

information

bulletin **volume three** **2017/2018**



Falkirk Council

INTRODUCTION

This Information Bulletin is divided into two parts. Part 1 (all pages with the exception of the section coloured green, which relates only to tenders and which is found at the end of the Bulletin) presents a number of papers, which are designed to update Members, Officers and the citizens of the area of ongoing issues of interest which would not be expected to be dealt with through the Council's formal decision-making processes. These papers are relatively informal in terms of style and format and are an additional and important reporting mechanism for the Council which is easily accessible and which it is hoped will be a useful reference document.

In terms of its Contract Standing Orders, the Council has a requirement to report all Contracts referred to in Standing Order 6.2. The Information Bulletin is considered to be ideal for this purpose and any such papers can be found in Part 2 (the section coloured green) of the document.

Any general enquiries regarding the Information Bulletin should be directed to Chief Executive Office (Brian Pirie, Democratic Services Manager Ext 6110).

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Falkirk Council

Title: Validated Self-Evaluation of the Educational Psychology Service

Meeting: Information Bulletin

Date: 7 March 2018

Submitted By: Director of Children's Services

1. Purpose of Report

- 1.1. Falkirk Council Educational Psychology Service was inspected by Education Scotland in October 2017. Education Scotland have validated the service's self-evaluation processes and published a report on 15 December 2017.

2. Recommendation(s)

- 2.1. **Council is asked to:-**

(1) note the contents of the report.

3. Background

- 3.1. The appended Education Scotland report provides detail on the findings of the inspection visit.

4. Considerations

- 4.1. The Educational Psychology Service will publish an action plan and its report of self-evaluation on the Council website.

5. Consultation

- 5.1. Nil.

6. Implications

Financial

- 6.1 Nil.

Resources

6.2 Nil.

Legal

6.3 The Educational Psychology Service is a statutory service and the report provides an overview of improvement action priorities.

Risk

6.4 Nil

Equalities

6.5 Nil.

Sustainability/Environmental Impact

6.6 Nil

7. Conclusions

7.1. The Educational Psychology Service is agreeing to undertake the action indicated in the report and will publish an action plan on the Council website.

Director of Children's Services

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Date: 22 December 2017

Appendices

Validated Self-Evaluation: Falkirk Council Educational Psychology Service,
Education Scotland, 15/12/2017

List of Background Papers:

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

- None

Validated self-evaluation

Falkirk Council
Educational Psychology Services

15 December 2017

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1. What is validated self-evaluation in Educational Psychology Services?

Validated self-evaluation (VSE) is an evaluative activity which supports and challenges the work of Educational Psychology Services (EPS) by working collaboratively. It involves a partnership between the education authority, EPS and HM Inspectors, Education Scotland. In EPS the VSE focuses on two key themes.

- Learning and Teaching.
- Partnership Working.

The themes reflect the Scottish Government's national priorities and relate to the contributions made by EPS to raising attainment, addressing disadvantage and supporting and implementing, Getting it Right For Every Child. Both themes also allow EPS to evidence the impact and outcomes of early intervention and prevention across the full range of their service delivery.

In addition to the core themes, services can choose an additional one to reflect their own context. An additional area may relate to the core themes or reflect other quality indicators which impact on the service's ability to improve outcomes for its stakeholders. For example, leadership, or the delivery of the five Currie (2002)¹ functions of consultation and advice, assessment, intervention, professional development and research and development.

2. What was validated self-evaluation in Falkirk Council's Educational Psychology Service?

Falkirk Educational Psychology Service (FEPS) used the VSE to build on previous proportionate self-evaluation activities. The EPS has undertaken a number of reviews during the last few years in response to changing leadership within the Council, diminishing resources due to efficiency savings, changing work patterns of educational psychologists (EP), and different priorities. Such changes has resulted in the service taking a closer look at how it manages its resource to deliver a service to schools, meet its legislative obligations, and build capacity in the education system. The VSE allowed FEPS to continue to investigate the impact of their service delivery working more closely with their partners and focusing on the two VSE themes:

1. learning and teaching, and
2. partnership working.

Within the learning and teaching theme, FEPS explored the question:

'how effective is the EPS approach to capacity building using evidence based methodology to improve outcomes for children focusing on four areas of intervention: literacy, numeracy, health and well-being?'

¹ Currie (2002), Review of Provision of Educational Psychology Services in Scotland. Scottish Executive.

They looked at key interventions delivered by the EPS and any evidence of impact from their involvement. They also considered what their next steps should be in each of the interventions and what influence this would have on their model of service delivery. There were four activities covering three areas where the EPS has had significant involvement in training and building capacity of practitioners namely:

- Nurture
- Falkirk's literacy pathway
- Numeracy - bridging the gap project

In addition they had a final activity which considered the wider strategic questions related to the future direction of FEPS.

The range of areas covered was well considered and built on robust self-evaluation that had already been undertaken. Each activity started with a brief presentation by an EP followed by focus groups exploring strengths, areas for development and next steps. The final strategic discussion used a solution-oriented framework to structure discussion and focus participants on the identification of actions. Discussion was free flowing with the chair, EP, and co-evaluators asking a wide range of challenge questions.

In the partnership theme the overarching question being evaluated was:

'how well do we provide an Educational Psychology Service that promotes inclusion and equity, in partnership with other agencies in our work to improve outcomes for children in Falkirk?'

To explore the question the themed group made three assertions, tested out in each of the four activities.

1. 'We work with the most vulnerable children and prioritise their needs'.
2. 'We are effective in our contribution to assessment, intervention and capacity building in meeting the needs of our most vulnerable children'.
3. 'We work effectively with partners, promoting early intervention and preventative approaches, to get it right for every child'.

Partners were asked during the activities to think about:

- 'What do we do well?'
- 'What could we do better?'
- 'What are our next steps?'

Two of the four activities included a focus on young people with complex needs; young people with social, emotional and behavioural needs and looked after children. A third activity considered children's mental wellbeing and psychological interventions. The final activity mirrored that of the learning and teaching theme and was designed to capture the learning in previous activities and to develop a strategic overview of next steps for the EPS. All activities were in the form of focus groups with representatives from social work, Education Services Division, and health. A few activities also had partners from the voluntary sector.

3. What did HM Inspectors learn about the quality of self-evaluation in Falkirk Council's Educational Psychology Service?

FEPS has a history of undertaking proportionate and thematic self-evaluation over time. This has allowed them to focus on key aspects of service delivery. Self-evaluation has led to change. For example, a new service model was developed in 2015 in response to reduced staffing, and staff reflection on how to maximise their impact. Such decisions could be better linked to the service's planning and self-evaluation process going forward, for example, with outcome statements clearly identified at the planning stage.

Very recently the service has agreed a new vision, values and aims which now need to be communicated to stakeholders and used to drive forward service delivery and engagement with partners. The EPS Improvement Plan is linked to the Education Division Improvement Plan which is drawn from the Community Planning Partnership plan, Falkirk Council Plan, and the Children's Services Plan. All partners including the EPS are aware of the need to have greater clarity around planning to facilitate service prioritisation and ability to effectively deliver key areas relevant to their service. The Improvement Plan sets out a number of relevant actions for the service over a one year period. They now need to look at how they can evidence that they have achieved an action effectively, and that it has made a difference in relation to outcomes. Now that other plans have been ratified at council level they will be in a better position to integrate their work with that of other services in the Council.

The service has an appropriate range of self-report evaluation data obtained from questionnaires, focus groups and telephone interviews. The data demonstrates positive impact on the majority of stakeholders in areas such as knowledge, understanding and satisfaction of service delivery across almost all of the Currie functions. In a few instances, particularly in the learning and teaching theme, there is rigorous and robust quantitative data of impact on stakeholders. For example, Nurture, Literacy Pathways and Bridging the Gap. The service is aware of the need to find other sources of data which will help them to demonstrate outcomes for learners, to include teachers, children, young people and other stakeholders. During the VSE process the service was able to demonstrate positive impact in key areas of service delivery. Commendably, they were focused at all times on the difference which educational psychology could make to outcomes for children and young people. Self-evaluation evidence from the two themes was triangulated by many of the activities undertaken during the VSE. For example, a framework for successful implementation of interventions in the future was provided by the Literacy Pathway activity. The initiative was based on a robust needs analysis and a resulting response. Tracking and monitoring processes were put in place to measure impact as the pathway was being developed. Co-production and delivery of materials resulted in a richer and more sustainable product, building staff skills across services and in schools. Sustainability of impact was achieved through re-contractor training sessions and stakeholder evaluations were used to modify materials and approach. No outcome data was routinely collected. As a result of the VSE and their ongoing self-evaluation the service is now aware of the importance of establishing baseline measures prior to commencement of a programme of service delivery to evaluate outcomes better.

The activities undertaken during the VSE helped the service and partners to identify key areas for improvement in each of the two themes and in relation to service delivery. Communication and leadership of change were identified as priorities to ensure successful implementation of the improvement areas identified during the VSE. For example, in the partnership theme, partners were eager to engage the EPS in an ongoing dialogue that extends beyond the VSE week. Communication was a theme that emerged early on in the activities and for a need, for all partners, to undertake more structured partnership discussions which relate directly to planning. The complexity of planning was identified as a potential barrier to joined-up working and was noted as a priority to be looked at strategically to support better communication operationally.

All participants involved in the service's self-evaluation demonstrated strong analytical skills leading to appropriate identification of areas for improvement. Partners were supportive and co-evaluators were helpful in providing further evidence to help the EPS triangulate their existing evidence. Very good partnership working was evidenced during the week with a strong skill base demonstrated at both strategic and operational levels. This can be built on to develop stronger 'communities of learning and self-evaluation' within the Education Service's Division and Council.

Partners in both themes were aware of the capacity issue of the EPS and indicated a desire for more service delivery time. When the capacity issue was more fully discussed, it was felt that efficiency of EPS time could come from tighter partnerships, EPS engagement in appropriate strategic groups, more co-production of materials and delivery of capacity building activities, and joined-up planning across Education Service's Division.

There was good evidence of the VSE activities adding to the service's self-evaluation processes. For example, the chair and co-evaluators of both themes, and in particular the learning and teaching theme, identified key themes and issues arising across activities which helped to triangulate evidence providing more robust evidence. Questions in the learning and teaching theme became more challenging across activities with increased focus on evidence of impact and the contribution of the EPS to the national agenda of equity and excellence. Probing and enquiring questions from co-evaluators added more challenge for the EPS and provided very useful modelling and coaching for future self-evaluation activities.

4. What does the Educational Psychology Service plan to do next?

FEPS, together with their co-evaluators reported at the end of the VSE a very clear improvement plan building on their strengths and areas for improvement. This can be found on the councils website.

It was agreed that the service now need to consider the following.

1. Better use of data to inform service delivery and interventions. This will involve an exploration of existing sources of data and consideration of how to integrate data collection within the design of future service delivery initiatives.
2. Improve planning processes to achieve more joined-up approaches to the delivery of key priorities with measurable outcomes.

3. Build on key strengths found during the VSE, for example, implementation science and coach-consult methodologies for building capacity in others.
4. Provide greater clarity for stakeholders about the core services provided by FEPS and therefore what would be considered as additional.
5. Extend and develop the capacity building role of EPS in partnership with the wider community of educational professionals and other agencies.
6. Ensure effective leadership of change within the EPS, improving communication and service delivery, particularly in relation to cluster and regional structures in the future.
7. Ensure that all EPs have the appropriate opportunities to develop skills to deliver the priorities identified through the EPS and Education Division's self-evaluation data.
8. Provide clarity about the leadership roles and responsibilities within the service for all staff.

5. What is Falkirk Council's Educational Psychology Service's capacity for improvement?

FEPS with help from their co-evaluators has clearly identified the significant areas for improvement. The VSE has helped to provide greater rigour and evidence to the service's existing self-evaluation evidence and report. The Education Service's Division and EPS are aware that effective leadership of change, with a strong emphasis on communication and planning will be required to take forward the self-evaluation outcomes. As a result, Education Scotland is able to validate the EPS self-evaluation and will provide support from the Lead Officer for Educational Psychology Services in liaison with the Area Lead Officer to assist FEPS in implementing their Action Plan.

Dr Laura-Ann Currie
HM Inspector
15 December 2017

Further information about the EPS VSE reports and self-evaluation can be found on the service's website <http://www.falkirk.gov.uk/services/schools-education/additional-support-needs/educational-psychology.aspx>

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Title: Climate Change Public Bodies Duty Report
Meeting: Information Bulletin
Date: 7 March 2018
Submitted By: Director of Development Services

1. Introduction

- 1.1 This report updates members with regard to the annual report to be submitted to the Scottish Government to meet the Council's obligations under the Climate Change (Scotland) Act 2009, (the 2009 Act), and the actions taken by Development Services in relation to these requirements for the period 2016/17.

2. Background

- 2.1 In January 2007, Falkirk Council signed up to the Scottish Climate Change Declaration (SCCD), demonstrating its commitment to taking early action on climate change. The Public Bodies Duties Report is a public statement wherein local authorities acknowledge the reality and implications of climate change and their responsibility to respond effectively. As a signatory to the SCCD, the Council is committed to taking action across a range of key areas:
- Providing effective governance, leadership and management on climate change;
 - Reducing the level of the Council's greenhouse gases emissions;
 - Taking action to reduce emissions from across the Falkirk Council area;
 - Taking action to adapt to the impacts of climate change; and
 - Developing effective partnership working to address climate change.
- 2.2 Climate change information submitted through this reporting process will be collated and assessed centrally by the Scottish Government, with a Climate Change Public Sector Report produced annually. This will help to monitor public sector progress and activity and inform the future direction of climate change policy, legislation, funding and support programmes.

3. Action Taken

- 3.1 In accordance with the timescales set down in the 2009 Act and supporting guidance, the annual report was prepared and submitted by the due date of 30 November 2017. A copy of the report, the content and format of which is prescribed in the 2009 Act, is attached as Appendix 1.

pp Director of Development Service

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Date: 05/12/2017

Appendices

1. Public Sector Climate Change Duties 2017 Summary Report

List of Background Papers:

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

- None

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Required

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- PART 2: GOVERNANCE, MANAGEMENT AND STRATEGY
- PART 3: EMISSIONS, TARGETS AND PROJECTS

- PART 4: ADAPTATION
- PART 5: PROCUREMENT
- PART 6: VALIDATION AND DECLARATION

Recommended Reporting: Reporting on Wider Influence

- RECOMMENDED – WIDER INFLUENCE
- OTHER NOTABLE REPORTABLE ACTIVITY

PART 1: PROFILE OF REPORTING BODY

1(a) Name of reporting body
Falkirk Council

1(b) Type of body
Local Government

1(c) Highest number of full-time equivalent staff in the body during the report year
5906

1(d) Metrics used by the body			
Specify the metrics that the body uses to assess its performance in relation to climate change and sustainability.			
Metric	Unit	Value	Comments
Floor area	m2	358847	Operational value.
Other (Please specify in the comments)	other (specify in comments)	262	Number of operational buildings

1(e) Overall budget of the body	
Specify approximate £/annum for the report year.	
Budget	Budget Comments
329632000	

1(f) Report year	
Specify the report year.	
Report Year	Report Year Comments
Financial (April to March)	

1(g) Context
Provide a summary of the body's nature and functions that are relevant to climate change reporting.
The local authority is comprised of 3 Services incorporated within a diverse estate including: operational buildings e.g. offices and municipal buildings, schools and nurseries and community facilities; and non operational buildings e.g. communal occupancy buildings where the council provides some amenities e.g. stair lighting. Aside from the built estate, the Council has an operational fleet including pool cars and waste vehicles. Where staff mileage is calculated, grey fleet is not included within the Councils footprint. The Council also records emissions which arise from waste and water supply and treatment.
Regarding the Forth Valley IJB within this report shall be data associated with staff travel and utilities. Falkirk Council retains financial responsibility over these elements.

