

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

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Friday, 09 December 2016	10:15	City Chambers, Glasgow City Council, 80 George Square, Glasgow, G2 1DU

KENNETH GRAHAM  
Clerk

### **Membership**

Councillor Cryle Shand (Aberdeenshire Council); Councillor Paul Valentine (Angus Council); Councillor Iain Whyte (City of Edinburgh Council); Councillor Norman Macdonald (Comhairle Nan Eilean Siar); Councillor Gill Dykes (Dumfries and Galloway Council); Councillor Altany Craik (Fife Council); Councillor Martin McElroy (Glasgow City Council); Councillor Bill Fernie (Highland Council); Councillor Grace McLean (North Ayrshire Council); Councillor Michael Holmes (Renfrewshire Council); Councillor Amanda Westlake (Shetland Islands Council) and Provost Eileen Logan (South Lanarkshire Council).

Councillor Michael Holmes – Convener.

### **Video Conferencing**

Should any member wish to participate using video conference, please contact Lesley Jones on 0141 618 7444.

## **Further Information**

This is a meeting which is open to members of the public.

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 [www.renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx](http://www.renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx)

For further information, please either email [democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk) or telephone 0141 618 7112.

## **Members of the Press and Public**

Members of the press and public wishing to attend the meeting should report to the customer service centre where they will be met and directed to the meeting.

## Items of business

### Apologies

Apologies from members.

### Declarations of Interest

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

- |          |  |                |
|----------|--|----------------|
| <b>1</b> | <b>Revenue Budget Monitoring Report</b>  | <b>5 - 8</b>   |
|          | Report by the Treasurer and the Director of Scotland Excel                                 |                |
| <b>2</b> | <b>Contract for Approval - Supply and Delivery of Vehicle Parts</b>                        | <b>9 - 20</b>  |
|          | Report by the Director of Scotland Excel   |                |
| <b>3</b> | <b>Request for Associate Membership of Scotland Excel by Historic Environment Scotland</b> | <b>21 - 22</b> |
|          | Report by Director of Scotland Excel   |                |
| <b>4</b> | <b>Sickness Absence Report</b>   | <b>23 - 26</b> |
|          | Report by Director of Scotland Excel   |                |





## Scotland Excel

**To: Executive Sub Committee**

**On: 9 December 2016**

### **Joint Report by The Treasurer and the Director Scotland Excel**

#### **Revenue Budget Monitoring Report to 11 November 2016**

#### **1. Summary**

- 1.1 Gross expenditure is £34,000 over budget and income is currently £80,000 over recovered which results in a net underspend of £46,000 for Scotland Excel. This is summarised in point 4:

#### **2 Recommendations**

It is recommended that members consider the report.

#### **3 Budget Adjustments Since Last Report**

- 3.1 There have been no budget adjustments since the last report.

#### **4 Budget Performance**

- |     |                            |                               |
|-----|----------------------------|-------------------------------|
| 4.1 | <b>Current Position</b>    | <b>Net Underspend £46,000</b> |
|     | <i>Previously Reported</i> | <i>Net Underspend £56,000</i> |

The variance is due to an underspend in Administration Costs and over recovery of Other Income, offset by an overspend in Employee Costs and Payment to Other Bodies.

The overspend in Employee Costs is due to a low turnover of staff, resulting in budget assumptions not being achieved.

Training courses delivered by Scotland Excel have resulted in the overspend within Payments to Other Bodies. These are fully recharged back to delegates and offset by additional income.

The over recovery of Other Income relates to the Training Costs discussed above, unbudgeted Consultancy Income and additional full year Associate Member Fees from the Wheatley Group.

#### 4.2 **Projected Year End Position**

The projected year end position shows a draw down from the general reserve of £190,170 which is £9,340 less than the approved draw down. The draw down from the National Care Home ring fenced reserve is £9,972.

