

information

bulletin **volume two** **2022/2023**



Falkirk Council

CONTENTS

	Page
Falkirk Council Information Bulletin	
Children's Services	
Early Learning & Childcare (ELC) – 1140 Expansion Plan Update	3 - 8
Education Scotland Recovery Visits to Falkirk Educational Establishments	9 -13
Summary of Scrutiny Activity – Early Learning and Childcare Information Bulletin	14 -18
Place Services	
Town Centre Regeneration Update	19 - 28
Westquarter Burn – Flood Study	29 - 31
Winter Service Plan – Adopted Roads and Footways	32 - 73
Transformation, Communities and Corporate Services	
Acceptance of Contracts Report	74
Appendix 1 – Award of Contracts	75 - 94
Appendix 2 – Acceptance of Quick Quotes	95 - 97
Severance Report – 2021/22	98 - 101

Falkirk Council

Title: Early Learning & Childcare (ELC) – 1140 Expansion Plan Update
Meeting: Information Bulletin
Date: 14 December 2022
Submitted By: Director of Children's Services

1. Purpose of Report

1.1 This report provides Members with:

- an update on progress with final phase of the Early Learning and Childcare (ELC) Expansion Plans;
- additional and updated information relating to the associated ELC workstreams; and
- updated information on the overall financial position.

2. Recommendation

2.1 **Members are asked to note the content of this report.**

3. Climate Change Implications

3.1 All project infrastructure work has been developed in a way that supports and enhances the quality of our school estate. Many aspects of this work have also augmented and improved energy efficiency targets and our overall aim to meet national climate change ambitions, this has included the replacement of older equipment, heating/lighting systems and buildings.

4. Background

4.1 After five challenging and exciting years, the main infrastructure expansion plans for the project have been completed. There are some associated areas of work and the normal “snagging” and building warrant requirements that will be completed over the course of the next few weeks.

5. Considerations

5.1 Remaining Infrastructure Projects

At the start of academic session in August, three new ELC establishments were opened to children: Carronshore Primary School, Denny Primary School and Glendevon ELCC.

In September, the two remaining large infrastructure projects at Inchlair ELCC and Woodburn ELCC also opened.

The on-site demolition of the old Inchlair Nursery was completed during the October school holidays and the planned installation of the modular unit that will provide places for funded children under 3 is underway. This provision is presently being met at Larbert Day Nursery.

Further details of these remaining projects are provided in [Appendix 1](#).

5.2 ELC Budget Realignment

- As reported to the EC&YP Executive in June 2022, Officers have progressed with the planned changes to revise staffing capacity to align with occupancy rates.
- As previously reported, the work to realign existing capacity to meet the growth in demand for funded 2-year-old places is completed. Officers have also amended the operating arrangements in identified ELCC establishments to align with parental demand. Changes will be implemented from August 2023. Details of these changes are provided in [Appendix 2](#).

5.3 National Survey of Private Childcare Providers on Sustainable Rates

- As previously advised the National Independent Survey reported that the average rate across the Forth Valley and West Lothian Regional Improvement Collaborative (RIC) area was **£5.24** per hour.
- Falkirk's rate for 2021-22 for private partner nurseries was **£5.55** per hour and **£5.05** for childminders.
- As agreed, the Director of Children's Services, under delegated powers, increased Falkirk's rate for 2022-23 to £5.70 per hour (private nurseries); £5.20 per hour (Childminders). These rates were implemented from the start of the new term in August 2022. The existing meal rates remain unchanged.
- As requested by the Scottish Government, meetings have been held with our RIC local authorities to discuss the survey results and to assess if there is any commonality of approach or agreement on the assessment of rates.
- These meetings were productive as Stirling and Falkirk set the same rates. Officers will continue to liaise with RIC colleagues regarding the rates paid for 2-year-olds.

6. Consultation

- 6.1 Officers will continue to consult with appropriate stakeholders including parents, trade unions and other Services on all aspects of any proposed changes as appropriate.

7. Implications Financial/Resources

7.1 Summary of Current Financial Position – Revenue Budget 2022-23

- Year End Projection at Period 3 (30/6/22): **Break Even**

7.2 Summary of Current Financial Position – Capital Budget 2022-23

- Balance remaining on 1/4/22: **£1.094m**
- Expenditure to 12 October 22 £0.370m
- Additional Estimated Expenditure to 31 March 23 £0.700m
- Projected Balance: **£0.024m**

Legal

- 7.3 Current plans have been developed in recognition of the relevant Statutory Guidance that has been issued in relation to the Early Years Learning and Childcare Duties within the Children and Young People (Scotland) Act 2014.

Risk

- 7.4 The key inherent risks associated with this major project were:

- delivery of infrastructure expansion projects on-time;
- ensuring that planned expenditure is kept in line with resources;
- disruption to the material supply chain being experienced currently within the construction sector overall;
- increased material prices being experienced by the construction sector overall;
- the potential impact that any current or future COVID/lockdown decisions may have on all aspects of the overall expansion plans; and
- ensuring that contingency plans were continually reviewed in liaison with external providers.

Equalities

- 7.5 The current plans for early intervention strategies aim to provide more targeted and prioritised support to those children who have additional support needs and strengthen the interface and linkage with vulnerable families.

Sustainability/Environmental Impact

- 7.6 All project infrastructure work has been developed in a way that supports and enhances the quality of our school estate.

Many aspects of this work have also augmented and improved energy efficiency targets and our overall aim to meet national climate change ambitions, this has included the replacement of older equipment, heating/lighting systems and buildings.

8. Conclusions

- 8.1 As the main infrastructure element of this challenging but extremely rewarding project has been completed, Officers from both Children's and Place Services will now be focusing on ensuring that the remaining "snagging" work is completed.

- 8.2 Once that is completed, Officers plan to undertake a Post Occupancy Review for some the projects, which will aim to highlight areas of both good practice and areas where improvement can be made and there are lessons to be learned that will benefit the management of future projects.

Director of Children's Services

Author: Gary Greenhorn, Head of Planning and Resources, Children's Services.
gary.greenhorn@falkirk.gov.uk

Date: 26th October 2022

Appendices:

Appendix 1 – Updates on the Remaining Infrastructure Projects.

Appendix 2 – Amendments to Operating Hours in ELCC Establishments

List of Background Papers:

EC&YP Executive – Previous ELC1140 Update Reports.

Section 1 – Remaining Infrastructure Projects Update – November 2022

WARD	ESTABLISHMENT/ PROJECT	UPDATE	EST. COMPLETION DATES	CAPACITY	CONTINGENCY PLANS
3	Denny PS	<ul style="list-style-type: none"> Opened August 2022. 	<ul style="list-style-type: none"> Opened 	56 - 3-5yr old's	<ul style="list-style-type: none"> N/A
4	Inchlair ELCC	<ul style="list-style-type: none"> New building opened September 2022. Old building demolished. Installation of modular unit underway. Additional connectivity work is also planned. 	<ul style="list-style-type: none"> Opened Completed Dec 22 	80 - 3-5yr old's 40 - 2yr old's 12 - Babies	<ul style="list-style-type: none"> Some 1140 provision is being delivered at Larbert Day ELCC until modular unit installed.
4	Carronshore PS	<ul style="list-style-type: none"> Opened August 2022. 	<ul style="list-style-type: none"> Opened 	56 - 3-5yr old's	<ul style="list-style-type: none"> N/A
6	Woodburn ELCC	<ul style="list-style-type: none"> Opened September 2022. Additional connectivity work is also planned. Additional flooring work scheduled Oct 22 term holiday. 	<ul style="list-style-type: none"> Opened 	48 - 3-5yr old's 20 - 2yr old's	<ul style="list-style-type: none"> N/A
9	Glendevon ELCC (Maddiston)	<ul style="list-style-type: none"> Opened August 2022. 	<ul style="list-style-type: none"> Opened 	96 - 3-5yr old's	<ul style="list-style-type: none"> N/A

Section 2 – Further Early Years Capacity Work

8	Westquarter PS	<ul style="list-style-type: none"> Assess options to increase on-site ELC capacity at the same time as the design options for extending the school are being considered. 	<ul style="list-style-type: none"> On-going 		<ul style="list-style-type: none"> Joint work will be undertaken with Place Services to consider on-site options.
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**Progress Update on Budget Realignment Work
Amendments to Operating Hours in ELC Establishments**

Ward	Establishment	Current Operating Arrangements	Revised Operating Arrangements from August 2023
Ward 1	Borrowstoun	Full Year / Extended Day	No change
Ward 2	Abbotsgrange	Full Year / Extended Day	Term Time / Extended Day
	Rannoch	Full Year / Extended Day	No change
Ward 3	Myot View	Full Year / Extended Day	No change
Ward 4	Inchlair	Full Year / Extended Day	No change
	Kinnaird Waters	Full Year / Extended Day	No change
Ward 5	Bonnypark	Full Year / Extended Day	No change
Ward 6	Langlees	Term Time + Summer / Extended Day	No change
	Camelon	Full Year / Extended Day	No change
	Woodburn	Full Year / Extended Day	Term Time / Extended Day
Ward 7	Glenburn	Full Year / Extended Day	No change
	Woodlands	Full Year / Extended Day	Term Time / Extended Day
Ward 8	Parkhill	Full Year / Extended Day	No change
Ward 9	Glendevon	Full Year / Extended Day	No change

Falkirk Council

Title: Education Scotland Recovery Visits to Falkirk Educational Establishments
Meeting: Information Bulletin
Date: 14 December 2022
Submitted By: Director of Children's Services

1. Purpose of Report

- 1.1 The purpose of this report is to provide Members with details of the outcomes from recent visits by Education Scotland to our educational establishments. These recovery visits contribute to the Council Plan priority "Promoting opportunities and educational attainment and reducing inequalities".

2. Recommendations

2.1 Members are asked to:

- (1) note the positive progress which has been made by our establishments as they emerge from the pandemic; and**
- (2) note that the Director of Children's Services will to continue to engage with all our educational establishments to share these findings and support their ongoing recovery from the pandemic.**

3. Climate Change Implications

- 3.1 Having consulted the energy and climate change team, outcomes of this report will have no effect on either the organisational or national climate change targets.

