonal and Specialist Equipment	Gammies Groundcare Ltd	Small	Option 5	Forfar	9	9	SUCCESSFUL	41.14	18.50	59.64	3	Y
3	Seasonal and Specialist Equipment	FRASER C ROBB LIMITED	Small	Option 1	Glasgow	8	8	SUCCESSFUL	30.58	27.75	58.33	4	Y
3	Seasonal and Specialist Equipment	Bryson Tractors Limited	Small	Option 3	Lesmahagow	8	8	SUCCESSFUL	28.92	26.75	55.67	5	Y
3	Seasonal and Specialist Equipment	Lloyd Limited	Large	Option 7	Perth	9	8	PART-SUCCESSFUL	37.38	18.25	55.63	6	Y
3	Seasonal and Specialist Equipment	Henderson Grass Machinery Limited	Small	Option 5	Fife	3	3	SUCCESSFUL	37.75	17.00	54.75	7	Y
3	Seasonal and Specialist Equipment	The Double A Trading Company Limited	Small	Option 5	Dundee	3	3	SUCCESSFUL	31.38	23.00	54.38	8	Y
3	Seasonal and Specialist Equipment	HAMILTON BROS. (ENGINEERING) LIMITED	Medium	Option 7	Haddington	8	8	SUCCESSFUL	35.28	17.75	53.03	9	Y
3	Seasonal and Specialist Equipment	FAIRWAYS (GM) LTD.	Medium	Option 2	Renfrew	6	6	SUCCESSFUL	22.55	30.00	52.55	10	Y
3	Seasonal and Specialist Equipment	Agricar Limited	Medium	Option 5	Angus	4	4	SUCCESSFUL	30.69	19.00	49.69	11	Y
3	Seasonal and Specialist Equipment	Balgownie Limited	Medium	Option 1	Aberdeen	10	6	PART-SUCCESSFUL	27.99	21.00	48.99	12	Y
3	Seasonal and Specialist Equipment	Agrovista UK Limited	Large	Option 6	Nottingham	4	1	PART-SUCCESSFUL	27.08	19.00	46.08	13	N
3	Seasonal and Specialist Equipment	Frank Nicol Farm and Garden Machinery Limited	Small	Option 5	Dingwall	4	1	PART-SUCCESSFUL	30.16	12.25	42.41	14	N
3	Seasonal and Specialist Equipment	Reid Hydraulic Services Limited	Micro	Option 2	Arbroath	9	6	PART-SUCCESSFUL	24.76	16.50	41.26	15	N
3	Seasonal and Specialist Equipment	James A. Cuthbertson, Limited	Medium	Option 5	Dumfries	4	3	PART-SUCCESSFUL	19.77	20.00	39.77	16	N
3	Seasonal and Specialist Equipment	Ravenhill Limited	Medium	Option 5	Elgin	6	2	PART-SUCCESSFUL	26.42	12.50	38.92	17	N
3	Seasonal and Specialist Equipment	Thomas Sherriff and Company Limited	Medium	Option 5	Haddington	4	0	UNSUCCESSFUL	20.76	16.25	37.01	18	N
3	Seasonal and Specialist Equipment	Glasdon (UK) Limited	Medium	Option 1	Blackpool	1	0	UNSUCCESSFUL	13.41	19.25	32.66	19	N
4	Grounds Vehicles, Tractors and Equipment	Powerwasher Services Limited	Small	Option 1	Aberdeenshire	5	5	SUCCESSFUL	63.51	20.75	84.26	1	Y
4	Grounds Vehicles, Tractors and Equipment	Henry Sheach Lawnmower Services Limited	Medium	Option 3	Aberdeenshire	3	3	SUCCESSFUL	54.08	23.25	77.33	2	Y
4	Grounds Vehicles, Tractors and Equipment	The Double A Trading Company Limited	Small	Option 5	Dundee	3	3	SUCCESSFUL	54.33	23.00	77.33	3	Y
