

## Notice of Meeting and Agenda Procurement Sub-committee

Date	Time	Venue
Wednesday, 08 June 2016	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM  
Head of Corporate Governance

### Membership

Councillor Derek Bibby: Councillor Audrey Doig: Councillor Christopher Gilmour: Councillor Jim Harte: Councillor Jacqueline Henry: Councillor Brian Lawson: Councillor Paul Mack: Councillor Kenny MacLaren: Councillor Mags MacLaren: Councillor Alexander Murrin: Councillor Allan Noon: Councillor Tommy Williams:

Councillor Michael Holmes (Convener):

### 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(a)</b> | <b>Contract Authorisation Report: Adult Employability Services</b>  | <b>5 - 10</b>  |
|             | Joint report by the Chief Executive and the Director of Development & Housing Services  |                |
| <b>1(b)</b> | <b>Contract Authorisation Report: Provision of Functional Family Therapy</b>  | <b>11 - 14</b> |
|             | Joint report by the Chief Executive and the Director of Children's Services   |                |
| <b>1(c)</b> | <b>Contract Authorisation Report: Carriageway Resurfacing Works 2016/2017</b>   | <b>15 - 18</b> |
|             | Joint report by the Chief Executive and the Director of Community Resources   |                |
| <b>1(d)</b> | <b>Contract Authortisation Works: Footway Resurfacing Works 2016/2017</b>   | <b>19 - 22</b> |
|             | Joint report by the Chief Executive and the Director of Community Resources   |                |
| <b>1(e)</b> | <b>Contract Authorisation Report: Care and Repair Services</b>  | <b>23 - 26</b> |
|             | Joint report by the Chief Executive and the Chief Officer, Renfrewshire Health & Social Care Partnership  |                |
| <b>1(f)</b> | <b>Contract Authorisation Report: Proposed New Shared Campus - Bargarran Primary School and St John Bosco Primary School and Nursery Class - Enabling Works</b> | <b>27 - 32</b> |
|             | Joint report by the Chief Executive and the Director of Children's Services   |                |

<b>2</b>	<b>Notification of Contracts Proposed for Award During the Summer Recess</b>	<b>33 - 36</b>
	Report by the Chief Executive	
<b>3</b>	<b>Community Benefits Strategy 2016</b>	<b>37 - 48</b>
	Report by the Chief Executive	
<b>4</b>	<b>Sustainable Procurement Strategy</b>	<b>49 - 60</b>
	Report by the Chief Executive	

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**To: Procurement Sub Committee**

**On: Wednesday 8<sup>th</sup> June 2016**

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**Report by:**

**Joint Report  
by  
Chief Executive and Director of Development and Housing Services**

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**Heading:**

**Contract Authorisation Report for  
Adult Employability Services**

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**1. Summary**

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub Committee to award a contract for Adult Employability Services (ref: RC/OC/135/16).
  - 1.2 The procurement exercise was conducted in accordance with the above EU Threshold Open Procedure (Supplies and Services) and the Council's Standing Orders Relating to Contracts.
  - 1.3 The Corporate Procurement Unit and Development and Housing Services agreed the contract strategy for this requirement.
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**2. Recommendations**

- 2.1 It is recommended that the Procurement Sub Committee authorise:
  - 2.1.1 The Head of Corporate Governance to award the Contract for Adult Employability Services to Working Links (Employment) Ltd; and

- 2.1.2 The contract will commence on 18 July 2016 until 30 June 2018, at which time the Council at its sole discretion will have the option to extend for an additional 2 years on an annual basis; and
- 2.1.3 The value of the contract will not exceed £1,000,000 if the extension periods are utilised.
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### **3. Background**

- 3.1 Following successful applications to the European Structural and Investment Funds for Scotland 2014 – 2020, Renfrewshire Council has been awarded a total of £7,108,788 European Grant which will be matched by Core budget and Invest in Renfrewshire Project funding to create a total fund for Employability Services of £12,704,182 in the period from February 2015 to December 2018.
- 3.2 The Council will utilise the funding to deliver a range of programmes targeting some of the most vulnerable groups and individuals who are furthest from the labour market and have multiple barriers to employment including, Care Leavers and Looked After Young people; people with disabilities and health barriers and those aged over 50 years.
- 3.3 This contract for Adult Employability Services will be delivered as part of the Invest in Renfrewshire providing specialist support and training activity as well as employability services for unemployed adults over 30 years of age facing multiple barriers to employment.
- 3.4 This contract opportunity was tendered in accordance with the open procurement procedure for an above EU threshold contract for supply and services and in accordance with the Council's Standing Orders Relating to Contracts. A contract notice advertising the opportunity was sent to the Public Contracts Scotland portal and the Official Journal of the European Union (OJEU) on 7 April 2016. Tender documentation was available for immediate download through the online e-tender system. Seven (7) tender submissions were received by the closing date for the receipt of tender submissions at noon, on 23 May 2016.
- 3.5 Tender submissions were evaluated using a two stage process of Bid Selection and Award criteria. The tender submissions were first evaluated against pre-determined bid selection criteria which assessed their capacity, experience & track record and their technical and financial capabilities. One tenderer failed to meet the minimum requirements in relation to the bid selection criteria.
- 3.6 The six (6) tenderers, who met the minimum requirements as outlined above, were then evaluated against a set of Award Criteria, based on a price / quality matrix of 40% price / 60% quality. The outcome of this evaluation determined the total score achieved by each tenderer.

	Quality	Price	Total
Employment Enterprise	26.00%	26.15%	52.15%
Learn Direct	34.25%	35.95%	70.20%
Momentum	26.50%	34.43%	60.93%
The Lennox Partnership	38.00%	33.48%	71.48%
The Tell Org Ltd	19.75%	39.75%	59.50%
Working Links	34.75%	40.00%	74.75%

- 3.7 Based on the evaluation carried out the tender from Working Links (Employment) Ltd represents the most economically advantageous tender.
- 3.8 This contract will be funded under European Structural and Investment Funds for Scotland 2014 – 2020 with matched funding from Economic Development's core budget and Invest in Renfrewshire Project funding.
- 3.9 Working Links have proposed to deliver the service ensuring effective community engagement to delivery to deprived communities to ensure the potential clients are fully aware of the service provision available. This approach aims to ensure that the contract delivers impact in the areas where it is most required.
- 3.10 The contract includes for provision of outreach arrangements across Renfrewshire, ensuring coverage of the service in the most disadvantaged local neighbourhoods.
- 3.11 Working Links (Employment) Ltd have an Employer Solutions Team who they have committed to leverage existing employer relationships across Renfrewshire to offer work experience placements to clients participating in the Adult Employability Programme.

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## Implications of the Report

### 1. Financial

Financial Costs of this Contract will be met from the 2014-2020 European Structural Fund and Investment in Scotland funding

### 2. HR & Organisational Development

There are TUPE implications for this contract. The Council will endeavour to assist, where appropriate, with the facilitation of the transfer to ensure minimal disruption to employees.

### 3. **Community Planning**

Working Links (Employment) Ltd has a commitment to deliver a number of community benefits under this contract as detailed in sections 3.9- 3.11 of this report. The services under this contract will also have overarching benefits:

**Empowering our Communities** – *The services will provide additional resources to promote greater equality of opportunity and outcomes for people across Renfrewshire, particularly those suffering multiple disadvantages.*

**Jobs and the Economy** – *Adult Employability Services improve the economic opportunities of Renfrewshire residents, however delivery of the service is not anticipated to create employment opportunities*

### 4. **Legal**

The procurement exercise was tendered in accordance with Council's Standing Orders Relating to Contracts for below EU Threshold Open Procedure (Supplies and Services), Public Contracts (Scotland) Regulations 2012, as amended.

### 5. **Property Assets**

The appointed provider will be required to provide an easily accessible, centrally located venue to provide the service from, however from early 2017 the Council will provide accommodation within the Russell Institute building.

### 6. **Information Technology**

None

### 7. **Equality & Human Rights**

The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website

### 8. **Health & Safety**

None

### 9. **Procurement**



The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures

**10. Risk**

None

**11. Privacy Impact**

PIA Undertaken and completed, a Data Processor Agreement (DPA) will be agreed and formalised with the awarded supplier

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**Author:** *Karen Scott, Category Manager, 0141 618 7025*





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**To: Procurement Sub Committee**

**On: 8<sup>th</sup> June 2016**

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**Report by:**

**Joint Report  
by  
The Chief Executive and Director of Children's Services**

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## **Contract Authorisation Report: Provision of Functional Family Therapy**

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### **1. Summary**

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub-Committee to award the Contract for the Provision of Functional Family Therapy.
  - 1.2 This procurement exercise was carried out prior to the 18<sup>th</sup> April 2016, and has been conducted in accordance with the procedure for a negotiated contract under the Council's Standing Orders Relating to Contracts – Social Work and the requirements for Part B Services Contracts under the Public Contracts (Scotland) Regulations 2012.
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### **2. Recommendations**

- 2.1 It is recommended that the Procurement Sub Committee authorise:
  - a) The Head of Corporate Governance to award the contract for the Provision of Functional Family Therapy to Action for Children Services Limited.
  - b) The contract value is £1,439,807.33 excluding VAT.