4. Background

- 4.1 Education Scotland extended an invitation to educational settings, in early March 2022, to participate in their programme of recovery visits. The visits were to be carried out by HM Inspectors during the remainder of this academic year with the aim of learning from education establishments about what has worked well and the challenges they have faced due to the pandemic.
- 4.2 The aim for the visits was to be a supportive and positive learning experience. Education Scotland wanted to hear from schools about their own current priorities as they respond to the impact of the current pandemic, they wanted to learn what is working well, the challenges education practitioners have faced and gather examples of effective practice.

- 4.3 The visits also provided an opportunity for our school staff, at all levels to share their experiences and discuss their improvement plans to continue their recovery process.
- 4.4 The visits were composed of a mixture of online meetings and face-to-face activities over two days within a given week.
- 4.5 Each establishment received a confidential report from Education Scotland to support their individual learning journey. Due to the confidential nature of each report and the conditions attached, this report does not identify any establishments.
- 4.6 However, this report covers a high-level summary of the learning from their engagement across additional support for learning, primary and secondary schools.

5 Considerations

5.1 During their visits, HM Inspectors invited schools to talk about their current priorities as they responded to the pandemic.

5.2 They focused on three key areas:

- continuity of learning;
- wellbeing of children, young people, and staff; and
- safeguarding and Child Protection.

5.3 Key messages from visits to date:

5.3.1 Continuity of Learning

- The Digital learning strategy has been particularly effective, and schools have used COVID as an opportunity to continue to improve.
- Schools are well placed to develop blended learning approaches – examples given focused on young people engaging in more independent learning experiences, wider range of resources available to support young people to work on at their own pace, ability for young people to consolidate learning and remain on track if isolating.
- Significant and effective professional learning and practitioner enquiry approaches are supporting effective practice.
- Senior leaders and staff worked hard to support children and families throughout the pandemic.
- Settings have placed appropriate focus on vulnerable children and provided appropriate supports.
- Senior leaders ensured a clear focus on children's attainment and how this was impacted through robust tracking and monitoring which continued throughout the pandemic.

- Staff identified that social skills of children were impacted – this was supported by additional experiences in school.
- Pupils feel they are making good progress and are positive about their learning. Almost all children and young people feel supported.
- The value of play is evident from both children and staff and staff make best use of space to give purpose to learning.
- Recognition that there are limitations for remote learning for young people with Additional Support for Learning needs (particularly those with very complex needs)

5.3.2 Wellbeing

- There is a positive story around wellbeing – schools know well the issues that link closely to their school populations and local contexts.
- Parents felt listened to and staff took time to gather feedback and act up on this. They appreciated regular communication and praised the support and reassurance provided by staff teams.
- Digital communication has been positively received by parents. They are, however, looking forward to being part of the school community again – something that schools are plans for.
- Partners described how they contributed to and enhanced the offering to support the wellbeing of children and families.
- Clear direction has come from senior leaders – COVID has been used as a springboard and not a barrier.
- Senior leaders have a well-considered approach to staff wellbeing.
- Senior leaders are proactive in signposting staff to supports for their own wellbeing and encourage staff to be innovative.
- Key areas identified for young people have been linked to routines, anxiety, mental health, self-harm, rebuilding confidence and resilience and maturity for those in the junior stages. These issues were present before lockdown but are now more prevalent.
- Guidance volunteers are used well to provide further support to identified young people.
- Bespoke individual interventions are used effectively by focusing on all aspects of the wellbeing indicators
- Increased partnership working has been established which is valued by the school teams and partners who work with young people.
- Curricular areas are being developed to meet the wellbeing needs of young people.
- Extra-curricular activities positively support the wellbeing of young people – parent value clubs and how they develop key skills.
- Partners, such as Physiotherapists, Speech and Language Therapists, Education Psychologists and Social Work teams play a key part in supporting young people.

5.3.3 Safeguarding

- Identified increase in concerns around mental health.

- Young people are supported well by a range of partners as well as staff providing additional supports.
- Strengthened partnerships have supported safeguarding.
- Children and young people feel well supported by staff and peers to discuss issues.
- The Anxiety Toolkit has helped to address the focus on children's wellbeing – mental health is an issue HMI are seeing nationally.
- Tailored and bespoke support is provided alongside universal supports – this is impacting positively of children's wellbeing.
- Moving and handling was well coordinated in our ASN provisions, and all are aware of their responsibilities.

5.4 Any points of learning which arose from the visits have been included in schools' improvement plans for the coming session.

6 Consultation

6.1 Schools and officers are using the feedback from Education Scotland to share our good practice and learning points with establishments across the whole service.

7 Implications

Financial

7.1 There were no financial implications associated with this activity.

Resources

7.2 Schools accommodated the visits within their school day and managed releasing colleagues to speak with Education Scotland locally.

Legal

7.3 No specific legal risks were identified.

Risk

7.4 No specific risks were identified.

Equalities

7.5 No specific risks around equality were identified.

Sustainability/Environmental Impact

7.6 No specific risks around sustainability or environmental impact were identified.

8 Conclusions

- 8.1 The outcome of the visits has reinforced our view that schools moved quickly and agilely to meet the needs of their children, young people, parents, carers, and staff throughout the pandemic. The effective use of digital technology to support engagement and learning has been a common feature across the visits.
- 8.2 There has been a strong focus on building and maintaining positive relationships with all learners, parents, and carers. This has ensured effective support is provided at the point of need.
- 8.3 Senior officers will work with all heads of establishment to share from these findings to continue to build of effective practice across the Falkirk Council area.

Director of Children's Service

Author – David Mackay, Head of Education, 01324 506696,
david.mackay@falkirk.gov.uk

Appendices:

None

List of Background Papers:

None

Falkirk Council

Title: Summary of Scrutiny Activity – Early Learning and Childcare
Meeting: Information Bulletin
Date: 14 December 2022
Submitted By: Director of Children’s Services

1. Purpose of Report

- 1.1 This report provides Members with an overview of the performance of early learning and childcare settings that were inspected by Care Inspectorate between July 2021 and July 2022. These inspections assist the service in delivering the Council Plan priority “Promoting opportunities and educational attainment and reducing inequalities”.

2. Recommendation

2.1 Members are asked to:

- (i) note the evaluation given to each establishment.

3. Climate Change Implications

- 3.1 Having consulted the energy and climate change team, outcomes of this report will have no effect on either the organisational or national climate change targets.

4. Background

- 4.1 Early Learning and Childcare settings are subject to external scrutiny through inspection by two national bodies: Education Scotland (Her Majesty’s Inspectorate) and Care Inspectorate.
- 4.2 There is currently a live Scottish Government consultation on the future of inspections of early learning and childcare and school-aged childcare services. This is to consider how the national bodies can adopt a more streamlined approach to inspection activity.
- 4.3 Inspection findings are summarised in reports giving evaluative information and gradings using the 6-point evaluation scale:

- 6 Excellent
- 5 Very Good
- 4 Good
- 3 Adequate / Satisfactory [CI / Education Scotland]
- 2 Weak
- 1 Unsatisfactory

- 4.4 Education Scotland informed local authorities that formal inspections of schools and early learning and childcare establishments will resume in August 2022 following suspension in March 2020 due to the pandemic. Therefore, there is no inspection data to report from Education Scotland for this period.
- 4.5 Despite the formal process of inspection being suspended, Education Scotland colleagues worked in partnership with local authority officers to support a number of activities with schools and early learning and childcare settings in the support of improvement and recovery.
- 4.6 Care Inspectorate resumed its normal inspection programme in July 2021 using the National Care Standards quality themes. Prior to this, scrutiny activity had centred on settings' capacity to mitigate the potential impact of the pandemic on children and families.
- 4.7 The resumption of the normal inspection programme followed usual arrangements where inspections are unannounced.
- 4.8 In June 2022, the Care Inspectorate introduced a new model of inspection using the Quality Framework for Day Care of Children and School Aged Childcare. This framework is intended primarily to support self-evaluation. The framework quality indicators are used also for the purposes of inspection from this date.
- 4.9 The new framework contains thirteen quality indicators organised around these four key questions:
1. How good is our care, play and learning?
 2. How good is our setting?
 3. How good is our leadership?
 4. How good is our staff team?
- 4.10 Previously, in low-risk settings, two of the four quality themes would be graded during inspection, one of which being Care and Support. Since the introduction of the new framework, five core quality indicators (QI) of the thirteen within the framework are evaluated and graded during every inspection, they are:
- 1.1 Nurturing care and support.
 - 1.3 Play and learning.
 - 2.2 Children experience high quality facilities.
 - 3.1 Quality assurance and improvement are well led.
 - 4.3 Staff deployment.
- 4.11 Whilst QI is given a grading, an overall grading is awarded for Key Question 1: How good is our care, play and learning, with this being the lower of the grades awarded for 1.1 and 1.3.
- 4.12 This report provides an overview of the performance of early learning and childcare settings as judged by Care Inspectorate between July 2021 and July 2022. Full reports are available on the Care Inspectorate's website: <https://www.careinspectorate.com/index.php/inspection-reports>

- 4.13 Reports from settings where an evaluation with any grade of adequate or below will be taken to Scrutiny Committee.

5. Considerations

- 5.1 During the period July 2021 and July 2022, eight of early learning and childcare establishments in Falkirk were inspected by Care Inspectorate using the quality themes, given these were carried out prior to the introduction of the quality framework.
- 5.2 Two establishments received a further inspection in the same period due to an evaluation of 'adequate' in one or more quality indicators. One of these, the most recent, was evaluated using the new quality framework, which had been published at the time of this follow-up inspection.
- 5.3 Full details of establishments inspected, establishment type, dates of report and gradings are contained in Appendix 1.
- 5.4 Across Falkirk establishments that were inspected during this period, the majority were awarded a grade of good or better across quality indicators evaluated.
- 5.5 Officers carefully track inspection evaluation and gradings as part of holistic performance monitoring with the aim of taking improvement action.
- 5.6 Settings awarded a grading of adequate or below are provided intensive support from central officers within a central improvement period, lasting no longer than 6 months. Analysis shows significant impact of this support as shown by the improved gradings in follow-up inspections.

6. Consultation

- 6.1 The views of children, parents and staff were routinely gathered by Care Inspectorate as part of the inspection process.

