

Notice of Special Meeting and Agenda Finance, Resources and Customer Services Policy Board

Date	Time	Venue
Thursday, 28 September 2017	12:30	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM
Head of Corporate Governance

Membership

Councillor Tom Begg: Councillor Bill Brown: Provost Lorraine Cameron: Councillor Audrey Doig: Councillor Alison Jean Dowling: Councillor Jim Harte: Councillor Kenny MacLaren: Councillor Iain Nicolson: Councillor Jim Paterson: Councillor Jim Sharkey: Councillor James Sheridan: Councillor Andy Steel: Councillor Jane Strang:

Councillor John Shaw (Convener): Councillor John McNaughtan (Depute Convener):

Please Note:

This meeting will take place immediately after the Council meeting or at 12.30 pm whichever is the later.

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.

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

For further information, please either email democratic-services@renfrewshire.gov.uk or telephone 0141 618 7112.

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 | Contract Authorisation Report: Framework Agreement
for the Provision of Trades Contractors | 5 - 16 |
| | Joint report by the Chief Executive, the Director of Environment & Communities and the Director of Development & Housing Services. | |
| 2 | Contract Authorisation Report: Managed Print Service | 17 - 22 |
| | Joint report by the Chief Executive and the Director of Finance & Resources. | |
| 3 | Framework Agreement for HR Services | 23 - 28 |
| | Joint report by the Chief Executive and the Director of Finance & Resources. | |



To: The Finance, Resources and Customer Services Policy Board

On: Thursday 28 September 2017

Report by: The Chief Executive, The Director of Community Resources and the Director of Development and Housing Services.

Heading: Contract Authorisation Report: Framework Agreement for the Provision of Trades Contractors

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to enter into a Framework Agreement for the Provision of Trades Contractors.
 - 1.2 This procurement exercise has been conducted in accordance with the above EU Threshold Open Procedure (Works) and the Council's Standing Orders Relating to Contracts.
 - 1.3 A Contract Strategy was prepared by the Corporate Procurement Unit and approved by the Director of Community Resources, the Head of Property Services, the Head of Planning and Housing Services and the Strategic Commercial and Procurement Manager in March 2017.
-

2. Recommendations

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board;
 - 2.1.1 Authorise the Head of Corporate Governance to enter into a Framework Agreement for the Provision of Trades Contractors, RC/FA/124/17, with the Suppliers listed in Appendix 1 attached to this report;
 - 2.1.2 Note that the Framework Agreement will be in place for a maximum term of 4 years.
 - 2.1.3 Authorise a ceiling value of £23,200,000.00 excluding VAT for this Framework.
 - 2.1.4 Note that the Framework will expire either when the 4 year term has lapsed or the ceiling value of £23,200,000.00, excluding VAT, has been reached, whichever occurs first.
-

3. Background

- 3.1 The Council has a portfolio of properties which it requires to maintain to an acceptable standard. These properties range from domestic properties to schools, town halls, office buildings, community centres, care homes for adults, care homes for children and young people etc.
- 3.2 The Council maintains these properties through its own in house trades people employed within the Facilities Management section of the Community Resources Directorate. These trades people work within a subsection of Facilities Management known as Building Services.
- 3.3 Building Services have various trades at their disposal such as Electricians, Joiners, Plumbers, Builders etc. and carry out works when requested by other Council Departments.
- 3.4 Where Building Services do not have capacity, or a trade is required that is not available in-house, the Council can call on external suppliers to supplement in-house resources as and when required. Previously these external suppliers have been employed through single supplier Term Contracts. This has caused issues where the external Supplier does not have resources readily available to supplement in-house resources and repair and maintenance works have been delayed due to lack of available labour.