- c) The contract is anticipated to commence on the 27<sup>th</sup> June 2016 for a period of three (3) years with the Council option to extend for one (1) year on two separate occasions.

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### 3. Background

3.1 As part of the Achieving Step Change Project, Renfrewshire Council agreed to investigate and deliver evidence based programmes to improve outcomes for children and young people in Renfrewshire Council area. One of the programmes identified as being appropriate for implementation was Functional Family Therapy.

3.2 Functional Family Therapy is an evidence based programme aimed at improving the outcomes for young people aged 11-18 who are demonstrating significant behavioural difficulties including involvement in offending, violence and substance misuse.

3.3 Functional Family Therapy can only be delivered by staff trained and approved by the programme developers and owners, Functional Family Therapy Inc. Action for Children Services Limited are the only UK based provider of this service and on this basis, approval to enter in to a negotiated contract with Action for Children Services Limited for Functional Family Therapy was given in February 2016 in accordance Contract Standing Orders 12.2 (c)

*“where the HOPAC is satisfied that for reasons of technical complexity or compatibility or for reasons connected to the protection of exclusive rights, subsequent deliveries of equipment or goods or the provision of services or works require to be purchased from the original supplier;”*

3.4 Documentation was issued to Action for Children Services Limited on the 31<sup>st</sup> March 2016, their submission was received on the 11<sup>th</sup> April 2016.

3.5 Action for Children Services Limited submission was assessed by representatives from the Corporate Procurement Unit and Children’s Services, and was considered acceptable on both technical and commercial grounds

3.6 Action for Children have committed to provide the following community benefits directly linked to the delivery of this contract:

- 1 volunteering opportunity per annum;
- 2 school workshops per annum;
- 1 community event per annum;
- 1 practice awareness day per annum on Functional Family Therapy; and
- 1 joint training event per annum on safeguarding/child protection/neglect

## Implications of the Report

1. **Financial** – The financial status of the recommended Provider has been assessed and satisfied the Council's requirements
2. **HR & Organisational Development** - None
3. **Community Planning** - see details of Community Benefits associated with the delivery of this contract at paragraph 3.6 above.

**Children and Young People** – The service provided is a family based intensive intervention programme aimed at improving outcomes for young people aged 11-18 years.

**Community Care, Health & Well-being** – This early intervention will improve the well-being of young people and the community in which they live

4. **Legal** - The tendering procedures for the establishment of this Contract were in accordance with Renfrewshire Council's Standing orders Relating to Contracts and the requirements of the Public Contracts (Scotland) Regulations 2012, as amended.
5. **Property Assets** - None.
6. **Information Technology** – None.
7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website
8. **Health & Safety** – the submission received was assessed by Renfrewshire Council's Health and Safety Officers. The recommended Provider's Health and Safety policy and procedures is considered to meet the necessary requirements.
9. **Procurement** – The procurement procedures outlined within this report ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government
10. **Risk** – Action for Children Services Limited submission was assessed by Renfrewshire Council's Risk Officer and meets the necessary requirements. The Functional Family Therapy service was the winner of the Council's Risk Management Award 2016.

11. **Privacy Impact** – In consultation with the Council's Information Governance Officers, Action for Children Services Limited confirmed compliance with the relevant procedures.
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**List of background papers**

none

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**Author:** *Bridget Lambert, Strategic Commercial Category Manager  
(0141 618 6073)*

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**To: Procurement Sub Committee**

**On: Wednesday 08<sup>th</sup> June 2016**

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**Report by:**

**Joint Report  
by  
The Chief Executive and the Director of Community Resources**

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**Heading:**

**Contract Authorisation Report**  
**Carriageway Resurfacing Works 2016/2017**

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**1. Summary**

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub Committee to award a NEC3 Engineering and Construction Short Contract (April 2013) for Carriageway Resurfacing Works 2016/17.
  - 1.2 The Contract was tendered in accordance with the below EU Threshold Open Procedure for Works and the Council's Standing Orders Relating to Contracts.
  - 1.3 A Contract Strategy was prepared by the Corporate Procurement Unit and was approved by the Strategic Commercial & Procurement Manager and the Head of Amenity Services in March 2016.
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**2. Recommendations**

- 2.1 It is recommended that the Procurement Sub-Committee authorise:
  - 2.1.1 The Head of Corporate Governance to award the Contract for Carriageway Resurfacing Works 2016/17 to Mac Asphalt Ltd.
  - 2.1.2 The contract value is £453,466.93 excluding VAT.

2.1.3 The starting date is anticipated to be 05<sup>th</sup> July 2016 and the completion date is 31 weeks from the starting date. The starting date will be confirmed in the letter of acceptance.

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### 3. Background

- 3.1 The Council has a requirement for a suitably qualified and experienced contractor to carry out Carriageway Resurfacing Works at various locations within Renfrewshire Council's Road Network.
- 3.2 A Contract notice was published on the Public Contract Scotland advertising portal on 13<sup>th</sup> April 2016 with the tender documentation available for downloading from the Public Contract Scotland – Tender website. During the tendering period seventeen (17) companies expressed an interest in the contract. By the closing date set for return of electronic tenders, 12 noon 29<sup>th</sup> April 2016, eleven (11) companies submitted a response, one (1) decline to tender and five (5) did not respond.
- 3.3 This procurement exercise has been conducted in accordance with Renfrewshire Council's Standing Orders Relating to Contracts for contracts Below the EU Threshold for Works.
- 3.4 The eleven (11) electronic tender submissions received were evaluated by representatives from the Corporate Procurement Unit, Corporate Insurance, Health and Safety and Community Resources against pre-determined Bid Selection Criteria which assessed their capacity, experience and track record and their technical and financial capabilities.
- 3.5 All eleven (11) companies met the Bid Selection Criteria. Tender submissions were then evaluated against a set of award criteria which were based on a Price/Quality ratio of 70%/30%. The scores relative to the Award Criteria of each tenderer are as follows:

	Price (%)	Quality (%)	Total (%)
Mac Asphalt Ltd	64.28	29.55	<b>93.83</b>
J H Civil Engineering Ltd	70.00	22.05	<b>92.05</b>
Finco Contracts Ltd	64.71	26.65	<b>91.36</b>
MacLay Civil Engineering Ltd	58.10	27.45	<b>85.55</b>
Newlay Civil Engineering Ltd	62.10	21.90	<b>84.00</b>
Hillhouse Quarry Group Ltd	51.71	28.60	<b>80.31</b>
Luddon Construction Limited	47.64	27.25	<b>74.89</b>
R&S Plant Limited	50.92	23.05	<b>73.97</b>
Hamilton Tarmac Limited	47.66	26.05	<b>73.71</b>
John McGeady Ltd	33.68	29.00	<b>62.68</b>
Caley Construction Ltd	35.28	26.35	<b>61.63</b>

- 3.6 The evaluation of tenders received identified that the tender submitted by Mac Asphalt Ltd is the most economically advantageous.



- 3.7 The pre tender estimate for this project was £460,000.00; based on the price submitted by Mac Asphalt Ltd this represents a non cashable saving of £6533.07 (1.4%). The financial costs in respect of this contract will be met by the Community Resources Capital Budget for Financial Year 2016/17.
- 3.8 Community Benefits were requested as part of this Contract and, Mac Asphalt Ltd has offered the following Community Benefits:

Description	Quantity
Modern Apprenticeships	2
Jobs (Unemployed)	2
Work Experience Placements (16+ years)	1
Work Experience Placements (14-16 years)	1
Industry Awareness Days	1
Supply Chain briefings with SME's	1
S/NVQ's or equivalent for Existing Employees	1

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## Implications of the Report

### 1. Financial

The financial status of Mac Asphalt Ltd has been assessed by undertaking a Dun and Bradstreet evaluation and it is confirmed that the company satisfies the Council's requirements in relation to financial stability.