Implications

- 6.2 None

Financial/Resources

- 6.3 None

Legal

- 6.4 None

Risk

- 6.5 None

Equalities

6.6 None

Sustainability/Environmental Impact

6.7 None

7. Conclusion

- 7.1 Inspection information shows positive performance across the Early Learning and Childcare sector as measured by Care Inspectorate.
- 7.2 Falkirk's early learning and childcare settings, in conjunction with central support officers, continue to work together to deliver positive outcomes for children and young people. There is clear evidence of positive impact of the quality improvement approach for settings who are awarded gradings of adequate.
- 7.3 Inspection evidence is one part of a holistic performance information used to inform strategic improvement decisions.
- 7.4 Effective practice is shared widely through a range of platforms. Where areas for improvement are identified, there is appropriate support and challenge.

Director of Children's Services

Author – David Mackay, Head of Education, Children's Services, 01324 506681
david.mackay@falkirk.gov.uk

Date: 9 August 2022

Appendix:

Appendix 1 – Summary of Gradings Awarded – July 2021 – July 2022

List of Background Papers:

[Background - Inspection of early learning and childcare and school age childcare services: consultation - gov.scot \(www.gov.scot\)](https://www.gov.scot/publications/consultations/early-learning-and-childcare-services/consultation-2022/pages/1-2.aspx)

[Quality framework for early learning and childcare 2022.pdf \(careinspectorate.com\)](https://www.careinspectorate.com/quality-framework-for-early-learning-and-childcare-2022/)

Appendix 1

Summary of Evaluations Awarded by Care Inspectorate Falkirk Early Learning and Childcare Establishments July 2021 – July 2022

	Provision Type	Date of published report	Quality of Care & Support	Quality of Environment	Quality of Staffing	Quality of Management & Leadership
Zetland Nursery	Private Provider	17/7/21	Good	Adequate	Adequate	Adequate
		Re-inspection	Good	Good	Adequate	Good
**Rannoch ELC centre	Local Authority – ELC Centre	29/9/21	Good	Adequate	Not assessed	Not assessed
Deanburn PS Nursery Class	Local Authority – Class	24/11/21	Very Good	Very Good	Good	Good
Grange PS Nursery Class	Local Authority – Class	1/12/21	Very Good	Very Good	Good	Good
Kool Kidz	Private Provider	2/12/21	Good	Good	Good	Good
Bo'ness Public PS Nursery Class	Local Authority – Class	13/12/21	Adequate	Not assessed	Not assessed	Good
Kinnaird Waters ELC Centre	Local Authority – ELC Centre	13/5/22	Very Good	Not assessed	Not assessed	Very Good

**Rannoch ELC Centre was reinspected in July 2022 using the Care Inspectorate's new model Quality Framework

Quality Indicator		1.1	1.3	2.2	3.1	4.3
		Nurturing care and support	Play and learning	Children experience high quality facilities	Quality assurance and improvement are well led	Staff deployment
Rannoch ELC Centre Re-inspection	Date to be added when published	Very Good	Very Good	Good	Very Good	Very Good

FALKIRK COUNCIL

Subject: TOWN CENTRE REGENERATION UPDATE

Meeting: FALKIRK COUNCIL

Date: 14 DECEMBER 2022

Author: DIRECTOR OF PLACE SERVICES

1. INTRODUCTION

- 1.1 This bulletin provides members with an update of the Council's regeneration activities in town centres and the next steps for each centre, subject to limited funding availability
- 1.2 This bulletin supports the two strategic priorities within the 2022/27 Council Plan:-
- Supporting Stronger and Healthier Communities
 - Supporting a Thriving Economy and Green Transition

2. BULLETIN NOTICE

2.1 This bulletin notes:

- (1) the regeneration activity undertaken in each Town Centre in recent years;**
- (2) the current work underway in Falkirk, Denny, Bo'ness and Grangemouth;**
- (3) the future regeneration opportunities for Falkirk, Denny, Stenhousemuir and Grangemouth Town Centres as outlined, and**
- (4) that officers will explore opportunities with smaller settlements on a pilot basis.**

3. IMPACT ON CLIMATE CHANGE TARGETS

- 3.1 There is no climate change impact identified based on the recommendations within this bulletin. It is expected that should future work require construction work of any kind in our Towns there would be impact on climate change but this will be addressed in future reports to Committee on a project by project basis.

4. BACKGROUND

- 4.1 The Falkirk Local Development Plan 2 (FLDP2) defines a network of centres, categorised under four types: principal centres, district centres, local centres and commercial centres. This report covers the principal centre of Falkirk and the four district centres of Bo'ness, Denny, Grangemouth and Stenhousemuir and in response to Member requests, proposed work to explore opportunities for one Rural North village and one Rural South village.

- 4.2 The Council has completed several successful regeneration projects across the area in recent years. It is acknowledged though that further regeneration activity is likely to be required over the long-term by the Council, private sector and other partner organisations to address the needs of each town centre.
- 4.3 The Council continues to actively promote its town centre regeneration activities however this work is significantly affected by the impact of national and regional economic performance, the Council's financial position, Covid recovery and anticipated cuts to public spending.
- 4.4 The Council initiated its town centre regeneration activities in partnership with retailers, landowners and local communities. In 2006, the Council established a Joint Working Agreement with Falkirk Towns Ltd (Falkirk Delivers) to provide promotional support to Falkirk and the 4 district town centres. While a strong partnership remains, funding to this organisation was significantly reduced in 2015, largely affecting district town support. The Council's contribution has remained consistent for the past five years, it was recently boosted when the Council agreed to, as a component of the 3-year Economic Recovery Action Plan, to reinstate district support. This included the addition of a district handyman service to enhance the town centre environment and a business support resource to support businesses to make the transition to on-line trading. This support is in addition to those historically provided by the Council and will end in March 2023.
- 4.5 Our approach to place-based regeneration ensures that all projects are shaped by the needs and aspirations of local communities and accelerate our ambitions for 20-minute neighbourhoods, town centre action and community wealth building. Communities will benefit from projects that support the lived experience for those who use, live or work in our town centres and village centres, helping to build resilience and wellbeing by supporting and creating local jobs, improving accessibility, growth, inclusivity, and creating better places to live and work.
- 4.6 The current position and progress of regeneration activity in respect of each town centre is set out in the next sections of this report.

5. FALKIRK TOWN CENTRE

- 5.1 A 'Revitalising Falkirk' Town Centre Partnership was established in 2019 with a diverse range of stakeholders represented including Local Elected Members, businesses, developers, NHS, Police Scotland, community members and support partners ADS and SFT. Following a two-day workshop in the town centre, a vision for the Town Centre was developed and agreed, along with an Action Plan built around several themes including governance, communication, hubs, reinvigorating retail, residential and infrastructure. With the Town Centre First Principle at the heart of this document, the introduction of the Arts Centre in the town centre remains a key priority.
- 5.2 Several regeneration projects and initiatives are currently being progressed in support of regeneration and recovery in the Town Centre. These include shorter term actions to boost recovery, as well as larger, longer-term projects linked to the Scottish Governments £2.7m Town Centre Capital Fund, of which the

remaining £1,166,400 will be spent in this financial period, and Growth Deal programme (£6m Growth Deal/ £45m Falkirk Council Capital Fund). These include:

- A repurposing grant scheme, offering grants for design and feasibility work to repurpose large vacant units in the High Street to aid the provision of town centre residential. (£350,000)
- Car Parking Review and Implementation measures (£120,000)
- Public realm improvements in Newmarket Street and Lintriggs. (circa £1m)
- Support to Falkirk Towns Ltd to deliver environmental and business support to Falkirk and district town centres £275k (£93k Core Funding/£30k Safer Streets/ £152k District Economic Recovery)
- The introduction of public Wi-Fi to the town centre. (£30,000)
- Parcel/luggage locker to support tourism and trading opportunities. (£20,000)
- Footfall sensors to provide robust data on who, when and how long visitors use the town centre and supports evaluation of interventions and initiatives. (£16,000)
- Feasibility work to scope, survey and identify a potential future scheme and support the application process for HES Heritage & Place Programme (H&PP) & NLHF Grants for Heritage. (£25,000)
- Informing the movement of people around the area, with a focus on Net Zero and Inclusive Growth outcomes, we are seeking £20.75m Growth Deal funding to support the Falkirk Central Sustainable Transport Hub and the Falkirk to Grangemouth Green Corridor. Complementing work underway to support the regeneration of Falkirk and Grangemouth town centres, we are currently engaging with public transport providers in preparation of the business case development for a quality transport hub within Falkirk town centre providing bus, rail and sustainable active travel choices. On completion of the business case, a future report will be presented to Executive.
- Falkirk Town Hall Project which has the potential to assist in the regeneration of the town centre as approved at September 2022 Council meeting.

5.3 Regeneration Opportunities

The Falkirk LDP2 identifies Falkirk Town Centre as a Major Area of Change and identifies a range of development opportunities which have the potential to contribute to the regeneration of the Town Centre.

- Grahamston This site provides an important arrival point to the Town Centre, with the large areas of surface car parking offering potential for redevelopment and enhancement. The emerging proposal for Falkirk Central Transport Hub is likely to be the focus for this site.

- Falkirk East End/Callendar Square This site anchors the High Street at the East End. Callendar Square has very high levels of vacancy, although part has now been leased to the Department of Work and Pensions. To the east of Callendar Riggs, the former bus station remains vacant, but other uses are relatively stable and the overall scale of redevelopment here appears to be more limited than envisaged in LDP2.
- Williamson Street This site has been developed by Link for social housing.
- Bank Street There has been no movement on this gap site. The previous mixed-use consent has lapsed.
- Municipal Buildings Development opportunities exist for sustainable housing supporting the town centre vitality.
- High Street/Cockburn Street This site comprises predominantly a 1960s block in poor condition and with high levels of vacancy. Development opportunities exist for a range of uses.

5.4 The Council is seeking to appoint an architect/urban designer led consultancy team to deliver a Vision for Falkirk Town Centre in the form of a Development Framework Masterplan. This Vision will set a place making framework for physical and spatial change as the town centre evolves over the next 10 to 20 years. The requirement is to ensure a coordinated and aligned approach across key stakeholders to ensure there is a managed response to the changing patterns of how we use our town centres and inform the further development work and long-term regeneration opportunities for Falkirk Town Centre.

