

Notice of Meeting and Agenda Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 11 December 2020	09:45	Remotely by MS Teams ,

KENNETH GRAHAM
Clerk

Membership

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Altany Craik (Fife Council); Councillor Ruairie Kelly (Glasgow City Council); Councillor Alister Mackinnon (Highland Council); Councillor Joe Cullinane (North Ayrshire Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Amanda Hawick (Shetland Islands Council) and Councillor Collette Stevenson (South Lanarkshire Council)

Councillor John Shaw (Convener): Councillor Paul Di Mascio (Vice Convener)

Further Information

If you require any information in relation to this meeting please contact
elaine.currie@renfrewshire.gov.uk

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.

- | | | |
|----------|---|----------------|
| 1 | Minute | 3 - 10 |
| | Minute of meeting of the Executive Sub-committee held on 27 November 2020. | |
| 2 | Contract for Approval: Bitumen and Associated Products | 11 - 48 |
| | Report by Chief Executive. | |
| 3 | Request for Associate Membership: Grampian Housing Association Limited | 49 - 50 |
| | Report by the Chief Executive. | |
| 4 | Employee Absence Management Report | 51 - 54 |
| | Report by Chief Executive. | |
| 5 | Date of Next Meeting | |
| | Note that the next meeting of the Executive Sub-committee will be held at 9.30 am on 29 January 2021. | |



Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 27 November 2020	10:45	Remotely by MS Teams ,

Present

Provost Bill Howatson (Aberdeenshire Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Altany Craik (Fife Council); Councillor Ruairie Kelly (Glasgow City Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council) and Councillor Collette Stevenson (South Lanarkshire Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

J Welsh, Chief Executive, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer and Business Services, L Campbell, Corporate Services Manager and L Robertson, Project and Accounts Manager (all Scotland Excel); M Conaghan, Legal and Democratic Services Manager, C McCourt, Finance Business Partner and E Currie, Senior Committee Services Officer (all Renfrewshire Council) and M Ferris, Senior Manager and S Afzal, Senior Auditor (both Audit Scotland).

Apologies

Councillor Joe Cullinane (North Ayrshire Council) and Councillor Amanda Hawick (Shetland Islands Council).

Declarations of Interest

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

1 Minute

There was submitted the Minute of the meeting of the Executive Sub-committee held on 18 September 2020.

It was noted that in the Present section of the Minute, Councillor Joe Cullinane should be shown as an elected member for North Ayrshire Council.

DECIDED: That, subject to the above amendment, the Minute be approved.

2 Revenue Budget Monitoring

There was submitted a revenue budget monitoring report by the Treasurer and the Chief Executive of Scotland Excel for the period 1 April to 16 October 2020.

The report intimated that Scotland Excel was projecting a £36,000 overspend by year-end in its core activities and a £189,000 overspend by year-end within projects, both of which would result in a drawdown from reserves. Further detail was provided in section 3 of the report.

Appendix 1 to the report provided an analysis of the actual spend to date along with projected net expenditure for 2020/21 and included a summary of movement in the revenue reserve. Appendix 2 to the report provided an analysis of the actual spend to date along with projected net expenditure for 2020/21 and included a summary of movement in the project reserves.

In relation to the new build residential framework, the report advised that it was unlikely that the level of construction by councils and housing associations through the framework would meet the revised expectations made during the earlier stage of the pandemic. It was anticipated that these new build projects would still take place, but over a longer period, which remained a phasing issue and rebates would therefore arise in later periods.

There was an impact on the current year's project income and the Executive Team were engaged in a number of steps to mitigate the issue. Members would continue to receive updates on progress for the remainder of the financial year.

DECIDED: That the report be noted.

3 Revenue Estimates 2021/22

There was submitted a report by the Treasurer and the Chief Executive of Scotland Excel relative to the revenue estimates of Scotland Excel including the requisition of the constituent authorities for the financial year 2021/22 along with indicative planning figures for 2022/23 and 2023/24.

The report provided information on the assumptions that the budget had been based on; income from projects; a financial overview for Scotland Excel; the Scotland Excel funding model; and member authority requisitions for 2021/22.

Appendix 1 to the report detailed the revenue estimates of Scotland Excel for 2020/21 to 2023/24 and Appendix 2 to the report detailed requisitions from constituent authorities in 2020/21 and 2021/22 and the savings achieved in 2019/20.

DECIDED:

(a) That the revenue estimates of Scotland Excel for the financial year 2021/22, as detailed in Appendix 1 of the report, be noted and recommended to the Joint Committee;

(b) That the requisitions from constituent authorities, as detailed in Appendix 2 to the report, be noted; and

(c) That the indicative estimates for 2022/23 and 2023/24 be noted.

4 Annual Audit Report on the Annual Accounts 2019/20

Under reference to item 4 of the Minute of the meeting of the Joint Committee held on 19 June 2020, there was submitted a report by the Treasurer relative to the audited annual accounts 2019/20.

The report intimated that The Local Authority Accounts (Scotland) Regulations 2014 required the audited accounts to be approved for signature no later than 30 September each year. This year, owing to the COVID-19 pandemic, this date had been extended to 30 November 2020.

Section 10 of the Regulations required the relevant committee to consider any report made by the appointed auditor before deciding whether to sign the audited accounts.

Audit Scotland's annual audit report formed Appendix 1 to the report and included their opinion that the annual accounts were free from material misstatement and presented a true and fair view of Scotland Excel's financial position at 31 March 2020 as well as details of one adjustment made to the accounts during the course of the audit.

A copy of the audited annual accounts 2019/20 was attached as Appendix 2 to the report.

Following approval, the audited accounts would be submitted to the Convener, Treasurer and Chief Executive of Scotland Excel for secure digital signature.

DECIDED:

(a) That the findings of the 2019/20 audit as contained in the external auditor's annual audit report, which formed Appendix 1 to the report, be noted; and

(b) That the Scotland Excel 2019/20 audited annual accounts, which formed Appendix 2 to the report, be approved for signature.

5(a) Request for Associate Membership of Scotland Excel by Cernach Housing Association Limited

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

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

DECIDED: That the application by Cernach Housing Association Limited to become an associate member of Scotland Excel, with an annual membership fee of £1,245, be approved subject to completion and signing of the agreement documentation.

5(b) Request for Associate Membership of Scotland Excel by Drumchapel Housing Co-operative Limited

There was submitted a report by the Chief Executive of Scotland Excel advising that Drumchapel Housing Co-operative Limited had submitted an application to become an associate member of Scotland Excel.

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

DECIDED: That the application by Drumchapel Housing Co-operative Limited to become an associate member of Scotland Excel, with an annual membership fee of £718, be approved subject to completion and signing of the agreement documentation.

5(c) Request for Associate Membership of Scotland Excel by Construction Scotland Innovation Centre (Operating under Edinburgh Napier University).

There was submitted a report by the Chief Executive of Scotland Excel advising that Construction Scotland Innovation Centre, operating under Edinburgh Napier University, had submitted an application to become an associate member of Scotland Excel.