- 3.5 The formation of this Framework Agreement for the Provision of Trades Contractors should give the Council much more flexibility when employing external Suppliers.
- 3.6 The Framework was tendered in accordance with the above EU Threshold Open Procedure (Works) and the Council's Standing Orders Relating to Contracts.
- 3.7 A contract notice was published on the Public Contracts Scotland advertising portal on the 7th July 2017 and in the Official Journal of the European Union (OJEU) on the 8th July 2017. During the tendering period 72 Suppliers expressed an interest in the tender. By the deadline set for the return of tenders, 12 noon on the 9th August 2017, 24 suppliers had submitted a response, 5 declined to tender and 43 did not respond.
- 3.8 1 supplier who submitted a response did not provide a response for any of the Lots therefore their submission could not be fully evaluated and was excluded from the evaluation process.
- 3.9 The remaining 23 tender submissions were evaluated against a pre-determined set of criteria in the form of the European Single Procurement Document (ESPD). 1 tender failed to pass the mandatory requirements as set out within the ESPD and their bid was not considered further.
- 3.10 The 22 tenderers who passed the ESPD requirements were then evaluated against a set of award criteria, which was based on a price / quality ratio of 70% / 30%, by the Corporate Procurement Unit, Community Resources, Finance and Resources and Development and Housing Services. The price / quality evaluation was carried out individually per Lot.
- The relative Scores awarded to the Tenderers per Lot are as set out in Appendix 2 (attached to this report).
- 3.11 All Tenderers accepted onto this Framework have committed to providing Community Benefits. The level of Community Benefits provided will be based on the value of any contractual spend through each supplier. The level of spend will be monitored on a 6 monthly basis and the types of Community Benefits achieved will be in line with the Council's Community Benefits Outcome Menu.

Implications of the Report

1. Financial

The cost of all work issued under this Framework Agreement will be met from existing budgets held by the various Council Services who will utilise this Framework.

2. HR & Organisational Development

None.

3. Community Planning

Community Care, Health & Well-being

Supporting independent living by being able to call upon appropriately experienced contractors to carry out adaptation works

Empowering our Communities

Potential to assist communities in charitable and voluntary work through Community Benefits linked to the Framework.

Greener

All Suppliers accepted onto this Framework will require to be accredited to BS14001 or have an Environmental Policy in place.

Jobs and the Economy

Potential to offer work experience placements to local unemployed people to assist them in gaining full time work through Community Benefits linked to the Framework.

Safer and Stronger

All Suppliers accepted onto this Framework will require to have appropriate policies and procedures in place to promote equality and diversity.

4. Legal

The tendering procedures used for the establishment of this Framework Agreement were in accordance with EU process for an above EU Threshold Works contract and in accordance with Renfrewshire Council's Standing Orders Relating to Contracts.

5. Property/Assets

This Framework Agreement will ensure that the Council will have access to appropriately experienced contractors to ensure that the Council's assets are properly maintained.

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.
8. **Health & Safety**
All Suppliers accepted onto this Framework will require to have effective Health and Safety procedures in place which are acceptable to the Councils Health and Safety Section. Suppliers will require to have a Health and Safety Policy, endorsed by their Chief Executive Officer (or equivalent), be accredited to BS OHSAS 18001 (or equivalent) or can evidence that they have the appropriate Health and Safety management and procedures in place relative to the work required by the specific Lot they have been accepted onto.
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**
All Suppliers accepted onto this Framework will require to have in place, and maintain throughout the term of this Framework Agreement, the level of insurance cover noted within the tender documents.
11. **Privacy Impact**
None.
12. **Cosla Policy Position**
Not applicable.

List of Background Papers

- (a) None

Author Douglas McEwan
Procurement Specialist
0141 618 7033
douglas.mcewan@renfrewshire.gov.uk

Appendix 1

Lot 1 - Electrical Works	
Supplier	Ranking on Lot
City Gate Construction (Scotland) Limited	1 st
Clark Contracts Limited	2 nd
Magnus Electrical Services Limited	3 rd
BRB Electrical Limited	4 th
A Burgoyne (Electrical Contractors) Limited	5 th
BTVC Limited	6 th

Lot 2 - Joiner Works	
Supplier	Ranking on Lot
City Gate Construction (Scotland) Limited	1 st
Clark Contracts Limited	2 nd
Paul Couper Joinery Limited T/A Alliance Group	3 rd
MPMH Construction Limited	4 th

Lot 3 - General Builders Works	
Supplier	Ranking on Lot
City Gate Construction (Scotland) Limited	1 st
Clark Contracts Limited	2 nd
MPMH Construction Limited	3 rd

Lot 4 - Plumber Works	
Supplier	Ranking on Lot
City Gate Construction (Scotland) Limited	1 st
Clark Contracts Limited	2 nd
BRB Electrical Limited	3 rd