**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2016/17**  
**1st April 2016 to 11th November 2016**

JOINT COMMITTEE : SCOTLAND EXCEL

Description (1)	£000's	Agreed Annual Budget (2)	Year to Date Budget (3)	Year to Date Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5) £000's	Budget Variance £000's   % (7)
Employee Costs		2,927	1,683	1,706	2	1,708	(25)   -1.5% overspend
Property Costs		178	132	132	0	132	0   0.0% breakeven
Supplies & Services		211	42	42	0	42	0   0.0% breakeven
Contractors and Others		63	71	71	0	71	0   0.0% breakeven
Administration Costs		316	88	70	0	70	18   20.5% underspend
Payments to Other Bodies		19	1	28	0	28	(27)   -2700.0% overspend
<b>GROSS EXPENDITURE</b>		<b>3,714</b>	<b>2,017</b>	<b>2,049</b>	<b>2</b>	<b>2,051</b>	<b>(34)   -1.7% overspend</b>
Contributions from Local Authorities		(3,484)	(3,484)	(3,484)	0	(3,484)	0   0.0% breakeven
Other Income		(30)	(136)	(288)	72	(216)	80   58.8% Over-recovery
<b>INCOME</b>		<b>(3,514)</b>	<b>(3,620)</b>	<b>(3,772)</b>	<b>72</b>	<b>(3,700)</b>	<b>80   2.2% over-recovery</b>
<b>TRANSFER (TO)/FROM RESERVES</b>		<b>200</b>	<b>(1,603)</b>	<b>(1,723)</b>	<b>74</b>	<b>(1,649)</b>	<b>46   2.9% underspend</b>

	Agreed Annual Budget	Year to Date Budget	Year to Date Actual	Adjustments	Revised Actual
CORE OPERATIONS EXPENDITURE	3,714	1,920	1,951	2	1,953
NATIONAL CARE HOME EXPENDITURE	0	97	98	0	98
<b>TOTAL GROSS EXPENDITURE</b>	<b>3,714</b>	<b>2,017</b>	<b>2,049</b>	<b>2</b>	<b>2,051</b>

	General Reserve £000's	National Care Home Reserve £000's	Total £000's
Opening Reserves	(465)	(18)	(483)
Budgeted Draw on Reserves	200		200
Projected Year End Overspend / (Underspend)	(9)	10	1
Anticipated Closing Reserves	(274)	(8)	(282)







## Scotland Excel

**To: Executive Sub Committee**

**On: 9 December 2016**

**Report  
by  
Director Scotland Excel**

**Tender: Supply and Delivery of Vehicle Parts**

**Schedule: 01/16**

**Period: 1 January 2017 until 31 December 2020**

### 1. Introduction and Background

The current framework for Supply and Delivery of Vehicle Parts will expire on 31 December 2016. This proposed renewal framework will operate from 1 January 2017 until 31 December 2020.

This renewal will be a third generation framework agreement for this commodity and the framework will provide councils and other participating bodies with a mechanism to procure a wide range of vehicle parts, windscreen replacement, workshop consumables, auto electrics and hydraulics covering the varied fleet mix across councils. This incorporates everything from cars and light vans up to 44 tonne refuse collection vehicles (RCV) and other specialist heavy vehicles.

### 2. Scope, Participation and Spend

As part of strategy development, the User Intelligence Group (UIG) endorsed the inclusion of seven lots as summarised in Table 1. This lotting strategy was designed to more closely align with council requirements whilst also recognising the current structure of the market place. The lotting strategy continued to maximise opportunities for SMEs.

**Table 1: Lotting Structure**

<i>Lot No.</i>	<i>Description</i>	<i>Estimated % of Spend</i>
1	Parts for Light and Heavy Vehicles	80%
2	Auto Electric and Parts	6%
3	Hydraulics	4%
4	Replacement Sweepers and Brushers	1%
5	Replacement Glass	3%
6	Consumables	2%
7	Parts of Specialist Vehicles	4%

As detailed in Appendix 1, 29 councils plus Tayside Contracts have confirmed their intention to participate in this framework. North Ayrshire & South Ayrshire Councils who are not participating in this framework have their own arrangements in place using an embedded or managed service model, where the supplier manages vehicle spare parts on behalf of fleet maintenance departments within the council premises. The remaining council who will not be participating in this framework is Stirling council who outsource this work as they do not have the facilities to carry this out in house.