### 2. HR & Organisational Development

N/A

### 3. Community Planning

None

### 4. Legal

The tendering procedures for the establishment of this contract were in accordance with Renfrewshire Council's Standing Orders Relating to Contracts for below EU Threshold Works contracts

### 5. Property/Assets

N/A

### 6. Information Technology

N/A

### 7. Equality & Human Rights

The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on

equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety**

Mac Asphalt Ltd's health and safety submission has been evaluated by Corporate Health & Safety and meets the minimum requirements regarding health and safety.

9. **Procurement**

The procurement procedures outlined within this report ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.

10. **Risk**

Mac Asphalt Ltd insurances have been assessed and evaluated to confirm that they meet the minimum requirement regarding risk.

11. **Privacy Impact**

N/A

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**List of Background Papers**

None

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**To: Procurement Sub Committee**

**On: Wednesday 08<sup>th</sup> June 2016**

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**Report by:**

**Joint Report  
by  
The Chief Executive and the Director of Community Resources**

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**Heading:**

**Contract Authorisation Report  
Footway Resurfacing Works 2016/2017**

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**1. Summary**

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub Committee to award a NEC3 Engineering and Construction Short Contract (April 2013) for Footway Resurfacing Works 2016/17.
  - 1.2 The Contract was tendered in accordance with the below EU Threshold Open Procedure for Works and the Council's Standing Orders Relating to Contracts.
  - 1.3 A Contract Strategy was prepared by the Corporate Procurement Unit and was approved by the Strategic Commercial & Procurement Manager and the Head of Amenity Services in March 2016.
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**2. Recommendations**

- 2.1 It is recommended that the Procurement Sub-Committee authorise:
  - 2.1.1 The Head of Corporate Governance to award the Contract for Footway Resurfacing Works 2016/17 to Finco Contracts Ltd.

2.1.2 The contract value is £212,574.20 excluding VAT.

2.1.3 The starting date is anticipated to be 05<sup>th</sup> July 2016 and the completion date is 21 weeks from the starting date. The starting date will be confirmed in the letter of acceptance.

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### 3. Background

- 3.1 The Council has a requirement for a suitably qualified and experienced contractor to carry out Footway Resurfacing Works at various locations within Renfrewshire Council's Road Network.
- 3.2 A Contract notice was published on the Public Contract Scotland advertising portal on 13<sup>th</sup> April 2016 with the tender documentation available for downloading from the Public Contract Scotland – Tender website. During the tendering period nineteen (19) companies expressed an interest in the contract. By the closing date set for return of electronic tenders, 12 noon 28<sup>th</sup> April 2016, twelve (12) companies submitted a response, three (3) declined to tender and four (4) did not respond.
- 3.3 This procurement exercise has been conducted in accordance with Renfrewshire Council's Standing Orders Relating to Contracts for contracts Below the EU Threshold for Works.
- 3.4 The twelve (12) electronic tender submissions received were evaluated by representatives from the Corporate Procurement Unit, Corporate Insurance, Health and Safety and Community Resources against pre-determined Bid Selection Criteria which assessed their capacity, experience and track record and their technical and financial capabilities.
- 3.5 All twelve (12) companies met the Bid Selection Criteria. Tender submissions were then evaluated against a set of award criteria which were based on a Price/Quality ratio of 70%/30%. The scores relative to the Award Criteria of each tenderer are as follows:

	<b>Price (%)</b>	<b>Quality (%)</b>	<b>Total (%)</b>
Finco Contracts Ltd	70.00	26.65	<b>96.65</b>
Mac Asphalt Ltd	62.25	29.55	<b>91.80</b>
J H Civil Engineering Ltd	53.47	22.05	<b>75.52</b>
MacLay Civil Engineering Ltd	44.77	27.45	<b>72.22</b>
Newlay Civil Engineering Ltd	48.56	21.90	<b>70.46</b>
Landscapes and Contracts Limited	48.33	20.55	<b>68.88</b>
Newmac Asphalt Services Ltd	39.07	27.50	<b>66.57</b>
John McGeady Ltd	36.15	29.00	<b>65.15</b>
Hillhouse Quarry Group Ltd	34.96	28.60	<b>63.56</b>
R&S Plant Limited	36.17	25.55	<b>61.72</b>
Luddon Construction Limited	33.43	27.25	<b>60.68</b>
Caley Construction Ltd	28.29	26.35	<b>54.64</b>

- 3.6 The evaluation of tenders received identified that the tender submitted by Finco Contracts Ltd is the most economically advantageous.
- 3.7 The pre tender estimate for this project was £250,000.00; based on the price submitted by Finco Contracts Ltd this represents a non cashable saving of £37,425.80 (14.97%). The financial costs in respect of this contract will be met by the Community Resources Capital Budget for Financial Year 2016/17.
- 3.8 Community Benefits were requested as part of this Contract and, Finco Contracts Ltd has offered the following Community Benefits:

Description	Quantity
Modern Apprenticeships	1
Trainee Position	2
Work Experience Placements (16+ years)	1
Workplace Visits	1
School Mentoring	1
Business Support Social Enterprises, Supported Businesses, Third Sector Organisations	2
S/NVQ's or equivalent for New Entrants.	1

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## Implications of the Report

- Financial**  
The financial status of Finco Contracts Ltd has been assessed by undertaking a Dun and Bradstreet evaluation and it is confirmed that the company satisfies the Council's requirements in relation to financial stability.
- HR & Organisational Development**  
N/A
- Community Planning**  
None
- Legal**  
The tendering procedures for the establishment of this contract were in accordance with Renfrewshire Council's Standing Orders Relating to Contracts for below EU Threshold Works contracts
- Property/Assets**  
N/A

6. **Information Technology**

N/A

7. **Equality & Human Rights**

The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety**

Finco Contracts Ltd's health and safety submission has been evaluated by Corporate Health & Safety and meets the minimum requirements regarding health and safety.

9. **Procurement**

The procurement procedures outlined within this report ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.

10. **Risk**

Finco Contracts Ltd insurances have been assessed and evaluated to confirm that they meet the minimum requirement regarding risk.

11. **Privacy Impact**

N/A

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**List of Background Papers**

None

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**Author:** Karen Thomson, Strategic Commercial Category Manager, [Karen.thomson-fi@renfrewshire.gov.uk](mailto:Karen.thomson-fi@renfrewshire.gov.uk), 0141 618 7466



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**To: Procurement Sub Committee**

**On: 8 June 2016**

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**Report by:**

**Joint Report  
by  
The Chief Executive and the Chief Officer Renfrewshire Health & Social Care  
Partnership**

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**Contract Authorisation Report  
for  
Update to the Sub Committee on Care and Repair Services Contract**

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**1. Summary**

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub Committee to extend the existing Care and Repair Services Contract, which commenced on 1 November 2012, for the full extension period until 31 October 2017, and to approve additional spend on the original reported value
- 1.2 The contract value reported for the 3 years plus two year extension was £1,040,000. Recorded spend to date, plus anticipated spend during the full extension period will increase the total contract value to £1,399,567.00, an increase of £359,567.00 on the original reported value, which is 34.6% more than the total value reported to Board in October 2012.
- 1.3 Clause 20.3 of the Standing Orders Relating to Contracts 2016 notes that:  
  
“.... where the value of the contract exceeds the Threshold and the estimated net cumulative additional cost is more than the greater of £100,000 or 25% of

the approved contract value, the Director shall ensure that a report on the matter is submitted to the next meeting of the Procurement Sub Committee.”

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## **2. Recommendations**

2.1 It is recommended that the Procurement Sub Committee authorise:

2.1.1 The Chief Executive and the Chief Finance Officer of Renfrewshire Health and Social Care Partnership to extend the current contract with Bridgewater Housing Association Limited for Care and Repair Services under the terms of original awarded contract.

2.1.2 The increase in original reported value from £1,040,000 to £1,399,567.00 (excluding VAT).

2.1.3 The full option to extend is utilised, the contract will end on 31 October 2017.

2.2 Note this extension relates to a collaborative contract with East Renfrewshire Council and that East Renfrewshire Council have confirmed their agreement to the proposed extension of contract.

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## **3. Background**

3.1 The Care and Repair Service assists elderly homeowners to deal with a range of repairs, improvements and adaptations to their homes. The service has been provided to residents of Renfrewshire since 2001 by Bridgewater Housing Association Limited. In 2012, following implementation of new National Standards for the core Care and Repair Service, it was agreed that a formal contract should be placed, to replace the original Service Level Agreement.

3.2 The contract was tendered in accordance with the above EU Threshold Open Procedure and was approved at the Procurement subcommittee of the 9<sup>th</sup> October 2012. The contract is delivered jointly for Renfrewshire Council and East Renfrewshire Council and was awarded on 17 October 2012, to commence on 1 November 2012 for a period of 3 years with an option to extend up to 24 months.