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

DECIDED: That the application by Edinburgh Napier University, acting as the administrative institution for Construction Scotland Innovation Centre, to become an associate member of Scotland Excel, with no annual membership fee, be approved subject to completion and signing of the agreement documentation.

5(d) Request for Associate Membership of Scotland Excel by Kendoon Housing Association Limited

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

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

DECIDED: That the application by Kendoon Housing Association Limited to become an associate member of Scotland Excel, with an annual membership fee of £500, be approved subject to completion and signing of the agreement documentation.

5(e) Request for Associate Membership of Scotland Excel by Kingsridge Cleddans Housing Association Limited

There was submitted a report by the Chief Executive of Scotland Excel advising that Kingsridge Cleddans Housing Association Limited had submitted an application to become an associate member of Scotland Excel.

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

DECIDED: That the application by Kingsridge Cleddans Housing Association Limited to become an associate member of Scotland Excel, with an annual membership fee of £500, be approved subject to completion and signing of the agreement documentation.

5(f) Request for Associate Membership of Scotland Excel by Pineview Housing Association Limited

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

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

DECIDED: That the application by Pineview Housing Association Limited to become an associate member of Scotland Excel, with an annual membership fee of £800, be approved subject to completion and signing of the agreement documentation.

5(g) Request for Associate Membership of Scotland Excel by University of Aberdeen

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

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

DECIDED: That the application by the University of Aberdeen to become an associate member of Scotland Excel, with no annual membership fee, be approved subject to completion and signing of the agreement documentation.

Sederunt

Councillor Kelly and Councillor Di Mascio left the meeting during consideration of the following item of business.

6 Draft Operating Plan Performance Report for 1 April 2020 to 31 December 2020

Under reference to item 6 of the Minute of the meeting of this Sub-committee held on 18 September 2020, there was submitted a report by the Chief Executive of Scotland Excel presenting the organisation's performance against the interim Operating Plan for 1 April to 31 December 2020, a copy of which was appended to the report.

The report intimated that quarterly progress reports were produced to track Scotland Excel's performance against operating plan commitments and would be submitted to the Executive Sub-committee quarterly and to the Joint Committee half-yearly and annually.

The report also tracked performance against key performance indicators linked to strategic outcomes.

It was noted that the majority of the commitments in the operating plan were progressing in line with plans and were indicated as green within the report. Four activities were progressing more slowly than anticipated, predominantly due to the impact of COVID-19 and these were indicated as amber within the report.

DECIDED: That Scotland Excel's performance in the delivery of the interim Operating Plan be noted.

7 Draft Proposed Operating Plan 1 January 2021 to 31 March 2022

There was submitted a report by the Chief Executive of Scotland Excel relative to the organisation's draft proposed Operating Plan for the period 1 January 2021 to 31 March 2022, a copy of which was appended to the report.

The report intimated that quarterly progress reports were produced to track Scotland Excel's performance against operating plan commitments and would be submitted to the Executive Sub-committee quarterly and to the Joint Committee half-yearly and annually.

Following feedback from the Executive Sub-committee, the operating plan model had been simplified. The proposed operating plan retained the sixteen strategic objectives set out in the five-year plan and reduced the previous sixty-eight detailed commitments to thirty broader commitments which would form the main part of future reporting. These broader commitments aligned to over one hundred and twenty internal team commitments that would be used to direct organisational activity.

The proposed plan was the fourth and penultimate operating plan of the five-year Scotland Excel strategy and provided a number of steps supporting the overall goals to achieve the agreed outcomes. Recognition of key environmental factors such as COVID-19 and Brexit and the challenges facing members were at the heart of the approach. Sustainability and the ethos of community wealth building was also an important factor influencing many commitments.

The proposed plan did not contain quantified key performance indicators. The current environment of uncertainty had made it difficult to provide indicators that offered a degree of confidence of future stability. It might be prudent for shorter term quarterly indicators to be agreed during the period.

DECIDED: That the progress in the draft operating plan be noted and that members provide feedback on the overall approach and key performance indicators prior to submission to the Joint Committee in December 2020.

8 Strategic Risk Register Update

There was submitted a report by the Chief Executive of Scotland Excel providing an update on the strategic risk register, a copy of which was appended to the report.

The report intimated that the strategic risk register assessed threats and risks that could impact on the delivery of Scotland Excel's organisational objectives and identified controls and actions being taken to mitigate these risks. The register had been created in June 2018 and adjusted in June 2019 to better reflect that used by partner organisations.

There were 10 risks identified, ranging in assessed risk score from six to 20, and a summary of the key statistics in relation to each was detailed in the register. The impact of the COVID-19 pandemic was the over-riding influence on all strategic risk at present coupled with the continuing Brexit uncertainty. These factors were reflected in the upwards trend in relation to risk scores showing against a number of the existing strategic risks and in the introduction in April 2020 of a new risk in respect of SXL-010-20/21 'national emergency including pandemic'.

DECIDED: That members provide any feedback on the strategic risk register and the actions taken to manage risks.

9 Meetings of Scotland Excel Executive Sub-committee in 2021

There was submitted a report by the Clerk relative to proposed dates for meetings of the Executive Sub-committee in 2021.

DECIDED:

(a) That, if required, meetings of the Executive Sub-committee be held on 29 January, 19 February, 19 March, 23 April, 21 May, 18 June, 20 August, 17 September, 22 October, 19 November and 10 December 2021 and that where these meetings were being held remotely, they commence at 9.30 am and where they were being held within a venue, they commence at 10.45am;

(b) That, if required, meetings of the Executive Sub-committee be held on 18 June and 10 December 2021, prior to meetings of the Joint Committee and that where these meetings were being held remotely, they commence at 9.30 am and where they were being held within a venue they commence at 9.45 am; and

(c) That members be advised of the venue for future meetings.

10 Date of Next Meeting

DECIDED: That it be noted that the next meeting of the Executive Sub-committee would be held at 9.45 am on 11 December 2020.



Scotland Excel

To: Executive Sub-Committee

On: 11 December 2020

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

Tender: Bitumen and Associated Products

Schedule: 0320

Period: 1 March 2021 until 29 February 2024 (plus the option to extend for up to 12-months)

1. Introduction and Background

The current framework for Bitumen and Associated Products will expire on 28 February 2021. This proposed renewal framework will operate from 1 March 2021 until 29 February 2024 with an option to extend for a further 12-month period.

This renewal will be a fourth generation framework for this commodity and will provide councils and other participating bodies with a mechanism to procure a wide variety of bitumen related products ranging from bulk bitumen to reinstatement products, surface dressings, cementitious products and sundry bitumen related products.

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

2. Scope, Participation and Spend

Through consultation with the Bitumen User Intelligence Group (UIG), comprising of councils' roads and procurement professionals, the Bitumen Technical Group and key suppliers, a number of items have been identified to populate the lot structure of this framework. These consultations resulted in the building of a robust lot structure that covers all bitumen and associated requirements for Scotland Excel's participating stakeholders and is summarised in Table 1.