4	Grounds Vehicles, Tractors and Equipment	FRASER C ROBB LIMITED	Small	Option 1	Glasgow	8	8	SUCCESSFUL	49.54	27.75	77.29	4	Y
4	Grounds Vehicles, Tractors and Equipment	Bryson Tractors Limited	Small	Option 3	Lesmahagow	8	8	SUCCESSFUL	50.06	26.75	76.81	5	Y
4	Grounds Vehicles, Tractors and Equipment	MTS Nationwide Limited T/A Carryway	Medium	Option 4	Ayr	1	1	SUCCESSFUL	54.73	21.25	75.98	6	Y
4	Grounds Vehicles, Tractors and Equipment	H.R.N. Tractors Limited	Medium	Option 3	Bishopton	2	2	SUCCESSFUL	45.73	29.25	74.98	7	Y
4	Grounds Vehicles, Tractors and Equipment	Reesink UK Ltd	Medium	Option 5	Cambridgeshire	2	2	SUCCESSFUL	46.39	26.50	72.89	8	Y
4	Grounds Vehicles, Tractors and Equipment	HAMILTON BROS. (ENGINEERING) LIMITED	Medium	Option 7	Haddington	8	8	SUCCESSFUL	51.73	17.75	69.48	9	Y
4	Grounds Vehicles, Tractors and Equipment	Henderson Grass Machinery Limited	Small	Option 5	Fife	3	3	SUCCESSFUL	52.24	17.00	69.24	10	Y
4	Grounds Vehicles, Tractors and Equipment	Gammies Groundcare Ltd	Small	Option 5	Forfar	9	9	SUCCESSFUL	48.80	18.50	67.30	11	Y
4	Grounds Vehicles, Tractors and Equipment	Agricar Limited	Medium	Option 5	Angus	4	4	SUCCESSFUL	47.20	19.00	66.20	12	Y
4	Grounds Vehicles, Tractors and Equipment	FAIRWAYS (GM) LTD.	Medium	Option 2	Renfrew	6	6	SUCCESSFUL	35.28	30.00	65.28	13	Y
4	Grounds Vehicles, Tractors and Equipment	Agrovista UK Limited	Large	Option 6	Nottingham	4	1	PART-SUCCESSFUL	46.23	19.00	65.23	14	Y
4	Grounds Vehicles, Tractors and Equipment	Lloyd Limited	Large	Option 7	Perth	9	8	PART-SUCCESSFUL	45.61	18.25	63.86	15	Y
4	Grounds Vehicles, Tractors and Equipment	James A. Cuthbertson, Limited	Medium	Option 5	Dumfries	4	3	PART-SUCCESSFUL	42.05	20.00	62.05	16	Y
4	Grounds Vehicles, Tractors and Equipment	Reid Hydraulic Services Limited	Micro	Option 2	Arbroath	9	6	PART-SUCCESSFUL	44.98	16.50	61.48	17	Y
4	Grounds Vehicles, Tractors and Equipment	Thomas Sherriff and Company Limited	Medium	Option 5	Haddington	4	0	UNSUCCESSFUL	38.76	16.25	55.01	18	N
4	Grounds Vehicles, Tractors and Equipment	Frank Nicol Farm and Garden Machinery Limited	Small	Option 5	Dingwall	4	1	PART-SUCCESSFUL	41.22	12.25	53.47	19	N
4	Grounds Vehicles, Tractors and Equipment	ATV SERVICES SCOTLAND LTD	Small	Option 5	Ayr	1	0	UNSUCCESSFUL	38.47	14.25	52.72	20	N
4	Grounds Vehicles, Tractors and Equipment	Balgownie Limited	Medium	Option 1	Aberdeen	10	6	PART-SUCCESSFUL	29.11	21.00	50.11	21	N
4	Grounds Vehicles, Tractors and Equipment	Ravenhill Limited	Medium	Option 5	Elgin	6	2	PART-SUCCESSFUL	37.01	12.50	49.51	22	N