PART 2: GOVERNANCE, MANAGEMENT AND STRATEGY

2(a) How is climate change governed in the body?
Provide a summary of the roles performed by the body's governance bodies and members in relation to climate change. If any of the body's activities in relation to climate change sit outside its own governance arrangements (in relation to, for example, land use, adaptation, transport, business travel, waste, information and communication technology, procurement or behaviour change), identify these activities and the governance arrangements.
Responsibility for delivery of the Carbon Management Plan lies with the Corporate Sustainability Working Group. The Climate Change Team reports to this group on a quarterly basis, outlining future developments, potential barriers/opportunities. This group is responsible for ensuring that Falkirk Council meets legal requirements under the Climate Change Scotland Act 2009. It scrutinises progress reports on delivery of the CMP as well as public reports on climate change performance which include a significant carbon emissions element.

2(b) How is climate change action managed and embedded by the body?
Provide a summary of how decision-making in relation to climate change action by the body is managed and how responsibility is allocated to the body's senior staff, departmental heads etc. If any such decision-making sits outside the body's own governance arrangements (in relation to, for example, land use, adaptation, transport, business travel, waste, information and communication technology, procurement or behaviour change), identify how this is managed and how responsibility is allocated outside the body (JPEG, PNG, PDF, DOC).
As can be seen from the attached diagram the Climate Change Team are responsible for integrating and implementing carbon reduction throughout the local authority. As such, a detailed Carbon Management Plan has been implemented since 2007 which has detailed specific projects and actions aimed at reducing our impact on the environment and ensuring sustainability and adaptation are included in current and future practices. The first Carbon Management Plan (CMP) covered the period 2007 to 2010, the second spanning 2011 to 2015. The recently approved 3rd plan covers 2015/16 to 2020/21.
The Carbon Officers Group – is an operational group comprising officers who are responsible for key areas of the Council's waste emissions, both direct and indirect. The majority of officers will be the lead officers on carbon reduction projects relating to their field and will provide progress reports at this quarterly meeting.
The Climate Change Team - carbon management forms a major part of the team's role which includes production of the CMP, supporting the development of projects, monitoring carbon emission trends, tracking project delivery and securing external funding and support. The team supports both the operational and management groups, reporting to Corporate Sustainability Group.

2(c) Does the body have specific climate change mitigation and adaptation objectives in its corporate plan or similar document?		
Provide a brief summary of objectives if they exist.		
Objective	Doc Name	Doc Link
'enhancing and sustaining an environment in which people want to live and visit'	Falkirk Council Corporate Plan	https://www.falkirk.gov.uk/services/council-democracy/councillors-decision-making/docs/management-structure/corporate/02%20Corporate%20Plan.pdf?v=201406041009
'we will be greener '		

2(d) Does the body have a climate change plan or strategy?
If yes, provide the name of any such document and details of where a copy of the document may be obtained or accessed.
The council is currently deciding on which direction to take regarding policy documents. With the introduction of LHEES and clarification being sought on SECAP, the council will aim to bring together relevant strategies into one overarching document. The current CMP is still active.

Public Sector Climate Change Duties 2017 Summary Report: Falkirk Council

2(e) Does the body have any plans or strategies covering the following areas that include climate change?				
Provide the name of any such document and the timeframe covered.				
Topic area	Name of document	Link	Time period covered	Comments
Adaptation	Adaptation Strategy		ongoing	Still to be formally adopted. Revised draft currently in the process of being approved internally. It is the aim that this document will be reviewed and updated on a yearly basis.
Business travel	Taking the Right Route Travel Hierarchy		ongoing	Still to be formally adopted.
Staff Travel	Personal Travel Planning			
Energy efficiency	LHEES			Being Considered
Fleet transport	Fleet asset management policy		2015-2020	Work in progress on possible travel hierarchy.
Information and communication technology	Falkirk Councils Technology Strategy		2013-2018	
Renewable energy	LHEES			Being Considered
Sustainable/renewable heat	District Heating Strategy Local Housing Strategy Carbon Management Plan Local Development Plan		2017-2022 2016-2021 2015-2020 2012-2017	
Waste management	Zero Waste Strategy Community Litter Plan		2012-2022 2015-2019	Updated regularly
Water and sewerage				
Land Use	Falkirk Greenspace Open Space Strategy		On-going 2010-2015	Still being reviewed
Other (state topic area covered in comments)	Carbon Management Plan Corporate Asset Management Strategy Local Housing Strategy Local Biodiversity Action Plan Corporate Procurement Strategy Falkirk Economic Strategy		2015/16-2020/21 On-going 2017-2022 2011-2014 2014-2017 2015-2025	Strategic Property review. Currently being updated Under Revision

2(f) What are the body's top 5 priorities for climate change governance, management and strategy for the year ahead?	
Provide a brief summary of the body's areas and activities of focus for the year ahead.	
<ul style="list-style-type: none"> • Continue to feed into the optimisation of the built estate –Strategic property review shall focus operations towards more energy efficient properties, with poorer performing properties being mothballed or closed. • Clarify decision making and recommend that climate change policies within the council- Integrate energy efficiency and adaptation with CMP under potential overarching LHEES or SECAP document. • Build carbon and associated costs into decision making –whole life costing considerations in procurement and all Executive reports to include consideration of carbon/climate change implications. • Stabilisation/reduction of the estate – any additions to Council assets should be countered by efficiencies elsewhere. • Embed carbon reduction in I.T. –the ambitious I.T. investment programme is an opportunity to embed energy efficiency and will be led by the Council's I.T. specialists. • Report progress clearly and regularly – the Corporate Management Team and Elected Members should receive clear quarterly progress reports on the Carbon Management Plan. Focused clearly defined targets will be presented to the Council for approval which will assist in monitoring performance. 	

2(g) Has the body used the Climate Change Assessment Tool(a) or equivalent tool to self-assess its capability / performance?
If yes, please provide details of the key findings and resultant action taken.
Results from CCAT workshop 2016/2017: Governance: 54% Emissions: 73% Adaptation: 71% Behaviour: 60% Procurement: 44% Overall: 62%

2(h) Supporting information and best practice
Provide any other relevant supporting information and any examples of best practice by the body in relation to governance, management and strategy.
By signing up to Scotland's Climate Change Declaration in 2007, Falkirk Council made a number of commitments, including one to report publicly on progress on addressing carbon emissions. A report has been submitted to the Sustainable Scotland Network for each reporting year and they in turn, publish the reports on their website.

PART 3: EMISSIONS, TARGETS AND PROJECTS

3a Emissions from start of the year which the body uses as a baseline (for its carbon footprint) to the end of the report year								
Complete the following table using the greenhouse gas emissions total for the body calculated on the same basis as for its annual carbon footprint /management reporting or, where applicable, its sustainability reporting. Include greenhouse gas emissions from the body's estate and operations (a) (measured and reported in accordance with Scopes 1 & 2 and, to the extent applicable, selected Scope 3 of the Greenhouse Gas Protocol (b)). If data is not available for any year from the start of the year which is used as a baseline to the end of the report year, provide an explanation in the comments column. (a) No information is required on the effect of the body on emissions which are not from its estate and operations.								
Reference Year	Year	Scope1	Scope2	Scope3	Total	Units	Comments	
Baseline carbon footprint	2013/14	16853	21257	11297	49407	tCO2e		
Year 1 carbon footprint	2014/15	15861	22284	11781	49926	tCO2e		
Year 2 carbon footprint	2015/16	15378	18430	18861	52669	tCO2e	Figures have updated due to external validation from SEPA on waste figures included in overall footprint. Also more accurate data regarding staff travel resulted in a slight increase in scope 3 tonnages.	
Year 3 carbon footprint	2016/17	14873	15982	14619	45474	tCO2e	Waste figures are unverified. Figures are based on operational estate only.	

3b Breakdown of emission sources									
Complete the following table with the breakdown of emission sources from the body's most recent carbon footprint (greenhouse gas inventory); this should correspond to the last entry in the table in 3 (a) above. Use the 'Comments' column to explain what is included within each category of emission source entered in the first column. If, for any such category of emission source, it is not possible to provide a simple emission factor(a) leave the field for the emission factor blank and provide the total emissions for that category of emission source in the 'Emissions' column.									
Total	Comments – reason for difference between Q3a & 3b.	Emission source	Scope	Consumption data	Units	Emission factor	Units	Emissions (tCO2e)	Comments
45473.4		Grid Electricity (generation)	Scope 2	38787142	kWh	0.41205	kg CO2e/kWh	15982.2	
		Grid Electricity (transmission & distribution losses)	Scope 3	38787142	kWh	0.03727	kg CO2e/kWh	1445.6	
		Natural Gas	Scope 1	59133920	kWh	0.183996818181275	kg CO2e/kWh	10880.5	
		Gas Oil	Scope 3	614476	kWh	0.276309823503707	kg CO2e/kWh	169.8	
		Car - diesel (average - unknown engine size)	Scope 3	2197219	miles	0.29461	kg CO2e/mile	647.3	

3b Breakdown of emission sources									
Complete the following table with the breakdown of emission sources from the body's most recent carbon footprint (greenhouse gas inventory); this should correspond to the last entry in the table in 3 (a) above. Use the 'Comments' column to explain what is included within each category of emission source entered in the first column. If, for any such category of emission source, it is not possible to provide a simple emission factor(a) leave the field for the emission factor blank and provide the total emissions for that category of emission source in the 'Emissions' column.									
Total	Comments – reason for difference between Q3a & 3b.	Emission source	Scope	Consumption data	Units	Emission factor	Units	Emissions (tCO2e)	Comments
45473.4		Diesel (average biofuel blend)	Scope 1	1528621	litres	2.6116251 9961375	kg CO2e/litre	3992.2	
		Water - Supply	Scope 3	245294	m3	0.344	kg CO2e/m3	84.4	
		Water - Treatment	Scope 3	233029	m3	0.708	kg CO2e/m3	165.0	
		Refuse Municipal to Landfill	Scope 3	26564	tonnes	421	kg CO2e/tonne	11183.4	
		Paper & Board (Mixed) Recycling	Scope 3	26925	tonnes	21	kg CO2e/tonne	565.4	
		Refuse Municipal /Commercial /Industrial to Combustion	Scope 3	12437	tonnes	21	kg CO2e/tonne	261.2	
		Organic Garden Waste Composting	Scope 3	11254	tonnes	6	kg CO2e/tonne	67.5	
		Organic Food & Drink Composting	Scope 3	4810	tonnes	6	kg CO2e/tonne	28.9	

3c Generation, consumption and export of renewable energy					
Provide a summary of the body's annual renewable generation (if any), and whether it is used or exported by the body.					
	Renewable Electricity		Renewable Heat		
Technology	Total consumed by the organisation (kWh)	Total exported (kWh)	Total consumed by the organisation (kWh)	Total exported (kWh)	Comments
Solar PV	30241	0	0	0	

3d Targets										
List all of the body's targets of relevance to its climate change duties. Where applicable, overall carbon targets and any separate land use, energy efficiency, waste, water, information and communication technology, transport, travel and heat targets should be included.										
Name of Target	Type of Target	Target	Units	Boundary/scope of Target	Progress against target	Year used as baseline	Baseline figure	Units of baseline	Target completion year	Comments
% carbon reduction	percentage		0 annual % reduction	All emissions		2013/14	49407	tonnes	2020/21	The council are in the process of establishing a new target regime which will apply to all services within the council.

Public Sector Climate Change Duties 2017 Summary Report: Falkirk Council

3e Estimated total annual carbon savings from all projects implemented by the body in the report year			
Total	Emissions Source	Total estimated annual carbon savings (tCO2e)	Comments
463.00	Electricity	463	Street lighting project (363) Nethermains Primary (100) Refurbishment of Denny town library (unknown)
	Natural gas		
	Other heating fuels		
	Waste		
	Water and sewerage		
	Business Travel		
	Fleet transport		
	Other (specify in comments)		

3f Detail the top 10 carbon reduction projects to be carried out by the body in the report year											
Provide details of the 10 projects which are estimated to achieve the highest carbon savings during report year.											
Project name	Funding source	First full year of CO2e savings	Are these savings figures estimated or actual?	Capital cost (£)	Operational cost (£/annum)	Project lifetime (years)	Primary fuel/emission source saved	Estimated carbon savings per year (tCO2e/annum)	Estimated costs savings (£/annum)	Behaviour Change	Comments
LED lighting at Grangemouth sports complex	CEEF	2017/18	Estimated	32000		20	Grid Electricity	13	3066		
Streetlighting	SALIX	2017/18	Actual	500000		20	Grid Electricity	363	80443		
Nethermains Primary school refurbishment	Capital	2017/18	Actual	500000		20	Grid Electricity	100	20000		

3g Estimated decrease or increase in the body's emissions attributed to factors (not reported elsewhere in this form) in the report year					
If the emissions increased or decreased due to any such factor in the report year, provide an estimate of the amount and direction.					
Total	Emissions source	Total estimated annual emissions (tCO2e)	Increase or decrease in emissions	Comments	
0.00	Estate changes				
	Service provision				
	Staff numbers				
	Other (specify in comments)		Decrease	Waste decreased significantly with new conversion factors. This contributed to Source 3 emissions.	
	Other (specify in comments)		Decrease	Electricity factors contributed to a decrease in scope one emissions.	

3h Anticipated annual carbon savings from all projects implemented by the body in the year ahead				
Total		Source	Saving	Comments
699.00	Electricity		699	Based on behaviour change (99) and Beancross Primary School (100) and NDEEF (500)
	Natural gas			
	Other heating fuels			
	Waste			
	Water and sewerage			
	Business Travel			
	Fleet transport			
	Other (specify in comments)			

Public Sector Climate Change Duties 2017 Summary Report: Falkirk Council

3i Estimated decrease or increase in the body's emissions attributed to factors (not reported elsewhere in this form) in the year ahead				
If the emissions are likely to increase or decrease due to any such factor in the year ahead, provide an estimate of the amount and direction.				
Total	Emissions source	Total estimated annual emissions (tCO2e)	Increase or decrease in emissions	Comments
0.00	Estate changes		Decrease	Possible decrease due to strategic property review.
	Service provision			
	Staff numbers			
	Other (specify in comments)		Decrease	Introduction of clearer targets may focus efforts.
	Other (specify in comments)		Increase	Possible decrease also given fluctuating waste conversion factors.

3j Total carbon reduction project savings since the start of the year which the body uses as a baseline for its carbon footprint	
If the body has data available, estimate the total emissions savings made from projects since the start of that year ("the baseline year").	
Total	Comments
1098	(635 from last year + 463 from this year)

3k Supporting information and best practice
Provide any other relevant supporting information and any examples of best practice by the body in relation to its emissions, targets and projects.
It is the councils intention to approve % reduction targets in line with the Climate Bill and associated Energy and draft climate change plan publications. The council is still focused on increasing resources and projects which can make a meaningful impact on emissions reductions.

PART 4: ADAPTATION

4(a) Has the body assessed current and future climate-related risks?

If yes, provide a reference or link to any such risk assessment(s).

Work is still ongoing in development of an up to date climate risk impact assessment. Using data gathered in the 2010 LCLIP and combining that with recent climatic events, we are hoping to draw together a comprehensive record of weather impacts to date which will ultimately shape project development in the future by applying knowledge gained from these events and combining them with the risk in a climate risk assessment.

4(b) What arrangements does the body have in place to manage climate-related risks?

Provide details of any climate change adaptation strategies, action plans and risk management procedures, and any climate change adaptation policies which apply across the body.

We have identified several actions within the process of defining a climate and adaptation risk register. Actions will be primarily related to Services, with project managers updating key performance indicators which are recorded within the Council. Detailed actions have still to be confirmed with applicable Services. We are also working with our Community Planning Partners to align our plans with the Community Risk register. We will attend regular meetings which are aimed at assessing and updating risk registers.