Table 1: Lotting Structure

Lot Number	Description	Estimated % of Spend
Lot 1	Bulk Products	80%
Lot 2	Reinstatement Products	15%
Lot 3	Surface Dressing Products	3%
Lot 4	Cementitious Products	1%
Lot 5	Sundry Bitumen Related Products	1%

The framework was advertised to allow access to all 32 councils, Tayside Contracts and associate members in Scotland. As detailed in Appendix 1, 30 councils plus Tayside Contracts have confirmed their intention to participate in this framework. North Lanarkshire Council and East Dunbartonshire Council have advised that they do not currently intend to participate in this renewal framework, however, the framework was advertised to allow for use by all councils. Both North Lanarkshire and East Dunbartonshire stated that have existing agreements in place.

It should also be noted that for this framework, it is currently intended that Tayside Contracts will be the procurement lead for the purchase of Bitumen and Associated Products for Angus Council, Dundee City Council and Perth and Kinross Council.

The current spend for participating councils is almost £12m per annum, totalling approximately £48m over the term of the framework. The high spend associated with the current framework emphasises the requirement to attract suppliers with relevant skills and experience to encourage flexibility and growth for all council areas. To allow for potential growth, a contingency was incorporated into this framework which will accommodate any increased membership spending. The framework was therefore advertised at £56m for the four-year term.

3. Procurement Process

A Prior Information Notice (PIN) was published on 26th February 2020 resulting in expressions of interest from 13 organisations. Market engagement led to three tenderer meetings, which helped inform the delivery strategy in areas such as ability to service, market trends and developments, cost drivers, community benefits, price stability, sustainability, as well as the inclusion of potential products and specifications.

A User Intelligence Group (UIG), consisting of procurement and technical representatives from participating councils, endorsed the procurement strategy held remotely via Microsoft Teams on 24th June and 25th June. From those meetings, a group of technical representatives from the councils was formed to review the specifications and technical criteria and to participate in the evaluation process.

The procurement exercise followed an open tender procedure to encourage maximum competition and participation. All bidders were evaluated against selection criteria using the European Single Procurement Document (ESPD) and the stated award criteria of:

- Technical 15%
- Commercial 85%

Within the technical section, bidders were required to evidence their knowledge and experience by responding to a number of technical areas. Details of the scored technical criteria and weightings are listed below in Table 2.

Table 2: Technical Scoring

Criteria	Lot 1 Weighting	Lot 2 Weighting	Lot 3 Weighting	Lot 4 Weighting	Lot 5 Weighting
Sustainability	5	5	5	5	5
Community Benefits	5	5	5	5	5
Stock Holding & Supply Chain	3	3	3	3	3
Product Training	1	1	1	1	1
Mobile Storage Unit	1				
Collection of Goods		1	1	1	1
TOTAL	15	15	15	15	15

The commercial section of the tender was scored in two parts – Pricing and Early Settlement Discount.

- Pricing was worth a maximum of 80 points.
- Early Settlement Discount was worth a maximum of 5 points.

Bidders were invited to offer on a lot-by-lot basis per geographical location and were requested to state any discount available for early settlement of payment received within 21 days from the date of receipt of the invoice.

Report on Offers Received

Offers were received from 9 tenderers, a summary of which is provided in Appendix 2 (List of Tenderers with SME status).

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the offers received was carried out. Appendix 3 outlines the scoring achieved by each bidder, of which 9 are recommended for award across five lots.

4. 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 is awarded to 9 suppliers across the areas and lots outlined in Appendix 3.

The recommended suppliers provide the choice, scope and range of bitumen and associated products required by councils as well as representing best value and providing geographical coverage. These 9 suppliers also represent a mix of small, medium and large (SMEs) organisations, with 7 of the recommended suppliers classified as SMEs.

5. Benefits

Savings

Scotland Excel conducted a benchmarking exercise based on comparing current pricing for the products from Lot 1 which makes up 80% of the total contract spend with the MEAT (Most Economically Advantageous Tender) prices received for the renewal framework. The results of this benchmarking are detailed in Appendix 1.

The projected average saving across all councils is 6%, which equates to an estimated total saving of approximately £175K per annum based on current forecast spend levels. The projected savings per council ranges from a cost of 4.25% to a saving of 6.63%. These costs / savings are largely dependent on the menus adopted by each council, the sustainability of the products they are using and the suppliers tendering for each council.

Price Stability

The Special Conditions of Contract required the following commitments from tenderers in relation to price stability:

- Lot 1 – tenderers' pricing submitted at point of tender would be held firm for three months from the start date of the proposed Framework Contract.

- Lots 2 to 5 – tenderers' pricing submitted at point of tender would be held firm for six months from the start date of the proposed Framework Contract.

All of the recommended suppliers have committed to this.

Sustainable Procurement Benefits

Within the technical section of the tender, the sustainability method statement assessed each organisation's corporate approach to sustainability and how they promote recycling, reuse and reduce proposals to minimise the impact of their supply chain on the environment. Responses were requested specifically in relation to Waste Reduction, Sustainability Initiatives, End of Life and Transportation.

A range of sustainable measures were outlined by tenderers which included:

- Free drum recycling to customers
- Use refillable cartons for cleaners
- Use of electric vehicles where prudent
- Zero emission forklift trucks.

Community Benefits

Tenderers were asked to commit to the delivery of community benefit initiatives, against pre-agreed spend thresholds outlined within the community benefits method statement. The benefits aim to be reflective of the National Indicators outlined within the Scottish Government's National Performance framework, and their underlying vision and goals. Councils will accrue 'community benefit points' based on their level of spend with a supplier. These 'points' correlate to a negotiable benefit that the council can elect to receive at any given point throughout the lifetime of the framework. 8 recommended suppliers have committed to delivering these benefits. Nynas UK Aktiebolag were the only supplier not to offer community benefits, despite a large spend historically on the framework. Scotland Excel will continue conversations with this supplier during the lifetime of the contract to understand if any community benefits can be delivered.

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

- Fundraising event for external charities / initiatives within the council
- Work placements to school students from councils
- Employability workshop or event in a school, college or group within Purchasing authority area

- Donation of materials and/or labour to support community projects within the Purchasing authority area to the value of £250
- Sponsorship of sports team or community event within the council to the value of £500
- Recruit one person from within the council area
- Work in partnership with Local Authority to help support in a major local community project

Scotland Excel will monitor delivery of these commitments during the lifetime of the framework and this will also be reported through ongoing contract management returns. Results reported on community benefits will be disseminated to councils on a six-monthly period basis.

Fair work Practice including Real Living Wage

Scotland Excel recognises the importance of fair work practices in the delivery of effective public services. Within the invitation to tender, tenderers were required to detail their approach to fair work practices which included: payment of the Real Living Wage; supporting a fair pay policy; improving wider diversity of staff; avoiding exploitative employment practices, such as no inappropriate use of zero hours contracts; and improving the learning and development of staff.

Appendix 4 shows a breakdown of responses received from tenderers on their approach to fair work practices and their position on the payment of the Real Living Wage.

Scotland Excel will monitor the status with all awarded suppliers during the lifetime of the framework.

6. Contract Mobilisation and Management

As part of the mobilisation process, all suppliers will be invited to a contract mobilisation meeting to outline the operation of the framework. This will include roles and responsibilities, management information requirements and community benefits reporting. Suppliers and participating councils will be issued with a mobilisation pack containing all required details which will enable them to utilise the framework.