Lot 5 - Plasterer / Tiler Works	
Supplier	Ranking on Lot
City Gate Construction (Scotland) Limited	1 st
Clark Contracts Limited	2 nd
Paul Couper Joinery Limited T/A Alliance Group	3 rd

Lot 6 - Flat Roofing (BUR) Works	
Supplier	Ranking on Lot
City Gate Construction (Scotland) Limited	1 st

Faskin Group (Scotland) Limited	2 nd
Graham Roofing (Scotland) Limited	3 rd
Sennit Construction Limited	4 th

Lot 7 - Blacksmith / Metal Fencing Works	
Supplier	Ranking on Lot
City Gate Construction (Scotland) Limited	1 st
Right Designs (Blacksmith, Fencing and Maintenance) Limited	2 nd

Lot 8 - Painting / Decorating Works	
Supplier	Ranking on Lot
MITIE Property Services (UK) Limited	1 st
Novus Property Solutions Limited	2 nd
Dobie and Son Limited T/A Dumbreck Decorators	3 rd
Clark Contracts Limited	4 th
City Gate Construction (Scotland) Limited	5 th
Bell Decorating Group Limited	6 th

Lot 9 - Suspended Ceiling Works	
Supplier	Ranking on Lot
City Gate Construction (Scotland) Limited	1 st
Carter Ceilings Limited	2 nd
IQA Operations Group Limited	3 rd

Lot 10 - Heating Engineer Works	
Supplier	Ranking on Lot
City Gate Construction (Scotland) Limited	1 st
City Technical Services (UK) Limited	2 nd
BRB Electrical Limited	3 rd
IQA Operations Group Limited	4 th

Lot 11 - Multi Trades Works	
Supplier	Ranking on Lot
City Gate Construction (Scotland) Limited	1 st
Clark Contracts Limited	2 nd
VQ Construction Limited	3 rd
BRB Electrical Limited	4 th
MPMH Construction Limited	5 th

Appendix 2

Lot 1 - Electrical Works			
Tenderer	Price	Quality	Total
City Gate Construction (Scotland) Limited	70	20	90
Clark Contracts Limited	63.27	20	83.27
Magnus Electrical Services	55.53	18.75	74.28
BRB Electrical Limited	52.61	20	72.61
A Burgoyne (Electrical Contractors) Limited	51.53	16.25	67.78
BTVCLimited	43.46	20	63.46
G D Chalmers Limited	50.23	11.25	61.48
IQA Operations Group Limited	36.37	20	56.37

Lot 2 - Joiner Works			
Tenderer	Price	Quality	Total
City Gate Construction (Scotland) Limited	70	25	95
Clark Contracts Limited	62.48	25	87.48
Paul Couper Joinery Limited T/A Alliance Group	49.98	25	74.98
MPMH Construction Limited	51.26	16.25	67.51
IQA Operations Group Limited	36.37	20	56.37

Lot 3 - General Builders Works			
Tenderer	Price	Quality	Total
City Gate Construction (Scotland) Limited	70	25	95
Clark Contracts Limited	67.54	25	92.54
MPMH Construction Limited	51.26	16.25	67.51
IQA Operations Group Limited	36.37	20	56.37

Lot 4 - Plumber Works			
Tenderer	Price	Quality	Total
City Gate Construction (Scotland) Limited	70	25	95
Clark Contracts Limited	58.12	25	83.12
BRB Electrical Limited	52.61	25	77.61
Paul Couper Joinery Limited T/A Alliance Group	49.98	20	69.98
IQA Operations Group Limited	36.37	20	56.37

Lot 5 - Plasterer / Tiler Works			
Tenderer	Price	Quality	Total
City Gate Construction (Scotland) Limited	70	25	95

Clark Contracts Limited	67.54	25	92.54
Paul Couper Joinery Limited T/A Alliance Group	49.98	25	74.98
IQA Operations Group Limited	36.37	20	56.37

Lot 6 - Flat Roofing (BUR) Works			
Tenderer	Price	Quality	Total
City Gate Construction (Scotland) Limited	70	25	95
Faskin Group (Scotland) Limited	57.12	12.5	69.62
Graham Roofing (Scotland) Limited	45.44	17.5	62.94
Sennit Construction Limited	42.54	17.5	60.04
IQA Operations Group Limited	36.37	15	51.37