6. STENHOUSEMUIR TOWN CENTRE

- 6.1 Stenhousemuir Town Centre is a small district centre, which benefitted from a substantial redevelopment in 2010. The regeneration strategy was completed following a partnership legal agreement with Macdonald Estates that transferred Council assets in return for a new Library, Crownest park improvements including a new play area, changing rooms and football pitch, and a town square in addition to a £200,000 payment to the Council delivering 'best value' including £17m of investment in Stenhousemuir town centre. A new 40,000 sq. ft. Asda foodstore and new non-food retail floorspace were also secured. In addition, Macdonald Estates delivered a new Community Centre and Health Centre in partnership with the Health Board. Part of the original precinct style centre remains, which is dated in appearance and separated from the new shopping environment by the main access road to the town centre
- 6.2 The Council has recently installed Public Wi-Fi to the town centre via the Scottish Governments Town Centre Capital Fund.
- 6.3 While the overall perception of Stenhousemuir is of a stable town centre, with fairly low vacancy rates, the integration of the physical environment of new and old shopping areas could be improved (LDP2). With a focus on delivering small priority actions in the town, the next steps are that officers will engage with a range of local stakeholders to understand community aspirations and concerns

from which a shared vision and an action of plan of projects may emerge. This work will commence with the development of an Engagement Plan which will be brought before Members early in 2023.

7. BO'NESS TOWN CENTRE, HARBOUR & FORESHORE

- 7.1 Bo'ness is a small traditional historic burgh centre adjacent to the River Forth which provides local shopping and services for a population of 14,361. It is distinguished by its exceptional historic environment, which is a conservation area, and its tourism potential arising from various attractions in the town.
- 7.2 The Town Centre was subject of a £5m Townscape Heritage Initiative (THI) which was completed in 2012. This helped restore the historic fabric of the town, through bringing vacant properties back into use, such as the Hippodrome, improving the streetscape and shopfronts, and making tenemental repairs. Most, although not all, new shopfronts are of good quality, suggesting that the THI has had some lasting effect in terms of raising the quality of design.
- 7.3 The Council undertook extensive explorative and development work to regenerate Bo'ness harbour and foreshore. The economic downturn impacted the viability of the site resulting in the withdrawal of the Council's development partner. Whilst the site remains attractive in terms of location and aspect, there remains high remediation costs associated with this area's industrial past. These costs continue to have a significant impact on the ability to deliver future development in the area and there is little purpose in progressing proposals for the site until confidence in the residential development sector improves significantly.
- 7.4 The relationship of the Town Centre to the bulk of its catchment population is an issue. It is located on the Forth at the northern edge of the town, with the main residential areas lying on the more elevated land to the south. This is likely to act as a disincentive to walking and cycling. The Town Centre itself has no pedestrianised areas.
- 7.5 Improvements to the town centre were delivered by the Scottish Governments £2.7m Town Centre Capital Fund including:
- The introduction of an e-bike station at Union Street. (£30,000)
 - Public Wi-Fi (£26,000)
 - Small Building Repair and Shopfront Scheme (£280,000)
 - Bo'ness library accessibility project (c£440,000/Dec 2022).
- 7.6 Recognising the role of town centres and the range of challenges they face, there is a strong case for considering a range of interventions with the potential to contribute to the improved performance of Bo'ness town centre regarding businesses growth, place marketing and community development to support any intervention. It is proposed that the next steps would be to follow on and extend current engagement underway with local groups in relation to the Library Accessibility Project work.

8. GRANGEMOUTH TOWN CENTRE

- 8.1 The Town Centre comprises a 1970s precinct which was refurbished in the 1990s; the traditional civic buildings along Bo'ness Road; and the Asda store to the north behind the town hall which was built in 2006. The population of the town is in decline, with limited opportunities for housing growth due to physical constraints such as the M9 and the River Carron and restrictions imposed by the major hazard sites as well as a limited range of potential sites. Flood risk is also a major issue. However, Grangemouth is now a key focus of attention in terms of the Scottish Government's aspirations for a just transition to a zero-carbon economy, and a target for investment through Council's Investment Zone Growth Deal which will include consideration of the future of the Town Centre.
- 8.2 The Council in 2006 aimed to regenerate Grangemouth town centre in partnership with the two adjacent land-owning interests at the time but this did not materialise.
- 8.3 Responding to excessively high vacancy rates, a town centre regeneration project is underway to reduce the retail footprint of the town centre by relocating businesses from the periphery of the town into the hub to create a cleared site for future development. The final relocation and subsequent demolition are scheduled to take place early in 2023.
- 8.4 Public WiFi has been introduced into both Charlotte Dundas and Grangemouth town centres to support our Digital Place priority and our drive to be an ambitious digital council. With this infrastructure in place, we can empower our communities to access information and businesses to improve their on-line trading and engagement with customers.
- 8.5 The future of Grangemouth, including how its industries transition to net zero and how the town itself is regenerated, is the subject of substantial work at present involving Scottish Government through the Grangemouth Future Industries Board; the Council, with Grangemouth being a key focus for its Investment Zone Growth Deal; various regulatory bodies, who are setting up mechanisms for a more coordinated approach to environmental regulation in the town; and the community, who have embarked on a community action planning process with the Council. The Town Centre is a key part of this and will feature in any future masterplan which is developed for the town through the Growth Deal work including the Greener Grangemouth programme. This will seek to maximise the benefits of changing economic opportunities for the good of the Grangemouth community by addressing local inequalities and building community capacity and social innovation.
- 8.6 Supported by Scottish Futures Trust, the Growth Deal Greener Grangemouth project is a £10m place based programme to co-ordinate investment and services to improve Grangemouth town, enhance community well-being and innovation, and address climate change by supporting a Just Transition. The ambition is to make Grangemouth as an industrial town for the net zero age, where community enhanced skills and capabilities can contribute to a better quality of place and better align with regional economic development. Progress is being made in

identifying a list of interventions and to narrow these down to projects for consideration at the Growth Deal Board and ultimately as an outline business case for members consideration.

9. DENNY TOWN CENTRE

9.1 The Town Centre provides local shopping and services for some 12,500 people. It has a traditional street pattern consisting of a main street (Stirling Street) and historic crossroads overlooked by an 18th century parish church. The traditional buildings on the east side of Stirling Street are recognised as an Area of Townscape Value.

9.2 On the west side the Council led a £7.9m regeneration project which was completed in 2017 delivering the first of three proposed phases. Following extensive community engagement, including a Scottish Government funded Charrette, the demolition of the former 1960's housing and retail block created space to create a new development consisting of:

- Modern two-storey building with upper units facing onto the car park and ground floor units accessed from Stirling Street.
- Bigger and improved car park accessed from Davies Row.
- New Denny Library with flexible and vibrant community space and services
- New Town Square with flexible seating, performance space and public art.
- Public Wi-Fi and dedicated town centre website www.dennydiscovered.co.uk
- War memorial relocation from the town centre to Broompark adjacent to the town centre.
- £200,000 community led Public Art installations across the town centre and access areas.

9.3 The Town Centre Capital Fund delivered an E-bike station and a public art/projector to the town centre.

9.4 A further two phases of development are still to take place.

- Phase 3 site – this site was sold for the development of a Post Office and Convenience store to replace the existing facility currently located on the opposite side of Duke Street. At this point the new owner intends to progress outstanding issues pertaining to the Planning Application and Building Warrant conditions and once approved, aim to initiate a site start in Spring 2023.
- Phase 2 site – With the Planning Application now approved, for the development of a 500sqft Co-op retail unit, the developer, Magnus Beresford Ltd now awaits a decision to progress the acquisition and development of the site at the forthcoming Co-op Board meeting on 12 December 2022.

9.5 Following Member requests, future opportunities are currently being explored for the retained part of the Phased 2 site, in recognition of the Council's Strategic Property Review (SPR). The Council has commissioned consultants

to support this work by providing independent and evidence-based research methods to develop a creative solution and business case for the site that complements the wider economic vitality of the wider area. Further updates will come to Committee when these proposals are seeking a decision.

10. LOCAL VILLAGE CENTRES

10.1 There is a role for the Council to support the smaller settlements in the Falkirk area. This is particularly the case where significant economic and environmental challenges are identified in the smaller settlements, particularly in relation to neighbourhood/village centres where there is retail abandonment or where public assets are in need of limited structural investment to enable alternative uses. Through bringing investors, retailers and the local community together and contributing its own assets, the Council can potentially play a vitally important role in reviewing centres with a view to enhancing their economic and civic function for each community.

10.2 Recognising the challenges faced by many smaller settlements across the Falkirk area, it is planned that an Officer Working Group is established to focus on options for small-scale priority actions for two pilot villages:-

1. Slamannan (Rural South)
2. Bonnybridge (Rural North)

10.3 In collaboration with ward members in each area, officers will explore and identify options for interventions with the potential to contribute to the improved performance and/or built environment. This work should involve meaningful engagement with local community stakeholders and may support potential additional funding bids, feasibility studies, shop front improvement works or other initiatives to enhance the area. This work will commence in 2023, with further reports presented to Members thereafter. The extent of interventions in our smaller settlements does need to be set in the context of the significant financial constraints of the Council.

11. CONSULTATION

11.1 Extensive engagement and consultation was completed with affected communities during each of the regeneration projects completed and underway in the area. This engagement and consultation was undertaken to ensure that the community's concerns and interests are considered and projects informed and shaped in response. Work has involved meetings with a range of local stakeholder groups such as businesses, disability, community councils and of course members of the public via surveys, on-street discussions and on-line platforms have been engaged too.

11.2 To explore future opportunities for our town centres and village areas, it is

important that further meaningful engagement with communities is undertaken. Making good use of our good connections and using both traditional and digital engagement tools and techniques, we will be reaching out to local stakeholders to inform, listen and respond.

- 11.3 Preliminary work has started on our third Falkirk Local Development Plan (LDP3). This will be prepared under the new procedures brought in by the Planning (Scotland) Act 2019, with a process that is significantly different from LDP2. The first step will be to draft our Development Plan Scheme which will set out the expected programme for LDP3 and will include a Participation Statement, containing information on how we intend to engage with people throughout the process. To help inform the Participation Statement, we are carrying out a survey to gather people's views on how they would like to be involved in LDP3. The early stages of plan preparation are expected to focus on the gathering of evidence to include in the Evidence Report. As part of this we expect to be undertaking early engagement with the public and stakeholders during 2023.

12. IMPLICATIONS

- 12.1 Town Centre Regeneration remains a focus for the Council and supports the following priorities of the Council Plan for 2022-27:

- Supporting stronger and healthier communities
- Supporting a thriving economy and green transition

12.2 Financial

The Council's approach to the delivery of town centre regeneration has involved realising its own assets (General Services and HRA) for reinvestment in the town centre. The regeneration process aims to lever additional private sector funds to upgrade the facility and create new community assets. Where feasible, additional Council and externally funded resources have been applied to aid delivery of these schemes, however this typically comes with match funding obligations which is proving to be challenging to agree in the Council's current financial circumstances. The activity outlined in this report would be taken forward within existing budgets and should further investment be secured then this would be addressed in future reports to Committee and Council.