4(c) What action has the body taken to adapt to climate change?

Include details of work to increase awareness of the need to adapt to climate change and build the capacity of staff and stakeholders to assess risk and implement action.

Aside from measures included within the flood risk management strategy and associated contingency plans, we are undergoing a process of collating all the other work which is conducted throughout the council that may not necessarily be thought of as adaptation but in essence is. Significant work is also being done to collate as robust data on climate impacts to strengthen the existing adaptation action plan. Regular engagement with a Forth Valley collaboration is allowing the council to take an area wide perspective and ensure best practice from other local authorities and stakeholders within this area is shared and developed where possible into any ongoing plans.

4(d) Where applicable, what progress has the body made in delivering the policies and proposals referenced N1, N2, N3, B1, B2, B3, S1, S2 and S3 in the Scottish Climate Change Adaptation Programme(a) ("the Programme")?

Public Sector Climate Change Duties 2017 Summary Report: Falkirk Council

4(d) Where applicable, what progress has the body made in delivering the policies and proposals referenced N1, N2, N3, B1, B2, B3, S1, S2 and S3 in the Scottish Climate Change Adaptation Programme(a) ('the Programme')?					
If the body is listed in the Programme as a body responsible for the delivery of one or more policies and proposals under the objectives N1, N2, N3, B1, B2, B3, S1, S2 and S3, provide details of the progress made by the body in delivering each policy or proposal in the report year. If it is not responsible for delivering any policy or proposal under a particular objective enter "N/A" in the 'Delivery progress made' column for that objective. (a) This refers to the programme for adaptation to climate change laid before the Scottish Parliament under section 53(2) of the Climate Change (Scotland) Act 2009 (asp 12) which currently has effect. The most recent one is entitled "Climate Ready Scotland: Scottish Climate Change Adaptation Programme" dated May 2014.					
Objective	Objective reference	Theme	Policy / Proposal reference	Delivery progress made	Comments
Understand the effects of climate change and their impacts on the natural environment.	N1	Natural Environment		The council is reviewing and collating an up to date local weather impact assessment. The creation of an area on the council website that allows the public to record any incidents of severe weather and its impact.	The timing of completion of this will be largely down to available resources however it is a higher priority to ensure the data is robust as opposed to completed quickly.
Support a healthy and diverse natural environment with capacity to adapt.	N2	Natural Environment		Several measures are outlined in the local development plan which take account of biodiversity and adaptation.	
Sustain and enhance the benefits, goods and services that the natural environment provides.	N3	Natural Environment		ongoing	Adaptation is included in the councils biodiversity programme where enhancements are considered with future environmental conditions.
Understand the effects of climate change and their impacts on buildings and infrastructure networks.	B1	Buildings and infrastructure networks		ongoing	As outlined above this is an ongoing project which looks at the council area as a whole it is hoped that as apart of the process we will be able to use knowledge to add this into our heat mapping tool. The council annually undertake self analysis via the CCAT toolkit and use the results of this to feed into future service delivery.

Public Sector Climate Change Duties 2017 Summary Report: Falkirk Council

4(d) Where applicable, what progress has the body made in delivering the policies and proposals referenced N1, N2, N3, B1, B2, B3, S1, S2 and S3 in the Scottish Climate Change Adaptation Programme(a) ('the Programme')?					
<p>If the body is listed in the Programme as a body responsible for the delivery of one or more policies and proposals under the objectives N1, N2, N3, B1, B2, B3, S1, S2 and S3, provide details of the progress made by the body in delivering each policy or proposal in the report year. If it is not responsible for delivering any policy or proposal under a particular objective enter 'N/A' in the 'Delivery progress made' column for that objective.</p> <p>(a) This refers to the programme for adaptation to climate change laid before the Scottish Parliament under section 53(2) of the Climate Change (Scotland) Act 2009 (asp 12) which currently has effect. The most recent one is entitled "Climate Ready Scotland: Scottish Climate Change Adaptation Programme" dated May 2014.</p>					
Objective	Objective reference	Theme	Policy / Proposal reference	Delivery progress made	Comments
Provide the knowledge, skills and tools to manage climate change impacts on buildings and infrastructure.	B2	Buildings and infrastructure networks		ongoing	As part of our overall focus on adaptation expertise is being drawn from several areas such as adaptation Scotland and being disseminated throughout the council where possible. The council also has a flood risk management strategy which applies risk factors in this area and accounts for future impacts to infrastructure and service delivery in the event of severe climatic events.
Increase the resilience of buildings and infrastructure networks to sustain and enhance the benefits and services provided.	B3	Buildings and infrastructure networks		ongoing	It is hoped that the creation of a climate risk assessment tool will highlights potential impacts on climate related risks to new infrastructure buildings or services will be assessed from the outset and built into any potential solution.
Understand the effects of climate change and their impacts on people, homes and communities.	S1	Society		ongoing	The climate change team as part of the adaptation focus are attending and facilitating a workshop during a stakeholder engagement day run by the Councils housing department. Here we will raise awareness of the effects of climate impacts and their relevance to social housing tenants.
Increase the awareness of the impacts of climate change to enable people to adapt to future extreme weather events.	S2	Society		ongoing	Once the updated adaptation action plan is completed work will begin to roll out our findings across the council area where we will run workshops to raise awareness and communicate our findings.

4(d) Where applicable, what progress has the body made in delivering the policies and proposals referenced N1, N2, N3, B1, B2, B3, S1, S2 and S3 in the Scottish Climate Change Adaptation Programme(a) ("the Programme")?					
<p>If the body is listed in the Programme as a body responsible for the delivery of one or more policies and proposals under the objectives N1, N2, N3, B1, B2, B3, S1, S2 and S3, provide details of the progress made by the body in delivering each policy or proposal in the report year. If it is not responsible for delivering any policy or proposal under a particular objective enter "N/A" in the 'Delivery progress made' column for that objective.</p> <p>(a) This refers to the programme for adaptation to climate change laid before the Scottish Parliament under section 53(2) of the Climate Change (Scotland) Act 2009 (asp 12) which currently has effect. The most recent one is entitled "Climate Ready Scotland: Scottish Climate Change Adaptation Programme" dated May 2014.</p>					
Objective	Objective reference	Theme	Policy / Proposal reference	Delivery progress made	Comments
Support our health services and emergency responders to enable them to respond effectively to the increased pressures associated with a changing climate.	S3	Society		ongoing	This is part of the Council's approach to build upon the resource of the Falkirk Heat map as a tool used for scoping out project whilst taking account of all aspects of climate change and adaptation.

4(e) What arrangements does the body have in place to review current and future climate risks?	
<p>Provide details of arrangements to review current and future climate risks, for example, what timescales are in place to review the climate change risk assessments referred to in Question 4(a) and adaptation strategies, action plans, procedures and policies in Question 4(b).</p>	
<p>The Adaptation Strategy will be reviewed, it is anticipated, on a yearly basis. The risk register toolkit continues to be under development at this time, however it is expected that time scales will be short to allow for continuous improvement of defined actions.</p>	

4(f) What arrangements does the body have in place to monitor and evaluate the impact of the adaptation actions?

Please provide details of monitoring and evaluation criteria and adaptation indicators used to assess the effectiveness of actions detailed under Question 4(c) and Question 4(d).

It is expected that upon completion of the risk register toolkit several actions shall be directly embedded into each Service plan. This will transpose through to the Councils key performance indicators by being included in the corporate risk register. Output are annually updated and monitored by this medium. It is hoped this will enhance Service by in and allow Services to monitor and correct any actions to achieve the best results.

4(g) What are the body's top 5 priorities for the year ahead in relation to climate change adaptation?

Provide a summary of the areas and activities of focus for the year ahead.

Service Plans will be reviewed to ensure that commitments made in policies and strategies are translated into clear, measurable actions and performance indicators; and to improve the process of reporting and monitoring these actions, for example, using Covalent to provide performance updates on actions to the Corporate Sustainability Working Group.

Develop a climate change risk register and align this with the corporate risk register.

Work with the Community Planning Partnership to ensure climate resilience is included in their risk register.

Explore links between climate resilience, adaptation and flood prevention management, and if necessary refer to the adaptation actions in Service Plans

Continue public awareness raising: It is the responsibility of the individual home owner and the business owner to understand and respond to their flood risk. Homeowners and local businesses are expected to use the SEPA flood maps which are accessible via their website.

Review Falkirk's priority species and habitats to identify those at greatest risk from climate change, and utilise green space and ecological services to help mitigate and adapt to future impacts.

4(h) Supporting information and best practice
<p>Provide any other relevant supporting information and any examples of best practice by the body in relation to adaptation.</p> <p>Contained within the Adaptation Strategy there is currently a detailed action plan which shall increase the profile of adaptation both within the Council and with external stakeholders. We have also created an area on our Falkirk Council Web site which allows the public to record severe weather impacts to strengthen the data collation for any future LCLIPS.</p>

PART 5: PROCUREMENT

S(a) How have procurement policies contributed to compliance with climate change duties?
Provide information relating to how the procurement policies of the body have contributed to its compliance with climate changes duties.
Sustainability is a core theme within Falkirk Council's Corporate Procurement Strategy 2017-20 where we aim for procurement to contribute fully to the Council's sustainability and carbon reduction plans by embedding sustainable procurement into all our activities. To support the Corporate Procurement Strategy, we have completed a self-assessment using the Flexible Framework Assessment Tool. Based on the self-assessment exercise a Sustainable Procurement Delivery/Action Plan has been developed to support the Council achieve Level 3 of the Flexible Framework by September 2018. Falkirk Council utilise the Sustainable Procurement Tools published by Scottish Government and by using the Prioritisation Matrix have identified the top categories that have the highest sustainability impacts helping to focus attention in these areas.

§(b) How has procurement activity contributed to compliance with climate change duties?
<p>Provide information relating to how procurement activity by the body has contributed to its compliance with climate changes duties.</p> <p>Sustainability considerations are embedded within our procurement processes, supported by the Council's Corporate Procurement Procedures, which are mandatory under the Council's Contract Standing Orders. Sustainable Procurement Toolkit have also been developed for Council officers.</p> <p>Some examples of toolkit are:</p> <ul style="list-style-type: none">- The Sustainable Timber Toolkit, which has guided Council Officers to ensure that timber and timber related products is sourced from legal and sustainable forests. Falkirk Council was one of only two Scottish Local Authorities to achieve Gold Status for the WWF What Wood You Choose Campaign to source timber and related products from legal and sustainable forests.- The Government Buying Standards (GBS) Toolkit provides guidance on using GBS specifications within our tenders for products and services with the highest environmental impacts, e.g. cleaning products and services, replacing gas boilers, using recycled content within Building Contracts. <p>We also provided two of the five best practice case studies for the Zero Waste Scotland booklet entitled Sustainable Procurement - A Collection of Case Studies.</p> <p>EXTRACT FROM CORPORATE PROCUREMENT PROCEDURES</p> <p>3.2 Contract Strategy</p> <p>3.2.1 Strategic procurement is long term planning to ensure timely supply of goods, services and works that are critical to the ability to meet core business objectives. Strategic procurement covers the whole procurement cycle and considers analysis of whole life costing, expenditure, looking across services and partnerships to identify synergies and opportunities for improving economy, efficiency and effectiveness.</p> <p>3.2.2 Prior to commencing any procurement exercise, the Officer responsible must appraise the procurement in a manner commensurate with its complexity and value. The Scottish Procurement Directorate has developed a toolkit, the Procurement Journey, to guide procurers through the whole process starting with the identification of need. In order to document and evidence these initial considerations, all tendered procurement's are now require to have a Contract Strategy template completed which should include:</p> <ul style="list-style-type: none">• Contract objective;• Funding arrangements;• Current contract status;• Historical spend information;• Market analysis;• Collaboration considerations;• Sustainability considerations;• Procurement procedure to be followed;• Proposed contract benefits;• Risk Assessment. <p>3.2.3 The Contract Strategy document must be completed and submitted to the appropriate Purchasing Advisor within the CPU for approval to proceed.</p> <p>The Sustainability Test Tool is used to inform the Contract Strategy to ensure sustainability is captured within the tender documents and subsequent contract.</p>

§(c) Supporting information and best practice
<p>Provide any other relevant supporting information and any examples of best practice by the body in relation to procurement.</p> <p>Some examples from our Housing Investment Programme include:</p> <ul style="list-style-type: none">• Programme of insulation measures which may including external wall, cavity, roof & loft insulation to improve energy efficiency and withstand adverse weather to both Council and Privately owned properties.• Project to extend the existing combined heating and power (CHP) to an additional 260 flats contained within 3 x tower blocks to both Council and privately owned properties within the Callendar Park Estate.• Project to install a private wire to transmit/sell the energy generated from the CHP to communal areas within 7 x tower blocks; local schools and office blocks within the Callendar Park Estate.• Pilot project to install Photovoltaic Cells on properties within 'off gas areas' and housing with care properties.• Programme to upgrade heating system in all Council houses. <p>These measures and programme of works are supported by a detailed Council House Asset Management Plan, which drive subsequent procurement.</p>

PART 6: VALIDATION AND DECLARATION

6(a) Internal validation process

Briefly describe the body's internal validation process, if any, of the data or information contained within this report.

This report is internally audited where data is cross checked with data sources and interrogated for viability.

6(b) Peer validation process

Briefly describe the body's peer validation process, if any, of the data or information contained within this report.

Currently the council does not hold an agreement with an external body to audit the information within this report.

6(c) External validation process

Briefly describe the body's external validation process, if any, of the data or information contained within this report.

NA

6(d) No validation process

If any information provided in this report has not been validated, identify the information in question and explain why it has not been validated.

The waste figures which form part of the overall carbon footprint have not been validated as per SEPA's annual validation process.

6e - Declaration

I confirm that the information in this report is accurate and provides a fair representation of the body's performance in relation to climate change.

Name	Role in the body	Date

RECOMMENDED – WIDER INFLUENCE

Q1 Historic Emissions (Local Authorities only)

Please indicate emission amounts and unit of measurement (e.g. tCO2e) and years. Please provide information on the following components using data from the links provided below. Please use (1) as the default unless targets and actions relate to (2).
(1) UK local and regional CO2 emissions: **subset dataset** (emissions within the scope of influence of local authorities);
(2) UK local and regional CO2 emissions: **full dataset**:

Select the default target dataset

Subset

Table 1a - Subset														
Sector	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Units	Comments	
Total Emissions	1129.58	1139.42	1129.56	1125.12	971.94	1083.84	991.86	1015.95	978.04	813.19	807.55	ktCO2		
Industry and Commercial	483.75	491.94	485.23	485.52	378.03	464.75	423.68	429.39	401.67	290.53	295.34	ktCO2		
Domestic	410.92	410.14	400.82	402.32	361.82	386.89	340.64	363.43	353.40	297.14	286.86	ktCO2		
Transport total	234.90	237.34	243.52	237.28	232.08	232.20	227.55	223.13	222.97	225.53	225.35	ktCO2		
Per Capita	7.52	7.54	7.42	7.34	6.30	6.99	6.35	6.48	6.22	5.16	5.10	tCO2		
Waste												tCO2e		
LULUCF Net Emissions												ktCO2		
Other (specify in 'Comments')														

Table 1b - Full														
Sector	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Units	Comments	
Total Emissions	3504.09	3283.16	3152.66	3096.03	3042.74	2971.69	2922.54	2763.11	2855.95	2290.85	2281.88	ktCO2		
Industry and Commercial	2639.33	2408.77	2295.59	2254.29	2248.52	2161.09	2167.09	1993.00	2091.69	1577.27	1571.62	ktCO2		
Domestic	410.92	410.14	400.82	402.32	361.82	386.89	340.64	363.43	353.40	297.14	286.86	ktCO2		
Transport total	393.59	401.71	411.12	395.81	385.24	380.85	375.92	372.54	371.36	380.28	387.88	ktCO2		
Per Capita	23.34	21.73	20.70	20.20	19.73	19.15	18.70	17.62	18.17	14.53	14.40	tCO2		
Waste												tCO2e		
LULUCF Net Emissions	60.24	62.53	45.13	43.62	47.15	42.86	38.98	34.05	39.53	36.20	35.51	ktCO2		
Other (specify in 'Comments')														

Q2a – Targets										
Please detail your wider influence targets										
Sector	Description				Type of Target (units)	Baseline value	Start year	Target saving	Target / End Year	Saving in latest year measured
Electricity	We use the Scottish Government targets as guides when proposing our internal targets.				Absolute (TCO2)	49407	2013			

Q2b) Does the Organisation have an overall mission statement, strategies, plans or policies outlining ambition to influence emissions beyond your corporate boundaries? If so, please detail this in the box below.