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5	Plant Excavation Equipment	H.R.N. Tractors Limited	Medium	Option 3	Bishopton	2	2	SUCCESSFUL	61.09	29.25	90.34	1	Y
5	Plant Excavation Equipment	Bryson Tractors Limited	Small	Option 3	Lesmahagow	8	8	SUCCESSFUL	60.66	26.75	87.41	2	Y
5	Plant Excavation Equipment	HAMILTON BROS. (ENGINEERING) LIMITED	Medium	Option 7	Haddington	8	8	SUCCESSFUL	66.50	17.75	84.25	3	Y
5	Plant Excavation Equipment	Morris Leslie Plant Hire LTD	Micro	Option 3	Ross-shire	3	3	SUCCESSFUL	61.40	20.25	81.65	4	Y
5	Plant Excavation Equipment	Gammies Groundcare Ltd	Small	Option 5	Forfar	9	9	SUCCESSFUL	62.80	18.50	81.30	5	Y
5	Plant Excavation Equipment	Lloyd Limited	Large	Option 7	Perth	9	8	PART-SUCCESSFUL	61.17	18.25	79.42	6	Y
5	Plant Excavation Equipment	Reid Hydraulic Services Limited	Micro	Option 2	Arbroath	9	6	PART-SUCCESSFUL	62.58	16.50	79.08	7	Y
5	Plant Excavation Equipment	Scot J C B Limited	Medium	Option 2	Glasgow	5	4	PART-SUCCESSFUL	56.94	21.25	78.19	8	Y
5	Plant Excavation Equipment	Finning (UK) Ltd.	Large	Option 5	Staffordshire	2	2	SUCCESSFUL	51.10	18.50	69.60	9	Y
5	Plant Excavation Equipment	Agricar Limited	Medium	Option 5	Angus	4	4	SUCCESSFUL	50.04	19.00	69.04	10	Y
5	Plant Excavation Equipment	Balgownie Limited	Medium	Option 1	Aberdeen	10	6	PART-SUCCESSFUL	45.69	21.00	66.69	11	Y
5	Plant Excavation Equipment	Ravenhill Limited	Medium	Option 5	Elgin	6	2	PART-SUCCESSFUL	50.40	12.50	62.90	12	N
6	Pedestrian Operated Plant Equipment	HAMILTON BROS. (ENGINEERING) LIMITED	Medium	Option 7	Haddington	8	8	SUCCESSFUL	65.49	17.75	83.24	1	Y
6	Pedestrian Operated Plant Equipment	Strathbogie Forest & Garden Ltd	Small	Option 2	Huntly	3	3	SUCCESSFUL	64.83	17.75	82.58	2	Y
6	Pedestrian Operated Plant Equipment	Gammies Groundcare Ltd	Small	Option 5	Forfar	9	9	SUCCESSFUL	61.71	18.50	80.21	3	Y
6	Pedestrian Operated Plant Equipment	FRASER C ROBB LIMITED	Small	Option 1	Glasgow	8	8	SUCCESSFUL	47.38	27.75	75.13	4	Y
6	Pedestrian Operated Plant Equipment	Scot J C B Limited	Medium	Option 2	Glasgow	5	4	PART-SUCCESSFUL	51.46	21.25	72.71	5	Y
6	Pedestrian Operated Plant Equipment	Lloyd Limited	Large	Option 7	Perth	9	8	PART-SUCCESSFUL	54.05	18.25	72.30	6	Y
6	Pedestrian Operated Plant Equipment	Balgownie Limited	Medium	Option 1	Aberdeen	10	6	PART-SUCCESSFUL	46.99	21.00	67.99	7	Y
6	Pedestrian Operated Plant Equipment	Reid Hydraulic Services Limited	Micro	Option 2	Arbroath	9	6	PART-SUCCESSFUL	42.35	16.50	58.85	8	N
7	Plant Vehicles and Equipment	Morris Leslie Plant Hire LTD	Micro	Option 3	Ross-shire	3	3	SUCCESSFUL	62.00	20.25	82.25	1	Y
7	Plant Vehicles and Equipment	James A. Cuthbertson, Limited	Medium	Option 5	Dumfries	4	3	PART-SUCCESSFUL	60.42	20.00	80.42	2	Y
7	Plant Vehicles and Equipment	Wirtgen Limited	Medium	Option 5	Nottinghamshire	2	2	SUCCESSFUL	58.08	22.25	80.33	3	Y
7	Plant Vehicles and Equipment	BOMAG (Great Britain) Limited	Medium	Option 3	Kent	2	2	SUCCESSFUL	63.00	17.25	80.25	4	Y
7	Plant Vehicles and Equipment	Scot J C B Limited	Medium	Option 2	Glasgow	5	4	PART-SUCCESSFUL	58.86	21.25	80.11	5	Y
7	Plant Vehicles and Equipment	Lloyd Limited	Large	Option 7	Perth	9	8	PART-SUCCESSFUL	51.47	18.25	69.72	6	Y
7	Plant Vehicles and Equipment	Powerwasher Services Limited	Small	Option 1	Aberdeenshire	5	5	SUCCESSFUL	46.49	20.75	67.24	7	Y
7	Plant Vehicles and Equipment	Gammies Groundcare Ltd	Small	Option 5	Forfar	9	9	SUCCESSFUL	47.74	18.50	66.24	8	Y
7	Plant Vehicles and Equipment	Balgownie Limited	Medium	Option 1	Aberdeen	10	6	PART-SUCCESSFUL	41.10	21.00	62.10	9	N
7	Plant Vehicles and Equipment	Reid Hydraulic Services Limited	Micro	Option 2	Arbroath	9	6	PART-SUCCESSFUL	45.51	16.50	62.01	10	N
8	Static Plant	FRASER C ROBB LIMITED	Small	Option 1	Glasgow	8	8	SUCCESSFUL	57.86	27.75	85.61	1	Y
8	Static Plant	Bryson Tractors Limited	Small	Option 3	Lesmahagow	8	8	SUCCESSFUL	43.35	26.75	70.10	2	Y
8	Static Plant	HAMILTON BROS. (ENGINEERING) LIMITED	Medium	Option 7	Haddington	8	8	SUCCESSFUL	43.55	17.75	61.30	3	Y
8	Static Plant	Gammies Groundcare Ltd	Small	Option 5	Forfar	9	9	SUCCESSFUL	36.79	18.50	55.29	4	Y
8	Static Plant	Powerwasher Services Limited	Small	Option 1	Aberdeenshire	5	5	SUCCESSFUL	33.99	20.75	54.74	5	Y
8	Static Plant	Reid Hydraulic Services Limited	Micro	Option 2	Arbroath	9	6	PART-SUCCESSFUL	36.59	16.50	53.09	6	Y
8	Static Plant	Balgownie Limited	Medium	Option 1	Aberdeen	10	6	PART-SUCCESSFUL	31.10	21.00	52.10	7	Y
8	Static Plant	Lloyd Limited	Large	Option 7	Perth	9	8	PART-SUCCESSFUL	31.09	18.25	49.34	8	N
8	Static Plant	Scot J C B Limited	Medium	Option 2	Glasgow	5	4	PART-SUCCESSFUL	21.65	21.25	42.90	9	N