12.3 Resources

Given the current financial challenges, working within current resourcing will require careful management to ensure we are able to support town centre activity. There is currently one Economic Development Officer in place with responsibilities for town centres and while this role has expanded in recent years, we must prioritise activity where it will have the most impact or where the need is greatest. There is currently no dedicated resource to support the village centres.

12.4 Legal

The approach to delivery of the regeneration projects in each town centre has been governed by formal development agreements or building contracts, negotiated with the support of the Council's Legal Services and, where necessary, external legal advisors. There are no additional legal implications arising from the recommendations at this stage of the process.

12.5 Risk

With changing shopping habits, the loss of major retailers and the current financial crisis, there are significant external factors which present risks and challenges to the ongoing vitality of our town centres. Other factors worth noting include construction inflation, construction and specialist contractor availability, technical and professional staff availability and statutory and regulatory changes.

12.6 Equalities

The Council is required to have regard to the Equality Act 2010 and the public sector equality duty (PSED). The PSED places a statutory duty on the Council in the exercise of its functions to have due regard to the need to: (1) eliminate discrimination (2) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and (3) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

12.7 The individual projects focus on improving our town centres and village centres through the delivery of inclusive growth to ensure that any future local investment is relevant to local communities for the benefit of local people. Equality and Poverty Impact Screening Assessments will be undertaken for all future projects as part of the business case development process.

13. CONCLUSION

13.1 The Falkirk Plan vision for the area to be thriving, sustainable and dynamic – a great place to live, learn and work underlines the regeneration work to date and with communities, we will shape the future ambitions for the area's towns and villages. While all town centres will continue to be adversely affected by current financial and environment factors, the Council has several ambitious projects underway such as the Town Hall project, that will have a transformative effect on Falkirk. While resources over the next 5 years will be limited, we will undertake explorative and preparatory work in our village centres in readiness for future funding availability.

.....
Director of Place Services
22 November 2022

Contact Officer: Jacquie McArthur, Officer- Economic Development
jacquie.mcarthur@falkirk.gov.uk

Falkirk Council

Subject: Westquarter Burn – Flood Study

Meeting: Falkirk Council

Date: 14 December 2022

Author: Director of Place Services

1 Introduction

- 1.1 The report has been drafted to update Members on the Westquarter Burn flood study and the necessary steps required to reduce flood risk within the village of Westquarter.
- 1.2 The project supports the strategic priority “Supporting stronger and healthier communities” within the 2022/27 Council Plan.

2 Background

- 2.1 To manage flooding at a local level, Scotland is divided into 14 Local Plan Districts (LPDs), the boundaries of which have been set based on river catchments and coastal areas which cross administrative and institutional boundaries.
- 2.2 The Falkirk Council Westquarter Burn Flood Study has been produced following a five-stage approach:
 - 1. Project Review and Data Gathering
 - 2. Develop Understanding of Catchments and Flooding Issues/Mechanisms
 - 3. Flood Modelling and Flood Mapping
 - 4. Develop and Appraise options to Manage Flood Risk, and baseline assessments
 - 5. Recommendations for Future management of Flood Risk

3 Action Taken

- 3.1 Stage 1 of the study looks to the background of the project and the reason for identifying this PVA. The data received on the Westquarter area allowed gaps to be identified and this will help to future inform options for better flood management. A review of historical flood mechanisms was a key process in stage 1 to better understand the failures and successes of the area and allow for the best recommendations for future planning.

- 3.2 Stage 2 of the study looks to further understand the background of the project and the need for appropriate measures for reducing flood risk in the village of Westquarter by looking at historic flooding events. There are four historic flood events that have been recorded which inform the designs for the flood study. The recorded flood events range from 1990 to most recently 2020 where residents were reaccommodated due to extensive flooding as a result of intense rainfall.



Figure 1.1 – Map of study area with shown watercourse extents.

- 3.3 Stage 3 involved a model schematisation to illustrate the potential of future flooding and to better prepare for a solution of reduced flood risk. This stage involved in depth analysis of historic data considering the Annual Exceedance Probability (AEP) and the Peak Flows for Westquarter Burn. Flooding along Langton Road and beyond Polmont Burn Culvert increases substantially with less frequent events. Results have shown that the majority of properties within the study area will be at flood risk during the 0.5%+CC AEP event. Properties to the east of Langton Road and Alder Grove are expected to experience the most significant flooding, with depths reaching up to 3.7m.
- 3.4 Stage 4 involved developing and appraising options to manage flood risk. This was achieved by creating a long list of mitigation options in the locations identified in Stage 3. A baseline Economic, Social and Environmental Impact Assessment was curated to support the technical reports provided by AECOM. The document considered a range of factors from asset value to social vulnerability and the conclusions were made as follows.
- The flooding impacts assessed in this report are broadly in line with the impacts experienced during historical flood events; the greatest impacts are in those areas that have flooded most frequently in recent years. A total of 74 properties are expected to be flooded during a 0.5% AEP event. The total monetised damages associated with a 0.5% AEP event was estimated to be around £2.2M. The present value of monetised flood damages over the next 100 years was estimated to be £3.8M.
- 3.5 Stage 5 looked to provide a short list of recommendations for future management of flood risk within the area of Westquarter following Stage 4's

assessments. This stage also involved summarising the process to date and modelling the short-listed options and providing a cost-benefit to each. From this, proposed next steps can be considered and these were provided to us to consider the future options.

Recommendations from the Stage 5 process consist of identifying Flood Wall and Embankment (2% AEP SOP).

Out of all the wall and embankment options, Option 1b which protects Westquarter up to the 2% AEP event has shown the best economic return with a cost benefit ratio (CBR) of 0.88. This option will improve the flood risk at 33 of the most significantly affected properties and provide an overall reduction in present value damages of £1.34M. Should this option be taken forward to detailed design, the adaptability of the wall should be considered in more detail.

- 3.6 Two public consultation events were held as part of this flood study to better understand the vulnerability and priorities of those involved in the village of Westquarter. The attendees comprised of residents, councillors, SEPA, Scottish Flood Forum, AECOM Engineers and Falkirk Council's flooding team.
- 3.7 The estimated cost of undertaking the works is considered to be in the £1-2m. The Council's challenging financial position means additional borrowing funded by the revenue budget remains unlikely at this time. It is also acknowledged that the existing capital plan has limited scope for reallocating funding from existing projects to new projects such as this. Officers recommend working up the proposal to a shovel-ready state so that it can be taken forward should the Council's position change or external funding become available.
- 3.8 Flood wall and embankments will protect Westquarter up to the 2% AEP event and reduces flood risk to 33 of the most significantly affected properties, providing an overall reduction in present value damages of £1.34M.
- 3.9 The delivery of the detailed Flood study has delivered options for Westquarter which will help establish the required investment and resources to take future projects forward.

.....
Director of Place Services

Date: 23 November 2022

Contact Name: Gary McGregor

Ext: 4950

FALKIRK COUNCIL

Subject: Winter Service Plan – Adopted Roads and Footways
Meeting: Information Bulletin
Date: 14 December 2022
Author: Director of Place Services

1 Purpose of Bulletin

- 1.1 This report informs Members of updates made to the Winter Service Plan for adopted roads and footways.

2 Background

- 2.1 Falkirk Council, as Roads Authority, is obliged under Section 34 of the Roads (Scotland) Act 1984, to take such steps as it considers reasonable to prevent snow and ice endangering the safe passage of vehicles and pedestrian traffic throughout the Council maintained road and footway networks.
- 2.2 The current Winter Service Plan requires to be reviewed to ensure we continue to provide a high quality, trusted service that is right for our customers whilst taking account of Covid-19 impacts and Council of the Future requirements in terms of enabling communities to self-help.

3.0 Changes to Winter Service Plan

- 3.1 In line with our statutory duty, mentioned above, carriageway and footway treatment routes have had no significant change since the previous Plan and these continue to ensure our priorities of treatment reflect the importance of our traffic routes. Our Priority 1 routes concentrate on the resilience of our strategic, main and secondary distributor roads for carriageways, and prestige, primary and secondary routes for footways. The Winter Service Plan 22/23 is attached as Appendix A.
- 3.2 The Covid-19 Pandemic had a significant impact on all Council services since its outbreak in March 2020. The outbreak resulted in a significant number of the Operational workforce (>30%) shielding or being absent from the workplace due to an underlying health conditions. Our winter service response to the pandemic was introduced into the Winter Service Plan in 20/21 and continued into 21/22. Whilst the threat of Covid-19 has eased, it is pertinent for our Covid response to remain within the 22/23 Winter Service Plan to ensure a resilient delivery of winter services should any further outbreaks occur. A summary of our covid response is detailed below.

Covid Response – It is acknowledged that the risk attached to failure to treat our networks is significant. Tiered local restrictions, previously detailed by the

Scottish Government, would impact upon the level of treatment that may be provided to carriageways and footways and in recognition of this, there would be a tiered approach to the resilience treatment, taking cognisance of available labour resources. The extent of treatment levels that will be achieved very much depends upon the level of infection in the local area and the impact that this has upon the staff available to undertake the treatments, as well as the protection of staff whilst undertaking this work to ensure risk assessments are addressed and recognised, especially in relation to physical distancing.

Our Priority 1 carriageway routes will form the most important response to winter conditions during restrictions and these will continue to be treated in tiers 0 – 3 of the alert response levels, unless labour resources are diminished by any requirement for shielding or contraction of the virus. It is only when tier 4 of the alert response level is triggered that treatment of Priority 1 carriageway routes will be reduced to a minimum winter network in order to meet Government guidance.

Footway treatment at tier levels 2, 3 and 4 will be affected, initially only in relation to the time of treatment but at the higher tier levels no treatment of footways will be undertaken as labour resource is directed to ensuring priority carriageways are open and safe for emergency vehicles and other essential journeys

- 3.3 Grit bin provision in recent years has increased, allowing communities to self-help in treating local footways and they will be replenished on a cyclical basis. There has been no change to grit bin provision for winter 22/23 and there is a continuation of the promotion of community self-help with community grit bins positioned at key locations in low lying areas across the Council area.