Lot 7 - Blacksmith / Metal Fencing Works			
Tenderer	Price	Quality	Total
City Gate Construction (Scotland) Limited	70	25	95
Right Designs (Blacksmith, Fencing and Maintenance) Limited	60.95	12.5	73.45
IQA Operations Group Limited	36.37	15	51.37

Lot 8 - Painting / Decorating Works			
Tenderer	Price	Quality	Total
MITIE Property Services (UK) Limited	70	25	95
Novus Property Solutions Limited	36.67	25	61.67
Dobie and Son Limited T/A Dumbreck Decorators	35.4	15	50.4
Clark Contracts Limited	24.06	25	49.06
City Gate Construction (Scotland) Limited	21.57	25	46.57
Bell Decorating Group Limited	17.55	25	42.55
Paul Couper Joinery Limited T/A Alliance Group	15.4	20	35.4
Decorall Limited	17.3	16.25	33.55
IQA Operations Group Limited	11.21	20	31.21

Lot 9 - Suspended Ceiling Works			
Tenderer	Price	Quality	Total
City Gate Construction (Scotland) Limited	70	25	95
Carter Ceilings Limited	62.48	7.5	69.98
IQA Operations Group Limited	36.37	20	56.37

Lot 10 - Heating Engineer Works			
Tenderer	Price	Quality	Total
City Gate Construction (Scotland) Limited	70	25	95
City Technical Services (UK) Limited	49.98	30	79.98
BRB Electrical Limited	52.61	20	72.61
IQA Operations Group Limited	36.37	20	56.37

Lot 11 - Multi Trades Works			
Tenderer	Price	Quality	Total
City Gate Construction (Scotland) Limited	70	25	95
Clark Contracts Limited	65.76	25	90.76
VQ Construction Limited	53.89	25	78.89
BRB Electrical Limited	52.61	20	72.61
MPMH Construction Limited	51	16.25	67.25
IQA Operations Group Limited	36.37	20	56.37



To: Finance, Resources and Customer Services Policy Board

On: 28th September 2017

Report by: Chief Executive and the Director of Finance and Resources

Heading: Contract Authorisation Report: Supply and Delivery of Managed Print Service

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award a Contract for a Managed Print Service.
 - 1.2 This procurement exercise has been tendered in accordance with the further competition requirements under Scottish Government National Framework for Office Equipment (SP-16-013) and Renfrewshire Council's Standing Orders Relating to Contracts.
 - 1.3 A Contract Strategy was approved by the Head of ICT and Strategic Commercial Procurement Manager in respect of this requirement.
-

2. Recommendations

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board authorise the Head of Corporate Governance:
 - a) To award the Contract for a Supply and Delivery of a Managed Print Service RC-RC-282-17, awarded following a mini-competition under the Scottish Government National Framework for Office Equipment (SP-16-013) to Xerox (UK) Limited;

- b) For four years with the option (at the discretion of the Council) to extend for up to twelve (12) months on two (2) separate occasions;
 - c) With an anticipated date of award of contract of 1 January 2018 or as confirmed in the letter of acceptance;
 - d) At a contract value for the initial four years of £2,018,737.76, excluding VAT or where both extension options are utilised £2,636,367.60 excluding VAT.
-

3. Background

- 3.1 The Council has a requirement for a managed print service, this includes; the installation, maintenance, repairs and removal of print devices at various locations throughout the Renfrewshire Council estate. Xerox (UK) Limited are the current provider of this service, the current contract expires on 31 December 2017.
- 3.2 The procurement exercise was tendered as a mini competition under Scottish Government National Framework for Office Equipment (SP-16-013). The procurement exercise was conducted in accordance with the further competition requirement under the Scottish Government National Framework for Office Equipment (SP-16-013) and the Council's Standing Orders Relating to Contracts clause 29.5 use of existing Framework Agreement. The Mini Competition tender was published via the Public Contracts Scotland Tender portal to all approved suppliers on the framework agreement on the 19 June 2017, with a submission deadline of 12 noon on 28 July 2017.
- 3.3 All eight (8) suppliers were invited to tender and by the closing date five responses were received.
- 3.4 The five suppliers tender submissions in relation to qualification were evaluated by Scottish Government at the time of awarding places to onto the Framework Agreement and were deemed to meet the minimum requirements. Quality scores were not restricted to the Scottish Government Framework therefore this enabled Renfrewshire to apply specific scoring for the methodology and approach to the Managed Print Service.
- 3.5 The five tender submissions were evaluated against a set of Award Criteria which was based on 70% Technical and 30% Commercial.
- 3.6 The scores relative to the Award Criteria for each of the five tenderers are noted below:

	Price (%)	Quality (%)	Total (%)
Xerox (UK) Limited	27.69	56.75	84.44
Ricoh UK Ltd.	30.00	45.69	75.69
Canon (UK) Limited	25.52	44.35	69.87
Konica Minolta Business Solutions (UK) Ltd	24.18	35.40	59.58
Exsel IT & Communications Ltd	26.82	23.06	49.88

- 3.6 The evaluation of tenders received identified that the tender submitted by Xerox (UK) Limited is the most economically advantageous.
- 3.7 Xerox (UK) Limited have committed to deliver the following community benefits as a result of delivery of this contract:

Community Benefit Description	No of People/ Activity
Employment Benefits	
New Entrant	1
Indirect New Entrant	1
Skills and Training	
Further Education Visits	4
Work Experience Placements (14-16 years of age)	4
School Visits	10
Careers Event	4
Supply Chain Development	
Supply Chain Briefings with SME's	1
Meet the buyer events	1
Community Engagement	
Financial Support for a Community Project	1
Non financial support for a Community Project	2

Implications of the Report

1. **Financial** - All suppliers' tender submissions in relation to financial stability were evaluated by Scottish Government at the time of awarding places to onto the Framework Agreement and were deemed to meet the minimum requirements
2. **HR & Organisational Development** – No TUPE implications have arisen or are anticipated
3. **Community Planning** – The community benefits submitted under this Contract are listed within section 3.7 of this report.
4. **Legal** – The procurement of this contract has been conducted in accordance with with the further competition requirements under Scottish Government National Framework for Office Equipment (SP-16-013) and the Council's Standing Orders relating to Contracts including the use of third party framework agreements.
5. **Property/Assets** – None
6. **Information Technology** – The outcome and delivery of this contract will ensure alignment with the Councils ICT strategy.
7. **Equality & Human Right** -
 - (a) 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** – There are no health and safety implications associated with the award of the contract
9. **Procurement** - The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.
10. **Risk** – All suppliers' tender submissions in relation to insurances were evaluated by Scottish Government at the time of awarding places to onto the Framework Agreement and were deemed to meet the minimum requirements
11. **Privacy Impact** - No Privacy Impact Assessment requirements were identified within this procurement.
12. **Cosla Policy Position** – not applicable

List of Background Papers

(a) None

Author: Craig Laughlan, Strategic Commercial Category Manager – ICT 0141 618 7047



To: Finance, Resources and Customer Services Policy Board

On: 28 September 2017

Report by: Chief Executive and the Director of Finance & Resources

Heading: Framework Agreement for HR Services

1. Summary

- 1.1. The purpose of this report is to request the Finance, Resources and Customer Services Policy Board to authorise the Head of Corporate Governance to enter into a single source Framework Agreement for HR Services, reference RC/FA/148/17 on behalf of Renfrewshire Council and Associate Bodies.
 - 1.2. The procurement exercise was conducted in accordance with the above EU Threshold Open Procedure for Services and the Council's Standing Orders Relating to Contracts.
 - 1.3. A contract strategy was approved by the Director of Finance and Resources and the Corporate Procurement Manager on 27th July 2017.
-

2. Recommendations

- 2.1. It is recommended that the Finance, Resources and Customer Services Policy Board authorise:
 - a. The Head of Corporate Governance to conclude the award of the single source Framework Agreement for HR Services to McAdam King Business Psychology Ltd ;
 - b. The Framework Agreement is for 3 years with the option to extend for a further 12 months;

- c. The ceiling value of all assignments made under this Framework Agreement will be £1,200,000.00.
-

3. **Background**

3.1 HR Services require assistance on the following areas:

- Executive Recruitment – assist the Council with all aspects of the recruitment of senior staff;
- Assessment Centres – arrange and carry out testing during the recruitment process of senior staff;
- Executive Interims Sourcing – providing the Council with temporary short term senior staff;
- Executive Coaching, Learning and Development & Performance Management Services – providing a range of services that support succession planning and business change implementation.