All 32 councils and Tayside Contracts were included in the Contract Notice for the framework.

The forecast annual spend for participating councils is £7.25m per annum, equating to an estimated £29m over the term of the framework. Whilst considering one of the key objectives of the framework, to attract suppliers of specialist vehicle parts and the high spend that is associated with this area, and to ensure flexibility & growth for all councils, a contingency was incorporated into this framework to have increased expenditure and the framework was advertised at a £48m value for the full 4 year term.

### **3. Procurement Process**

A UIG consisting of representatives from participating councils endorsed the procurement strategy on 3 May 2016. In addition, a working group of technical and procurement representatives was formed to review technical specifications and participate in the evaluation.

A Prior Information Notice (PIN) was published on 11 April 2016, which resulted in expressions of interest from 60 organisations. As a result of this considerable and very positive interest, meetings were held with potential bidders including both incumbent and new suppliers. During these meetings, ability to service, trading processes, market trends, community benefits and sustainability were discussed as well as potential product lists and specifications.

Thereafter, in order to ensure maximum competition, the UIG agreed that an open tender process should be followed to establish the renewal framework. The Contract Notice was published via the Office Journal of the European Union and the Public Contracts Scotland portal (PCS) on 16<sup>th</sup> September 2016 with the tender documentation being made available for immediate download from 19<sup>th</sup> September 2016, via the Public Contracts Scotland Tenders (PCS-T) system.

The procurement process followed a two stage tendering procedure. At the first stage, tender European Single Procurement Document (ESPD) responses were assessed against financial capability, technical/professional capability and business probity requirements. Bidders were required to pass this stage to be eligible for award. At the second stage of the process, the offers were evaluated against the following criteria and weightings.

Technical	30%
Commercial	70%

Within the technical section, bidders were required to evidence their knowledge and experience by responding to method statements which covered areas including; stock holding and supply chain, sustainability and community benefits. Bidders were also assessed in terms of their ability to provide same day delivery, vehicle identification facilities, product recall/safety procedures, service facilities and consignment/imprest stocking opportunities.

Within the commercial section, bidders were invited to offer on a lot by lot basis. Fixed pricing for 12 months was required for all lots. In addition to the 12 months fixed pricing, tenderers were asked to confirm if they are willing to offer a longer period of fixed pricing from the framework contract start date. Bidders were also invited to offer early settlement discount for payments received prior to 21 days from date of receipt of invoice.

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

The tender document was downloaded by 67 organisations, with 37 tender responses received. A summary of all offers received is provided in Appendix 2.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the compliant offers received was completed. Appendix 3 confirms the scoring achieved by each bidder.

#### **5. Recommendations**

Based on the evaluation undertaken, and in line with the criteria and weightings set out above, it is recommended that a multi supplier framework agreement is awarded to 33 suppliers across the seven lots as outlined in Appendix 3.

These 33 recommended suppliers offer best value and represent a mix of small, medium and large organisations. The range of suppliers recommended provides coverage for all vehicle manufacturers and competitive options for all participating councils as well as offering a degree of choice and capacity. Furthermore, the increase in recommended suppliers for this framework, delivers on a key objective of increasing the suppliers available to provide parts for specialists vehicles.