In accordance with Scotland Excel's established contract and supplier management programme, this framework has been classified as a category C framework.

As such, Scotland Excel will conduct 6 monthly review meetings with suppliers and the option for 6 monthly user group reviews, as appropriate, whilst monitoring management information and community benefits associated with this framework. A summary of contract and supplier management classifications can be found in Appendix 5. All meetings will be held in accordance with relevant health and safety/social distancing requirements and/or may be undertaken using electronic means

Supplier performance will be monitored by the contract supplier management process where surveys will be issued to councils for feedback on elements of the framework such as quality and service. This feedback will form the basis of contract management meetings with suppliers, who will be able to review the feedback and if required initiate an improvement programme.

7. Summary

This is the fourth-generation framework for Bitumen and Associated Products and aims to maximise collaboration, consolidate demand and deliver best value.

The Executive Sub Committee is requested to approve the recommendation outlined in Section 4 (Recommendations), to award this framework to the suppliers detailed within Appendix 3 (Scoring and Recommendations).

Appendix 1 – Participation, Spend and Savings Summary

Member Name	Participate In Framework (new framework)	Participation End Date	Estimated annual spend	Data Source	Comments	% Estimated Forecast Savings or On-cost	% Estimated Annual Savings or On-cost	Basis of Savings
Aberdeen City	Yes	Contract Start	£191,000	Council confirmed		6.37%	£12,166.70	Benchmark Current Contract
Aberdeenshire	Yes	Contract Start	£2,670,000	Council confirmed		-4.25%	£113,475.00	Benchmark Current Contract
Angus	Via Tayside Contracts		£0	Council confirmed	Via Tayside Contracts			
Argyll & Bute	Yes	Contract Start	£464,998	Council confirmed		6.37%	£29,620.40	Benchmark Current Contract
Clackmannanshire	Yes	Contract Start	£8,921	MI data		6.37%	£568.25	Benchmark Current Contract
Comhairle nan Eilean Siar	Yes	Contract Start	£206,000	Council confirmed		-4.25%	£8,755.00	Benchmark Current Contract
Dumfries & Galloway	Yes	Contract Start	£130,301	MI data		6.63%	£8,638.92	Benchmark Current Contract
Dundee City	Via Tayside Contracts		£0	Council confirmed	Via Tayside Contracts			
East Ayrshire	Yes	Contract Start	£30,808	MI data	Via Ayrshire Road Alliance	-4.25%	£1,309.36	Benchmark Current Contract
East Dunbartonshire	No		£0		Other agreements in place			
East Lothian	Yes	Contract Start	£26,235	MI data		6.27%	£1,739.36	Benchmark Current Contract
East Renfrewshire	Yes	Contract Start	£15,072	MI data		6.63%	£999.25	Benchmark Current Contract
Edinburgh City	Yes	Contract Start	£141,000	Council confirmed		6.63%	£9,348.30	Benchmark Current Contract
Falkirk	Yes	Contract Start	£1,270,000	Council confirmed		6.63%	£84,201.00	Benchmark Current Contract
Fife	Yes	Contract Start	£20,349	Council confirmed		6.27%	£1,349.15	Benchmark Current Contract
Glasgow	Yes	Contract Start	£27,081	MI data		6.63%	£1,795.47	Benchmark Current Contract
Highland	Yes	Contract Start	£1,066,250	Council confirmed		-4.25%	£45,315.63	Benchmark Current Contract
Inverclyde	Yes	Contract Start	£6,079	Council confirmed		6.63%	£403.06	Benchmark Current Contract
Midlothian	Yes	Contract Start	£36,850	MI data		6.63%	£2,443.14	Benchmark Current Contract
Moray	Yes	Contract Start	£360,957	MI data		-4.25%	£15,340.69	Benchmark Current Contract
North Ayrshire	Yes	Contract Start	£87,639	Council confirmed		-4.25%	£3,724.67	Benchmark Current Contract
North Lanarkshire	No		£0		Individual agreement in place AMEY			
Orkney Islands	Yes	Contract Start	£667,816	Council confirmed		-4.25%	£28,382.19	Benchmark Current Contract
Perth & Kinross	Via Tayside Contracts	Contract Start	£0	Council confirmed	Via Tayside Contracts			
Renfrewshire	Yes	Contract Start	£82,493	Council confirmed		6.63%	£5,469.27	Benchmark Current Contract
Scottish Borders	Yes	Contract Start	£680,000	Council confirmed		-4.25%	£28,900.00	Benchmark Current Contract
Shetland Islands	Yes	Contract Start	£22,000	Council confirmed				
South Ayrshire	Yes	Contract Start	£0	MI data	Via Ayrshire Road Alliance			
South Lanarkshire	Yes	Contract Start	£38,762	MI data		6.63%	£2,569.95	Benchmark Current Contract
Stirling	Yes	Contract Start	£50,000	Council confirmed		6.63%	£3,315.00	Benchmark Current Contract
Tayside Contracts	Yes	Contract Start	£3,145,725	Council confirmed		-4.25%	£133,693.31	Benchmark Current Contract
West Dunbartonshire	Yes	Contract Start	£51,150	Council confirmed		6.63%	£3,391.25	Benchmark Current Contract
West Lothian	Yes	Contract Start	£106,978	MI data		6.63%	£7,092.65	Benchmark Current Contract
TOTALS			£11,604,465					

£ Estimated Annual Savings or On-cost- Negative figures are on-costs

Appendix 2 – List of Tenderers with SME Status

Tenderer's Name	SME Status	Location	Lots Tendered	Lots Awarded (in whole or [*] in part)
Colas Limited	Large	West Sussex	1,2,3,5	1,2,3
Diatech Scotland Ltd	Small	Perth	2	2
INSTARMAC GROUP PLC	Medium	Tamworth	2	2
James A. Jobling and Company Limited t/a Jobling Purser	Medium	Newcastle upon Tyne	2,3,5	2,3,5
Meon Limited	Small	Portsmouth	2,4,5	2,4,5
Nynas UK Aktiebolag	Small	Dundee	1	1
Red Stag Materials Limited	Small	Aberdeen	2,5	2,5
Tarmac Building Products Limited	Large	Wolverhampton	2,4	2,4
Viatec (UK) Limited	Small	Radstock	2,4	2,4

Appendix 3 - Scoring and Recommendations
Recommendations - Lot 1 – Bulk Products

	• Colas Limited	• Nynas UK Aktiebolag
Council Member	Total Score	Total Score
Aberdeen City	95.00	No Bid
Aberdeenshire Council		
Area A - North East Aberdeenshire	87.04	88.00
Area B - Formartine Area	87.04	88.00
Area C - Central Aberdeenshire	87.04	88.00
Area D - Deeside Area	87.04	88.00
Area E - Kincardine and Mearns Area	87.04	88.00
Angus	95.00	No Bid
Argyll and Bute		
Area A - Cowal	95.00	No Bid
Area B - Oban, Lorne	95.00	No Bid
Area C - Mid Argyll & Kintyre peninsula	95.00	No Bid
Area D - Helensburgh and Lomond	95.00	No Bid
Area E - Tiree and Coll	No Bid	No Bid
Area F - Islay and Jura	No Bid	No Bid
Area G - Mull	No Bid	No Bid
Area H - Colonsay	No Bid	No Bid
Area I - Bute	No Bid	No Bid
Clackmannanshire	95.00	No Bid
Comhairle nan Eilean Siar (Western Isles)		
Area A - Lewis	No Bid	88.00
Area B - Harris	No Bid	88.00