3.3 There has been a significant (near 50%) increase in referrals for the Care and Repair Service to Adult Services over the past 3 years. Requests for Occupational Therapy (OT) assessments constitute a substantial element of referrals and this growth has had an impact on the OT service. The increased productivity of the OTs has had a consequential effect on both equipment and adaptation budgets increasing pressures around service delivery for community equipment and major adaptations.



- 3.4 This increase in demand is reflected in the referral and performance of Care & Repair. The contract stipulated the completion of 250 adaptations over the term of the agreement. At the end of the original contract in October 2015, Care & Repair had completed 332 adaptations, significantly exceeding targets. Care & Repair also completed 138 adaptation advice cases during the contract which includes cancelled cases and feasibility visits.
- 3.5 To meet increasing demands, an additional budget of £400,000 has been made available to support the Aids and Adaptations Service of which £86,000 will be allocated to Bridgewater Housing to allow for the temporary recruitment of additional staff for a period of 1 year to
- 3.6 Care and Repair have project managed 120 jobs in 2015/16 and with additional monies will manage a minimum of 200 jobs in 2016.
- 3.7 Community Benefits: Bridgewater Housing Association Limited is a registered Community Jobs Scotland (CJS) organisation and through this programme has provided employment training and support to a number of young people from the local area, contributing to community regeneration, health improvement and safer & stronger/older community planning themes. Bridgewater Housing Association are also committed to supporting both Renfrewshire and East Renfrewshire Council with work experience placements for school pupils.
- 3.8 Bridgewater Housing Association are members of EVH and have a salary scheme in place.
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## Implications of the Report

1. **Financial** - Bridgewater Housing Association Limited is a Scottish Charitable Incorporated Organisation registered with OSCR.
2. **HR & Organisational Development** – Not Applicable
3. **Community Planning** - Bridgewater Housing Association Limited provide a range of community based services including support and advice services for older people and vulnerable people in the community. The community benefits offered for this contract are set out in 3.7 above. In addition to the community benefits noted, Bridgewater Housing Association have recently replaced two vans with electric vehicles, reducing their carbon footprint and improving fuel economy, contributing to our objectives to achieve a Greener Renfrewshire.
4. **Legal** – The tendering procedures for the establishment of this contract was carried out in accordance with the Public Contracts (Scotland) Regulations 2012 and the Councils Standing Orders Relating to Contracts.
5. **Property Assets** – Not applicable, adaptations are carried out for private home owners / tenants in their own properties.

6. **Information Technology** – Not applicable
7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report.
8. **Health & Safety** – Health & Safety was evaluated by Corporate Health & Safety as part of the original tender process and Bridgewater Housing Association Limited were assessed as operating robust Health and Safety policies; processes and procedures
9. **Procurement** – The recommendations set out in this report meets statutory requirements in respect of procurement procedures, efficiency and modern Government.
10. **Risk** – N/A
11. **Privacy Impact** – The service will continue to be delivered under the terms of the current contract

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#### **List of background papers**

- (a) Background Paper 1 (Board Report dated 9 October 2012)

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**Author:** *Bridget Lambert (Strategic Commercial Category Manager)*  
*Adult's and Children's Services*  
*0141 618 6073*



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**To: Procurement Sub Committee**

**On: 8 June 2016**

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**Report by: Joint Report by The Chief Executive and Director of Children's Services**

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**Contract Authorisation Report: Proposed New Shared Campus- Bargarran Primary School and St John Bosco Primary School and Nursery Class- Enabling Works**

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**1. Summary**

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub Committee to enter into a Standard Building Contract Minor Works Building Contract for use in Scotland (MW/Scot (2011 edition)) for the Proposed New Shared Campus- Bargarran Primary School and St John Bosco Primary School and Nursery Class- Enabling Works Contract Reference RC/OC/141/16 which forms part of the work detailed in the School Estate Management Plan (SEMP 2014).
  - 1.2 The Contract was tendered in accordance with the below EU Threshold Open Procedure for Works and the Council's Standing Orders Relating to Contracts.
  - 1.3 A Contract Strategy for this requirement including approach to market was agreed on 11<sup>th</sup> March 2016.
  - 1.4 A Contract Authorisation Report was approved at the May Procurement Sub-Committee but prior to Contract Award the recommended Contractor Cleantech Civils Limited withdrew their Tender on 30 May 2016.
- 

**2. Recommendations**

- 2.1. It is recommended that the Procurement Sub Committee authorise:
  - 2.1.1 the Head of Corporate Governance to award the contract for the Proposed New Shared Campus- Bargarran Primary School and St John

Bosco Primary School and Nursery Class- Enabling Works  
RC/OC/141/16 to Luddon Construction Ltd.

2.1.2 The estimated contract value is £371,839.26 excluding VAT.

2.1.3 The contract is anticipated to commence on the 15<sup>th</sup> June 2016 or on the date confirmed in the letter of acceptance to allow for suitable mobilisation with work on site commencing on 28<sup>th</sup> June 2016 with a duration of 6 weeks and 2 days.

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### 3. Background

- 3.1 Renfrewshire Council's vision for its school estate is to promote learning and achievement, and to give our children and young people the opportunity to learn in the best possible environment.
- 3.2 School estate management planning is central to Renfrewshire Council's asset management strategy. Children's Services are required to provide the Scottish Government with an outline of its School Estate Management Plan (SEMP), an exercise which contributes to the Council's corporate asset management plan; designed to ensure effective management of all council assets.
- 3.3 To support the delivery of the New Shared Campus for Bargarran Primary School and St John Bosco Primary School and Nursery Class there is a requirement to carry out preparatory works encompassing: drainage, gas, electricity and telecoms diversions along with the formation of playground areas and vehicular surfacing in front of St John Bosco Primary School is required, in advance of the main building contract being awarded.
- 3.4 This tender opportunity followed the open tender procurement procedure for a below EU threshold contract for works in accordance with the Council's Standing Orders Relating to Contracts. A contract notice advertising the opportunity was sent to the Public Contracts Scotland portal and the Official Journal of the European Union (OJEU) on 11<sup>th</sup> March 2016. Tender documentation was available for immediate download through the online e-tender system.
- 3.5 Eighteen (18) suppliers noted an interest, of which, three (3) tender submissions were received by the closing date for the receipt of tender submissions at noon, on 7<sup>th</sup> April 2016.
- 3.6 Tender submissions were evaluated using a two stage process of Bid Selection and Award criteria. The tender submissions were first evaluated by representatives from the Corporate Procurement Unit, Finance and Resources, Health & Safety and Corporate Risk against pre-determined Bid Selection criteria which assessed their capacity, experience & track record and their technical and financial capabilities. All tender submissions met the minimum requirements moving on to stage 2.
- 3.7 The tenderers, who met the minimum requirements as outlined above, were then evaluated against a set of Award Criteria, based on a price / quality

matrix of 60% price / 40% quality. The price and quality scores were combined to give each tenderer a score as detailed in Table 1 below.

**Table 1**

<b>Tenderer</b>	<b>Quality Score (%)</b>	<b>Price Score (%)</b>	<b>Total Score (%)</b>
Cleantech Civils Ltd	19.95	60.00	79.95
Luddon Construction Limited	20.25	51.37	71.62
MacKenzie Construction Ltd	30.95	37.17	68.12

- 3.8 Based on the evaluation carried out the tender from Cleantech Civils Ltd represented the best value and the most economically advantageous tender and a Contract Authorisation Report was submitted and approved at the May Procurement Sub-Committee.
- 3.9 Prior to the formal award of the Contract Cleantech Civils Ltd withdrew their tender on 30<sup>th</sup> May 2016. It is therefore recommended that the tender submitted by Luddon Construction Limited now represents the most economically advantageous tender and Luddon Construction Limited should be awarded the Contract.
- 3.10 The cost of this project is funded from the capital budget within the SEMP 2014 programme and is in line with pre-tender estimates.
- 3.11 As part of this tender Luddon Construction Ltd have committed to the delivery of the following community benefits during the delivery of this contract:

<b>Description</b>	<b>Quantity</b>
Work Experience Placement (16+ years of age)	1
Career Event	1
Supply Chain Briefings with SMEs	1
S/NVQ's or equivalent for existing employees	1

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## **Implications of the Report**

- 1. Financial** – The financial status of Luddon Construction Ltd has been assessed as part of the evaluation process and met with the Council's minimum requirements for this contract.
- 2. HR & Organisational Development** - None

3. **Community Planning/ Council Plan Implications** – Luddon Construction Ltd has a commitment to deliver a number of community benefits under this contract as detailed in section 3.11 of this report. The works under this contract will also have overarching benefits:

Children and Young People	An improved school environment supports learning and achievement.
Community Care, Health and Well-being	An improved school environment supports health and wellbeing.
Empowering our Communities	None
Greener	Sustainable approaches to ensuring high quality assets will be developed.
Jobs and the Economy	None
Safer and Stronger	None

4. **Legal** – The tendering procedures for the establishment of the contract were conducted in accordance with the requirements of the Public Contracts (Scotland) Regulations 2012, as amended, and Renfrewshire Council's Standing Orders Relating to Contracts for a below EU Threshold Works Contracts.