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9	Plant Lifting Equipment	Gammies Groundcare Ltd	Small	Option 5	Forfar	9	9	SUCCESSFUL	68.63	18.50	87.13	1	Y
9	Plant Lifting Equipment	Bryson Tractors Limited	Small	Option 3	Lesmahagow	8	8	SUCCESSFUL	58.02	26.75	84.77	2	Y
9	Plant Lifting Equipment	FRASER C ROBB LIMITED	Small	Option 1	Glasgow	8	8	SUCCESSFUL	55.70	27.75	83.45	3	Y
9	Plant Lifting Equipment	Morris Leslie Plant Hire LTD	Micro	Option 3	Ross-shire	3	3	SUCCESSFUL	61.81	20.25	82.06	4	Y
9	Plant Lifting Equipment	Scot J C B Limited	Medium	Option 2	Glasgow	5	4	PART-SUCCESSFUL	55.91	21.25	77.16	5	Y
9	Plant Lifting Equipment	HAMILTON BROS. (ENGINEERING) LIMITED	Medium	Option 7	Haddington	8	8	SUCCESSFUL	57.06	17.75	74.81	6	Y
9	Plant Lifting Equipment	Agricar Limited	Medium	Option 5	Angus	4	4	SUCCESSFUL	53.64	19.00	72.64	7	Y
9	Plant Lifting Equipment	Lloyd Limited	Large	Option 7	Perth	9	8	PART-SUCCESSFUL	50.38	18.25	68.63	8	Y
9	Plant Lifting Equipment	FAIRWAYS (GM) LTD.	Medium	Option 2	Renfrew	6	6	SUCCESSFUL	37.35	30.00	67.35	9	Y
9	Plant Lifting Equipment	Reid Hydraulic Services Limited	Micro	Option 2	Arbroath	9	6	PART-SUCCESSFUL	47.70	16.50	64.20	10	Y
9	Plant Lifting Equipment	Balgownie Limited	Medium	Option 1	Aberdeen	10	6	PART-SUCCESSFUL	40.44	21.00	61.44	11	Y
9	Plant Lifting Equipment	Ravenhill Limited	Medium	Option 5	Elgin	6	2	PART-SUCCESSFUL	47.00	12.50	59.50	12	N
9	Plant Lifting Equipment	Thomas Sherriff and Company Limited	Medium	Option 5	Haddington	4	0	UNSUCCESSFUL	42.06	16.25	58.31	13	N
9	Plant Lifting Equipment	Mark Oman T/A Oman Mechanical Solutions	Micro	Option 3	West Yorkshire	1	0	UNSUCCESSFUL	42.94	12.25	55.19	14	N
10	Plant Road Surfacing Equipment	Wirtgen Limited	Medium	Option 5	Nottinghamshire	2	2	SUCCESSFUL	60.18	22.25	82.43	1	Y
10	Plant Road Surfacing Equipment	Finning (UK) Ltd.	Large	Option 5	Staffordshire	2	2	SUCCESSFUL	61.98	18.50	80.48	2	Y
10	Plant Road Surfacing Equipment	BOMAG (Great Britain) Limited	Medium	Option 3	Kent	2	2	SUCCESSFUL	60.89	17.25	78.14	3	Y
10	Plant Road Surfacing Equipment	Unilokomotive Limited	Small	Option 5	Co. Galway	1	1	SUCCESSFUL	47.80	18.50	66.30	4	Y
10	Plant Road Surfacing Equipment	Reid Hydraulic Services Limited	Micro	Option 2	Arbroath	9	6	PART-SUCCESSFUL	48.57	16.50	65.07	5	Y
10	Plant Road Surfacing Equipment	James A. Cuthbertson, Limited	Medium	Option 5	Dumfries	4	3	PART-SUCCESSFUL	37.90	20.00	57.90	6	Y
11	Pressure Washers	Bryson Tractors Limited	Small	Option 3	Lesmahagow	8	8	SUCCESSFUL	65.86	26.75	92.61	1	Y
11	Pressure Washers	Capital Power Clean Limited	Small	Option 3	Livingston	1	1	SUCCESSFUL	58.99	22.00	80.99	2	Y
11	Pressure Washers	FRASER C ROBB LIMITED	Small	Option 1	Glasgow	8	8	SUCCESSFUL	49.95	27.75	77.70	3	Y
11	Pressure Washers	FAIRWAYS (GM) LTD.	Medium	Option 2	Renfrew	6	6	SUCCESSFUL	47.16	30.00	77.16	4	Y
11	Pressure Washers	Powerwasher Services Limited	Small	Option 1	Aberdeenshire	5	5	SUCCESSFUL	51.35	20.75	72.10	5	Y
11	Pressure Washers	Rhinowash Limited	Small	Option 5	Wishaw	1	0	UNSUCCESSFUL	43.93	23.00	66.93	6	N
11	Pressure Washers	Balgownie Limited	Medium	Option 1	Aberdeen	10	6	PART-SUCCESSFUL	34.65	21.00	55.65	7	N