Area C - Uist	No Bid	88.00
Area D - Barra	No Bid	88.00
Dumfries and Galloway	95.00	No Bid
Dundee City	95.00	No Bid
East Ayrshire	93.75	88.00
East Dunbartonshire	95.00	No Bid
East Lothian	95.00	No Bid
East Renfrewshire	95.00	No Bid
Edinburgh City	95.00	No Bid
Falkirk	95.00	No Bid
Fife	95.00	No Bid
Glasgow City	95.00	No Bid
Highland		
Area A - Inverness, Aird and Loch Ness	88.16	88.00
Area B - Nairn, Badenoch and Strathspey	88.16	88.00
Area C - Caithness and Sutherland	92.24	88.00
Area D - Wester Ross, Dingwall and Black Isle	90.01	88.00
Area E - Cromarty Firth, Tain and Easter Ross	90.01	88.00
Area F - Skye including Eilean a' Cheo and Loachalsh	92.24	88.00
Area G - Locaber including Caol, Mallaig, Fort William and Ardnamurchan	91.50	88.00
Inverclyde	95.00	No Bid
Midlothian	95.00	No Bid
Moray	88.53	88.00
North Ayrshire	93.75	88.00
North Lanarkshire	95.00	No Bid
Orkney Islands	92.69	88.00
Perth & Kinross	95.00	No Bid
Renfrewshire	95.00	No Bid

Scottish Borders	93.75	88.00
Shetland Islands	No Bid	No Bid
South Ayrshire	93.75	88.00
South Lanarkshire	95.00	No Bid
Stirling	95.00	No Bid
Tayside Contracts	89.90	88.00
West Dunbartonshire	95.00	No Bid
West Lothian	95.00	No Bid

- Recommended for award under Lot 1

Recommendations - Lot 2 – Reinstatement Products

	• Diatech Scotland Ltd	• Viatec (UK) Limited	• Red Stag Materials Limited	• INSTARMAC GROUP PLC	• Colas Limited	• James A. Jobling and Company Limited	• Meon Limited	• Tarmac Building Products Limited
Council Member	Total Score	Total Score	Total Score	Total Score	Total Score	Total Score	Total Score	Total Score
Aberdeen City	77.51	70.05	89.94	84.67	95.00	79.26	98.92	No Bid
Aberdeenshire Council								
Area A - North East Aberdeenshire	77.51	70.05	89.94	84.67	95.00	79.26	98.92	No Bid
Area B - Formartine Area	77.51	70.05	89.94	84.67	95.00	79.26	98.92	No Bid
Area C - Central Aberdeenshire	77.51	70.05	89.94	84.67	95.00	79.26	98.92	No Bid
Area D - Deeside Area	77.51	70.05	89.94	84.67	95.00	79.26	98.92	No Bid

Area E - Kincardine and Mearns Area	77.51	70.05	89.94	84.67	95.00	79.26	98.92	79.96
Angus	76.47	76.64	88.83	83.59	94.71	93.64	99.00	78.95
Argyll and Bute								
Area A - Cowal	74.26	67.15	81.96	81.30	91.20	91.03	99.00	No Bid
Area B - Oban, Lorne	74.26	67.15	81.96	81.30	91.20	91.03	99.00	No Bid
Area C - Mid Argyll & Kintyre peninsula	74.26	67.15	81.96	81.30	91.20	91.03	99.00	No Bid
Area D - Helensburgh and Lomond	74.26	67.15	81.96	81.30	91.20	91.03	99.00	No Bid
Area E - Tiree and Coll	86.28	77.87	82.32	93.75	No Bid	75.69	84.76	No Bid
Area F - Islay and Jura	86.28	77.87	72.65	93.75	No Bid	75.69	96.10	No Bid
Area G - Mull	86.28	77.87	72.65	93.75	No Bid	75.69	96.10	No Bid
Area H - Colonsay	86.28	77.87	72.65	93.75	No Bid	75.69	84.76	No Bid
Area I - Bute	86.28	77.87	82.84	93.75	No Bid	75.69	98.85	No Bid

Clackmannanshire	75.86	76.03	88.19	82.96	95.00	92.92	98.28	81.64
Comhairle nan Eilean Siar (Western Isles)								
Area A - Lewis	86.28	77.87	85.01	93.75	92.08	66.51	98.85	No Bid
Area B - Harris	86.28	77.87	85.01	93.75	92.08	66.51	98.85	No Bid
Area C - Uist	86.28	77.87	85.01	93.75	92.08	66.51	98.85	No Bid
Area D - Barra	86.28	77.87	85.01	93.75	92.08	66.51	98.85	No Bid
Dumfries and Galloway	69.83	69.98	81.79	76.72	87.79	85.83	99.00	77.12
Dundee City	76.47	76.64	88.83	83.59	94.71	93.64	99.00	77.42
East Ayrshire	69.83	69.98	81.79	76.72	87.79	85.83	99.00	77.12
East Dunbartonshire	69.83	69.98	81.79	76.72	88.66	85.83	99.00	77.12
East Lothian	69.83	69.98	81.79	76.72	87.79	85.83	99.00	77.12
East Renfrewshire	69.83	69.98	81.79	76.72	88.66	85.83	99.00	77.12
Edinburgh City	69.83	69.98	81.79	76.72	87.79	85.83	99.00	77.12
Falkirk	69.83	69.98	81.79	76.72	87.79	85.83	99.00	77.12
Fife	69.83	69.98	81.79	76.72	87.79	85.83	99.00	75.52
Glasgow City	69.83	69.98	81.79	76.72	88.66	85.83	99.00	77.12
Highland								

Area A - Inverness, Aird and Loch Ness	77.51	71.44	89.94	84.67	95.00	79.26	98.92	No Bid
Area B - Nairn, Badenoch and Strathspey	77.51	71.44	89.94	84.67	95.00	79.26	98.92	No Bid
Area C - Caithness and Sutherland	77.51	71.44	89.94	84.67	95.00	79.26	98.92	No Bid
Area D - Wester Ross, Dingwall and Black Isle	77.51	71.44	89.94	84.67	95.00	79.26	98.92	No Bid
Area E - Cromarty Firth, Tain and Easter Ross	77.51	71.44	89.94	84.67	95.00	79.26	98.92	No Bid
Area F - Skye including Eilean a' Cheo and Lochalsh	77.51	71.44	82.15	84.67	95.00	65.27	95.24	No Bid
Area G - Locaber including Caol, Mallaig, Fort William and Ardnamurchan	74.26	68.47	83.19	81.30	91.20	76.17	99.00	No Bid
Inverclyde	69.83	69.98	81.79	76.72	88.66	71.97	99.00	77.12
Midlothian	69.83	69.98	81.79	76.72	87.79	85.83	99.00	77.12
Moray	77.51	77.68	89.94	84.67	95.00	79.26	98.92	76.91
North Ayrshire	69.83	69.98	81.79	76.72	87.79	85.83	99.00	77.12
North Lanarkshire	69.83	69.98	81.79	76.72	88.66	85.83	99.00	77.12