5. **Property Assets** – The works resulting from this contract are part of the School Estate Management Plan, which is designed to provide sustainable accommodation that is fit for education in the 21<sup>st</sup> century.

6. **Information Technology** – None.

7. **Equality & Human Rights** – The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** – Luddon Construction Ltd health and safety submission was evaluated by Renfrewshire Council's Health and Safety section and met the minimum requirements regarding health & safety for this contract.

9. **Procurement** – The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures.

10. **Risk** – Luddon Construction Ltd insurances have been assessed and evaluated to confirm that they meet the minimum requirements regarding risk.

11. **Privacy Impact** – None

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#### **List of background papers**

(a) **Education Policy Board Paper, 8<sup>th</sup> May 2014:**

**Report on the consultation to develop the School Estate Management Plan (SEMP) and proposals to address the property challenges in the primary and pre 5 estate.**

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**Author:** David Taggart, Strategic Commercial Category Manager, Tel 0141 618 6905







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**To: Procurement Sub Committee**

**On: Wednesday, 8<sup>th</sup> June 2016**

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**Report by: Strategic Commercial and Procurement Manager**

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**Heading: Notification of Contracts proposed for award during summer recess**

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## **1. Summary**

- 1.1 The purpose of this report is to notify the Procurement Sub-Committee of the Contracts proposed for authorisation to award by the Chief Executive during the summer recess period.
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## **2. Recommendations**

- 2.1 The Procurement Sub-Committee is asked to note the table in paragraph 3.1 of this report which details the contracts proposed for award by the Chief Executive during the summer recess period, in accordance with A.8 of the Renfrewshire Council Scheme of Delegated functions.
- 2.2 The Procurement Sub-Committee is asked to note a report will be submitted to the first procurement subcommittee after the summer recess period confirming the contracts that have been awarded under delegated powers.
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## **3. Background**

- 3.1 In accordance with the authority granted by the Scheme of Delegation, it is proposed that Chief Executive authorise the award of the following contracts during the summer recess period:

Contract Description	Procedure	Estimated Contract Value as per contract notice	Contract Period	Funding Stream
Community Day Services	Negotiated	£1,134,480	3yrs +1yr +1yr	Renfrewshire Health & Social Care Partnership
Renfrewshire Carers Centre	Negotiated	£2,600,000	3yrs +1yr +1yr	Renfrewshire Health & Social Care Partnership
Promoting Alternative Thinking Strategies	Negotiated	£180,000	3 yrs	Early Years Strategy Funding
Legal Services Framework Agreement	Open	£2,000,000	4 years	Various depending on the contract requirements.
Strategic Review of Street Lighting LED Lantern Replacement Contract 2	Open	£800,000	15 weeks	Strategic review of street lighting (LED programme) capital fund
Strategic Review of Street Lighting LED Lantern Replacement Contract 3 *Possible*	Open	£800,000	14 weeks	Strategic review of street lighting (LED programme) capital fund
King George V Installation of 3G Pitches	Open	£429,890.20	10 weeks	Grant funded and Property Services Capital Budget.
Improvement works to Inchinnan Junction	Open	£510,000.00	Anticipated to be 12 weeks.	Community Resources Capital Budget.
Sustainable Travel Community Engagement	Mini Competition	£320,000	10 months	Grant funded by Paths and the Cycling Walking and Safer Streets fund.
Condition Management Programme	Open	£320,000	2 years plus 2 extensions of 1 year	Invest in Renfrewshire Employability Services
STRIVE Programme	Open	£240,000	2 years	Invest in Renfrewshire Employability Services
Sectoral Academies	Open	£530,000	2 years	Lowlands and Uplands 2014-2020 European Structural Funds, Youth Employment Initiative and Invest in Renfrewshire Employability Services

Boiler & Hot Water Plant Replacement at Wallace, St Catherine's and St Fillan's PS	Open	£450,000	2 years	Capital Funding
Rosemary Tiles for domestic Housing	Open	£1,000,000	1 year	Capital Funding
HEEPS:ABS 2016/17 External Wall Insulation works	Direct Call-Off	£1,300,000	1 year	The cost of the project will be funded by external grants and ECO credits from contractor entirely.

- 3.2 The procurement exercises referenced in table 3.1 will be conducted in accordance with the Councils Standing Orders Relating to Contracts and the procurement exercises subject to the full requirements of the EU Procurement Regulations were tendered in accordance with those Regulations.
- 3.3 Those procurement exercises conducted as mini competitions under existing framework agreements will be conducted in accordance with the applicable framework agreement terms and conditions.
- 3.4 Procurement exercises referenced in table 3.1 will be evaluated on the basis of the most economically advantageous tender received which includes an assessment of both price and quality.
- 3.5 The contracts referenced in table 3.1 are subject to various funding streams as detailed.
- 3.6 Community benefit proposals will be requested where proportional to the value and term of the contract to be awarded.

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## Implications of the Report

- Financial**  
The financial status of the successful tenderer for each contract will be assessed according to the Council's requirements.
- HR & Organisational Development**  
None
- Community Planning**  
The contracts will deliver against a number of themes linked to the Council Plan priorities and will result in a number of positive outcomes being achieved.
- Legal**  
The procurement exercises will be in accordance with the Councils Standing Orders Relating to Contracts.
- Property Assets**  
None.
- Information Technology**

None

7. **Equality & Human Rights**

All successful contractors have confirmed their compliance with the statutory obligations in respect of Equalities.

8. **Health & Safety**

All successful contractors will meet the minimum requirements regarding health and safety.

9. **Procurement**

The procurement procedures outlined within each report to the Chief Executive shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.

10. **Risk**

None

11. **Privacy Impact**

None – The Privacy Impact Assessments (PIAs) procedure was not deemed necessary for these procurements.

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**List of background papers**

**None**

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**Author:** Fiona Hughes, Strategic Commercial Procurement Manager

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**To: Procurement Sub Committee**

**On: 8 June 2016**

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**Report by: The Strategic Commercial and Procurement Manager**

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**Heading: Renfrewshire Council's Community Benefit Strategy 2016**

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## **1. Summary**

- 1.1. The purpose of this report is to seek approval and inform the Procurement Sub-Committee that as a result of the Statutory Guidance published on 17 March 2016 by the Scottish Government, Renfrewshire Council's Community Benefit Strategy has been refreshed. This Community Benefit Strategy maintains the commitment to maximising the use of community benefits as an integral part of procurement process and activities in addition to the core purpose of the contract.
- 1.2. The Statutory Guidance supports the Procurement Reform (Scotland) 2014 Act and the wider application of the new procurement legislation in Scotland. Renfrewshire Council as a contracting authority must have regard to the Statutory Guidance when undertaking regulated procurements which meet the community benefit threshold commencing on or after 1 June 2016. The Statutory Guidance is available at the following address; [Guidance under the Procurement Reform \(Scotland\) Act 2014](#).
- 1.3. The revised Community Benefit Strategy 2016 to 2018 is aligned to Renfrewshire Council's Procurement Strategy. The delivery and achievement of community benefits contribute to Council's key strategic priorities set out in Renfrewshire Council Plan 'A Better Future, A Better Council'.

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## **2. Recommendations**

- 2.1. It is recommended that the Procurement Sub Committee approve the Community Benefit Strategy attached as Appendix 1.

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## **3. Background**

- 3.1. Renfrewshire Council has made significant progress since the last Community Benefit Strategy was approved on 4 June 2014 this includes a wide of range of community benefits being achieved relating to employability, training, supplier development and educational support. The community benefits contribute directly to

Renfrewshire Council's vision for a 'fair and inclusive place where all our people, communities and businesses thrive'.