This will be included in any forthcoming LHEES, which will be a Falkirk wide strategy.

Q3) Policies and Actions to Reduce Emissions														
Sector	Start year for policy / action implementation	Year that the policy / action will be fully implemented	Annual CO2 saving once fully implemented (tCO2)	Latest Year measured	Saving in latest year measured (tCO2)	Status	Metric / indicators for monitoring progress	Delivery Role	During project / policy design and implementation, has ISM or an equivalent behaviour change tool been used?	Please give further details of this behaviour change activity	Value of Investment (£)	Ongoing Costs (£/ year)	Primary Funding Source for Implementation of Policy / Action	Comments

Please provide any detail on data sources or limitations relating to the information provided in Table 3

Q4) Partnership Working, Communication and Capacity Building. Please detail your Climate Change Partnership, Communication or Capacity Building Initiatives below.									
Key Action Type	Description	Action	Organisation's project role	Lead Organisation (if not reporting organisation)	Private Partners	Public Partners	3rd Sector Partners	Outputs	Comments
Partnership Working	Part of the INTERREG Project with Netherlands.	Multi organisation Communications	Participant			Scot Exec	Interreg		

OTHER NOTABLE REPORTABLE ACTIVITY

Q5) Please detail key actions relating to Food and Drink, Biodiversity, Water, Procurement and Resource Use in the table below.				
Key Action Type	Key Action Description	Organisation's Project Role	Impacts	Comments

Q6) Please use the text box below to detail further climate change related activity that is not noted elsewhere within this reporting template

Falkirk Council

Title: Acceptance of Quotes over £10,000
Meeting: Council - Information Bulletin
Date: 7th March 2018
Author: Director of Corporate & Housing Services

1. Introduction

- 1.1 Falkirk Council Contract Standing Orders require that competition is used to demonstrate fairness, transparency and deliver Best Value. The use of “Quick Quotes”, the online quotation facility on Public Contracts Scotland website is the recommended approach to secure an appropriate level of competition into the procurement process for contracts below a value of £50,000.
- 1.2 The purpose of this report is to advise Members of the contracts awarded by Chief Officers through “Quick Quotes” during the period 1st November 2017 to 31st January 2018. Details of the contracts are attached in Appendix 1.

2. Recommendation

- 2.1 **Members are asked to note in accordance with Contract Standing Order 6.2(i), the contracts awarded through Quick Quotes as outlined in Appendix 1.**

.....
Director of Corporate & Housing Services

Author - William McQuillian, Procurement & Commissioning Manager
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Date: 13th February 2018

Appendix 1

Service	Title of Quick Quote Awarded	Contract Value	Name & Town of Successful Supplier(s)
Corporate & Housing Services	Award of Networking kit	£10,297	Redway Networks, Milton Keynes
Corporate & Housing Services	Award of Thermal imaging of various properties throughout the Falkirk Council management area.	£14,350	ECO Surveys - Advanced Thermal Imaging & NDT, Edinburgh
Development Services	Award of General Employability Stage 3 programme	£14,500	Falkirk Football Community Foundation, Falkirk
Corporate & Housing Services	Award of Checkpoint Services Renewal	£15,244	SCC Plc, Livingston
Corporate & Housing Services	Award of New Flat Roof System to Grangemouth Hub at 5 York Lane, Grangemouth, FK3 8BD	£21,471	Rosebank RS Ltd, Falkirk
Corporate & Housing Services	Award of Cisco Wireless kit	£22,858	Redway Networks, Milton Keynes
Corporate & Housing Services	Award of Supply of Rootballed Trees	£26,072	J. A. Jones and Sons (Churchtown) Ltd, Southport
Development Services	Award of Stage 2 to 3 General Employability Programme	£32,924	Falkirk Football Community Foundation, Falkirk
Development Services	Award of Falkirk Council - Asset Revaluation 1/4/17	£32,500	Ryden LLP, Edinburgh
Development Services	Award of Falkirk Council - Non-Domestic Rating Specialist	£35,000	Montagu Evans, Edinburgh
Corporate & Housing Services	Award of Scanning of Housing Tenancy Files - Camelon, Bo'ness & Grangemouth	£45,654	Capture All, Falkirk

Falkirk Council

Title: Acceptance of Tenders up to £250,000 in Value – for the Supply, Delivery, Installation and Maintenance of Water Coolers and Associated Consumables – Lot 1 (Bottled Water Coolers and Associated Products (including installation)) (C/N : SXL/13-17)

Meeting: Information Bulletin

Date: 7th March 2018

Submitted By: Director of Corporate & Housing Services

1. Introduction

- 1.1 Falkirk Council as a member of Scotland Excel (SXL), the Local Government Centre of Expertise for Procurement has access to a range of national Local Government Framework Agreements/Contracts.
- 1.2 Falkirk Council's current requirements for Bottled Water Coolers and Associated Products (including installation) expires on 31st March 2018.
- 1.3 The proposed SXL framework will operate from 8th January 2018 until 7th January 2020 with an option to extend annually for 2 years until 7th January 2022. It would be Falkirk Council's intention to commence participation from 1st April 2018.

2. Participation and Benefits

- 2.1 This national Framework can meet the Council's supply needs and has the potential, with extension periods, to run through to 7th January 2022.
- 2.2 Falkirk Council's participation in the framework would be for Lot 1 only (Bottled Water Coolers and Associated Products (including installation)). There is no requirement to participate in the other lots as Falkirk Council has a local contract in place for these services.
- 2.3 Following a detailed evaluation of the 6 tenders received for Lot 1 the most economically advantageous for Falkirk Council was received from Eden Springs UK Ltd. The water supplied under the contract will be from Scotland.
- 2.4 The estimated annual spend is £18,500 and over the potential 4 year of the Framework total spend will be approximately £74,000.
- 2.5 Through implementation of this Framework it is anticipated that annual savings in the region of £6,000 will be achieved.
- 2.6 Participation in the Excel framework avoids the Council incurring the cost of running a Falkirk Council only tendering exercise and affords us access to a fully compliant framework agreement.

- 2.7 The funding for this project is contained within Water Cooler Charges budget heading.

3. Considerations

- 3.1 Entering a new agreement with the incumbent provider (Eden Springs UK Ltd) avoids disruption of changeover of existing units to a new provider.
- 3.2 A review of water coolers by colleagues in Business Support is underway. This review should help rationalise the number of units and deliver savings in addition to the £6,000 per annum noted in paragraph 2.5 above.

4. Action Taken

- 4.1 In accordance with Contract Standing Order 6.2(i), I accepted the offer by Eden Springs UK Ltd, Blantyre in the sum of £74,000 in respect of the Supply, Delivery, Installation and Maintenance of Water Coolers and Associated Consumables – Lot 1 (Bottled Water Coolers and Associated Products (including installation)) to Falkirk Council for the period 1st April 2018 to 7th January 2020 with the option to extend annually to 7th January 2022.

.....
Director of Corporate & Housing Services

**Author – David Houston, Procurement Adviser – 01324 590819,
david.houston@falkirk.gov.uk**

Date: 31st January 2018

Falkirk Council

Title: Acceptance of Contracts over £500,000

Meeting: Council - Information Bulletin

Date: 7th March 2018

Author: Director of Corporate & Housing Services

1. Purpose of Report

- 1.1 The purpose of this report is to advise Council of decisions taken in respect of contracts awarded with a value of more than £500,000 in line with Contract Standing Order 6.2(iii) during the period 1st November 2017 to 31st January 2018. Details of the contracts are attached at Appendix 1.

Recommendation

- 2.1 **Council is asked to note in accordance with Contract Standing Order 6.2(iii), contracts awarded as outlined in Appendix 1.**

.....
Director of Corporate & Housing Services

Author - William McQuillan, Procurement & Commissioning Manager
01324 590810 william.mcquillan@falkirk.gov.uk

Date: 13th February 2018

Contract Award List
Contracts Over £500,000

Service & Contact	Brief Description of Contract	Contract Number	Start/End Dates or One Off Purchase	Contract Value (including Extensions)	Additional Information	No. of Tenders Received	Name & Address of Proposed Contractor
Corporate & Housing Services William McQuillan Ext: 0810	Provision of Software and Associated Services for the Purpose of Collection and Distribution of Revenue & Benefit Payments and Non-Domestic Rates within a Crown Commercial Services Framework Agreement. (Award List sent to Executive Members 02/11/2017)	RM1059	Initial 5 year contract from 3 rd December 2017 to 2 nd December 2022 with the option to extend for up to 2 years to 2 nd December 2024	£916,195	The Provision of Revenue and Benefits Software enables Falkirk Council to fulfil its statutory duties and responsibilities in relation to the billing, collection and recovery of Council Tax and Non Domestic Rates and the administration of Housing and Council Tax Benefit. The contract will also provide additional modules to enable auto processing interfaces, eBilling and enhanced discretionary payments.	Direct Award	Civica UK Limited 2 Burston Road Putney London SW15 6AR

Service & Contact	Brief Description of Contract	Contract Number	Start/End Dates or One Off Purchase	Contract Value (including Extensions)	Additional Information	No. of Tenders Received	Name & Address of Proposed Contractor
Falkirk Health & Social Care Partnership William McQuillan Tel: 0810	The Provision of a Short Term Supported Discharge Service to provide rehabilitation & reablement to prevent hospitalisation and facilitate the discharge from hospital of in-patients assessed as clinically fit but may require short or longer term support to remain at home. (Award List sent to Executive Members 09/11/2017)	SW/032/17	1 st December 2017 to 17 th May 2018 (Option to extend for up to 24 weeks to 1 st November 2018)	£639,456	The Provider shall recognise the key role in re-abling and supporting the Service User to achieve identified outcomes. To achieve this, the Provider shall work with the Service User, their friends, family, relevant agencies and health and social care services to achieve positive outcomes for the Service User. Individual service duration is not envisaged to exceed 6 weeks and more usually shall be much less.	2	Avenue Care Services Limited 18A Dickson Street, Elgin Industrial Estate Dunfermline KY12 7SL

Service & Contact	Brief Description of Contract	Contract Number	Start/End Dates or One Off Purchase	Contract Value (including Extension)	Additional Information	No. of Tenders Received	Name & Address of Proposed Contractor
Corporate & Housing Services William McQuillan Ext: 0810	Provision of External Wall Insulation Works to Falkirk Council Housing Properties. (Award List sent to Executive Members 16/11/2017)	SXL/0913	30 th November 2017 to 31 st May 2018 with option to extend up to 31 st May 2020.	£2,100,000	Saving of approximately £65,000 per annum (9%) against current contracted rates. Contract will supplement core Building Maintenance Division (BMD) contract works. It will also support BMD tender for a higher percentage of the Housing Investment Programme.	7	MP Rendering Ltd Barfillan House 121 Barfillan Drive Craigton Industrial Estate Glasgow G52 1BD

Service & Contact	Brief Description of Contract	Contract Number	Start/End Dates or One Off Purchase	Contract Value (including Extension)	Additional Information	No. of Tenders Received	Name & Address of Proposed Contractor
Corporate & Housing Services William McQuillian Ext. 0810 50	<p>Provision of Superimposed Road Marking and Associated Works which provides operational support for road maintenance and repair.</p> <p>The Framework was tendered by Falkirk Council and on behalf of Falkirk, Stirling and Clackmannanshire Councils.</p> <p>(Award List sent to Executive Members 16/11/2017)</p>	DEV/036/17	18 th December 2017 to 17 th December 2020 with the option to extend up to 17 th December 2021.	£748,000 Falkirk Council Contract Value Only	<p>1st year saving of approximately £58,000 (24%) against current contracted rates, based on the 1st ranked contractors offer.</p> <p>1st ranked contractor to provide one Modern Apprenticeship (MA) within 4 months from award of the agreement. An additional MA to be provided if spend reaches £1M.</p> <p>All other contractors on the framework whose cumulative level of spend is greater than £0.5M will be required to provide 1 MA opportunity with an additional MA if spend reaches £1M.</p> <p>Contractors with cumulative levels of spend greater than 100k but less than £500k are required to provide at least one training and / or work experience opportunity.</p> <p>Falkirk Council will realise all Community Benefits resulting from accumulative spend from all Authorities.</p>	4	<p>4 Individual Companies.</p> <p>(see Appendix A)</p>

Framework Agreement for Superimposed Road Marking & Associated Works (DEV/036/17)

PERIOD: 18th December 2017 running for 3 years until 17th December 2020, with an option of a 12 month extension without the need to call for further competition.

COMPANY	COMPANY No.	LOCATION	REGISTERED OFFICE	RANKING
Markon Limited	SC076319	Cumbernauld	Cumbernauld	1
Central Traffic Management Ltd	SC 284264	Stirling	Stirling	2
WJ Scotland (a trading division of WJ North Ltd)	O2884681	Airdrie	Newcastle Under Lyme	3
DeAngelo Brothers UK Limited (trading as DBI Services)	O7571472	Boroughbridge	London	4

**Estimated Annual Value
(Falkirk Council Only)
£187,000**

Service & Contact	Brief Description of Contract	Contract Number	Start/End Dates or One Off Purchase	Contract Value	Additional Information	No. of Tenders Received	Name & Address of Proposed Contractor
Development Services Robin Millard Ext 4868	Conversion of existing games hall to form soft play and café at Mariner Centre, Camelon. (Award List sent to Executive Members 23/11/2017)	FAL-7625	Construction period is 26 weeks, with an anticipated start date during January 2018.	£1,047,777.02	The budget for this project is being provided by a mixture of Council funding, FET grant award and Falkirk Community Trust funding.	5	Hadden Construction Ltd, Millennium House, 1 Maidenplain Place, Aberuthven, PH3 1EL

Service & Contact	Brief Description of Contract	Contract Number	Start/End Dates or One Off Purchase	Contract Value	Additional Information	No. of Tenders Received	Name & Address of Proposed Contractor
Development Services William McQuillian Ext: 0810 53	Appointment of Developer Partners for the Falkirk Gateway Project Development Framework Agreement. Lot 1: Less than £5m Lot 2: Between £5m & £20m Lot 3: Between £20m & £50m Lot 4: Over £50m (Award List sent to Executive Members 30/11/2017)	DEV/075/17	1 st January 2018 to 31 st December 2021	£150m The project cost would be funded by external operator / tenants with the Council involvement being as landowner and benefiting from the value of a land sale at market value	All Projects will be awarded through the Framework following a mini competition with all Developers within the relevant Lot. Once detailed submissions are received on a specific project they will be assessed and a preferred developer chosen and Development Agreement established between Occupier, Developer and Council (as landowner).	3	See Appendix B

Lot 1 – Project Value Less Than £5M

Company	Postal Town
Henry Boot Developments Ltd	Glasgow
Robertson Group Limited	Stirling

Lot 2 – Project Value Between £5M and £20M

Company	Postal Town
Henry Boot Developments Ltd	Glasgow
HFD Property Group Ltd	Bellshill
Robertson Group Limited	Stirling

Lot 3 – Project Value Between £20M and £50M

Company	Postal Town
Henry Boot Developments Ltd	Glasgow
HFD Property Group Ltd	Bellshill
Robertson Group Limited	Stirling