Orkney Islands	86.28	76.37	83.91	93.75	88.34	71.80	98.85	No Bid
Perth & Kinross	76.47	76.64	88.83	83.59	94.71	93.64	99.00	74.50
Renfrewshire	69.83	69.98	81.79	76.72	88.66	85.83	99.00	77.12
Scottish Borders	69.83	69.98	81.79	76.72	87.79	85.83	99.00	77.12
Shetland Islands	86.28	76.37	83.91	93.75	No Bid	75.69	96.10	No Bid
South Ayrshire	69.83	69.98	81.79	76.72	87.79	85.83	99.00	77.12
South Lanarkshire	69.83	69.98	81.79	76.72	88.66	85.83	99.00	77.12
Stirling	75.86	76.03	88.19	82.96	95.00	92.92	98.28	83.40
Tayside Contracts	76.47	76.64	88.83	83.59	94.71	93.64	99.00	78.95
West Dunbartonshire	69.83	69.98	81.79	76.72	88.66	85.83	99.00	77.12
West Lothian	69.83	69.98	81.79	76.72	87.79	85.83	99.00	77.12

- Recommended for award under Lot 2

Recommendations - Lot 3 – Surface Dressing Products

	• Colas Limited	• James A. Jobling and Company Limited
Council Member	Total Score	Total Score
Aberdeen City	95.00	86.58
Aberdeenshire Council		
Area A - North East Aberdeenshire	95.00	86.58
Area B - Formartine Area	95.00	86.58
Area C - Central Aberdeenshire	95.00	86.58
Area D - Deeside Area	95.00	86.58
Area E - Kincardine and Mearns Area	95.00	86.58
Angus	87.13	94.25
Argyll and Bute		
Area A - Cowal	86.36	94.25
Area B - Oban, Lorne	86.36	94.25
Area C - Mid Argyll & Kintyre peninsula	86.36	94.25
Area D - Helensburgh and Lomond	86.36	94.25
Area E - Tiree and Coll	No Bid	94.25
Area F - Islay and Jura	No Bid	94.25
Area G - Mull	No Bid	94.25
Area H - Colonsay	No Bid	94.25
Area I - Bute	No Bid	94.25
Clackmannanshire	87.91	94.25
Comhairle nan Eilean Siar (Western Isles)		

Area A - Lewis	95.00	74.72
Area B - Harris	95.00	74.72
Area C - Uist	95.00	74.73
Area D - Barra	95.00	74.73
Dumfries and Galloway	87.91	94.25
Dundee City	87.13	94.25
East Ayrshire	87.91	94.25
East Dunbartonshire	88.71	94.25
East Lothian	87.91	94.25
East Renfrewshire	88.71	94.25
Edinburgh City	87.91	94.25
Falkirk	87.91	94.25
Fife	87.91	94.25
Glasgow City	88.71	94.25
Highland		
Area A - Inverness, Aird and Loch Ness	95.00	86.58
Area B - Nairn, Badenoch and Strathspey	95.00	86.58
Area C - Caithness and Sutherland	95.00	86.58
Area D - Wester Ross, Dingwall and Black Isle	95.00	86.58
Area E - Cromarty Firth, Tain and Easter Ross	95.00	86.58
Area F - Skye including Eilean a' Cheo and Loachalsh	95.00	71.01
Area G - Locaber including Caol, Mallaig, Fort William and Ardnamurchan	95.00	86.58
Inverclyde	95.00	84.27
Midlothian	87.91	94.25
Moray	95.00	86.58
North Ayrshire	87.91	94.25
North Lanarkshire	88.71	94.25
Orkney Islands	95.00	82.88

Perth & Kinross	87.13	94.25
Renfrewshire	88.71	94.25
Scottish Borders	87.91	94.25
Shetland Islands	No Bid	94.25
South Ayrshire	87.91	94.25
South Lanarkshire	88.71	94.25
Stirling	87.91	94.25
Tayside Contracts	87.13	94.25
West Dunbartonshire	88.71	94.25
West Lothian	87.91	94.25

- Recommended for award under Lot 3

Recommendations - Lot 4 – Cementitious Products

	• Viatic (UK) Limited	• Meon Limited	• Tarmac Building Products Limited
Council Member	Total Score	Total Score	Total Score
Aberdeen City	89.00	71.35	No Bid
Aberdeenshire Council			
Area A - North East Aberdeenshire	89.00	71.35	No Bid
Area B - Formartine Area	89.00	71.35	No Bid
Area C - Central Aberdeenshire	89.00	71.35	No Bid
Area D - Deeside Area	89.00	71.35	No Bid
Area E - Kincardine and Mearns Area	82.66	67.20	93.75
Angus	82.66	67.99	93.75
Argyll and Bute			
Area A - Cowal	89.00	74.01	No Bid
Area B - Oban, Lorne	89.00	74.01	No Bid
Area C - Mid Argyll & Kintyre peninsula	89.00	74.01	No Bid
Area D - Helensburgh and Lomond	89.00	74.01	No Bid
Area E - Tiree and Coll	89.00	57.19	No Bid
Area F - Islay and Jura	89.00	63.77	No Bid
Area G - Mull	89.00	63.77	No Bid
Area H - Colonsay	89.00	57.19	No Bid
Area I - Bute	89.00	65.37	No Bid
Clackmannanshire	87.87	65.63	93.75
Comhairle nan Eilean Siar (Western Isles)			
Area A - Lewis	89.00	65.37	No Bid

Area B - Harris	89.00	65.37	No Bid
Area C - Uist	89.00	65.37	No Bid
Area D - Barra	89.00	65.16	No Bid
Dumfries and Galloway	85.87	69.40	93.75
Dundee City	89.00	66.30	89.17
East Ayrshire	85.87	69.40	93.75
East Dunbartonshire	85.87	69.40	93.75
East Lothian	85.87	69.40	93.75
East Renfrewshire	85.87	69.40	93.75
Edinburgh City	85.87	69.40	93.75
Falkirk	85.87	69.40	93.75
Fife	87.87	70.71	93.75
Glasgow City	85.87	69.40	93.75
Highland			
Area A - Inverness, Aird and Loch Ness	89.00	70.19	No Bid
Area B - Nairn, Badenoch and Strathspey	89.00	70.19	No Bid
Area C - Caithness and Sutherland	89.00	70.19	No Bid
Area D - Wester Ross, Dingwall and Black Isle	89.00	70.19	No Bid
Area E - Cromarty Firth, Tain and Easter Ross	89.00	70.19	No Bid
Area F - Skye including Eilean a' Cheo and Loachalsh	89.00	67.83	No Bid
Area G - Locaber including Caol, Mallaig, Fort William and Ardnamurchan	89.00	72.79	No Bid
Inverclyde	85.87	69.40	93.75
Midlothian	85.87	69.40	93.75
Moray	89.00	65.53	87.43
North Ayrshire	85.87	69.40	93.75
North Lanarkshire	85.87	69.40	93.75
Orkney Islands	89.00	66.40	No Bid
Perth & Kinross	89.00	66.30	85.71