#### **6. Benefits**

##### **Savings**

Scotland Excel has conducted a benchmarking exercise comparing current prices paid with the prices submitted against the new framework. It was agreed with the UIG that benchmarking would only be carried out on lot 1 (parts for light & heavy vehicles) as this covered the majority of spend from the framework. The benchmarking exercise took a sample vehicle for each manufacturer and compared a representative basket of parts for each manufacturer against the 'MEAT' (Most Economically Advantageous Tenderer) submitted prices received for the renewal framework. The result of this benchmarking is listed in Appendix 1. The projected average saving across all councils is 4.6%, which equates to an estimated total saving of approximately £306k per annum. The projected savings per council range from 0.8% to 9.6%. The variance reported is caused by a few areas mainly; a) the varied fleets

operated between councils and b) the age of fleet vehicles and the varying percentage splits of buying OEM (Original Equipment Manufacturer) parts or Matching Quality aftermarket parts between councils. It would be anticipated that the reported saving figures are conservative and by leveraging the very competitive pricing option of utilising matching quality aftermarket parts in preference to OEM options, further additional savings could be realised.

It is worth noting that councils' fleet consists of more than 40 manufacturers and over 15,000 individual vehicles, of variable models and ages, all requiring a differing profile of spare part types. This framework is looking to provide maximum coverage for these differing fleets.

### **Price Stability**

In addition to the mandatory 12 months fixed pricing periods for all lots, 20 of the recommended suppliers have offered further fixed pricing periods of between 6 months and the lifetime of the framework.

### **Sustainable Procurement Benefits**

Within the technical section of the tender, the sustainability method statement assessed suppliers in relation to their corporate approach to sustainability and how they promote recycle, reuse and reduce initiatives to minimise the impact of their supply chain on the environment. A range of sustainable measures were outlined by suppliers including;

- Reusing packaging
- Using biodegradable packaging materials
- Recycling of all general waste, waste fuel, oils and oil filters
- Uplifting old batteries from customers for collection direct to the manufacturer for recycling
- Adoption of the latest model delivery vehicles with Euro 5/6 engines
- Limiting delivery vehicles to 60 miles per hour in order to reduce fuel consumption

Tenderers were also asked to detail and demonstrate their commitment to providing community benefits initiatives within council areas with specific reference to this framework. These commitments will be further discussed during framework mobilisation activities and reported through ongoing contract management returns. Results reported on community benefits will be disseminated to councils on a six monthly basis. A range of community benefits were offered by bidders including:

- Recruitment of apprentices
- Recruitment of new members of staff
- Employability workshops
- Sponsorship of local sports teams or community events
- Work experience placements
- Donation of product vouchers to support apprentices
- Weekly and monthly work experience placements to pupils or Council apprentices
- Donation of materials and/or labour to support community projects

### **Fair Work Practices including the Living Wage**

Tenderers were asked a question on their approach to fair work practices and payment of the Living Wage to their workforce. Of the 33 recommended bidders:

- 8 are an accredited Living Wage Employer
- 7 have committed gaining accreditation over the initial two year period of the Framework Contract
- 14 are not an accredited Living Wage Employer but pay the Living Wage to all employees (except volunteers, apprentices and interns)
- 2 are not an accredited Living Wage Employer and do not currently pay the Living Wage to all employees (except volunteers, apprentices and interns) but commit to paying the Living Wage to all employees (except volunteers, apprentices and interns) within the initial two year period of the Framework Contract
- 2 are not an accredited Living Wage Employer and do not currently pay the Living Wage to all employees.

Scotland Excel includes monitoring Fair Work Practices and Living Wage within its contract and supplier management programme and will work with all awarded suppliers who have not yet secured accreditation by the Living Wage Foundation to encourage them to achieve this in the near future.

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

Each supplier will be invited to a mobilisation meeting to outline the operation of the framework, roles and responsibilities, management information requirements and community benefits commitments. Both suppliers and participating members will be issued with a mobilisation pack containing all required details to launch the framework.

In accordance with Scotland Excel's established contract and supplier management programme, this framework has been classified as a level 2 arrangement in terms of both risk and spend requiring annual supplier and user group reviews as appropriate.

## **8. Summary**

This framework for the supply and delivery of vehicle parts aims to maximise collaboration, facilitate the procurement of a vast variation and volume of vehicle spare parts, promote added value and deliver best value. A range of benefits can be reported in relation to savings, price stability and community benefits.