Note: a key for Real Living Wage Status Reference and Descriptions is included below.

**Key:** Real Living Wage Status Reference and Descriptions

Real Living Wage Status Reference	Real Living Wage Status Description
1	I am an accredited Living Wage Employer and commit to maintaining this for the duration of the Framework Contract.
2	I am currently going through the process of becoming an accredited Living Wage Employer and commit to gaining accreditation over the initial two year period of the Framework Contract. I currently pay the Living Wage to all employees (except volunteers, apprentices and interns).
3	I am not an accredited Living Wage Employer but commit to gaining accreditation over the initial two year period of the Framework Contract. I currently pay the Living Wage to all employees (except volunteers, apprentices and interns) and commit to maintaining this until I have gained accreditation.
4	I am not an accredited Living Wage Employer but commit to gaining accreditation over the initial two year period of the Framework Contract. I do not currently pay the Living Wage to all employees.
5	I am not an accredited Living Wage Employer but pay the Living Wage to all employees (except volunteers, apprentices and interns) and commit to maintaining this for the duration of the Framework Contract.
6	I am not an accredited Living Wage Employer and do not currently pay the Living Wage to all employees but commit to paying the Living Wage to all employees (except volunteers, apprentices and interns) within the first two years of the Framework Contract.
7	I am not an accredited Living Wage Employer and do not currently pay the Living Wage to all employees.