Director of Place Services

Date: 25 November 2022

Contact Name: David Maley, Interim Roads Services and Engineering Design Manager, Place Services

Appendices:

A Winter Service Plan 22/23

FALKIRK COUNCIL
Roads & Grounds Services

Winter Service Plan
2022 – 2023
Version - **FINAL**



Falkirk Council

Index

POLICY

1.0	INTRODUCTION	4
2.0	STATUTORY DUTY	4
3.0	OBJECTIVE	4
4.0	WINTER DATES	4
4.1	CORE WINTER PERIOD	5
4.2	LEAD-IN PERIOD	5
4.3	LEAD-OUT PERIOD	5
4.4	FOOTWAY TREATMENT	5
5.0	DUTY MANAGER.....	5
6.0	DUTY OFFICER	6
6.1	DUTY OFFICER CONTROL ROOM	7
7.0	WEATHER AND OTHER EMERGENCIES	7
8.0	CARRIAGEWAYS	7
8.1	PRIORITIES, TREATMENT STANDARDS AND OPERATIONAL TIMES	8
8.2	PRIORITY C1 CARRIAGEWAYS	8
8.3	PRIORITY C2 CARRIAGEWAYS	8
8.4	PRIORITY C3 CARRIAGEWAYS	9
8.5	PRIORITY C4 CARRIAGEWAYS	9
9.0	FOOTWAYS AND CYCLEWAYS	10
9.1	PRIORITIES, TREATMENT STANDARDS AND OPERATIONAL TIMES	10
9.2	PRIORITY F1 FOOTWAYS	10
9.3	PRIORITY F2 FOOTWAYS	11
9.4	PRIORITY F3 FOOTWAYS	11
10	RESILIENCE PLAN (INCLUDING COVID_19 RESTRICTIONS)	12
10.1	GENERAL	12
10.2	COVID-19 RESTRICTIONS	12
11	SNOW CONDITIONS.....	14
11.1	GENERAL	14
11.2	SNOW ROUTES FOR CARRIAGEWAYS	14
11.3	TREATMENT OF CARRIAGEWAYS IN SNOW CONDITIONS	14
11.4	TREATMENT OF FOOTWAYS AND PEDESTRIAN AREAS IN SNOW CONDITIONS	15
11.5	CAR PARKS	15
12	GRIT BINS	15
12.1	GENERAL	15
12.2	COMMUNITY GRIT BINS	16
12.3	REMOVAL OF GRIT BINS	16
12.4	SERVICING OF GRIT BINS	16
12.5	GRIT BAGS	17
13	COMMUNICATIONS.....	17
14	LEVEL OF SERVICE	17
15	LEVEL PLANT, VEHICLES AND MATERIALS	18
15.0	VEHICLE TRACKING.....	18
15.1	SALT MANAGEMENT	18

16	TRAINING AND DEVELOPMENT	18
17	OPERATIONAL AND SUPERVISORY PROCEDURES AND RESPONSIBILITIES	20
16.1	LEAD-IN PERIOD	20
16.2	CORE PERIOD.....	20
16.3	LEAD-OUT PERIOD	21
17	GENERAL PROCEDURES AND RESPONSIBILITIES	21
17.1	WEEKEND ARRANGEMENTS FOR CARRIAGEWAYS	21
17.2	FOOTWAYS ARRANGEMENTS.....	22
17.3	ARRANGEMENTS DURING CONTINUOUS GRITTING AND PLOUGHING OPERATIONS	22
17.4	LIAISON WITH OTHER PARTIES.....	22
18	DECISION MAKING.....	23
18.1	MANAGEMENT /QUALITY ASSURANCE AUDIT	23
18.2	CONTROL ROOM	24
18.3	GENERAL PROCEDURE	24
18.4	CONTROL ROOM PROCEDURE	25
18.5	WEATHER ACTIONS.....	25
19	FORECAST	26
19.1	GENERAL	26
19.2	TEXT FORECASTS	27
19.3	MORNING SUMMARY	27
19.4	24 HOUR TEXT FORECAST	28
19.5	2 TO 5 DAY TEXT FORECASTS	28
20	ICE PREDICTION SYSTEM.....	28
20.1	OUTSTATIONS.....	28
20.2	MAINTENANCE OF OUTSTATIONS.....	29
21	GRITTING PROCEDURES	30
21.1	ROADS - ACTION ASSESSMENTS AND TREATMENT LEVELS	30
21.2	FOOTWAYS - ACTION ASSESSMENTS AND TREATMENT LEVELS	30
21.3	FOOTPATHS & CYCLEWAYS- ACTION ASSESSMENTS AND TREATMENT LEVELS	31
22	SNOW CLEARING	31
23	OTHER EMERGENCIES AND PROCEDURES	33
23.1	GENERAL	33
23.2	BLOOD	33
23.3	TREES.....	34
23.4	FLOODING.....	35
23.5	SMALL ANIMALS.....	35
23.6	LARGE ANIMALS	35
23.7	MOTORWAYS AND TRUNK ROADS.....	35
24	PUBLICITY	36
25	RESOURCES	37
25.1	STAFF RESOURCES	37
25.2	MANPOWER RESOURCES	37
25.3	VEHICLES, PLANT AND EQUIPMENT	37
25.4	HIRED PLANT AND VEHICLES	38
25.5	FUEL SUPPLIES	38
25.6	COMMUNICATIONS - GENERAL.....	38
25.7	TELEPHONE SYSTEMS.....	39
25.8	SPREAD RATES FOR PRECAUTIONARY SALTING.....	39
25.9	TREATMENT MATRIX - DRY SALTING MEDIUM TRAFFIC ONLY	40

1.0 Introduction

This is Falkirk Council's Winter Service Plan for Carriageways and Footways. It sets out the categorisation of priorities and the treatment and timings to be accorded to each of these.

The Winter Service Schedule which augments the Plan will provide details of staff rotas, staff and other useful telephone numbers, route and footway priorities and other management arrangements.

2.0 Statutory Duty

Winter service forms an integral part of the road maintenance function and Falkirk Council, by virtue of the Roads (Scotland) Act, 1984 (Section 34) has a statutory duty to **'take such steps as it considers reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads'**.

3.0 Objective

Falkirk Council's objective in relation to winter service is the reduction as far as possible of the effects of adverse weather. To provide travelling conditions as safe as is reasonably possible having regard to financial constraints.

In order to achieve this objective, it is recognised that a priority treatment system is required which will concentrate on the more important routes and then be extended to the less important routes when resources become available.

The winter service essentially comprises the following types of treatment:

- **Precautionary salt treatment**
- **Treatment of ice**
- **Treatment of snow**
- **Provision of grit bins**

These types of treatment are generally carried out in accordance with the Scottish Government Technical Memorandum SH 3/76, Scottish Government Code of Good Practice and Well Managed Highway Infrastructure (A Code of Practice), Section B7.

4.0 Winter Dates

Prior to each winter the Roads Manager will determine the various dates and time periods relevant to the Policy and will arrange for the appropriate control arrangements to be in place during these times, based on the guidelines below.

The dates will be as realistic as possible however the unpredictability of the climate may lead to the need for action out with the "Winter Service Period".

The following is given in general terms but actual dates depend on how the weeks and dates of the months relate to each year.

4.1 Core Winter Period

The Core Winter Period will run from the **Friday nearest to the 01 of November** until the **Friday nearest to the 31 March**, however, the end date should take into account the timing of the Easter break.

4.2 Lead-in Period

The Lead-in to the Core Winter Period will be the two weeks prior to the start of the core period.

4.3 Lead-out Period

The Lead-out of the Core Winter Period will continue until the **Friday nearest 30th April**.

During the Lead-in and Lead-out times up to 50 percent of the winter gritting fleet will operate on a stand-by basis.

4.4 Footway Treatment

Footway treatment will be carried out during the Core Winter Period. Operatives taking part in footway treatment will operate on a standby basis during the months of December and January only.

5.0 Duty Manager

The Duty Manager shall be the Roads and Grounds Services Manager or a nominated representative. The Roads Manager will be responsible for appointing a rota of Duty Managers. The Duty Manager will be responsible for the implementation of the Winter Service Plan, and it's identified procedures within the Falkirk Council area.

The Duty Manager will make decisions on the implementation of Falkirk Council's winter service actions to assist in the safe passage of pedestrians and vehicles over public roads and to maintain the availability and reliability of the road network.

The Duty Manager will be responsible for receipt of weather forecasts from the forecast provider by 14:00hrs each day and making decisions on the relevant winter action required. The Duty Manager will arrange for a copy of the forecast to be transmitted electronically to all the required forecast recipients. The information to be included is as follows: -

- Duty Manager's name.
- Contact Telephone number
- Carriageway priority level of treatment
- Precautionary treatment start time
- Precautionary treatment rate of salt spread
- Footway priority level of treatment
- When weather conditions or minimum road surface temperature would normally necessitate a precautionary treatment, but if no treatment is proposed, justification shall be required for this decision i.e., no moisture is expected on the road surface, residual salt levels are high etc.

The Duty Managers will attend a training course run by the forecast provider at least once every 2 years.

The Duty Managers will have arrangements in place to ensure that all such relevant

information is made available to the winter service operatives on duty.

The Duty Managers, upon notification of a change to the forecast which may necessitate a revision to the agreed daily action plan, will arrange with the Duty Officer to issue a revised action plan and for it to be transmitted electronically to the various forecast recipients. The Duty Manager will have arrangements in place to ensure that any updated forecast or revised winter response is timeously made available to the Duty Officers and Duty Supervisors on duty.

A rota of all Duty Managers on duty will be maintained in the Winter Service Procedures manual and will be held at the Duty Officer Control Room.

6.0 Duty Officer

The Duty Officer will be responsible for recording the winter activities carried out in the Duty Log, providing the information detailed below: -

- Routes gritted including start / finish times and spread rates
- Routes ploughed
- Known collisions
- Roads closed/restricted
- Salt used
- Known vehicle and plant breakdowns
- Weather forecast and Met Office Weather Warnings
- Action decisions

The Duty Officer will:

- Have no direct operational responsibility.
- Will attend a training course run by the Forecast Provider at least once every 2 years
- Be fully aware of the Policy, Procedures and Winter Service Plans of Falkirk, Stirling and Clackmannanshire Councils
- Be responsible for updating or amending the planned decision on treatment, liaising with the Duty Manager as required.
- Be responsible for ensuring that all rosters for staff on duty are collated and available at all times together with all necessary contact numbers.
- Be responsible for maintaining records of all reports received by telephone and documenting the action taken.
- Be trained in the interrogation of all information systems relating to the Winter Service and the interpretation of information received.
- In conjunction with Duty Supervisors, monitor current weather and road surface conditions.
- Maintain regular contact with the Duty Supervisors logging calls and transferring information where required.
- Be fully acquainted with weather forecasts and the intended action levels, there after initiating any action required and discussing mobilisation requirements with the Duty Supervisors
- Ensuring that the extent of mobilization is commensurate with prevailing/anticipated road conditions.
- Maintain an awareness of the level of activity ongoing or required throughout the three Council areas.