The Executive Sub Committee is requested to approve the recommendation to award this framework agreement as detailed in Appendix 3.



## Appendix 1 – Participation, Spend and Savings Summary - Supply and Delivery of Vehicle Parts 01/16

Member Name	Participate In Framework	Participation Entry Date	Est. Annual Spend	Source of Spend	% Estimated Forecast Savings	Estimated Annual Savings (£)	Basis of Savings Calculation
Aberdeen City	Yes	Contract Start	£320,424	Contract MI	4.1%	£12,977	Benchmarked Current Contract
Aberdeenshire	Yes	Contract Start	£456,216	Contract MI	6.0%	£27,190	Benchmarked Current Contract
Angus	Yes	Contract Start	£117,766	Contract MI	7.2%	£8,503	Benchmarked Current Contract
Argyll & Bute	Yes	Contract Start	£160,000	Council Confirmed	4.2%	£6,688	Benchmarked Current Contract
Clackmannanshire	Yes	Contract Start	£180,000	Council Confirmed	3.5%	£6,300	Benchmarked Current Contract
Comhairle nan Eilean Siar	Yes	Contract Start	£171,003	Contract MI	6.9%	£11,884	Benchmarked Current Contract
Dumfries & Galloway	Yes	Contract Start	£280,064	Contract MI	3.2%	£9,075	Benchmarked Current Contract
Dundee City	Yes	Contract Start	£176,572	Contract MI	2.9%	£5,139	Benchmarked Current Contract
East Ayrshire	Yes	Contract Start	£4,296	Contract MI	3.3%	£143	Benchmarked Current Contract
East Dunbartonshire	Yes	Contract Start	£56,254	Contract MI	8.3%	£4,689	Benchmarked Current Contract
East Lothian	Yes	Contract Start	£136,078	Contract MI	4.0%	£5,442	Benchmarked Current Contract
East Renfrewshire	Yes	Contract Start	£120,000	Council Confirmed	9.6%	£11,463	Benchmarked Current Contract
Edinburgh City	Yes	Contract Start	£541,629	Contract MI	3.2%	£17,558	Benchmarked Current Contract
Falkirk	Yes	Contract Start	£242,960	Council Confirmed	2.0%	£4,879	Benchmarked Current Contract
Fife	Yes	Contract Start	£584,817	Contract MI	3.5%	£20,539	Benchmarked Current Contract
Glasgow	Yes	Contract Start	£125,000	Council Confirmed	8.0%	£9,981 *	Benchmarked Current Contract
Highland	Yes	Contract Start	£632,063	Contract MI	6.7%	£42,443	Benchmarked Current Contract
Inverclyde	Yes	Contract Start	£75,000	Council Confirmed	2.3%	£1,742	Benchmarked Current Contract
Midlothian	Yes	Contract Start	£122,236	Contract MI	7.4%	£9,100	Benchmarked Current Contract
Moray	Yes	Contract Start	£214,964	Council Confirmed	2.5%	£5,366	Benchmarked Current Contract
North Ayrshire	No						
North Lanarkshire	Yes	Contract Start	£351,538	Contract MI	3.2%	£11,391	Benchmarked Current Contract
Orkney Islands	Yes	Contract Start	£26,132	Contract MI	4.5%	£1,185	Benchmarked Current Contract
Perth & Kinross	Yes	Contract Start	£205,421	Contract MI	3.6%	£7,430	Benchmarked Current Contract
Renfrewshire	Yes	Contract Start	£157,566	Contract MI	3.4%	£5,286	Benchmarked Current Contract
Scottish Borders	Yes	Contract Start	£295,025	Contract MI	3.4%	£10,127	Benchmarked Current Contract
Shetland Islands	Yes	Contract Start	£67,541	Contract MI	5.2%	£3,489	Benchmarked Current Contract
South Ayrshire	No						
South Lanarkshire	Yes	Contract Start	£624,706	Contract MI	6.7%	£41,730	Benchmarked Current Contract
Stirling	No						
Tayside Contracts	Yes	Contract Start	£453,019	Contract MI	4.6%	£20,975	Benchmarked Current Contract
West Dunbartonshire	Yes	Contract Start	£45,467	Contract MI	4.4%	£2,021	Benchmarked Current Contract
West Lothian	Yes	Contract Start	£291,000	Contract MI	0.8%	£2,397	Benchmarked Current Contract
<b>TOTALS</b>			<b>£7,234,757</b>		<b>4.6%</b>	<b>£327,134</b>	