- 3.2. As a result of the ongoing efforts and the continued commitment, community benefit requirements continue to be an integral part of the procurement process encouraging Tenderers to identify the community benefit outcomes they wish to offer which encourages. The inclusion of community benefit requirements complies with section 24 of the Procurement (Scotland) Act 2014, which defines community benefit requirements as contractual requirements in addition to the core purpose of the contract relating to;
  - Training and recruitment
  - Subcontracting opportunities and
  - Improving the social, economic and environmental well being of the authority's area, that is additional to the main purpose of the contract in which the requirement is included.
- 3.3. Renfrewshire Council's Community Benefit Forum meets regularly to support the development, delivery and achievement of community benefit offered across the various contracts. The establishment of the Community Benefit Forum has been illustrated as an example of good practice shared across the different local authorities and used in the Scottish Futures Trust Community Benefits Toolkit for Construction
- 3.4. In line with section 25 (4) Procurement Reform (Scotland) Act 2014, Renfrewshire Council as a contracting authority will report on the achieved community benefits including, apprenticeships completed, curriculum support activities, business support activities, support to communities and resource efficiencies achieved – material, waste and water.

## **Implications of the Report**

1. **Financial** – None
2. **HR & Organisational Development** – None
3. **Community Planning** – Community benefits will contribute directly to four National Outcomes identified in Renfrewshire's Community Plan/SOA.
4. **Legal** – Renfrewshire Council as a contracting authority must give regard to the Statutory Guidance published on 17 March 2016 and supports the Procurement Reform (Scotland) 2014 Act and the wider application of the new procurement legislation in Scotland.
5. **Property Assets** – None.
6. **Information Technology** – None.
7. **Equality & Human Rights**

The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because the approach adopted for

inclusion of community benefits includes ensuring compliance with the procurement fundamental principles of transparency, equal treatment and non-discrimination, proportionality and mutual recognition. As well as ensuring that community benefits are relevant to the subject matter of the contract or framework agreements.

8. **Health & Safety** – None.
9. **Procurement** – The requirements of the statutory guidance will be incorporated within the procurement procedures to consider social, economic and environmental requirements in the delivery of contracts awarded by Renfrewshire Council.
10. **Risk** – None.
11. **Privacy Impact** – None.

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#### **List of background papers**

- (a) Scottish Government's – Guidance under the Procurement Reform (Scotland) Act 2014.

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**Author:** Yasmeen Khan, Senior Policy Officer, telephone number 0141 618 7404.





**Renfrewshire Council**

**Community Benefits Strategy**

**Version 2**

## **Forward**

- 1. Introduction**
- 2. Community Benefit Definitions**
- 3. Community Benefit Commitments**
- 4. Community Benefit Method Statement**
- 5. Monitoring and Reporting**

### **Document History**

<b>Author</b>	<b>Version</b>	<b>Date</b>	<b>Reason for Issue/Change</b>
Fiona Hughes	2	24/05/2016	Final version for Sign off by PSC (8/6/16)

## Foreword

Renfrewshire Council spends in the region of £200 million per annum on goods, services and works. The council is keen to ensure this spend not only provides the direct goods, services and works but also that this spend is used to deliver wider benefits for Renfrewshire which assist in building a stronger economy, with the provision of a range of initiatives.

The initiatives include targeted training and employment opportunities, educational support initiatives, supply chain development, community Corporate Social Responsibility (CSR) and environmental initiatives, equality and diversity initiatives and initiatives which assist Supported Businesses, the third sector and voluntary sector, as a direct consequence of the suppliers delivering contracts for the council.

The council recognises that community benefits are a key component in maximising social, economic and environmental benefits. The achievements and delivery of community benefits contribute directly to Renfrewshire Council's vision for a "fair and inclusive place where all our people, communities and businesses thrive."

We are committed to working in partnership and continue to work with internal and external partners who are members of Renfrewshire's Community Benefit Forum supporting the delivery and achievement of community benefits. This partnership approach ensures delivery of community benefits which are aligned to Renfrewshire Council's strategic priorities noted below:

- Creating a Sustainable Renfrewshire
- Reducing the level and impact of Poverty
- Raising Attainment and Closing the Attainment Gap
- Supporting and Sustaining People into Employment

This strategy aims to build on existing good practices within Renfrewshire to deliver community benefits, and ensures a consistent and collaborative approach is adopted towards, maximising the opportunities and benefits delivered to the community.

# 1. Introduction

## Aim

This Community Benefits Strategy has been developed to align with Renfrewshire Council's Procurement Strategy and existing approaches to delivery of Community Benefits within contracts.

Renfrewshire Council Corporate Procurement Unit has identified opportunities to deliver sustainable outcomes to improve the local economy in terms of delivery of community benefits as a direct consequence of the £200 million spend on works, goods and services contracts. An innovative approach to ensure delivery of community benefits within our contracts, which helps to deliver the greatest economic benefit to our communities, is required.

Community benefits will contribute towards economic, social and environmental issues, supporting the sustainable development of the economy within Renfrewshire.

Community benefits will be incorporated in Renfrewshire Council's contracts providing a clear direction of the key socio-economic priorities and issues to be addressed within Renfrewshire at the time of the contract.

This strategy is linked to the guidance to ensure it continues to evolve with the local priorities and strategic aims of Renfrewshire Council. The guidance also includes the community benefit menu which will be reviewed annually or as necessary.

## What this strategy aims to achieve

- A consistent approach to delivery and expectations in relation to community benefits, ensuring maximum value for spend on goods, works and services in Renfrewshire.
- Provide a framework which ensures the inclusions of realistic and achievable community benefit contractual clauses in all applicable contracts.
- Ensure compliance within legislative framework when incorporating community benefits into the contracts and agreements. The core procurement principles of transparency, proportionality, equality and non discrimination set out within the Public Contracts (Scotland) Regulations 2015 still apply. Community Benefits must be relevant to the subject matter of the contract.
- Through guidance and the application of agreed approaches, deliver real and lasting benefits to the Renfrewshire communities and assist the aim of Renfrewshire Council to support growth of the economy, including delivery of sustainable employment outcomes for residents.
- By working collaboratively across departments and partner organisations, we will avoid duplication of effort, share best practice, maximise opportunities for leveraging community benefits from suppliers and provide a more common and consistent experience for suppliers.

## 2. Community Benefit Definitions

Community Benefit clauses are contractual requirements which deliver wider benefits in addition to the core purpose of the contract. These clauses can be used to build a range of social, economic or environmental conditions into the delivery of council contracts.

Community benefits which will be targeted for delivery include, but are not restricted to, delivery of the following:

- Targeted Employment and Training Initiatives
- Educational Support Initiatives
- Supply Chain Development Activity
- Vocational Training
- Community, Corporate Social Responsibility (CSR) and Environmental Initiatives
- Supported Business, Third Sector and Voluntary Sector Initiatives
- Equality and Diversity Initiatives

Community benefits can be incorporated into contracts in two ways:

### 1. CONTRACTUAL

All contractual community benefits form part of the contract and suppliers have a contractual obligation to deliver these commitments. Appropriate contract conditions will be included to provide a remedy for failure to deliver contractual community benefits.

Contractual community benefits can be incorporated in the following ways:

#### Evaluated

*Community benefits included as contractual obligations and evaluated under the Community Benefits criterion (e.g. Targeted Employment and Training Initiatives).*

#### Mandatory

*Community benefits included as contractual obligations but not evaluated under the Community Benefits criterion, as part of the tendering process, or stipulated in the tender documents (e.g. Supply Chain Development Activity such as advertising sub-contracting opportunities).*

### 2. VOLUNTARY

Voluntary community benefits may be offered from a supplier, typically post award but will not form part of their contractual obligations to deliver. Voluntary community benefits cannot form part of considerations at tender evaluation stage. This approach will be adopted to encourage suppliers delivering on more than one Renfrewshire Council's contract to offer additional community benefits as a consequence of the aggregate level of Renfrewshire Council's spend with that supplier.

### **3. Community Benefit Commitments**

#### **Aim**

Applying a consistent approach to delivery of community benefits has the potential to make a contribution towards the expansion of the economy within Renfrewshire from the spend on goods, services and works.

We will deliver a clear message to the market place of our expectations and approach to delivering community benefits in our contracts.

We will ensure that the community benefits objectives set are realistic and achievable taking cognisance of the scope and scale of the individual contracts.

#### **How will we do this?**

- Community benefits will be targeted in all Renfrewshire Council's contracts, adopting an appropriate approach which is proportionate and relevant to the contract, all contracts over £50k will provide formal consideration to the approach to be adopted in relation to securing community benefits.
- Continue to adopt a consistent approach to inclusion of community benefits within tenders issued by the council.
- Based on the programme of procurement activity and industry benchmarks for delivery of community benefits, a target of Community Benefits to be delivered will be forecast and progress against this will be monitored.
- Inclusion of clauses within relevant contracts, which places an obligation on tier 1 contractors to advertise sub-contracting opportunities on Public Contracts Scotland tender portal, providing greater access to SME's where such suppliers do not have an established supply chain already in place.