Lot 4 – Project Value Over £50M

Company	Postal Town
Henry Boot Developments Ltd	Glasgow
HFD Property Group Ltd	Bellshill
Robertson Group Limited	Stirling

Service & Contact	Brief Description of Contract	Contract Number	Start/End Dates or One Off Purchase	Contract Value (including Extension)	Additional Information	No. of Tenders Received	Name & Address of Proposed Contractor
Development Services William McQuillian Ext. 0810 55	<p>Scotland Excel (SXL) has established a framework, for the Treatment of Organic Waste comprising of 3 separate lots:</p> <ul style="list-style-type: none"> • Lot 1 – Food Waste • Lot 2 – Garden Waste • Lot 3 – Co-mingled Food and Garden Waste <p>(Award List sent to Executive Members 14/12/2017)</p>	SXL/0816	<p>Start: 22/12/2017</p> <p>End: 31/03/2021</p>	<p>£600,000</p> <p>(Lot 1 only)</p>	<p>The Council has its own contract for the treatment of Garden Waste and will participate in Lot 1, Food Waste, only.</p> <p>Savings of approximately, £60,000 per annum will be saved when benchmarking pricing on the new framework against current costs. Pricing will be reviewed on an annual basis to ensure best value is being achieved.</p>	N/A	<p>8 Individual Companies.</p> <p>(see Appendix C)</p>

Framework Agreement for the Treatment of Organic Waste (C/N: SXL/0816)

PERIOD: 22nd December 2017 until 31st March 2021

COMPANY	COMPANY No.	LOCATION	REGISTERED OFFICE	Lots
Billy Bowie Special Projects Limited	SC194894	Kilmarnock	Kilmarnock	1, 2 and 3
GP Plantscape Limited	SC092307	Blantyre	Lanark	1, 2 and 3
Keenan (Recycling) Limited	SC254053	Turriff	Turriff	1, 2 and 3
Levenseat Limited	SC094831	Forth	Forth	1, 2 and 3
Scottish Water Horizons	SC264806	Cumbernauld	Cumbernauld	1
Earnside Energy Limited	07251939	Glenfarg	Chorley	1, 2 and 3
William Tracey Limited	SC057052	Paisley	Paisley	1, 2 and 3
Energen Biogas Limited (Principal Provider)	SC338426	Cumbernauld	Cumbernauld	1, 2 and 3

**Estimated Annual Value £180,000
(Lot 1 – Food Waste)**

Service & Contact	Brief Description of Contract	Contract Number	Start/End Dates or One Off Purchase	Contract Value (including Extension)	Additional Information	No. of Tenders Received	Name & Address of Proposed Contractor
Development Services William McQuillan Ext. 0810 57	<p>A Scotland Excel Framework for the supply and fitting of tyres.</p> <p>The Framework is in 3 lots covering tyres for Cars & Vans, Trucks and Agricultural Vehicles and Plant.</p> <p>(Award List sent to Executive Members 14/12/2017)</p>	SXL/0417	<p>Start: 22/12/2017</p> <p>End: 31/10/2021</p>	£680,000	<p>Redpath Tyres Ltd would be the principal provider for the supply and fitting of tyres to Falkirk Council.</p> <p>Based on a comparison of current pricing against the new agreement savings of approximately £10,000 a year will be achieved.</p>	N/A	<p>5 Individual Companies.</p> <p>(see Appendix D)</p>

Framework Agreement for the Supply and Fitting of Tyres (C/N: SXL/04/17)

PERIOD: 22nd December 2017 until 31st October 2021

COMPANY	COMPANY No.	LOCATION	REGISTERED OFFICE	Lots
Direct Tyre Management Ltd	05133177	Falkirk	Skelmersdale	1, 2 & 3
Goodyear Dunlop Tyres UK Ltd	00223064	Falkirk	Birmingham	1 & 2
McConechy's Tyre Service Ltd	SC062229	Falkirk	Ayr	1, 2 & 3
Michelin Tyre Plc	00084559	Falkirk	Stoke-on-Trent	1, 2 & 3
Redpath Tyres Ltd	SC68083	Grangemouth	Duns	1, 2 & 3

Estimated Annual Value £170,000

Service & Contact	Brief Description of Contract	Contract Number	Start/End Dates or One Off Purchase	Contract Value	Additional Information	No. of Tenders Received	Name & Address of Proposed Contractor
Development Services Robin Millard Ext 4868 59	Upgrading works comprising reroofing and roughcasting to 176 properties in the Camelon area (Award List sent to Executive Members 14/12/2017)	CAM-7837	Construction period is 40 weeks, with an anticipated start date during January 2018.	£1,618,360.33	This contract forms part of the external fabric improvements element of the 2017-20 Housing Investment Programme.	4	A.C. Whyte & Co. Ltd., 6 Bowerwalls Place Crossmill Business Park Barrhead G78 1BF
Development Services Robin Millard Ext 4868	Refurbishment of Arnotdale House, Falkirk, Phase 2 – comprising café, office and meeting room facilities for the Cyrenians charity who are the intended tenants of the property. (Award List sent to Executive Members 18/01/2018)	FAL-7673	Construction period is 24 weeks, with an anticipated start date during March 2018.	£1,024,550.48	This contract is funded from the Scottish Government regeneration capital grant fund and the Council's Economic Development strategy fund.	5	Colorado Construction & Engineering Ltd. Colorado House 11 Caputhall Road Deans Industrial Estate Deans Livingston EH54 8AS

Falkirk Council

Subject: Biodiversity Duty Report 2015-17
Meeting: Information Bulletin
Date: 07 March 2018
Author: Director of Development Services

1. Introduction

- 1.1 This information bulletin provides members with information about the Council's Biodiversity Duty report 2015-17.
- 1.2 Biodiversity means the variety of living things. It includes our vast array of different plants, animals, and habitats.
- 1.3 Section 1.1 of the Nature Conservation Scotland Act (2004) states that "It is the duty of every public body and office-holder, in exercising any functions, to further the conservation of biodiversity so far as is consistent with the proper exercise of those functions". This requirement is known as the Biodiversity Duty.

The Wildlife and Natural Environment Act (2011) requires all public bodies to report on how they have delivered the Biodiversity Duty. Reports must be produced and made public every three years.

2. Considerations

- 2.1 Falkirk Council's Biodiversity Duty report 2015-17 (link to website below) has been written by the Council's Biodiversity Officer, based within the Planning and Environment Unit, Development Services.
- 2.2 The report has been prepared by the Council's Biodiversity Officer and is informed by responses to a questionnaire completed by representatives from all Council Services.
- 2.3 The report addresses the following key themes:
 - Governance
 - Mainstreaming
 - Action
 - Challenges and next steps
 - Contribution to national targets

The report findings are briefly summarised below:

- 2.4 Governance:
Environmental policies and strategies are reported to elected members, who provide overall governance. The Biodiversity Officer has a specific remit to further the conservation of biodiversity. This officer provides expert advice and guidance to Council Services on the conservation of biodiversity.

- 2.5 Mainstreaming:
The Local Biodiversity Action Plan is an important mechanism for delivering biodiversity conservation. Other Council strategies include action to benefit biodiversity, for example the Local Development Plan and the Open Space Strategy.
- 2.6 Specific procedures are adopted by most Services to ensure they routinely assess the effects of their activities on biodiversity and adhere to environmental law. Most Services will seek expert advice from the Biodiversity Officer, Outdoor Rangers or external organisations as required.
- 2.7 Responses to the questionnaire indicate that staff awareness of the Biodiversity Duty is generally low. Awareness levels amongst managers and key staff remains mixed. However, there is greater awareness of more general environmental requirements, issues, opportunities and constraints.
- 2.8 Action:
The report details over 100 actions or projects which have been completed by Falkirk Council during the period 2015-17 to help conserve our local biodiversity. All Services have helped to conserve biodiversity and the report reflects the importance of positive action to conserve local biodiversity and taking advantage of expert advice and support.
- 2.9 The report highlights the level of joint working between different Council Services to achieve biodiversity conservation. It also demonstrates how Council Services are working closely with other organisations, community groups and client groups to further the conservation of biodiversity.
- 2.10 Challenges and next steps:
The report highlights eight potential 'next steps' to further improve on Falkirk Council's delivery of the Biodiversity Duty. These include awareness raising & training, development of the next Biodiversity Action Plan, and Service level actions to conserve biodiversity.
- 2.11 Contribution to national targets:
Falkirk Council's work to further the conservation of biodiversity makes an important contribution to national efforts to protect and enhance Scotland's biodiversity. It helps to deliver at least 15 of Scotland's national targets for biodiversity, as set out in the "2020 Challenge for Scotland's Biodiversity".

3 Action Taken

- 3.1 The Biodiversity Officer has published the report on the Falkirk Council website and sent details of the web-link to the relevant Scottish Government contact.
- 3.2 The Biodiversity Officer will send a link to the report to all Service contacts who responded to the Biodiversity Duty questionnaire.
- 3.3 Falkirk Council will publish the next Biodiversity Duty report by the end of December 2020. It will report on the period 2018-2020.

pp Director of Development Services

**Author: Anna Perks, Biodiversity Officer – 01324 504863,
anna.perks@falkirk.gov.uk**

Date: 02/02/2018

APPENDICES

None

List of Background Papers

Falkirk Council Biodiversity Duty Report 2015-17 available [here](#)

Falkirk Council

Subject: Acceptance of Tenders over £10,000 in Value – Woodland and Meadow Management Works, Kinneil Foreshore, Bo'ness
Meeting: Information Bulletin
Date: 07th March 2018
Author: Director of Development Services

1. Introduction

- 1.1 Funding has been secured through the Inner Forth Landscape Initiative to carry out woodland management work, and to enhance an existing wildflower meadow at Kinneil Foreshore Local Nature Reserve, Bo'ness.
- 1.2 Tenders were sought through Quick Quote on the Public Contracts Scotland website.

2. Tenders Received

- 2.1 One tender was received by the due date of 31 October 2017 and opened in accordance with Standing Order 11.2 relating to contracts.
- 2.2 As only one tender was received it was evaluated against rates for similar work carried out for the Council in the last 12 months. Following this evaluation it was decided that the tender submitted by Landscape and Forestry Services (Scotland) Ltd, Alloa Business Centre, The Whins, Alloa, FK10 3SA offered best value to the Council. The tender value was £10,955.34.
- 2.3 The funding for this contract is contained within the revenue budget allocated for environmental improvement works – 407008 5324.

3. Action Taken

- 3.1 In accordance with Standing Order 6.2(i) relating to contracts, I accepted the tender submitted by Landscape and Forestry Services (Scotland) Ltd, at a value of £10,955.34 to carry out the above works.

pp Director of Development Services

Author – Ian Edwards – 01324 504714 – ian.edwards@falkirk.gov.uk
Date: 16 February 2018

APPENDICES

None

List of Background Papers

1. * Tender documents
2. Tender Report

* Item not for publication on the grounds that it involves the disclosure of exempt information as defined in paragraph 10 of part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.

Falkirk Council

Title: **Acceptance of Contracts Below £50,000**
141120/10 Erskine Hill Footbridge - Replacement (IC0204)

Meeting: **Information Bulletin**

Date: **07 March 2018**

Submitted By: **Director of Development Services**

1. Introduction

- 1.1 Four companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in respect of 141120/10 Erskine Hill footbridge - replacement, in accordance with Standing Order 8.4 relating to contracts.

2. Quotations Received

- 2.1 Four quotations were received by the due date of 19 January 2018 and opened in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked prices ranged from £ 27,879.78 to £ 95,066.00.
- 2.3 The works can be funded from the 2017/18 Bridge Assessment and Strengthening Capital Programme.
- 2.4 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from Murdoch Mackenzie Construction Ltd, Coursington Road, Motherwell, ML1 1NR for the sum of £ 27,879.78.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Murdoch Mackenzie Construction Ltd, Coursington Road, Motherwell, ML1 1NR for the sum of £ 27,879.78 in respect of 141120/10 Erskine Hill Footbridge - Replacement.

pp Director of Development Services

Author – Callum Wilson, Road & Bridge Technician – 01324 501010,
callum.wilson@falkirk.gov.uk
Date: 19/01/2018

APPENDICES

None

List of Background Papers:

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

- Quotation documents
- Engineer's Report on Quotations

Falkirk Council

Title: Acceptance of Contracts Below £50,000
B8022 Pirnie Hill Lodge Parapet and Embankment Works
(IC0189)

Meeting: Information Bulletin

Date: 07 March 2018

Submitted By: Director of Development Services

1. Introduction

- 1.1 The contract for B8022 Pirnie Hill Lodge Parapet and Embankment Works was advertised on the Public Contracts Scotland Portal and, following assessment of submitted pre-qualification questionnaires, seven companies were subsequently invited to tender.

2. Tenders Received

- 2.1 Six tenders were received by the due date of 19 January 2018 and opened in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked prices ranged from £38,420.85 to £50,125.47.
- 2.3 The works can be funded from the 2017/18 Bridge Assessment & Strengthening Capital Programme.
- 2.4 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from Murdoch MacKenzie Ltd, Coursington Road, Motherwell, ML1 1NR for the sum of £38,420.85.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Murdoch MacKenzie Ltd, Coursington Road, Motherwell, ML1 1NR for the sum of £38,420.85 in respect of B8022 Pirnie Hill Lodge Parapet and Embankment Works.

pp Director of Development Services

Author – James McLean, Bridge Engineer – 01324 504833
james.mclean@falkirk.gov.uk
Date: 22/01/2018

APPENDICES

None

List of Background Papers:

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

- Quotation documents
- Engineer's Report on Quotations

Title: ACCEPTANCE OF QUOTATION UNDER £50,000 IN VALUE
BRAND AWARENESS OF TAKE THE RIGHT ROUTE
INITIATIVE (PROVISION OF) – TP0314
Meeting: Information Bulletin
Date: 7 March 2018
Submitted By: Director of Development Services

1. Introduction

- 1.1 Falkirk Council's *Take the Right Route* team works in partnership with Falkirk Football Club to encourage visitors to Falkirk Stadium to try more active and sustainable modes of transport to reduce congestion. Active and sustainable modes of travel can also improve health, save money and improve air quality.
- 1.2 Falkirk Football Club is a key partner in delivering the Take the Right Route programme. In 2017/18 Falkirk Football Club provided £15,000 of in-kind support in the form of free match day tickets, competitions, player appearances and social media exposure through Falkirk Football Club's Facebook, Twitter and monthly supporters newsletters. The football club have also committed to providing £26,000 in-kind support for the forthcoming 2018/19 financial year.
- 1.3 Falkirk Football Club were invited to submit a quotation to Falkirk Council's Transport Planning Unit in respect of provision of a brand awareness campaign for Falkirk Council's sustainable transport initiative, *Take the Right Route*, in accordance with Standing Order 8.4 relating to contracts.

2. Quotation Received

- 2.1 A quotation was received 7 February 2018 in the sum of £10,500. The quotation was for pitch side advertising, stadium steps and external north gate.
- 2.2 The quotation was assessed based on price, brand exposure and Falkirk Football Club's partnership support for Falkirk Council's *Take the Right Route* initiative and against similar outdoor advertising such as billboards and bus shelter advertising.
- 2.3 It is considered best value for the Council to accept the quotation from Falkirk Football Club, The Falkirk Stadium, 4 Stadium Way, Falkirk FK2 9EE in the sum of £10,500.
- 2.4 The quotation can be contained in the Smarter Choices, Smarter Places budget 2017/18.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted from Falkirk Football Club, The Falkirk Stadium, 4 Stadium Way, Falkirk FK2 9EE at £10,500 in respect of the provision of brand awareness for Falkirk Council's sustainable transport initiative, *Take the Right Route*.

pp Director of Development Services

**Author: Lynn Slavin - Transport Planning Officer – lynn.slavin@falkirk.gov.uk
– 01324 504818**

Date: 15 February 2018

Title: **Acceptance of Contracts Below £50,000:
Collection of Mixed Paper from Materials Recovery Facility**

Meeting: **Information Bulletin**

Date: **07 March 2018**

Submitted By: **Director of Development Services**

1. Introduction

- 1.1** Fourteen companies were invited to submit quotations, using the Public Contracts Scotland portal online quotation facility, in accordance with Standing Order 8.4 relating to contracts. This services contract, under a framework arrangement, is for the collection of mixed paper from materials recovery facility at Roughmute Recycling Centre.