\* Not verified.





## Appendix 2 - SME Status

Tenderer's Name	SME Status	Location	Lots Tendered
A.J. Grant & Sons	Small	Inverness	7
A M Phillip Trucktech Ltd	Large	Forfar	1
Aebi Schmidt UK Ltd	Large	Peterborough	4,7
Allglass Automotive and Plant glazing LTD	Small	Glasgow	5
Arnold Clark Automobiles Ltd	Large	Glasgow	1,2,6
Bluechem GB Limited	Small	Bruton	6
Bramall Quicks Dealerships Ltd T/A QUICKCO	Large	Glasgow	1
Brush Technology Ltd	Small	New Castle Upon Tyne	4
Cardonald Car Components Ltd	Small	Paisley	6
Clark Commercials (Aberdeen) Limited	Medium	Aberdeen	1
DAF Trucks Limited	Large	Thame	1,2,3,6
Dennis Eagle Limited	Large	Warwick	1,7
Dingbro Ltd	Large	Aberdeen	1,2,6
FAUN Zoeller UK Limited	Medium	Redditch	7
Fleet Factors Ltd	Large	Middlesbrough	1,2,3,4,5,6,7
Flying Penguin Enterprises Ltd	Small	Bristol	1,2,4,6,7
Frank Nicol Farm & Garden Machinery Ltd	Small	Dingwall	4,7
Heil Farid European Company Ltd	Medium	Dunfermline	7
Highland Industrial Supplies Ltd	Medium	Inverness	6
Highland Windscreen Services	Small	Inverness	5
Hydraulink Ltd	Small	Glasgow	3,6
Kerr & Smith (Glasgow) Ltd	Small	Baillieston	1
Macrae and Dick Ltd	Large	Inverness	1
Masterparts (Bellshill) Ltd	Small	Bellshill	1,6
McKinnon & Forbes Ltd	Small	Paisley	1
MGM Hoses Ltd t/a Pirtek Paisley	Small	Paisley	3
N E Truck Spares Ltd (NETS Parts)	Small	Sunderland	1,2,6
Normac Oils Ltd	Small	Aberdeen	6
Northern Municipal Services Ltd.	Small	Airdrie	2,4,6,7
Plant Glazing Ltd	Small	Perth	5
Sonitex Ltd T/A Premier Windscreens	Small	Glasgow	5
Prime Industrial & Janitorial Supplies Ltd	Small	Dunfermline	6
Scarab Sweepers Limited	Medium	Tonbridge	4,7
Stanley R Harris Ltd	Small	Glasgow	2,6,7
Taylor Engineering and Fabrications LTD	Small	Birmingham	7
Volkswagen Group United Kingdom Ltd T/A The Trade Parts Specialists	Large	Milton Keynes	1,5,6
Windscreens Scotland Limited	Small	Glasgow	5



### Appendix 3 - Scoring and Recommendations (Asterisk (\*) denotes recommended supplier, N/C denotes non-compliant supplier)