## **Scotland Excel**

**To: Executive Sub-Committee**

**On: 8 December 2023**

**Report by:  
Chief Executive of Scotland Excel**

### **Request for Associate Membership of Scotland Excel by Scottish Society for the Prevention of Cruelty to Animals**

#### **1. Background**

- 1.1 Scotland Excel operates an Associate programme to allow access to its frameworks and services to a wide range of other public service orientated bodies. Applications can be made for Associate Membership by organisations such as council arm's length organisations, community groups, charities, housing associations and voluntary organisations which are a public body or a body that engages in activities of a public nature.

Organisations apply to Scotland Excel for Associate Membership to allow them to access the frameworks for goods and services which are in place for our members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

Associate membership supports the wider aims of Scotland Excel by increasing overall spend against frameworks, providing additional income and supporting the goals of promoting excellent public procurement across Scottish organisations.

#### **2. Organisation Background**

- 2.1 The purpose of the Scottish Society for the Prevention of Cruelty to Animals is to champion animal welfare in Scotland and ensure animals are treated with respect and kindness.
- 2.2 The Scottish Society for the Prevention of Cruelty to Animals is an accredited real living wage employer.
- 2.3 The Scottish Society for the Prevention of Cruelty to Animals is a Private Limited Company, limited by guarantee with no share capital. The company is also a registered Scottish charity.

### **3. Associate Membership Process**

- 3.1 Before any application is submitted for approval, a number of validation checks on the organisation are carried out. These include a review of the Memorandum & Articles of Association, the financial position and the type of contracts that the organisation is likely to access. It is confirmed that satisfactory validation checks have been completed in relation to this application.
- 3.2 Scotland Excel monitors all requests from applicants to become associate members to ensure that any legal requirements are met. In this case, Scottish Society for the Prevention of Cruelty to Animals can be recommended for associate membership access in accordance with the Local Authorities (Goods and Services) Act 1970 section 1 (1B)(c). Namely, that it has functions that are public in nature or engages in activities of that nature so long as the purpose or effect of access to Scotland Excel's services is to facilitate its discharge of those functions or activities.
- 3.3 Fees are determined in a number of ways:
- Arms Length External Organisations (ALEOs) related to local authority members pay no fee as this is covered within requisition fees.
- National Health Service (NHS) bodies, Colleges and Universities, and Non departmental bodies of the Scottish Government pay no fee under a reciprocal agreement that allows local authorities to utilise contracts created by the relevant procurement centres of expertise.
- All other associate fees are calculated on a standard methodology agreed by committee. e.g. Housing Associations pay based on the number of houses within their portfolio.

### **4. Recommendations**

- 4.1 It is recommended to committee that Scottish Society for the Prevention of Cruelty to Animals application to join Scotland Excel as an associate member be approved, with an annual fee of £1,100 and subject to the agreement document.



## **Scotland Excel**

**To: Executive Sub-Committee**

**On: 8 December 2023**

**Report By:  
Chief Executive of Scotland Excel**

### **Employee Supporting Attendance Report**

#### **1. Introduction and purpose of the report**

- 1.1. In response to a Renfrewshire Council Internal Audit team recommendation, this report on supporting attendance is submitted on a quarterly basis highlighting the absence rate in the organisation. The report also highlights some of the support mechanisms that the organisation has implemented to support staff members.

#### **2. Scotland Excel Absence Management Target**

- 2.1. The Joint Committee has previously agreed that Scotland Excel should work to an absence rate of below 4%. This target aligns Scotland Excel with partner organisations, supports good practice in this area and demonstrates the ongoing commitment to absence management as a key efficiency target.