2. Quotations Received

- 2.1** Four quotations were received by the due date of 16 October 2017 in accordance with Standing Order 11 relating to contracts.
- 2.2** The checked quotation prices were evaluated on a collected cost per tonne.
- 2.3** Following the evaluation of the quotations, it was considered best value for the Council to utilise Clearpoint Recycling Ltd., The Innovation Centre, Hornbeam Business Park, Harrogate, HG2 8QT as the first supplier on the framework for amounting to approximately £26,000 (income) per annum at current market prices. Lowmac Alloys, Palm Recycling Limited, Binn Group Ltd. are also selected onto the framework.
- 2.4** The Council proposes to review the pricing on a two month period. This provides flexibility to both parties, to evaluate current market conditions. The next review is anticipated to be in December 2017.

3. Action Taken

- 3.1** Members note that, in accordance with Standing Order 6.2(i), I have accepted to utilise Clearpoint Recycling Ltd. as the first supplier on the framework for approximately £26,000 (income) in respect to the collection of mixed paper from materials recovery facility at Roughmute Recycling Centre.

Director of Development Services

**Author – John Kirkhope, Waste Services Co-ordinator – 01324 503276,
john.kirkhope@falkirk.gov.uk
Date: 19 January 2018**

APPENDICES

None

Title: Acceptance of Quotation under £50,000 in Value
**CONTRACT FOR CONSULTING CIVIL AND STRUCTURAL
ENGINEERING SERVICES FOR THE NEW BUILD SOCIAL
HOUSING AT SEABEGS ROAD, BONNYBRIDGE. (BON-7091)**

Meeting: Information Bulletin

Date: 7th March 2018

Submitted By: Director of Development Services

1. Introduction

- 1.1 Four companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in respect of the contract for consulting civil and structural engineering services for the new build social housing at Seabegs Road, Bonnybridge, in accordance with Standing Order 8.4 relating to contracts.

2. Quotations Received

- 2.1 Two quotations were received by the due date of 27/11/2017 and opened at 9.55am on the 28/11/2017 in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £38,950.00 to £67,500.00.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from McGregor McMahon (Scotland) Ltd., 2 Castle Court, Carnegie Campus, Dunfermline, in the sum of £38,950.00
- 2.4 The quotation can be contained within the block expenditure figure for Professional Services, identified in the Housing Investment 3 Year Programme 2017/2019.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by McGregor McMahon (Scotland) Ltd., 2 Castle Court, Carnegie Campus, Dunfermline in the sum of £38,950.00 in respect of the contract for consulting civil and structural engineering services for the new build social housing at Seabegs Road, Bonnybridge.

pp Director of Development Services

Author: Paul Noble, Commercial & Social Design Co-ordinator – 01324 501020,
paul.noble@falkirk.gov.uk

Date: 14/12/2017

APPENDICES

None

List of Background Papers:

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

- **Quotation Documents**
- **Quotation Report**

Title: Acceptance of Quotation under £50,000 in Value
**CONTRACT FOR CONSULTING CIVIL & STRUCTURAL
ENGINEERING SERVICES FOR THE PROPOSED NEW
HOUSING SITE AT TORWOOD SCHOOL, LARBERT.
(LAR-7879)**

Meeting: Information Bulletin

Date: 7th March 2018

Submitted By: Director of Development Services

1. Introduction

- 1.1 Four companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in respect of the contract for consulting civil & structural engineering services for the proposed new housing site at Torwood School, Larbert in accordance with Standing Order 8.4 relating to contracts.

2. Quotations Received

- 2.1 Three quotations were received by the due date of 22nd January 2018 and opened at 8.50am on the 23rd January 2018 in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £23,150.00 to £27,900.00.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from David Narro Associates Ltd. 24 James Morrison Street, Glasgow G1 5PE in the sum of £23,150.00
- 2.4 The quotation can be contained within the block expenditure figure for professional fees, identified in the Housing Investment 3 Year Programme 2017/2019.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by David Narro Associates Ltd. 24 James Morrison Street, Glasgow G1 5PE in the sum of £23,150.00 in respect of the contract for consulting civil & structural engineering services for the proposed new housing site at Torwood School, Larbert.

pp Director of Development Services

Author: Paul Noble, Commercial & Social Design Co-ordinator – 01324 501020,
paul.noble@falkirk.gov.uk

Date: 23/01/2018

APPENDICES

None

List of Background Papers:

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

- **Quotation Documents**
- **Quotation Report**

List of Addresses

Torwood, Larbert.

Site of former Torwood School

Title: Acceptance of Quotation under £50,000 in Value
Contract for LIGHTING UPGRADE WORKS - BO'NESS TOWN
HALL (BNS-7876)
Meeting: Information Bulletin
Date: 7 March 2018
Submitted By: Director of Development Services

1. Introduction

- 1.1 Four companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in respect of lighting upgrades at Bo'ness Town Hall, in accordance with Standing Order 8.4 relating to contracts.

2. Quotations Received

- 2.1 Four quotations were received by the due date of 6 February 2017 and opened at 8.45 on 7 February 2017 in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £ 30,110.20 to £ 39,138.29.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from T. Clarke Ltd, 6 Middlefield Road, Falkirk in the sum of £ 30,110.20.
- 2.4 The quotation can be contained within the block expenditure figure, identified in the Falkirk Community Trust budget for 2017/8.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by T. Clarke Ltd. 6 Middlefield Road, Falkirk in the sum of £ 30,110.20 in respect of lighting upgrades at Bo'ness Town Hall.

pp Director of Development Services

Author: Colin MacRobbie, Facilities Co-ordinator – 01324 504761,
colin.macrobbie@falkirk.gov.uk
Date: 07/02/2018

APPENDICES

List of Background Papers:

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

- Quotation Documents
- Quotation Report

Title: Acceptance of Quotation under £50,000 in Value
Contract for MARINER SUPPORT SCHOOL, FALKIRK -
UPGRADE BOILER PLANT (FAL-7866)
Meeting: Information Bulletin
Date: 7 March 2018
Submitted By: Director of Development Services

1. Introduction

- 1.1 Five companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in respect of boiler plant upgrade at Mariner Support School, FAL-7866, in accordance with Standing Order 8.4 relating to contracts.

2. Quotations Received

- 2.1 Five quotations were received by the due date of 6 February 2018 and opened at 8.45 on 7 February 2018 in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £49,687.76 to £77,165.00.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from A. Tech Heating Ltd., Cumbernauld, in the sum of £49,687.76.
- 2.4 The quotation can be contained within the block expenditure figure for education school funds budget 2017/8.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by A Tech Heating Ltd., Cumbernauld, in the sum of £49,687.76 in respect of boiler plant upgrade at Mariner Support School, Falkirk.

pp Director of Development Services

Author: Colin Mac Robbie, Facilities Co-ordinator – 01324 504761,
colin.macrobbie@falkirk.gov.uk

Date: 07/02/2018

APPENDICES

List of Background Papers:

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

- Quotation Documents
- Quotation Report

Title: Acceptance of Quotation under £50,000 in Value
Contract for - PROPOSED INTERNAL ALTERATIONS TO
ALLOW NURSERY EXPANSION AT EASTER CARMUIRS PS,
CAMELON (CAM-7823)
Meeting: Information Bulletin
Date: 7th March 2018
Submitted By: Director of Development Services

1. Introduction

- 1.1 Three companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in respect of the proposed internal alterations to allow nursery expansion at Easter Carmuir PS, Camelon, in accordance with Standing Order 8.4 relating to contracts.

2. Quotations Received

- 2.1 Three quotations were received by the due date of the 22nd November 2017 and opened at 9:25am 23rd November 2017 in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £43,855.35 to £49,100.50.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from Zanart Ltd., Whitehouse Road, Springkerse Industrial Estate, Stirling in the sum of £43,855.35.
- 2.4 The quotation can be contained within 2017/2018 budgets as identified by Children's Services.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Zanart Ltd., Whitehouse Road, Springkerse Industrial Estate, Stirling in the sum of £43,855.35 in respect of the proposed internal alterations to allow nursery expansion at Easter Carmuir PS, Camelon.

pp Director of Development Services

Author: Jack Aitken, Education Design Co-ordinator – 01324 504867,
jack.aitken@falkirk.gov.uk

Date: 23/11/2017

APPENDICES

“None”.

List of Background Papers:

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

- **Quotation Documents**
- **Quotation Report**

Title: Acceptance of Quotation under £50,000 in Value
Contract for TERM MAINTENANCE CONTRACT FOR
SERVICING, MAINTENANCE AND REPAIR OF FALL ARREST
SYSTEMS AT VARIOUS FALKIRK COUNCIL PROPERTIES
(TMC-7759)
Meeting: Information Bulletin
Date: 7 March 2018
Submitted By: Director of Development Services

1. Introduction

- 1.1 Six companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in respect of the servicing, repair and annual maintenance of fall arrest systems, in accordance with Standing Order 8.4 relating to contracts.

2. Quotations Received

- 2.1 Three quotations were received by the due date of 12th January 2018 and opened at 2pm on the 15th January 2018 in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £23,905.00 to £24,180.00.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from The Roof Anchor Company, 144-146 Dalsetter Avenue, Glasgow G15 8TE in the sum of £23,905.00.
- 2.4 The quotation can be contained within the respective services Statutory Maintenance Budgets for 2018/19, 2019/20 and 2020/21.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by The Roof Anchor Company, 144-146 Dalsetter Avenue, Glasgow G15 8TE in the sum of £23,905.00 in respect of Servicing, Maintenance and repair of Fall Arrest Systems at Various Falkirk Council Properties.

pp Director of Development Services
Date: 19/01/2018

Contact Officer: Margaret Younger

List of Background Papers:

APPENDICES

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

- **Quotation Documents**
- **Quotation Report**
- **List of Addresses**

Addresses

Children's Services

Antonine Primary School, Broomhill Road, Bonnybridge, FK4 2AT.
Carrongrange High School, Oxbang Road, Grangemouth. FK3 9HP
Deanburn Primary School, Hazeldean Avenue, Bo'ness, EH51 0NS.
Kinnaird Primary School, McIntyre Avenue, Larbert, FK5 4TQ.
Larbert Village Primary School, Main Street, Larbert, FK5 3AR.
Maddiston Primary School, Glendevon Drive, Maddiston, FK2 0LH.
St. Bernadette's Primary School, Edward Avenue, Stenhousemuir, FK5 4JW.
St. Margaret's Primary School, Salmon Inn Road, Polmont, FK2 0XF.

Corporate & Housing Services

CHP Boiler Building, Kemper Avenue, Falkirk, FK1 1UQ.
Belmont Tower, Eastburn Drive, Falkirk, FK1 1TS.
Breton Court, Finistere Avenue, Falkirk, FK1 1UB.
Corentin Court, Finistere Avenue, Falkirk, FK1 1TZ.
Eastburn Tower, Eastburn Drive, Falkirk, FK1 1TU.
Glenbrae Court, Kemper Avenue, Falkirk, FK1 1YT.
Glenfuir Court, Glenfuir Roadm, FK1 5DU.
Greenbank Court, Glenfuir Road, FK1 5DT.
Leishman Tower, Seaton Place, Falkirk, FK1 1TP.
Marshall Tower, Seaton Place, Falkirk, FK1 1TW.
Maxwell Tower, Seaton Place, Falkirk, FK1 1TF.
Parkfoot Court, Kemper Avenue, Falkirk, FK1 1YY.
Paterson Tower, Seaton Place, Falkirk, FK1 1TJ.
Symon Tower, Seaton Place, Falkirk, FK1 1TH.

Community Trust

Bonnybridge Library, Bridge Street, Bonnybridge, FK4 1AD.
Grangemouth Sports Complex, Abbots Road, Grangemouth Road, FK3 8JB.
Helix / Kelpies Visitor Centre, The Helix, Falkirk, FK2 7ZT.

Falkirk Council

Title: Acceptance of Contracts Below £50,000
Glenburn Road, Hallglen – Proposed Footway (IA0213)

Meeting: Information Bulletin

Date: 7 March 2018

Submitted By: Director of Development Services

1. Introduction

- 1.1 In accordance with Development Services Benchmark procedure, Falkirk Council Roads Services were invited to submit a quotation for the contract in respect of the Glenburn Road, Hallglen – Proposed Footway.

2. Tenders Received

- 2.1 In advance of requesting a quotation a detailed estimate was prepared based upon similar and recent competitively tendered contracts.
- 2.2 Being satisfied that pursuing a single quotation from Falkirk Council Roads Services was in the best interests of the Council, a quotation was invited from Falkirk Council Roads Services, all in accordance with Contract Standing Order 5.1 (b) and 8.4.
- 2.3 A single quotation was received from Falkirk Council Roads Services by the due date of 22 November 2017 and opened on 24 November 2017.
- 2.4 The checked price was £39,988.65.
- 2.5 The works can be funded from the 2017/18 Road Safety capital budget.
- 2.6 In line with the Council's Policy on best value, the quotation submitted by Falkirk Council Roads Services having been benchmarked using financial, technical and other quantitative and qualitative indicators against work of a similar nature which had been subjected to competition was considered to demonstrate best value in terms of all relevant criteria.

3. Action Taken

- 3.1 Members note that in accordance with Standing Order 6.2 (i), I have accepted the quotation submitted by Falkirk Council Roads Services for the sum of £39,988.65 in respect of the Glenburn Road, Hallglen – Proposed Footway.

**Author – Stephen Beales, Roads Design Co-ordinator – 01324 504824,
stephen.beales@falkirk.gov.uk
Date: 29/11/2017**

APPENDICES

None

List of Background Papers:

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

- **Quotation documents**
- **Engineer's Report on Quotations**

Title: **Acceptance of Contracts Below £50,000:
Groundwater, Leachate and Surface Water Sampling and
Testing**

Meeting: **Information Bulletin**

Date: **07 March 2018**

Submitted By: **Director of Development Services**

1. Introduction

- 1.1 Three companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in accordance with Standing Order 8.4 relating to contracts. This service contract is for the groundwater, leachate and surface water sampling and testing at Kinneil Kerse landfill site.

2. Quotations Received

- 2.1 Two quotations were received by the due date of 9 August 2017 in accordance with Standing Order 11 relating to contracts.
- 2.1.1 The checked quotation prices ranged from £14,259.00 to £25,204.76.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from Exova Jones Environmental, Unit 3 Deeside Point, Zone 3 Deeside Industrial Park, Deeside, CH5 2UA with a quoted price of £14,259.00.

3. Action Taken

- 3.1 In accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Exova Jones Environmental in the sum of £14,259.00, in respect of the contract for the groundwater, leachate and surface water sampling and testing at Kinneil Kerse landfill site.

_ Director of Development Services

**Author – John Kirkhope – 01324 503276 -
john.kirkhope@falkirk.gov.uk Date: 19 January 2018**

APPENDICES

None

Title: Acceptance of Contracts Below £50,000
IE0447 Street Lighting Structural Testing 2017/18

Meeting: Information Bulletin

Date: 07 March 2018

Submitted By: Director of Development Services

1. Introduction

- 1.1 3 companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in respect of Street Lighting Structural Testing 2017/18, in accordance with Standing Order 8.4 relating to contracts.