Lot 1 - Parts for Light & Heavy Vehicles		
Tenderer	Score	
Fleet Factors Ltd *	89.96	
Flying Penguin Enterprises Ltd *	83.24	
Masterparts (Bellshill) Ltd *	79.42	
N E Truck Spares Ltd (NETS Parts) *	70.59	
Dingbro Ltd *	65.64	
DAF Trucks Limited *	64.72	
Kerr & Smith (Glasgow) Ltd *	60.85	
Dennis Eagle Limited *	60.14	
McKinnon & Forbes Ltd *	59.17	
A M Phillip Trucktech Ltd *	49.92	
Bramall Quicks Dealerships Ltd T/A Quickco *	48.71	
Volkswagen Group UK Ltd T/A The Trade Parts Specialists *	46.13	
Arnold Clark Automobiles Ltd *	42.95	
Macrae and Dick Ltd *	40.30	
Clark Commercials (Aberdeen) Limited *	37.37	

Lot 2 - Auto Electrics		
Tenderer	Score	
NETS Parts *	94.50	
Fleet Factors Ltd *	85.11	
Flying Penguin Enterprises Ltd *	72.23	
Dingbro Ltd *	68.26	
DAF Trucks Limited *	62.74	
Northern Municipal Services Ltd *	52.39	
Stanley R Harris Ltd	45.32	
Arnold Clark Automobiles Ltd	42.03	

Lot 3 - Hydraulic Hoses		
Tenderer	Score	
Fleet Factors Ltd *	98.40	
DAF Trucks Limited *	89.02	
Mgm Hoses Ltd T/A Pirtek Paisley *	67.50	
Hydraulink Ltd *	66.49	

  

Lot 4 - Replacement Sweeper Brushes		
Tenderer	Score	
Flying Penguin Enterprises Ltd *	92.25	
Fleet Factors Ltd *	83.67	
Brush Technology Ltd *	76.48	
Scarab Sweepers Limited *	48.45	
Aebi Schmidt UK Ltd *	47.06	
Northern Municipal Services Ltd	41.78	
Frank Nicol Farm & Garden Machinery Ltd	N/C	

Lot 6 - Consumables		
Tenderer	Score	
Prime Industrial & Janitorial Supplies Ltd *	95.50	
Fleet Factors Ltd *	75.92	
Masterparts (Bellshill) Ltd *	63.58	
DAF Trucks Limited *	59.95	
Hydraulink Ltd *	59.38	
Dingbro Ltd *	56.37	
Arnold Clark Automobiles Ltd *	54.76	
Stanley R Harris Ltd	47.45	
Normac Oils Ltd	43.21	
Volkswagen Group UK Ltd T/A The Trade Parts Specialists	41.92	
Northern Municipal Services Ltd	41.27	
Flying Penguin Enterprises Ltd	37.41	
Highland Industrial Supplies Ltd	35.86	
N E Truck Spares Ltd (NETS Parts)	31.93	
Cardonald Car Components Ltd	27.24	
Bluechem GB Limited	17.21	

Lot 7 - Parts for Specialists Vehicles		
Tenderer	Score	
Fleet Factors Ltd *	98.40	
Faun Zoeller UK Limited *	97.75	
Scarab Sweepers Limited *	95.69	
Dennis Eagle Limited *	95.68	
Taylor Engineering and Fabrications Ltd *	95.00	
Aebi Schmidt UK Ltd *	94.31	
Heil Farid European Company Ltd *	92.75	
Flying Penguin Enterprises Ltd *	92.25	
Frank Nicol Farm & Garden Machinery Ltd *	88.50	
Northern Municipal Services Ltd *	88.15	
Stanley R Harris Ltd *	87.25	
A J Grant & Sons *	85.44	

Lot 5 - Replacement Glass		
Tenderer	Score	
Sonitex Ltd T/A Premier Windscreens *	96.20	
Highland Windscreen Services *	86.42	
Windscreens Scotland Limited *	86.14	
Fleet Factors Ltd *	82.62	
Plant Glazing Ltd *	81.58	
Allglass Automotive and Plant Glazing Ltd *	67.07	
Volkswagen Group UK Ltd T/A The Trade Parts Specialists	N/C	