#### **3. Overview of Attendance**

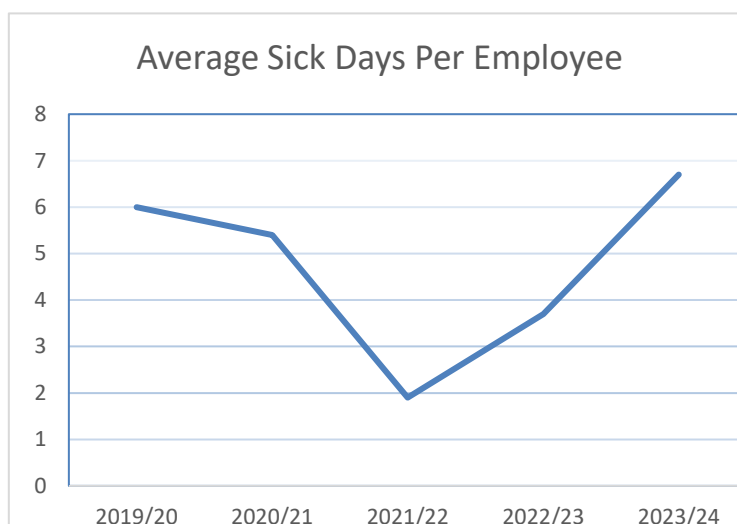
- 3.1 In line with audit recommendations, the attached report has been prepared for the Executive Sub Committee. The report details:
- Breakdown of current month, last six months and last 12 months absence figures
  - Illustration of 12 months in days
  - Illustration of last 12 months in percentages
- 3.2 The report includes the latest absence details for the 12-month period to October 2023 in which the rate of absence across the organisation has, with one exception, been maintained below the 4% target.
- 3.3 During the reporting period a number of long-term absences have had a significant effect on the percentage absence rate. These reached a peak in September 2023 when the absence rate reached 4.5% as illustrated in Appendix 1. Overall, however, the reported period shows an average rate of 3.1% which is within the target of 4% with a low of 2.0% recorded in November 2022.

3.4 During this period, short-term absences have been comparatively low with effective, early intervention and supporting attendance procedures put in place to support staff members in maintaining attendance at work.

3.5 Overall, the rolling 6 and 12 month average absence rates have been maintained at or below 3.1%. The absence rates for the reporting periods as shown in appendix 1 are:

- previous 1 month to 2.1% (47.0 days)
- previous 6 months to 3.1% (378.5 days)
- previous 12 months to 3.1% (728.5 days)

3.6 The graph below shows average sickness days per employee within Scotland Excel over the past 5 years. Average sickness days have reached a peak of 6.7 days per employee in 2022/23 which coincides with a number of long-term absences related to a variety of reasons, particularly in September 2023 as stated earlier in the report. The lowest rate within the reported 5-year period was 1.9 days in 2021/22. The initiatives described below, however, will continue to be utilised to support staff in maintaining attendance at work.



#### 4. Overview of supporting attendance initiatives

4.1 In addition to actively supporting members of staff absent through ill health, Scotland Excel continues to implement positive early intervention practices including working with Occupational Health and other support services to maintain employee attendance and to support members of staff who may be experiencing difficulties while remaining at work. Scotland Excel continues to support a range of interventions for staff including Occupational Health referral, confidential counselling services (Time For Talking), Cognitive Behavioral Therapy (CBT) sessions, Physiotherapy sessions and, issuing regular wellbeing emails which provide information on health initiatives that can be accessed independently by all staff.

- 4.2 Scotland Excel recognises that positive mental health amongst staff members is an area that should be actively supported and encouraged. In addition to actively promoting good mental health practices and initiatives, the organisation has a number of staff from across all operational areas and grades who have trained as accredited Mental Health First Aiders. In providing this confidential support opportunity to staff members it is hoped that any personal difficulties they may be experiencing can be addressed at an early stage with appropriate signposting to professional support.
- 4.3 Given the growing interest among staff members on the subject of mental health, further training took place in November 2023 for those who wished to become accredited Scotland's Mental Health First Aiders and also as a refresher for those who were already accredited. Following completion of the training there are now 21 members of staff who are accredited in this potentially life-saving discipline.
- 4.4 In addition to supporting staff members with their mental wellbeing, Scotland Excel is implementing a programme of awareness and support for those who may be experiencing difficulties through menopause. This aims to raise awareness of the subject across all staff members and put in place measures where those affected feel able to discuss any concerns and know how to access support.

## **5. Recommendation**

- 5.1 The Executive Sub Committee is requested to note the contents of this report.

Appendix 1.