## 4. Community Benefit Method Statement

### Aim

Community Benefit Clauses will build a range of economic, social or environmental obligations for the delivery of Renfrewshire Council's contracts.

We will ensure that the community benefits delivered are aligned to addressing the key economic priorities across Renfrewshire to ensure we maximise the benefits to the communities where the contracts are being delivered.

We will provide a connection to industry supports available, ensuring the benefits delivered within the Renfrewshire are maximised, targeting key audiences and particularly those furthest removed from the job market.

### How will we do this?

- Stakeholder engagement: We will ensure continuous liaison with key relevant stakeholders who will include local support agencies, voluntary and third sector agencies, the Community Benefit Forum, Engage Renfrewshire, Renfrewshire Council's Economic Development Team including Invest In Renfrewshire, Ready for Business Community Benefits Champions Network.
- Market Engagement: provide a link between suppliers delivering community benefits by attending local and national 'Meet The Buyer' events, Procurex, GO Awards and Chamber of Commerce business opportunities event, outlining our approach and promoting our expectations of delivery of community benefits aligned to Renfrewshire Council's contracts.
- Utilise relevant opportunities to promote and develop a better understanding of community benefits with input from Renfrewshire Council's Community Benefit Forum which meets regularly to support the development, delivery and achievement of community benefits. The Community Benefit Forum has the following key objectives:
  - To ensure contract opportunities, key timeframes and procurement objectives are pro-actively communicated with internal departments and external stakeholders;
  - To ensure local economic development information, such as employability programmes, funding opportunities, community initiatives, education activity and Community Plan objectives are shared with service departments and Corporate Procurement Unit. As appropriate this intelligence will be shared with potential Tenderers, suppliers or market and communicated through formal procurement channels;
  - To identify opportunities and work strategically with economic development supply side partners and in collaboration with contractors to help maximise employment opportunities and instigate community requirements;
  - To measure/report community benefit targets, monitor outcomes and highlight best practice and continually seek improvement and innovation.

- A Community Benefits Menu has been developed based on key stakeholder engagement; this will be used to seek offers from tenderers ensuring local priorities are included. This menu should be refreshed on a regular basis to ensure it provides an emphasis on the key priorities and programmes available.
- A points based evaluation model, aligned to the Community Benefits Menu, along with consideration for the method statements supporting these outcomes being offered, will be used to assess Evaluated Contractual Community Benefits.
- Work with Suppliers to provide case studies on their achievements. As well as report the delivery and achievements to the Community Benefit Forum.

## **5. Monitoring and Reporting**

### **Aim**

Set out clear responsibilities for regular monitoring and reporting of the achievement and outcome of community benefits

We will undertake effective contract and supplier management, as this is critical to ensuring the potential benefits from contractor commitments are realised.

This monitoring will be reported on contracts awarded by Renfrewshire to capture additional opportunities and identify common issues. This will be utilised to inform future requirements, ensuring that Renfrewshire Council's contracts provides sustainable community benefit outcomes.

### **How will we do this?**

- Achievement against community benefit commitments should be reported as part of contract and supplier management conducted on a regular basis. Achievements will be recorded using a community benefits register.
- Central co-ordination and reporting of programmed community benefits will be undertaken by the Corporate Procurement Unit.
- Renfrewshire Council's Community Benefit Forum will review voluntary community benefit opportunities where aggregate spend is identified across Renfrewshire Council's services and the Council's Corporate Procurement Unit will negotiate any voluntary commitments from relevant suppliers.
- Provide employer support post contract award to ensure smooth delivery aligned to key priorities.



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**To: Procurement Sub Committee**

**On: 8 June 2016**

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**Report by: The Strategic Commercial and Procurement Manager**

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**Heading: Renfrewshire Council's Sustainable Procurement Strategy**

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## **1. Summary**

- 1.1. The purpose of this report is to seek approval and inform the Procurement Sub-Committee that as a result of the Statutory Guidance published on 17 March 2016 and Renfrewshire Council's Sustainable Procurement Strategy has been updated.
- 1.2. The Statutory Guidance takes effect on or after 1 June 2016 and supports the Procurement Reform (Scotland) 2014 Act and the wider application of the new procurement legislation in Scotland. Renfrewshire Council as a contracting authority must have regard to the Statutory Guidance when undertaking regulated procurements commencing on or after 1 June 2016.
- 1.3. Renfrewshire Council as contracting authority must have regard to Statutory Guidance when undertaking regulated procurements in order to improve the social, environmental, economic wellbeing of the area. As well as reducing inequality and facilitating the involvement of SMEs, third sector bodies, supported businesses and promote innovation.
- 1.4. Renfrewshire Council as a contracting authority continues to achieve sustainable procurement with the use of the standard procurement tools which are embedded as part of the development of contract strategy. This approach continues to ensure that spending decisions are based on sustainable choices by actively considering social, economic and environmental impacts.

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## **2. Recommendations**

- 2.1. It is recommended that the Procurement Sub Committee:
    - 2.1.1. Approve the Sustainable Procurement Strategy 2016- 2018 attached as Appendix 1.
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## **3. Background**

- 3.1. Renfrewshire Council remains committed to making every effort to minimise its reliance on non-renewable resources and make resource efficiency a core requirement of all its operations. The Council actively promotes and facilitate the

reduction, re-use and recycling of waste; energy management; energy efficiency and the development and use of renewable energy resources whose long-term security is assured. During 2010 Renfrewshire Council demonstrated its commitment with the publication of the Corporate Social Responsibility Policy

- 3.2. To achieve compliance with the sustainable procurement duty Renfrewshire Council's procurement activities actively consider social, economic and environmental impacts with the aid of the standard tools namely, Sustainable Public Procurement Prioritisation Tool, Sustainability Test, Life Cycle Impact Mapping and the Scottish Flexible Framework.
- 3.3. Creating a sustainable Renfrewshire is a key strategic priority set out in Renfrewshire Council's Plan, 'A Better Future, A Better Council' which is aligned to the 'Community Plan/Single Outcome Agreement contributing to the National Outcomes. Reducing carbon emission set out in the Council's Carbon Management Plan and as a active partner in the Clyde Valley Residual Waste initiative making significant contribution to Scotland's Zero Waste Plan.
- 3.4 The sustainable procurement duty may support compliance with other legislation that place specific requirements on Renfrewshire Council as a contracting authority relevant to procurement activities. In particular Equality Act 2010, The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, the Climate Change (Scotland) Act 2009 and The Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015.

## Implications of the Report

1. **Financial** – None
2. **HR & Organisational Development** – None
3. **Community Planning** – Sustainable procurement contributes to the National Outcomes identified in Renfrewshire's Community Plan/SOA.
4. **Legal** – Renfrewshire Council as a contracting authority must give regard to the Statutory Guidance published on 17 March 2016 and supports the Procurement Reform (Scotland) 2014 Act and the wider application of the new procurement legislation in Scotland.
5. **Property Assets** – None.
6. **Information Technology** – None.
7. **Equality & Human Rights**  
The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because the approach adopted to achieve sustainable procurement is aligned to ensuring compliance with the procurement fundamental principles of transparency, equal treatment and non-discrimination, proportionality and mutual recognition.

8. **Health & Safety** – None.
  9. **Procurement** – The requirements of the statutory guidance will be incorporated within the procurement procedures that enable actively considering social, economic and environmental impacts with the aid of the standard tools namely, Sustainable Public Procurement Prioritisation Tool, Sustainability Test, Life Cycle Impact Mapping and the Scottish Flexible Framework.
  10. **Risk** – None.
  11. **Privacy Impact** – None.
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#### **List of background papers**

- (a) Scottish Government's – Guidance under the Procurement Reform (Scotland) Act 2014.
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**Renfrewshire Council**

## **Sustainable Procurement Strategy 2016 - 2018**



## Contents

<b>Foreword .....</b>	<b>3</b>
<b>Introduction .....</b>	<b>4</b>
<b>Statutory Requirements .....</b>	<b>4</b>
Statutory Definition of Sustainable Procurement .....	4
<b>Renfrewshire Council's Commitment .....</b>	<b>5</b>
<b>Achieving Sustainable Procurement.....</b>	<b>6</b>
Sustainable Public Procurement Prioritisation Tool .....	6
The Sustainability Test.....	6
Life Cycle Impact Mapping .....	6
Scottish Flexible Framework .....	7
Considering economic wellbeing.....	7
<b>Continuous improvement and Reporting .....</b>	<b>7</b>



## Foreword

This Sustainable Procurement Strategy has been prepared to support the aims of sustainable procurement of making best use of public money. This Strategy will contribute towards the Scottish government's goals aligned to the National Outcomes and Renfrewshire Council's vision for a 'fair and inclusive place where all our people, communities and business thrive'.