## **Scotland Excel**

**To: Executive Sub Committee**

**On: 9 December 2016**

**Report  
by  
Director Scotland Excel**

### **Request for Associate Membership of Scotland Excel by Historic Environment Scotland**

#### **1 Introduction**

In addition to the 32 local authorities who are full members of Scotland Excel applications can be made for Associate Membership by organisations such as council arms 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 we have in place for our full members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

#### **2 Application**

Historic Environment Scotland was established in November 2014 under the Historic Environment Scotland Act. The organisation is a non-departmental public body with charitable status. It is the lead public body established to investigate, care for and promote Scotland's historic environment and is responsible for more than 300 properties of national importance. Buildings and monuments in the organisations care include Edinburgh Castle, Skara Brae, Fort George and numerous smaller sites, which together draw more than 3 million visitors per year.

Historic Environment Scotland also responsible for internationally significant collections including more than 5 million drawings, photographs, negatives and manuscripts, along with 20 million aerial images of locations across the world.

The organisation invests about £14 million a year in national and local organisations, supporting building repairs, ancient monuments, archaeological work, the Conservation Area Regeneration Scheme and the voluntary sector.

### **3 Legislative Position**

Before any application is submitted to committee for consideration checks are made into the organisation including scrutiny of the Memorandum & Articles of Association, finances and the type of contracts that the organisation wishes to access. Membership commences once committee has approved the application and a Membership Agreement between Scotland Excel and the organisation is signed. The Membership Agreement protects Scotland Excel and Renfrewshire Council in the event of default by the Associate Member in any contract.

Scotland Excel monitors all requests from organisations to become associate members to ensure that all legal requirements are met. In this case Historic Environment Scotland qualify for membership as they, in accordance with the Local Authorities (Goods and Services) Act 1970, are a public body.

### **4 Recommendation**

It is recommended to committee that the Historic Environment Scotland application to join Scotland Excel as an associate member be approved, at an annual fee of £500, subject to completion and signing of the agreement document.



## **Scotland Excel**

**To: Executive Sub- Committee**

**On: 9 December 2016**

**Report  
by  
Director Scotland Excel**

### **Employee Absence Management Report**

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

This report is submitted in response to the Renfrewshire Council Internal Audit team recommendation, that a report on organisational sickness absence be submitted on a quarterly basis highlighting the absence rate in the organisation. The absence rate is also a key performance indicator within the business plan section on organisational development and as such is monitored closely.

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

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**

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 and full-time equivalent (FTE)

The report includes the latest absence details for period August to October 2016. The rate of absence across the organisation has shown a slight increase across the quarter from August when the rate was reached 2.2% to October when it reached 3.0%.

The absences in the period of this report are almost all long term doctor certified absences with only 12 days in total over the 3 months self certified days. Due to the nature of the absences support through the Occupational Health service has been given as appropriate to the members of staff.

The figures over the last quarter bring the absence rates for:

- previous month to 3.0% (40 days / 2.0 FTE)
- previous 6 months to 3.1% (240.5 days / 2.18 FTE)
- previous 12 month period to 2.5% ( 385.5 days / 1.75 FTE)

Scotland Excel will continue its positive practices, including working with Occupational Health and other support services, to support attendance and in particular to support the members of staff who have significant health issues and will work with commitment to maintain the absence rate below the 4% target.

#### **4. Recommendation**

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



Month Ending: 31 October 2016

**Total Sickness Absence Days by Month for Last 12 Months**

Month	Total Sickness Absence Days
Nov	3.5
Dec	2.0
Jan	33.0
Feb	38.0
Mar	31.5
Apr	37.0
May	36.0
Jun	51.0
Jul	50.0
Aug	31.0
Sep	32.5
Oct	40.0

**Monthly YTD Absence Rate**

Month	Monthly YTD Absence Rate
Nov	0.3%
Dec	0.2%
Jan	2.8%
Feb	2.9%
Mar	2.4%
Apr	2.9%
May	3.0%
Jun	3.6%
Jul	4.2%
Aug	2.2%
Sep	2.6%
Oct	3.0%