Renfrewshire	85.87	69.40	93.75
Scottish Borders	85.87	69.40	93.75
Shetland Islands	89.00	64.76	No Bid
South Ayrshire	85.87	69.40	93.75
South Lanarkshire	85.87	69.40	93.75
Stirling	85.87	64.45	93.75
Tayside Contracts	89.00	66.30	90.99
West Dunbartonshire	85.87	69.40	93.75
West Lothian	85.87	69.40	93.75

- Recommended for award under Lot 4

Recommendations - Lot 5 – Sundry Bitumen Related Products

Council Member	• Red Stag Materials Limited	* Colas Limited	• James A. Jobling and Company Limited	• Meon Limited
Aberdeen City	97.25	57.81	79.68	93.57
Aberdeenshire Council				
Area A - North East Aberdeenshire	97.25	57.81	79.68	93.57
Area B - Formartine Area	97.25	57.81	79.68	93.57
Area C - Central Aberdeenshire	97.25	57.81	79.68	93.57
Area D - Deeside Area	97.25	57.81	79.68	93.57
Area E - Kincardine and Mearns Area	97.25	57.81	79.68	93.57
Angus	96.77	58.01	94.25	94.34
Argyll and Bute				
Area A - Cowal	85.31	58.71	81.05	99.00
Area B - Oban, Lorne	85.31	58.71	81.05	99.00
Area C - Mid Argyll & Kintyre peninsula	85.31	58.71	81.05	99.00
Area D - Helensburgh and Lomond	85.31	58.71	81.05	99.00
Area E - Tiree and Coll	95.69	No Bid	93.69	99.00
Area F - Islay and Jura	84.16	No Bid	82.01	99.00
Area G - Mull	84.16	No Bid	82.01	99.00
Area H - Colonsay	95.69	No Bid	93.69	99.00
Area I - Bute	81.85	No Bid	79.67	99.00
Clackmannanshire	96.77	58.26	94.25	94.34
Comhairle nan Eilean Siar (Western Isles)				
Area A - Lewis	72.62	46.72	60.98	99.00

Area B - Harris	72.62	46.72	60.98	99.00
Area C - Uist	72.62	46.72	60.98	99.00
Area D - Barra	72.62	46.72	60.98	99.00
Dumfries and Galloway	86.46	52.65	83.88	99.00
Dundee City	86.46	52.43	83.88	99.00
East Ayrshire	86.46	52.65	83.88	99.00
East Dunbartonshire	86.46	53.67	83.88	99.00
East Lothian	86.46	52.65	83.88	99.00
East Renfrewshire	86.46	53.67	83.88	99.00
Edinburgh City	86.46	52.65	83.88	99.00
Falkirk	86.46	52.65	83.88	99.00
Fife	86.46	52.65	83.88	99.00
Glasgow City	86.46	53.67	83.88	99.00
Highland				
Area A - Inverness, Aird and Loch Ness	97.25	57.81	79.68	93.57
Area B - Nairn, Badenoch and Strathspey	97.25	57.81	79.68	93.57
Area C - Caithness and Sutherland	97.25	57.81	79.68	93.57
Area D - Wester Ross, Dingwall and Black Isle	97.25	57.81	79.68	93.57
Area E - Cromarty Firth, Tain and Easter Ross	97.25	57.81	79.68	93.57
Area F - Skye including Eilean a' Cheo and Loachalsh	89.23	63.15	87.84	99.00
Area G - Locaber including Caol, Mallaig, Fort William and Ardnamurchan	97.25	57.81	79.68	97.36
Inverclyde	93.39	57.54	76.52	99.00
Midlothian	93.39	56.42	90.84	99.00
Moray	97.25	57.81	79.68	93.57
North Ayrshire	93.39	56.42	90.84	99.00
North Lanarkshire	93.39	57.54	90.84	99.00
Orkney Islands	94.77	57.33	79.67	99.00
Perth & Kinross	96.77	58.01	94.25	94.34

Renfrewshire	93.39	57.54	90.84	99.00
Scottish Borders	93.39	56.42	90.84	99.00
Shetland Islands	97.25	No Bid	81.77	98.71
South Ayrshire	93.39	56.42	90.84	99.00
South Lanarkshire	93.39	57.54	90.84	99.00
Stirling	96.77	58.26	94.25	94.34
Tayside Contracts	96.77	58.01	94.25	94.34
West Dunbartonshire	93.39	57.54	90.84	99.00
West Lothian	93.39	56.42	90.84	99.00

•Recommended for award under Lot 5

*Colas Limited are not recommended for award under Lot 5

Appendix 4- List of Recommended Suppliers with Living Wage Status

Tenderer	Accredited Living Wage Employer.	Currently progressing through Real Living Wage accreditation process.	Not an accredited but commit to accreditation over the first two years.	Not an accredited Living Wage Employer but pay the Living Wage to all employees (except volunteers, apprentices and interns).	Neither accredited nor paying Real Living Wage but commit to this for all employees over the first 2 years.	Neither accredited nor paying Real Living Wage.
Colas Limited						Yes
Diatech Scotland Ltd				Yes		
INSTARMAC GROUP PLC				Yes		
James A. Jobling and Company Limited				Yes		
Meon Limited				Yes		
Nynas UK Aktiebolag				Yes		
Red Stag Materials Limited				Yes		
Tarmac Building Products Limited	Yes					
Viatec (UK) Limited				Yes		

Appendix 5 – Contract & Supplier Management Classification

There are 5 segmentation classifications and these classifications are rated from Class A to Class E. Each classification has related contract and supplier management activities associated with it based on the pre-determined weighted criteria.

Class A

Due to the unique and bespoke nature of the frameworks that fall within this class, a contract management plan to be developed and agreed with CSG.

Class B

Quarterly supplier contact, six monthly surveys, annual UIG, frequent support to councils, suppliers and external stakeholders requiring high level of procurement expertise, extensive contract monitoring.

Class C

Six monthly supplier contact, six monthly to annual surveys, annual UIG, regular support to councils, suppliers and external stakeholders requiring procurement expertise, high contract monitoring.

Class D

Annual supplier contact, annual surveys, optional annual UIG, ad-hoc support to councils, suppliers and external stakeholders potentially requiring procurement expertise, regular contract monitoring.

Class E

Annual supplier contact (if required), optional annual surveys, no requirement for annual UIG, straightforward ad-hoc support to councils, suppliers and potentially requiring procurement assistance, basic contract monitoring.

Scotland Excel

To: Executive Sub-Committee

On: 11 December 2020

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

Request for Associate Membership of Scotland Excel by Grampian Housing Association Ltd

1. Summary

- 1.1 In addition to the 32 local authorities which are full members of Scotland Excel, applications can be made for Associate Membership by organisations such as council arm's length organisations, community groups, charities, housing associations and voluntary organisations which are a public body or a body that engages in activities of a public nature.