Renfrewshire Council as a contracting authority will continue to ensure that the procurement process and activities meet the requirements of the sustainable procurement duty to improve the social, environmental and economic wellbeing of the area, focussing on reducing inequality. As well as facilitate the involvement of SMEs, third sector bodies and supported businesses and promote innovation.

As part of the commitment to continuous improvement Renfrewshire Council will actively incorporate the need to promote innovation. In order to identify and optimise economic, social and environmental outcomes from the Council's procurement activities the standard tool utilised to support compliance with the Sustainable Procurement Duty.

Signature

Name

Title

Date



## Introduction

Renfrewshire Council spends around £200 million a year on a diverse range of goods, works and services. The Council is a major procurer of ICT supplies and services, food, paper, furniture, energy, cleaning equipment, services, healthcare, construction and vehicles etc. The approach taken to this spending has a significant impact on the community and the Council's resources. Everything procured, from stationery to waste management services has an impact on the environment and the society, and therefore the Corporate Procurement Unit is well placed to make positive contributions to sustainable development through its procurement decisions, with sustainability being considered in the development of all Contract(s) Strategies.

## Statutory Requirements

Renfrewshire Council as a contracting authority must have regard to the Statutory Guidance to ensure compliance with the sustainable procurement duty under section 8 (2) of the Act relevant to regulated procurements which commence on or after 1 June 2016. The application of the sustainable procurement duty to all regulated procurement is to be proportionate.

Compliance with the sustainable procurement duty may support compliance with other legislation that place specific requirements on Renfrewshire Council as a contracting authority relevant to procurement activities. In particular Equality Act 2010, The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, the Climate Change (Scotland) Act 2009 and The Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015.

## Statutory Definition of Sustainable Procurement

The sustainable procurement duty is defined in section 9 of the Act as follows;

- “(1) For the purposes of this Act, the sustainable procurement duty is the duty of a contracting authority;
- (a) Before carrying out a regulated procurement, to consider how in conducting the procurement process it can;
    - (i) Improve the economic, social and environmental wellbeing of the authority's area,
    - (ii) Facilitate the involvement of small and medium enterprises, third sector bodies and supported businesses in the process, and
    - (iii) Promote innovation and
  - (b) In carrying out the procurement, to act with a view to securing such improvements identified as a result of paragraph (a)(i).
- (2) The contracting authority must consider under subsection (1) only matters that are relevant to what is proposed to be procured and, in doing so, consider the extent to which it is proportionate in all the circumstances to take those matters into account.





## Renfrewshire Council's Commitment

Renfrewshire Council remains committed to making every effort to minimise its reliance on non-renewable resources and make resource efficiency a core requirement of all its operations where possible. In particular and where practicable the Council will promote and facilitate the reduction, re-use and recycling of waste; promote responsible energy management; practice energy efficiency and support the development and use of renewable energy resources whose long-term security is assured. As a major procurer of goods and services the Council has a significant impact on both the local and wider environment and it is the Council's responsibility to implement appropriate controls and policies to ensure that negative impacts on the environment are kept to a minimum. During 2010 Renfrewshire Council demonstrated its commitment with the publication of the Corporate Social Responsibility Policy.

Creating a sustainable Renfrewshire is a key strategic priority set out in Renfrewshire Council's Plan, 'A Better Future, A Better Council' which is aligned to the 'Community Plan/Single Outcome Agreement. As well as Procurement Strategy and Service plans which detail the activity that will be undertaken to contributing towards the Council's commitment to achieving sustainability. Community benefits are a key element of sustainable procurement duty which is also considered within Renfrewshire Council's Community Benefit Strategy 2016-2018.

Renfrewshire Council is determined to play a key role in the sustainability agenda by reducing carbon emission from Council buildings, fleet, waste, street lighting and employee travel. This will be achieved from the targets set out in the Council's Carbon Management Plan. A key commitment is to replace all street lights within Renfrewshire with LED lanterns which use 60% less energy. To support the reduction in carbon emissions the Council's fleet will be made up of more electric and other alternative fuel vehicles.

A significant contribution is being made towards the delivery of Scotland's Zero Waste Plan. A range of measures are in place to encourage residents to minimise and recycle waste. This includes being an active partner in the Clyde Valley Residual Waste Initiative for the treatment and disposal of residual waste as a significant contribution to complying with the Zero Waste Plan.

As a contracting authority Renfrewshire Council will ensure that where it is practical organic and fair trade food and drinks will be purchased. As well as ensure that goods purchased by the Council are derived from natural sources and do not have an adverse effect on the environment and comply with the European Union and international trading rules.



## **Achieving Sustainable Procurement**

Sustainable procurement is an integral part of the procurement process and is embedded as part of the development of a Contract Strategy. This approach has been adopted to ensure that spending decisions are based on sustainable choices by actively considering social, economic and environmental impacts.

To ensure compliance with the sustainable procurement duty Renfrewshire Council's procurement activities includes utilising the four standard tools detailed below.

### **Sustainable Public Procurement Prioritisation Tool**

In order to understand the spend categories across the whole of Council the Corporate Procurement Unit has adopted the use of the Sustainable Public Procurement Prioritisation Tool (SPPPT) as a standard structured approach to;

- Prioritise categories/sub-categories according to sustainability risks and opportunities and actions;
- Develop a better understanding of the categories where particular risks and opportunities are relevant;
- Identify how category strategies may seek to mitigate relevant risks or capture opportunities;
- Highlight a relevant focus on market engagement;
- Support the development of contracts and frameworks, through the sustainability test; and
- Ensure that category strategies and contract requirements are evidence based. .

The results of the assessment are being used to understand where resources need to be focussed that enable generating benefits such as financial savings, reduce emissions and waste, community benefits and identifying areas for innovation.

### **The Sustainability Test**

The sustainability test is currently embedded in the contract strategy template used for individual procurements at a contract level. The sustainability test is enabling the application of a lighter touch assessment to identify risks and opportunities relevant to individual procurements.

### **Life Cycle Impact Mapping**

Renfrewshire Council's procurement processes has adopted the life cycle mapping approach to consider the risks and opportunities for raw materials, manufacturing and logistics, use and disposal or end of life management. The standard and consistent approach supports the identification of economic, social and environmental impacts at each stage in the product or service and address that are then addressed as part of the contract strategy development process.



## **Scottish Flexible Framework**

As part of the continuous improvement commitment Renfrewshire Council's Corporate Procurement Unit utilises the Flexible Framework to self-assess the current level of performance and the actions required to improve key areas of the procurement activity. The improvement actions identified from the self-assessment continue to be implemented to ensure that good procurement practice is embedded to realise sustainable outcomes across the key elements of the procurement activity as follows;

- People,
- Objectives, strategy and communication
- Procurement process
- Engaging stakeholders and
- Monitoring and reporting

## **Considering economic wellbeing**

Renfrewshire Council is committed to facilitating the involvement of small and medium enterprises (SMEs), Third sector bodies and supported businesses in line with the fundamental principles of equal treatment and proportionality. In order to ensure that the costs associated with submitting a tender are kept to a minimum and barriers to participation by small firms, self-employed and the third sector are removed.

To ensure transparency, simplicity of processes of Renfrewshire Council's procurement processes the Corporate Procurement Unit engages and works with Engage Renfrewshire the Third sector interface and as a member of the Ready for Business Community Benefits Champions Network. Renfrewshire Council has also established a Community Benefit Forum, accessing Renfrewshire Council's contracting opportunities as part of the supplier development is a key agenda item. Sustainable procurement is actively promoted and articulated across the diverse supply chain partners.

## **Continuous improvement and Reporting**

As a contracting authority we will improve the procurement processes by actively applying and monitoring the use of the standard procurement tools to ensure that good procurement practice is embedded to achieve sustainable outcomes.

We will utilise the Prioritisation tool on an annual basis to inform Procurement Strategy, individual commodity strategies and to prioritise a forward plan to help inform subsequent strategies.

Build on what has been achieved by working in partnership with private, public and voluntary sector organisations and commercial operators to support facilitating access to Renfrewshire Council's contract opportunities by SMEs, Third sector organisations and supported businesses.

Progress on sustainable procurement will be reported as an integral part of the annual Procurement Strategy progress report.