- Be familiar with customer care / enquiry procedures and liaise with external organisations e.g., other Local Authorities, Police, AA etc.
- Submit a brief activity report for each day of the week prior to 0900 hrs.

A rota of all Duty Officers and Duty Supervisors on duty will be maintained within the Winter Service Schedule and held at the Control Room

6.1 Duty Officer Control Room

During the Winter Period, including the lead-in and lead-out periods, a Duty Officer Control Room will operate from a central location between 17:00hrs and 09:00hrs on weekdays. The Duty Officer will work from home on a standby arrangement on Saturdays and Sundays during the winter period unless the 2-to-5-day forecast predicts adverse weather over the weekend period. A decision will be taken on Thursday each week regarding the requirement to work from the Duty Officer Control Room.

During adverse weather, a central location is desirable to allow easy access to weather forecast data, weather radar, roads sensor data and the forecast provider's consultation service. It acts as a "hub" of communication and information in the effective management of the service in the 3 Council areas. This will also allow communications with the Police, members of the public and the local authority's 24hr emergency controls. At the times specified above the co-ordination of winter operations together with the upkeep of the essential duty log is also efficiently managed by the Duty Officer from the control room. The Duty Officer control room is currently located at Earls Road Depot in Grangemouth.

Duty Officers will operate on a rota system, alternating this duty with officers from Stirling and Clackmannanshire Councils as per the "Tri-Council Partnering Agreement 2021 - 2023".

7.0 Weather and Other Emergencies

The Winter Service is not an emergency operation in the traditional sense. It is reasonably predictable that certain conditions will pertain at times during the winter and hence a certain amount of planning can be made in anticipation. Other weather emergencies and the consequences are less predictable, and less preparation can be made. However, procedures must allow for the efficient and early response to weather emergencies of any kind and other emergencies such as road accidents, landslips etc.

Since a control system exists for winter purposes, it is logical to handle other emergencies through the same procedure at the appropriate time of year. Out with the winter period responsibility and control will be with the Roads Manager or nominated representative(s).

The Roads Manager or Duty Manager may place additional staff as required on standby on receipt of an adverse weather forecast.

8.0 Carriageways

The service provided will be based mainly on the road's importance as a traffic route, with consideration being given to public transport services.

The priorities and the relevant road types are defined below together with the relevant treatment standards and operational times.

8.1 Priorities, Treatment Standards and Operational Times

In ice conditions, treatment will be the passage of a gritting vehicle travelling in one direction over the carriageway or footway spreading salt or sand/grit/salt mix. The area treated will be limited to the spread distribution of the equipment utilised.

For snow conditions, treatment will be the passage of a gritting vehicle travelling in both directions clearing snow over the width of the plough. This will then be treated with salt or a mixture of grit/sand/salt.

8.2 Priority C1 Carriageways

Council roads of primary importance and which form a strategic network, these being Strategic, Main Distributor and Secondary Distributor Roads and comprise main urban traffic routes, the main routes to larger schools, major bus routes and routes to main Emergency Service establishments. A list of all Priority 1 routes will be held within the Winter Service Schedule and will be identified on the Council website.

Treatment and Times:

- Precautionary salt treatment 24 hours per day.
- Treatment of ice 24 hours per day.
- Treatment of snow 24 hours per day.

Falkirk Council owned surfaced car parks and their access roads from the C1 routes will be treated along with the C1 routes.

8.3 Priority C2 Carriageways

These are identified roads of lesser importance as traffic routes and important rural routes. In terms of hierarchy, these routes are Link Roads and include main urban spine roads into housing and industrial areas where there are difficult bends or steep inclines and are particularly prone to icing. A list of all Priority 2 routes will be held within the Winter Service Schedule and will be identified on the Council website.

Treatment and Times

Any treatment on Priority 2 routes will normally be carried out between 05:00 hours and 22:00 hours:

- Precautionary salt treatment on receipt of a specific instruction from the Duty Manager.
- Treatment of ice on receipt of a specific instruction from the Duty Manager.
- Treatment of snow on receipt of a specific instruction from the Duty Manager.

The Duty Manager should be satisfied that the following criteria are met:

- Precautionary salting on Priority 2 routes should only be carried out in exceptional circumstances.
- The general outlook established from forecasts and other weather information, is that the prevailing ice and / or snow conditions are likely to continue to exist unbroken beyond 24 hours from the initial onset. Consideration should be given to rural routes which may not have defrosted in line with urban routes.
- The treatment of Priority 2 routes should not be detrimental to the level of service required on Priority 1 routes.

8.4 Priority C3 Carriageways

These are the most significant of the remainder of the road network which are Local Access Roads in terms of hierarchy.

Treatment and Times

These routes will only be treated in exceptional weather conditions, and only when resources permit. Should resources allow, consideration will be given to the higher-level roads in the first instance. Treatment will require the authorisation of the Roads Manager in consultation with the Duty Manager.

Priority 3 routes will normally be treated during normal working hours (deemed to be 0730 – 1600 hrs Monday to Thursday and 0730 – 1230 on a Friday inclusive). No treatment will be carried out beyond these times unless authorised by the Roads Manager or Head of Service.

Treatment should not be detrimental to the level of service required on routes of Priorities 1 and 2 and there should be uniformity in the timing of their introduction in all affected areas.

The Duty Manager should be satisfied that the following criteria are met: -

- The general outlook established from forecasts and other weather information is that the prevailing ice and/or snow conditions are likely to continue to exist unbroken beyond 48 hours from the initial onset.

8.5 Priority C4 Carriageways

The remainder of the Local Access Road network.

Treatment and Times

It is extremely unlikely that these routes will receive any treatment. These routes will only be treated in exceptional weather conditions, and only when resources permit.

Treatment will require the authorisation of the Roads Manager or Head of Service in consultation with the Duty Manager.

The treatment will deal with any remaining areas presenting greater difficulties than general and progressively move onto roads of lesser difficulty.

Any treatment on Priority 4 routes will normally only be carried out during working hours (deemed to be 07:30 – 16:00hrs Monday to Thursday and 07:30 – 12:30hrs on a Friday inclusive). No treatment will be carried out beyond these times unless authorised by the Roads Manager or Head of Service.

Treatment should not be detrimental to the level of service required on routes of Priorities 1, 2 and 3 and there should be uniformity in the timing of their introduction in all affected areas.

9.0 Footways and Cycleways

The service provided will be based largely on the importance of the footway/cycleway as a pedestrian/cyclist route both in terms of pedestrian volumes and the importance of the destination.

The priorities and the relevant footway types are defined below together with the relevant treatment standards and operational times.

Footway is the term for the pedestrian walking surface or pavement adjacent, parallel or relatively close to the carriageway.

Footpath is the term for a pedestrian walking surface between or remote from carriageways.

Cycleways will only be treated where they form part of the carriageway or footway and will be treated in accordance with the priority for that section of carriageway or footway

9.1 Priorities, Treatment Standards and Operational Times

In ice conditions treatment will be the passage of a gritting vehicle travelling in one direction over the cycleway or footway spreading salt or a mixture of sand/grit and salt. The salt or a mixture of sand/grit and salt will be spread within the limitations of each individual vehicle.

For snow conditions treatment will be the passage of a gritting vehicle clearing snow over the width of the plough to a level of 10mm. This will then be treated with salt or a mixture of grit/sand and salt will be spread within the limitations of each individual vehicle.

9.2 Priority F1 Footways

Footways with the highest pedestrian usage. In hierarchy terms, these will be prestige, primary and secondary walking routes. These include main town and village shopping areas, pedestrian precincts, **main** routes to urban schools, **main** access routes to hospitals, clinics, identified public buildings, major sheltered housing complexes and other high risk areas. A list of all Priority 1 footway routes will be held within the Winter Service Schedule and will be identified on the Council website.

Treatment and Times

- Precautionary salt treatment only on a specific instruction from the Duty Manager.
- Treatment of ice only on a specific instruction from the Duty Manager.
- Treatment of snow 24 hours per day on a specific instruction from the Duty Manager depending on the severity of conditions and resources available.

The Duty Manager should be satisfied that the following criteria are met:

- The general outlook established from forecasts and other weather information, is that ice and/or snow conditions are likely to continue beyond 08:00hrs.

9.3 Priority F2 Footways

These are footways of a lesser importance, generally Link Footways for which a list will be held within the Winter Service schedule and will be identified on the Council website. These routes include main pedestrian routes in major housing developments and the main access routes to sheltered housing complexes and other establishments. Where day centres for older people or people with special needs have been identified as having substantial pedestrian usage, these will be treated under this category.

Treatment and Times

Any treatment on Priority F2 routes will normally be carried out during working hours (deemed to be 07:30 – 16:00hrs Monday to Thursday and 07:30 – 12:30hrs on a Friday inclusive).

- No precautionary salt treatment.
- Treatment of ice, in so far as is practicable, only on a specific instruction from the Duty Manager.
- Treatment of snow, in so far as is practicable, on a prioritised basis depending on conditions and resources available and only on a specific instruction from the Duty Manager.

The Duty Manager should be satisfied that the following criteria are met:

- The general outlook established from forecasts and other weather information, is that the prevailing ice and / or snow conditions are likely to continue beyond midday 24 hours after the initial onset
- The treatment of Priority F2 routes should not be detrimental to the level of service required on Priority F1 footways.

9.4 Priority F3 Footways

The remainder of the footway network. It is extremely unlikely that these routes will receive any treatment.

Treatment and Times

- These routes will only be treated in prolonged adverse weather conditions, and only when resources permit.