Organisations apply to Scotland Excel for Associate Membership to allow them to access the frameworks for goods and services which 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. Recommendations

- 2.1 It is recommended to committee that Grampian Housing Association Ltd application to join Scotland Excel as an associate member be approved, with an annual fee of £4,995, subject to the agreement document.
- 2.2 Scotland Excel monitors all requests from arm's length and other organisations to become associate members to ensure that any legal requirements are met. In this case, Grampian Housing Association Ltd qualifies for membership in accordance with the Local Authorities (Goods and Services) Act 1970 section 1 (1B)(c). Namely, that it has functions that are public in nature or engages in activities of that nature so long as the purpose or effect of access to Scotland Excel's services is to facilitate its discharge of those functions or activities.

3. Background

- 3.1 Grampian Housing Association Ltd are based in Aberdeen with 3,330 properties across Aberdeen, Aberdeenshire & Moray. Grampian Housing Association Ltd is a Registered Society and a Scottish charity. It is also a Registered Social Landlord.
- 3.2 Grampian Housing Association Ltd are an accredited real living wage employer.
- 3.3 To ensure the efficient and cost-effective delivery of these services Grampian Housing Association Ltd has approached Scotland Excel and requested approval to become an associate member with access to our contracts.
- 3.4 Before any application is submitted for approval, a number of validation checks on the organisation are carried out. These include a review of the Memorandum & Articles of Association, the financial position and the type of contracts that the organisation is likely to access. It is confirmed that satisfactory validation checks have been completed in relation to this application.

Scotland Excel

To: Executive Sub-Committee

On: 11 December 2020

**Report By:
Chief Executive Scotland Excel**

Employee Absence Management Report

1. Introduction and purpose of the report

In response to a Renfrewshire Council Internal Audit team recommendation, this report on organisational sickness absence is submitted on a quarterly basis to the Executive Sub Committee highlighting the absence rate in the organisation.

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, this 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

The report includes the latest absence details for the period to 30 September 2020. The rate of absence across the organisation has mostly been maintained at or below the 4% target, with the exception of August 2020 where it rose to 5% due to a number of long-term absences. The rolling 6 and 12 month average absence rates are at or below 3.4%.

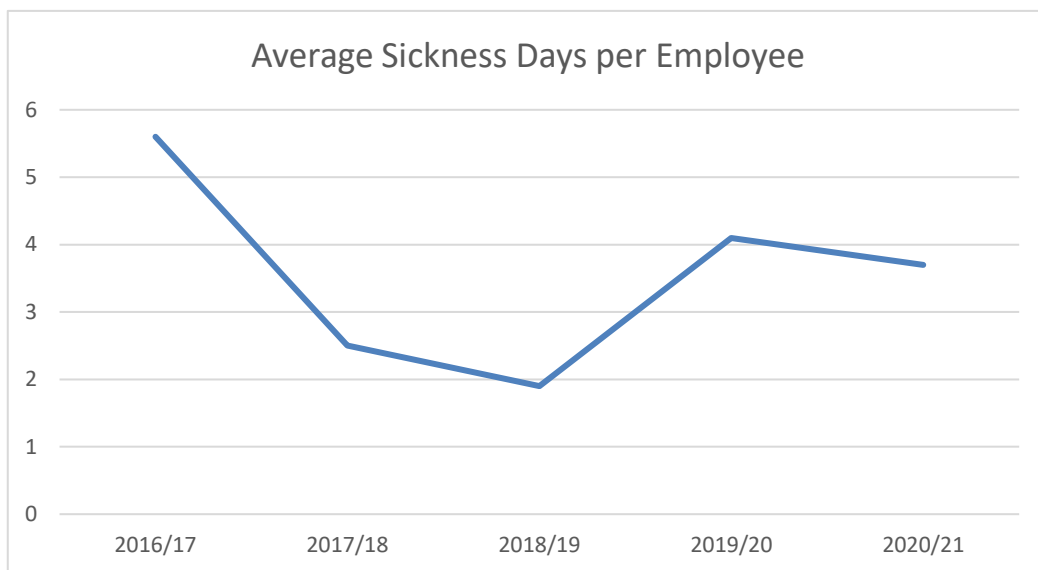
The absence rates for the reporting periods are:

- previous 1 month - 4% (59 days)
- previous 6 months - 3.4% (319 days)
- previous 12-month period - 2.9% (564.5 days)

Scotland Excel will continue its positive practices, including working with Occupational Health and other support services, to maintain attendance and to support members of staff who have significant health issues.

Scotland Excel has been successful in reducing the average number of sickness days per employee over recent years. 2019/20 however, did show an increase in the number of sickness days per employee due to a number of long-term absences. Figures for 2020/21 to the end of September 2020, show that this figure is reducing despite the previously mentioned spike in August 2020.

The graph below shows sickness absence rates within Scotland Excel over the past 5 years.



4. Recommendation

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

Absence Report

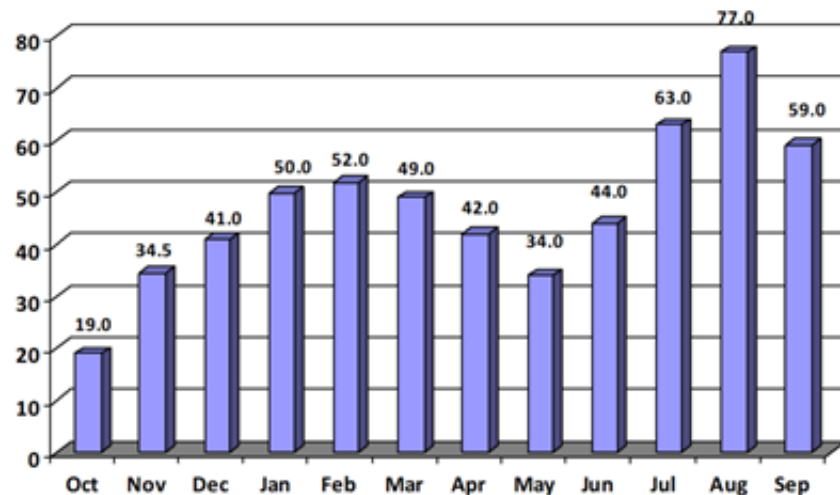
Organisation Level



Month Ending: 30 September 2020

Current Month					Last 6 Months					Last 12 Months				
Self Certified Sick	Doctor Certified Sick	Total Sick Leave	Sickness Absence Rate	Sickness Absence Instances	Self Certified Sick	Doctor Certified Sick	Total Sick Leave	Sickness Absence Rate	Sickness Absence Instances	Self Certified Sick	Doctor Certified Sick	Total Sick Leave	Sickness Absence Rate	Sickness Absence Instances
Total: 2	57	59	4.0%	1	24	295	319	3.4%	10	133.5	431	564.5	2.9%	57
No of Employees (Permanent and Temporary): 97					Average no of Sickness Absence Days per Employee: 5.8									
No of Leavers included: 14														

Total Sickness Absence Days by Month for Last 12 Months



Monthly YTD Absence Rate