3.2 The tender was issued on behalf of Renfrewshire Council for the provision of services to the Council and those other bodies for whom it acts as servicing or contracting authority. In particular it includes Scotland Excel, being the joint committee of Scottish local authorities carrying out purchasing and procurement functions for the thirty-two Scottish local authorities. Renfrewshire Council acts as the contracting and servicing authority for Scotland Excel and enters contracts on its behalf. Renfrewshire Leisure LLP, a separate body from the Council, may also wish in the future to make use of the services being tendered either through the Council or by entering a separate contractual arrangement based on the terms and conditions agreed between the Council and the Service Provider.

3.3 Thirty-four suppliers noted an interest in the tender and four tender submissions were received by the closing date for the receipt of tender submissions at noon, on 28th August 2017. All four tenderers were evaluated against a set of pre-determined criteria in the form of a European Single Procurement Document (ESPD) and compliance with the terms and conditions published with the ITT

3.4 Three tenderers were compliant with the European Single Procurement Document (ESPD) requirements and their tender submission was then evaluated against a set of Award Criteria which was based on a quality / price ratio of 60%/40%.

The scores relative to the award criteria of each tenderer are as follows:

Tenderer Name	Quality Score (40%)	Quality Presentation Score (20%)	Price Score (40%)	Total Score (100%)
Eden Scott Ltd	24.25 %	10.00%	22.20%	56.45%
McAdam King Business Psychology Ltd	25.50%	15.00%	38.97%	79.47%
Solace in Business Ltd	34.25%	10.00%	32.50%	76.75%

- 3.5 It is recommended that the Single Source Framework Contract is awarded to McAdam King Business Psychology Ltd, who based on evaluation, have provided the most economically advantageous tender.
- 3.6 Community benefits were requested on a voluntary basis with the following commitments provided from McAdam King Business Psychology Ltd:
- 4 workshops for unemployed young people in Renfrewshire to enhance their employment prospects.
 - 1 year business psychology internship - Renfrewshire psychology students will be encouraged to apply for the position.
 - Opportunity for Renfrewshire clubs and charities to be considered for the 3% of McAdam King Business Psychology Ltd's profits that are directed to charity.
 - McAdam King Business Psychology Ltd's staff will be encouraged to undertake their 2 pro-bono days with charities in the Renfrewshire area.

Implications of the Report

1. Financial

The financial status of the recommended Provider has been assessed and satisfies the Council's requirements.

Financial costs will be met by the individual Service Department budget's as and when required.

2. HR & Organisational Development

No TUPE implications have arisen or are anticipated

3. Community Planning

The community benefits submitted under this contract are listed within section 3.6 of this report.

4. **Legal –**

The procurement exercise for these Services was conducted in accordance with the Public Contract (Scotland) Regulations 2015 Open Procedure, and the Council's Standing Orders Relating to Contracts.

5. **Property/Assets**

No property/asset implications have arisen or are anticipated

6. **Information Technology –**

No Information Technology implications have arisen or are anticipated.

7. **Equality & Human Rights**

- (a) 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 -**

McAdam King Business Psychology Ltd health and safety submission was evaluated by Corporate Health and Safety and met the Council's requirements regarding health and safety.

9. **Procurement –**

The procurement exercise for these Services was conducted in accordance with the Public Contract (Scotland) Regulations 2015 Open Procedure, and the Council's Standing Orders Relating to Contracts.

10. **Risk -**

The recommended tenderer has been assessed and evaluated to confirm that they have met the minimum requirements regarding risk.

11. **Privacy Impact**

Following initial discussion with the Council's Information Governance team, a Data Processor Agreement (DPA) was agreed and will be formalised with McAdam King Business Psychology Ltd.

12. **Cosla Policy Position –**

No Cosla Policy Position implications have arisen or are anticipated

List of Background Papers

(a) None

Author: Suzanne Gibb, Procurement Operations Manager, 0141 618 7042