2. Quotations Received

- 2.1 2 quotations were received by the due date of 2 February 2018 and opened at 12:30pm on 2 February 2018 in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked prices ranged from £19,977.50 to £29,369.50
- 2.3 The works can be funded from the 2017/18 lighting capital budget.
- 2.4 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from Electrical Testing Ltd. The Bridge, Acle, Norwich, Norfolk NR13 3AT for the sum of £19,977.50.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Electrical Testing Ltd. The Bridge, Acle, Norwich, Norfolk NR13 3AT for the sum of £19,977.50 in respect of Street Lighting – Structural Testing 2017/18.

pp Director of Development Services

Author – Graham Speirs, Lighting Co-ordinator – 01324 504823,
graham.speirs@falkirk.gov.uk
Date: 05/02/2018

APPENDICES

None

List of Background Papers:

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

- **Quotation documents**
- **Engineer's Report on Quotations**

Title: **Acceptance of Contracts Below £50,000**
IF0496 Street Lighting Column Painting 2017/18

Meeting: **Information Bulletin**

Date: **07 March 2018**

Submitted By: **Director of Development Services**

1. Introduction

- 1.1 3 companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in respect of Street Lighting – Column Painting 2017/18, in accordance with Standing Order 8.4 relating to contracts.

2. Quotations Received

- 2.1 2 quotations were received by the due date of 2 February 2018 and opened at 12:30pm on 2 February 2018 in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked prices ranged from £13,550.00 to £24,200.00
- 2.3 The works can be funded from the 2017/18 lighting revenue budget.
- 2.4 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from H C Munton Painting Contractors, The Old Inn, Ellenabeich, Argyllshire PA34 4RF for the sum of £13,550.00.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by H C Munton Painting Contractors, The Old Inn, Ellenabeich, Argyllshire PA34 4RF for the sum of £13,550.00 in respect of Street Lighting – Column Painting 2017/18.

pp Director of Development Services

Author – Graham Speirs, Lighting Co-ordinator – 01324 504823,
graham.speirs@falkirk.gov.uk
Date: 05/02/2018

APPENDICES

None

List of Background Papers:

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

- **Quotation documents**
- **Engineer's Report on Quotations**

Title: Acceptance of Contracts Below £50,000:
Processing Material Arising from Recycling Centres –
Cardboard

Meeting: Information Bulletin

Date: 07 March 2018

Submitted By: Director of Development Services

1. Introduction

- 1.1 Eight companies were invited to submit quotations, using the Public Contracts Scotland Portal online quick quotes quotation facility, in accordance with Standing Order 8.4 relating to contracts. This contract is for the processing of cardboard arising from Roughmute and Kinneil Kerse Recycling Centres.

2. Quotations Received

- 2.1 Two quotations were received by the due date of 30 August 2017 in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked quotation prices ranged from £72 to £75 per metric tonne (collected by the contractor) and £87 per metric tonne (delivered to the contractor).
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from Saica Natur, Poplar House, Four Arches Croy, Kilysyth, P65 9TS at a quoted price of £75 per tonne (income) to the council.

3. Action Taken

- 3.1 In accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Saica Natur in the sum of £75 per tonne (income) in respect of the processing of cardboard arising from Roughmute and Kinneil Kerse Recycling Centres.

Director of Development Services

**Author – Ross Fenwick – 01324 590434,
ross.fenwick@falkirk.gov.uk
Date: 19 January 2018**

APPENDICES

None

Title: Acceptance of Contracts Below £50,000:
Processing Material Arising from Recycling Centres – Metal

Meeting: Information Bulletin

Date: 07 March 2018

Submitted By: Director of Development Services

1. Introduction

- 1.1 Six companies were invited to submit quotations, using the Public Contracts Scotland Portal online quick quotes quotation facility, in accordance with Standing Order 8.4 relating to contracts. This contract is for the processing of scrap metal arising from Roughmute and Kinneil Kerse Recycling Centres.

2. Quotations Received

- 2.1 Three quotations were received by the due date of 30 August 2017 in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked quotation prices ranged from £100 to £170 per metric tonne (collected by the contractor) and £110 to £170 per metric tonne (delivered to the contractor).
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from Dalton Metals, Dalton House, 15 Youngs Road, East Mains Industrial Estate, Broxburn, EH52 5LY at a quoted price of £170 per tonne (income) to the council.

3. Action Taken

- 3.1 In accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Dalton Metals in the sum of £170 per tonne (income) in respect of the processing of scrap metal arising from Roughmute and Kinneil Kerse Recycling Centres.

Director of Development Services

**Author – Ross Fenwick – 01324 590434,
ross.fenwick@falkirk.gov.uk
Date: 19 January 2018**

APPENDICES

None

Title: **Acceptance of Contracts Below £50,000:
Processing Material Arising from Recycling Centres –
Plasterboard**

Meeting: **Information Bulletin**

Date: **07 March 2018**

Submitted By: **Director of Development Services**

1. Introduction

- 1.1 Four companies were invited to submit quotations, using the Public Contracts Scotland Portal online quick quotes quotation facility, in accordance with Standing Order 8.4 relating to contracts. This contract is for the processing of plasterboard arising from Roughmute and Kinneil Kerse Recycling Centres.

2. Quotations Received

- 2.1 Two quotations were received by the due date of 5 July 2017 in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked quotation prices ranged from £57 to £85 per metric tonne (collected by the contractor), and £57 to £85 per metric tonne (delivered to the contractor).
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from Lowmac Waste and Recycling Limited, Murdoch Place, Oldhall Industrial Estate, Irvine, KA11 5DG at a quoted price of £57 per tonne charge to the council.

3. Action Taken

- 3.1 In accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Lowmac Waste and Recycling Limited in the sum of £57 per tonne in respect of the processing of plasterboard arising from Roughmute and Kinneil Kerse Recycling Centres.

_ Director of Development Services

Author – Ross Fenwick – 01324 590434, ross.fenwick@falkirk.gov.uk

Date: 19 January 2018

APPENDICES

None

Title: Acceptance of Contracts Below £50,000:
Processing Material Arising from Recycling Centres – Tyres

Meeting: Information Bulletin

Date: 07 March 2018

Submitted By: Director of Development Services

1. Introduction

- 1.1 Six companies were invited to submit quotations, using the Public Contracts Scotland Portal online quick quotes quotation facility, in accordance with Standing Order 8.4 relating to contracts. This contract is for the processing of tyres arising from Roughmute and Kinneil Kerse Recycling Centres.

2. Quotations Received

- 2.1 One quotation was received by the due date of 16 October 2017 in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked quotation price was £110 per tonne, delivered to the contractor.
- 2.3 Following the evaluation of quotation, it was considered to be reasonable for the Council to accept the quotation from Levenseat Limited by Forth Lanark, ML11 8EP at a quoted price of £110 per tonne, charge to the council.

3. Action Taken

- 3.1 In accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Levenseat Limited in the sum of £110 per tonne in respect of the processing of tyres arising from Roughmute and Kinneil Kerse Recycling Centres.

Director of Development Services

Author – Ross Fenwick – 01324 590434, ross.fenwick@falkirk.gov.uk
Date: 19 January 2018

APPENDICES

None

Title: Acceptance of Quotation under £50,000 in Value
Proposed Consulting Mechanical and Electrical Engineering
Services for the Proposed Nursery Refurbishment Contracts
at Slamannan PS, Easter Carmuir PS and Carmuir PS
(SLA-7729, CAM-7823, CAM-7872)
Meeting: Information Bulletin
Date: 7th March 2018
Submitted By: Director of Development Services

1. Introduction

- 1.1 Three companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in respect of the consulting mechanical and electrical engineering services for the proposed nursery refurbishment contracts at Slamannan PS, Easter Carmuir PS and Carmuir PS, in accordance with Standing Order 8.4 relating to contracts.

2. Quotations Received

- 2.1 Three quotations were received by the due date of the 7th December 2017 and opened at 10:55am on the 8th December 2017 in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £11,902.00 to £17,490.00.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from Harley Haddow, The Skypark, Glasgow in the sum of £11,902.00.
- 2.4 The quotation can be contained within 2017/2018 budgets as identified by Children's Services.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Harley Haddow, The Skypark, Glasgow in the sum of £11,902.00 in respect of the consulting mechanical and electrical engineering services for the proposed nursery refurbishment contracts at Slamannan PS, Easter Carmuir PS and Carmuir PS

pp Director of Development Services

Author: Jack Aitken, Education Design Co-ordinator – 01324 504867,
jack.aitken@falkirk.gov.uk

Date: 12th December 2017

APPENDICES

"None."

List of Background Papers:

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

- **Quotation Documents**
- **Quotation Report**

Title: Acceptance of Quotation under £50,000 in Value
Proposed Consulting Structural Engineering Services for
the Proposed Nursery Refurbishment Contracts at
Slamannan PS, Easter Carmuir PS and Carmuir PS (SLA-
7729, CAM-7823, CAM-7872)
Meeting: Information Bulletin
Date: 7th March 2018
Submitted By: Director of Development Services

1. Introduction

- 1.1 Three companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in respect of the consulting structural engineering services for the proposed nursery refurbishment contracts at Slamannan PS, Easter Carmuir PS and Carmuir PS, in accordance with Standing Order 8.4 relating to contracts.

2. Quotations Received

- 2.1 Three quotations were received by the due date of the 7th December 2017 and opened at 10:50am on the 8th December 2017 in accordance with Standing Order 11 relating to contracts.
- 2.2 The quotation prices ranged from £10,070.60 to £12,975.00.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from McGregor McMahon, 2 Castle Court, Dunfermline in the sum of £10,070.60.
- 2.4 The quotation can be contained within 2017/2018 budgets as identified by Children's Services.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by McGregor McMahon, 2 Castle Court, Dunfermline in the sum of £10,070.60 in respect of the consulting structural engineering services for the proposed nursery refurbishment contracts at Slamannan PS, Easter Carmuir PS and Carmuir PS

pp Director of Development Services

Author: Jack Aitken, Education Design Co-ordinator – 01324 504867,
jack.aitken@falkirk.gov.uk
Date: 12th December 2017

APPENDICES

"None."

List of Background Papers:

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

- **Quotation Documents**
- **Quotation Report**

Title: Acceptance of Quotation under £50,000 in Value
Provision of Business Skills Workshops

Meeting: Information Bulletin

Date: 7 March 2018

Submitted By: Director of Development services

1. Introduction

- 1.1 Falkirk Council delivers the Business Gateway service in the Council area, which involves helping businesses to start up and grow. The service offers business information, advice and support from websites, business advisers and workshops, see www.bgateway.com for more information. Start-up workshops are delivered in house by business advisers and due to their specialist nature business skills workshops are outsourced.
- 1.2 Business Gateway in Falkirk has a target to deliver 36 skills workshops per annum. The delivery of these workshops is aimed at existing growth businesses and covering 5 key themes:
- Marketing
 - Accounting and Finance
 - General Management
 - E business/ICT
 - People Management

These topics have been developed to a common standard covering:

- Learning outcomes to be achieved by participants
- Nature and content of the workshop material
- Duration of the workshop – 3 hours
- Venue of the workshop – The Falkirk Stadium
- Means of delivery eg by reference to online materials and other support

2. Quotations Received

- 2.1 Development Services invited three experienced training providers to tender for the delivery of business skills workshops from October 2017 – September 2020.
- 2.2 Two companies submitted quotations and one declined. An evaluation exercise was carried out based on taking into account overall quality of submission, relevant qualifications and experience, past performance and track record, understanding of the workshop objectives and price.

- 2.3 Following evaluation of the quotations, The Roberts Partnership, Edinburgh, in the sum of £395 per workshop was considered to represent best value. The anticipated cost of £14,220 per annum can be contained within the Business Support Cost Centre 465006.

3. Action Taken

- 3.1 Members note that in accordance with Standing Order 6.2 (i) I have accepted the quotation submitted by The Roberts Partnership, Edinburgh for £395 per workshop at an anticipated cost of £14,220 per annum, in respect of the delivery of business skills workshops.

.....
pp Director of Development Services

**Author: Carron Smith, Principal Business Support Officer – 01324 590956
carron.smith@falkirk.gov.uk**

Date: 15/02/18

APPENDICES

None

List of Background Papers:

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

- **Quotation Documents**

Title: Acceptance of Quotation under £50,000 in Value
Provision of Human Resource Advice and Support to
Businesses
Meeting: Information Bulletin
Date: 7 March 2018
Submitted By: Director of Development Services

1. Introduction

- 1.1 Falkirk Council delivers the Business Gateway service in the Council area, which involves helping businesses to start up and grow. The service offers business information, advice and support from websites, business advisers and workshops, see www.bgateway.com for more information. To complement this service Falkirk Council wishes to offer human resource (HR) advice and support to its clients in the form of one to one engagement and workshops.
- 1.2 Business Gateway in Falkirk aims to provide businesses with information, advice and support in the broad range of employment matters including:
- Recruitment support
 - Employment documentation
 - HR policies and procedures
 - General HR advice
- 1.3 Advice will usually be delivered at the clients premises but alternative meeting facilities can be available. Business advisers will refer clients to the service using a referral form. The supplier will have to provide a written report covering the assistance provided. This 1:1 HR support is seen as the core element of the contract with an average of ten monthly referrals expected.
- 1.4 The HR workshop will run once a quarter. These will be half day workshops depending upon content and topic. The supplier will provide a range of courses with content delivered by a suitably qualified trainer. Falkirk Council will provide accommodation, promote events and manage bookings.

2. Quotations Received

- 2.1 Development Services invited three experienced HR professional providers to tender for the delivery of business skills workshops from October 2017 – September 2018.
- 2.2 Three companies submitted quotations. An evaluation exercise was carried out taking into account overall quality of submission, relevant qualifications and experience, past performance and track record, understanding of the workshop objectives and price.

2.3 Following evaluation of the quotations, Bell HR Consulting, Bridge of Allan, in the sum of £250 per workshop and a daily rate £295 was considered to represent best value.

2.4 The quotation can be contained within the Business Support Cost Centre 465006.

3. Action Taken

3.1 Members note that in accordance with Standing Order 6.2 (i) I have accepted the quotation submitted by Bell HR Consulting, Bridge of Allan for £250 per workshop and a daily rate £295, anticipated at a cost of £46,000 per annum, in respect of delivery of human resource advice and workshops.

.....
pp Director of Development Services

Author: Carron Smith, Principal Business Support Officer – 01324 590956
carron.smith@falkirk.gov.uk

Date: 15/02/18

APPENDICES

None

List of Background Papers:

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

- **Quotation Documents**
- **Quotation Report**

Title: **Acceptance of Contracts Below £50,000:
Supply of Bags for Dog Waste**

Meeting: **Information Bulletin**

Date: **07 March 2018**

Submitted By: **Director of Development Services**

1. Introduction

- 1.1 Ten companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in accordance with Standing Order 8.4 relating to contracts. This goods contract is for the supply of bags for dog waste.

2. Quotations Received

- 2.1 Five quotations were received by the due date of 24 August 2017 in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked quotation prices ranged from £15,800 to £24,400 for a years supply.
- 2.3 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from Simpac, Spiersbridge Business Park, Spiersbridge Avenue, Glasgow, G46 8NL with a quoted price of £15,800.

3. Action Taken

- 3.1 In accordance with Standing Order 6.2(i), I have accepted the quotation submitted by Simpac in the sum of £15,800 to supply bags for dog waste.

Director of Development Services

Author – Ross Fenwick – 01324 590434 – ross.fenwick@falkirk.gov.uk

Date: 19 January 2018

APPENDICES

None

Falkirk Council

Title: Acceptance of Contracts Below £50,000
Torwood Avenue, Grangemouth – Build-out (IA0222)

Meeting: Information Bulletin

Date: 7 March 2018

Submitted By: Director of Development Services

1. Introduction

- 1.1 In accordance with Development Services benchmark procedure, Falkirk Council's Roads Services were invited to submit a quotation for the contract in respect of the Torwood Avenue, Grangemouth – Build-out.

2. Tenders Received

- 2.1 In advance of requesting a quotation, a detailed estimate was prepared based upon similar and recent competitively tendered contracts.
- 2.2 Being satisfied that pursuing a single quotation from Falkirk Council's Roads Services was in the best interests of the Council, a quotation was invited from Falkirk Council's Roads Services, all in accordance with Contract Standing Order 5.1(b) and 8.4.
- 2.3 A single quotation was received Falkirk Council's Roads Services and opened on 22 January 2018.
- 2.4 The checked price was £10,036.92.
- 2.5 The works can be funded from the 2017/18 capital budget for Road Safety, Pedestrian and Cycling Facilities.
- 2.6 In line with the Council's Policy on best value, the quotation submitted by Falkirk Council Roads Services having been benchmarked using financial, technical and other quantitative and qualitative indicators against work of a similar nature which had been subjected to competition was considered to demonstrate best value in terms of all relevant criteria.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2 (i), I have accepted the quotation submitted by Falkirk Council's Roads Services for the sum of £10,036.92 in respect of Torwood Avenue, Grangemouth – Build-out.

pp Director of Development Services

Author – David Foote, Senior Road and Bridge Design Officer – 01324 504844,
david.foote@falkirk.gov.uk
Date: 29/01/2018

APPENDICES

None

List of Background Papers:

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

- Tender documents
- Engineer's Report on Quotations

Falkirk Council

Title: Acceptance of Contracts Below £50,000
U132266 Annan Court Underpass Works (IC0203)

Meeting: Information Bulletin

Date: 7 March 2018

Submitted By: Director of Development Services

1. Introduction

- 1.1 Three companies were invited to submit quotations, using the Public Contracts Scotland Portal online quotation facility, in respect of U132266 Annan Court Underpass Works, in accordance with Standing Order 8.4 relating to contracts.

2. Quotations Received

- 2.1 Two quotations were received by the due date of 29 November 2017 and opened in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked prices ranged from £37,467.50 to £47,257.22.
- 2.3 The works can be funded from the 2017/18 Bridge Assessment and Strengthening Capital Programme.
- 2.4 Following the evaluation of quotations, it was considered best value for the Council to accept the quotation from WI & A Gilbert Ltd, Kersland, Dalry, Ayrshire, KA24 4JA for the sum of £37,467.50.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the quotation submitted by WI & A Gilbert Ltd, Kersland, Dalry, Ayrshire, KA24 4JA for the sum of £37,467.50 in respect of U132266 Annan Court Underpass Works.

pp Director of Development Services

Author – James McLean, Bridge Engineer – 01324 504833,
james.mclean@falkirk.gov.uk
Date: 04/12/2017

APPENDICES

None

List of Background Papers:

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

- Quotation documents
- Engineer's Report on Quotations

**Subject: ACCEPTANCE OF TENDERS WHERE THE VALUE DOES NOT EXCEED
£100,000.00**

**Meeting: PROCUREMENT OF DESIGN AND FABRICATION OF BESPOKE FENCE
Date: PANEL FOR CRAWFORD SQUARE, AIRTH.
07 March 2018
Author: INFORMATION BULLETIN
DIRECTOR OF DEVELOPMENT SERVICES**

1. INTRODUCTION

- 1.1 A tender for the design and fabrication of a bespoke fence panel for Crawford Square, Airth, was sent out to three companies as a quick quote via Public Contracts Scotland website. The fence will be installed as part of the landscape improvement works at Crawford Square which form part of the Airth Conservation Area Enhancement Plan implementation.

2. TENDERS RECEIVED

- 2.1 Two tenders were received by the due date of 12 noon, Friday 19th January 2018 and opened in accordance with Standing Order 12 relating to contracts. One company declined to submit a tender.
- 2.2 Following the evaluation of the tenders, using scoring to assess quality and cost, P Johnson & Company, Artist Blacksmiths, Ratho Byres Forge, Freeland's Road, Ratho, Newbridge, Midlothian, EH28 8NW. was selected as offering the best value. The quotation value was £10,000.00.
- 2.3 The funding for this contract is from developer contributions made through Planning Obligations 833000 9705

3. ACTION TAKEN

In accordance with Standing Order 6.2(i) on 6th February 2018 I accepted the tender in the sum of £10,000.00 submitted by P Johnson & Company, Artist Blacksmiths, Ratho Byres Forge, Freeland's Road, Ratho, Newbridge, Midlothian, EH28 8NW.

pp Director of Development Services

**Author – Elspeth Forsyth – 01324 594785 – elspeth.forsyth@falkirk.gov.uk
Date: 16 February 2018**

APPENDICES

None

LIST OF BACKGROUND PAPERS

- 1. * Tender Documents**
- 2. * Tender Evaluation Table**

*** Items not for publication on the grounds that they involve the disclosure of exempt information as defined in paragraph 8 of Part 1 of Schedule 7A of the Local Government (Scotland) Act 1973.**

Falkirk Council

Title: Acceptance of Tenders under £250,000
Bridge Joint Works 2017 / 2018 (IC0192)

Meeting: Information Bulletin

Date: 07 March 2018

Submitted By: Director of Development Services

1. Introduction

- 1.1 The contract for Bridge Joint Works 2017 / 2018 was advertised on the Public Contracts Scotland Portal and, following assessment of submitted pre-qualification questionnaires, three companies were subsequently invited to tender.

2. Tenders Received

- 2.1 Three tenders were received by the due date of 29 January 2018 and opened in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked tendered prices ranged from £53,120.40 to £89,690.00.
- 2.3 Following the evaluation of tenders it was considered best value for the Council to award the contract to Chemcem Scotland Ltd, 272 Bath Street, Glasgow G2 4JR.
- 2.4 The tender can be funded from the 2017/18 Bridge Capital Programme.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2 (i), I have accepted the tender submitted by Chemcem Scotland Ltd, 272 Bath Street, Glasgow G2 4JR for the sum of £53,120.40 in respect of Bridge Joint Works 2017 / 2018.

pp Director of Development Services

Author – James McLean, Design Engineer – 01324 504883,
james.mclean@falkirk.gov.uk
Date: 31/01/2018

APPENDICES

None

List of Background Papers:

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

- Tender documents
- Engineer's Report on Quotations

Title: Acceptance of Tenders under £250,000 in Value
Contract for Conversion of Existing Retail Unit to form CAB
Office at 1-3 Meeks Road, Falkirk (FAL-7359A)
Meeting: Information Bulletin
Date: 07 March 2018
Submitted By: Director of Development Services

1. Introduction

- 1.1 The contract for conversion of existing retail unit to form CAB Office at 1-3 Meeks Road, Falkirk was advertised on the Public Contracts Scotland Portal and, following assessment of submitted pre-qualification questionnaires, five companies were subsequently invited to tender.

2. Tenders Received

- 2.1 Three tenders were received by the due date of 13 November 2017 and opened at 2.40pm on 13 November 2017 in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked prices ranged from £213,326.44 to £250,769.89.
- 2.3 Following the evaluation of tenders it was considered best value for the Council to award the contract to Marshall Construction Ltd, The Whins, Alloa FK10 3TA for the sum of £213,326.44.
- 2.4 The tender can be contained within the available funding from Falkirk Council repairs and renewal reserves, Citizens Advice Bureau and Development Services commercial property general repairs budget.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the tender submitted by Marshall Construction Ltd, The Whins, Alloa FK10 3TA in the sum of £213,326.44 in respect of conversion of existing retail unit to form CAB Office at 1-3 Meeks Road, Falkirk.

pp Director of Development Services

Author: Robin Millard, Building Design Manager – 01324 504868,
robin.millard@falkirk.gov.uk
Date: 11/12/2017

APPENDICES

None.

List of Background Papers:

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

- **Tender Documents**
- **Tender Report**

Title: Acceptance of Tenders under £250,000 in Value
Contract for PROPOSED NEW BUILD SOCIAL HOUSING
DEVELOPMENT – PRELIMINARY SURFACE WATER
DRAINAGE WORKS (FAL-7752A)
Meeting: Information Bulletin
Date: 7th March 2018
Submitted By: Director of Development Services

1. Introduction

- 1.1 In accordance with Development Service's benchmark procedure, a single tender was invited from Roads Services for the contract in respect of preliminary surface water drainage works for the proposed new social housing at Blinkbonny Road, Falkirk.
- 1.2 The criteria used in assessment of best value are, financial (both contract and staff costs), quality (in relation to achieving industry standards) and past performance in this type of work.

2. Tenders Received

- 2.1 A tender was received by the due date of 6th December 2017 and opened at 2.10pm on the 12th December 2017, in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked price was compared with bill of quantity rates for work of a similar nature, priced in competition viz, New Build Social Housing at Duke Street, Denny, (DEN-7499), in the sum of £93,735.00 accepted in August 2017. Allowing adjustment for inflation etc., the tendered price compared favourably with the rates within the benchmark contract.
- 2.3 The tender received from Roads Services, Earls Road, Grangemouth FK3 8XD is in the arithmetically corrected sum of £70,295.96 and represents best value for the Council.
- 2.4 The tender can be contained within the block expenditure figure for New Social Housing, identified in the Housing Investment 3 Year Programme 2017/2019.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the tender submitted by Roads Services, Earls Road, Grangemouth FK3 8XD in the sum of £70,295.96 in respect of preliminary surface water drainage works for the proposed new social housing at Blinkbonny Road, Falkirk.

pp Director of Development Services

**Author: Paul Noble, Commercial & Social Design Co-ordinator – 01324 501020,
paul.noble@falkirk.gov.uk**

Date: 19/12/2017

APPENDICES

None

List of Background Papers:

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

- **Tender Documents**
- **Tender Report**

Title: Acceptance of Tenders under £250,000 in Value
Contract for Upgrading Works to Properties in Laurieston
(LRN-7778)
Meeting: Information Bulletin
Date: 7 March 2018
Submitted By: Director of Development Services

1. Introduction

- 1.1 The contract for upgrading works to properties in Laurieston was advertised on the Public Contracts Scotland Portal and, following assessment of submitted pre-qualification questionnaires, six companies were subsequently invited to tender.

2. Tenders Received

- 2.1 Four tenders were received by the due date of 17 November 2017 and opened 2.20pm 17 November 2017 in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked prices ranged from £186,762.95 to £268,902.74.
- 2.3 Following the evaluation of tenders it was considered best value for the Council to award the contract to Ailsa Building Contractors Ltd for the sum of £186,762.95.
- 2.4 The tender can be contained within the block expenditure figure for fabric improvements, identified in the Housing Investment 3 Year Programme 2017/2020.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2(i), I have accepted the tender submitted by Ailsa Building Contractors Ltd, 251 Dundyvan Road, Coatbridge, ML5 4AU in the sum of 186,762.95 in respect of upgrading works to properties in Laurieston.

pp Director of Development Services

Author: Robin Millard, Building Design Manager – 01324 504868,
robin.millard@falkirk.gov.uk
Date: 04/12/2017

APPENDICES

List of Addresses

List of Background Papers:

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

- **Tender Documents**
- **Tender Report**

List of Addresses

LAURIESTON

Suilven Heights

Odd: 1-13,15-27,29-41 18 Houses

Even: 6,8,12,14,18,20 6 Houses

Total number of dwellings: 24No

Falkirk Council

Title: Acceptance of Tenders under £250,000
M9 Junction 5 Beancross Road Junction – Traffic Signal
Upgrading (IA0159)

Meeting: Information Bulletin

Date: 7 March 2018

Submitted By: Director of Development Services

1. Introduction

- 1.1 The contract for M9 Junction 5 Beancross Road Junction – Traffic Signal Upgrading was advertised on the Public Contracts Scotland Portal and, following assessment of submitted pre-qualification questionnaires, three companies were subsequently invited to tender.

2. Tenders Received

- 2.1 Two tenders were received by the due date of 20 December 2017 and opened in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked tendered prices ranged from £235,395.10 to £278,714.21.
- 2.3 Following the evaluation of tenders it was considered best value for the Council to award the contract to Lochwynd Ltd, 19 Lonmay Place, Panorama Business Village, Queenslie, GLASGOW, G33 4ER for the sum of £235,395.10.
- 2.4 The tender can be funded from the 2017/18 capital budget for Tax Incremental Financing (TIF).

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2 (i), I have accepted the tender submitted by Lochwynd Ltd, 19 Lonmay Place, Panorama Business Village, Queenslie, GLASGOW, G33 4ER for the sum of £235,395.10 in respect of M9 Junction 5 Beancross Road Junction – Traffic Signal Upgrading.

pp Director of Development Services

Author – David Foote, Senior Road and Bridge Design Officer – 01324 504844,
david.foote@falkirk.gov.uk
Date: 11/01/2018

APPENDICES

None

List of Background Papers:

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

- Tender documents
- Engineer's Report on Quotations

Falkirk Council

Title: **Acceptance of Tenders under £250,000
Safety Barrier Works 2017/18
(IC0195)**

Meeting: **Information Bulletin**

Date: **07 March 2018**

Submitted By: **Director of Development Services**

1. Introduction

- 1.1 The contract for Safety Barrier Works 2017/18 was advertised on the Public Contracts Scotland Portal and, following assessment of submitted pre-qualification questionnaires, five companies were subsequently invited to tender.

2. Tenders Received

- 2.1 Three tenders were received by the due date of 21 December 2017 and opened in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked tendered prices ranged from £46,195.00 to £68,980.00.
- 2.3 Following the evaluation of tenders it was considered best value for the Council to award the contract to W I & A Gilbert Limited, Easter Kersland, Dalry, KA24 4JA for the sum of £46,195.00.
- 2.4 The tender can be funded from the 2017/18 bridge assessment & strengthening capital budget.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2 (i), I have accepted the tender submitted by W I & A Gilbert Limited, Easter Kersland, Dalry, KA24 4JA for the sum of £46,195.00 in respect of Safety Barrier Works 2017/18.

pp Director of Development Services

Author – Gary McGregor, Senior Road & Bridge Design Officer – 01324 504993,
gary.mcgregor@falkirk.gov.uk
Date: 03/01/2018

APPENDICES

None

List of Background Papers:

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

- Tender documents
- Engineer's Report on Quotations

Falkirk Council

Title: Acceptance of Tenders under £250,000
Structural Waterproofing 2017/18
(IC0193)

Meeting: Information Bulletin

Date: 07 March 2018

Submitted By: Director of Development Services

1. Introduction

- 1.1 The contract for Structural Waterproofing 2017/18 was advertised on the Public Contracts Scotland Portal and, following assessment of submitted pre-qualification questionnaires, three companies were subsequently invited to tender.

2. Tenders Received

- 2.1 Three tenders were received by the due date of 26 January 2018 and opened in accordance with Standing Order 11 relating to contracts.
- 2.2 The checked tendered prices ranged from £73,934.00 to £116,581.00.
- 2.3 Following the evaluation of tenders it was considered best value for the Council to award the contract to Diack & Macaulay Ltd, 7 Gartferry Rd, Chryston, Moodiesburn, Glasgow G69 0LY for the sum of £73,934.00.
- 2.4 The tender can be funded from the 2017/18 bridge assessment & strengthening capital budget.

3. Action Taken

- 3.1 Members note that, in accordance with Standing Order 6.2 (i), I have accepted the tender submitted by Diack & Macaulay Ltd, 7 Gartferry Rd, Chryston, Moodiesburn, Glasgow G69 0LY for the sum of £73,934.00 in respect of Structural Waterproofing 2017/18.

pp Director of Development Services

Author – Michael Walker, Road & Bridge Design Technician – 01324 504845,
michael.walker@falkirk.gov.uk
Date: 29/01/2018

APPENDICES

None

List of Background Papers:

The following papers were relied on in the preparation of this report in terms of the Local Government (Scotland) Act 1973:

- Tender documents
- Engineer's Report on Quotations