10 Resilience Plan (including Covid_19 restrictions)

10.1 General

The Resilience Plan is aimed at clearing around 150 km of Strategic and Main Distributor Roads and recognises that the treatment in adverse conditions can take longer than standard gritting procedures

The resilience routes target the most important roads within the network hierarchy i.e. Strategic Routes and Main Distributor Routes. These do not include all of those identified as Priority C1 carriageway routes generally. This ensures that the gritting fleet can cope.

In exceptional circumstances when routes identified within the Resilience Plan cannot be kept open, the Duty Manager may issue instructions to further prioritise route treatment.

10.2 Covid-19 Restrictions

The Covid-19 Pandemic has had a significant impact on all Council services since its outbreak in March 2020. The outbreak resulted in a significant number of the Operational workforce (>30%) shielding or being absent from the workplace due to underlying health conditions. The Service has considered the risks of disruption from a future outbreak and derived minimum Levels of Service that we will provide, in accordance with the UK and Scottish Government's Coronavirus Alert Levels shown in the table below.

These Minimum Levels of Service may override treatments specified in the Resilience Plan.

**COVID ALERT LEVELS & MINIMUM LEVELS OF SERVICE
(DEPENDENT ON STAFF AVAILABILITY)**

Local COVID Alert Level		Carriageways	Footways	Grit Bins
Level 0 Near Normality	Indoor = max 8 people from 3 households Outdoor = Max 15 people from 5 households	Normal Winter Service as per Policy	Normal Winter Service as per Policy	Normal Winter Service as per Policy
Level 1 Medium	This is for areas where restrictions continue to be in place Indoor and Outdoor = max 6 people from 2 Households	Normal Winter Service as per Policy	Likely Normal Winter Service (as resources permit)	Likely Normal Winter Service (as resources permit)
Level 2 High	This is for areas with a higher level of infections where some additional restrictions are in place. No Indoor meetings Hospitality = 6 people from 2 households outdoor only Pubs permitted to sell alcohol with a main meal	Reduced Winter Service. C3's will not be treated	Limited Out of Hours Service- <i>Only F1 Routes will be treated (likely during normal working hours). No F2 treatments</i>	Reduced Level of Service - Grit bins refilled maximum of twice per month
Level 3 Very High	This is for areas with a very high level of infections and where tighter restrictions are in place. The restrictions placed on areas with a very high level of infections can vary and are based on discussions between central and local government. Alcohol sales not permitted Restaurants remain open under strict conditions	Limited Service C1 network only No C2 / C3 treatments	Limited Out of Hours Service- <i>Only F1 Routes will be treated (likely during normal working hours). No F2 treatments</i>	Reduced Level of Service - Grit bins refilled maximum of twice per month
Level 4 Lockdown	This is for areas with a very high level of infections and where lockdown restrictions are in place. The lockdown restrictions placed on areas with a very high level of infections can vary and are based on discussions between central and local government. Non Essential shops closed Some outdoor meetings allowed Schools will stay open	Limited Service Winter Resilience Network only	Service Suspended	Service Suspended

11 Snow Conditions

11.1 General

In order to keep Strategic and Main Distributor Routes open during times of significant snowfall and to allow traffic to flow freely a separate list of snow routes has been introduced. This will be brought into operation when continuous snow is forecast and likely to give significant accumulations in excess of 100mm over a substantial part of the Council area and expected to remain in untreated locations for a prolonged period before a natural thaw disperses it.

Procedures for the treatment of ice and snow are established and relates specifically to the management of extreme winter snowfall events. During snow conditions, when designated routes are likely to be affected by significant levels of lying snow, gritters will be deployed on these snow routes until satisfactory snow clearance has been achieved.

The formulated snow routes will ensure that Strategic and Main Distributor Routes are treated with priority. Instructions will be issued for work to proceed on the rest of the Priority 1 Carriageway, F1 Footway and Secondary Carriageway and footway routes once the snow routes are in an acceptable condition.

This takes account of a number of factors which affect the removal of snow from carriageways and footways: - the temperature of the road surface; the timing of the snow; day or night; the volume of traffic using the roads; a pre-planned application of salt has been undertaken prior to the snow.

11.2 Snow Routes for Carriageways

Snow routes are aimed at clearing around 150 km of Strategic and Main Distributor Roads and recognises that the clearing and treatment of snow can take longer than standard gritting procedures due to lying snow requiring to be ploughed in both driving directions.

The snow routes target the most important roads within the network hierarchy i.e., Strategic Routes and Main Distributor Routes. These do not include all of those identified as Priority C1 carriageway routes generally. This ensures that the gritting fleet can cope. Whilst ploughing is in operation salt should be spread over the ploughed area to prevent snow from compacting.

In exceptional circumstances when routes identified cannot be kept open, the Duty Manager may issue instructions to further prioritise route treatment.

11.3 Treatment of Carriageways in Snow Conditions

The objective is to keep as much of the network as safe and free flowing for traffic as possible. Priority will be given to:

- Snow Routes
- Remainder of the Priority 1 Gritting Route.
- Priority 2 Gritting routes

A list of all Priority snow routes will be held within the Winter Service Schedule and will be identified on the Council website.

Treatment and Times

- Precautionary salt treatment 24 hours per day.
- Treatment of snow 24 hours per day.

As the snow falls treatment will commence and continue until the snow has been moved and is no longer accumulating on the road surface. Ploughing operations should start when the snow has reached a depth which can be ploughed. Prior to this treatment action will consist of salt spread at 20g/sqm. On completion of the drivers' hours, fresh drivers should be brought in so that the operation may proceed without interruption.

11.4 Treatment of Footways and Pedestrian Areas in Snow Conditions

Treatment of snow on Priority F1 Footways will commence concurrently with the Carriageway Snow Route treatment. These routes will include areas of high pedestrian usage where risk to pedestrians from extreme weather is highest.

Steps and ramps to underpasses and footbridges together with any 'low level' footpaths associated with the underpasses and the footpaths on the footbridges. A list of all Priority F1 footway routes will be held within the Winter Service Schedule and will be identified on the Council website.

Treatment and Times

- Precautionary salt treatment 24 hours per day.
- Treatment of snow 24 hours per day.

11.5 Car Parks

Falkirk Council owned and surfaced Car Parks are included in the Priority C1 carriageway gritting routes. These car parks will be treated under this priority in snow conditions only once the priority carriageway snow routes are at an acceptable level and the Duty Manager considers it appropriate.

12 Grit Bins

12.1 General

Grit Bins will be provided

- on non-Priority 1 routes to accommodate normal icing conditions where there are difficult bends, inclines, junctions and turning areas which are particularly prone to icing.
- where they have been in place for several years (historic reasons).
- a special need has been recognised, e.g.: -
 - adapted housing
 - school crossing patrols
 - sheltered housing complexes
 - steps

- underpasses

Providing that:-

- local residents agree on a suitable location within the road boundary
- there is confidence that the grit bin will be properly used

Roads Services currently supply in excess of 1200 grit bins for salt/grit storage for use on the adopted public road and footway network. The large number of bins reflects the Council's desire to encourage self-help at locations where minor roads and lesser important routes have a lower priority response for mechanical treatment.

A mixture of salt and grit is provided solely for use on the adopted public road network and not on private areas, for example driveways etc. Salt required for private areas can be purchased from DIY stores and Builders Merchants.

Grit bins will not be provided on un-adopted roads, whether privately maintained or prospectively adoptable. Housing Developers are required as a condition of their Construction Consent to meet these requirements.

12.2 Community Grit Bins

There are several communities in the Falkirk Council area where gradient and geometric difficulty is not a factor. At such locations (e.g. Grangemouth) it is preferred to locate Community grit bins at strategic locations, agreed with Community or Resident's groups. A Community grit bin may be provided for each area approximating up to 8 community grit bins per 1 sq. kilometer.

12.3 Removal of Grit Bins

Grit bins will be removed from their given location: -

- where there is proof of misuse of the salt
- where residents cannot agree a location or need*
- where bins suffer continued vandalism (minimum 2 separate occasions).
A letter will be issued to residents after the first occasion
- where there are concerns, over the summer months, that the grit bin has an adverse effect on local amenity the grit bin may be temporarily removed at the discretion of the Roads Manager

1.1.1.1 No grit bins will be removed during periods of severe weather without extensive consultation with the residents concerned.

** The provision of a new grit bin (or relocation of an existing grit bin) should be agreed through consultation with or between residents prior to installation, particularly those directly affected. If a suitable location, which addresses the geometric requirements, cannot be agreed then a grit bin may not be provided.*

12.4 Servicing of Grit Bins

Grit bins will be placed where they can be easily refilled from a lorry parked alongside.

Grit bins will be refilled as soon as possible after a period of heavy use. Given the large number of bins, there is a considerable resource implication to replenish salt/grit and this task will only be undertaken when carriageway and footway treatments have been scaled down sufficiently to release

labour and plant for grit bin duties. Priority will be given to the higher altitude locations.

A list of all grit bin locations will be held within the Winter Service Schedule and grit bins will be identified on the Council website

12.5 Grit Bags

In times of extreme weather, it is not always possible to service grit bins due to their location.

Grit bags may will be supplied to locations which have already been identified for easy access and use by members of the public.

13 Communications

Service requests will be handled by Falkirk Council's Contact Centre both during and outside working hours. These requests will be passed to the Area Maintenance Team to prioritise and deal with accordingly.

Public contact with Operational staff, the Duty Team and the overnight Duty Officer will not normally be available, thus enabling staff to deal with service delivery issues.

Requests for urgent assistance by the emergency services will receive considered priority action but such requests must be made through their control centre. In other cases, such as funerals any requests must be made by the appropriate authority such as the Funeral Director. Requests of this type will be passed to the Duty Team or overnight Duty Officer to action and co-ordinate as required.

In extreme conditions, a daily information bulletin will be provided by 16:00 each day for use by Members and inclusion on the Council website. This should be passed to the Roads Manager who will authorise the information prior to it being forwarded to the Head of Service (Roads and Design) / Director of Place Services. This bulletin will include the following information:

- Weather summary for previous 24hrs
- Weather forecast summary for the following 24hrs
- Details of areas and works completed during the previous 24hrs.
- Details of proposed actions for the following 24hrs.
- Any road closures
- Salt resilience

14 Level of Service

The decision to initiate winter operations will normally be made by the Duty Manager, based upon the Weather Forecast received from the forecast provider. These forecasts will be provided every day between 12:00hrs and 14:00hrs (including weekends and public holidays). In addition, out with normal working hours, the forecast provider will contact the Duty Officer if there is any major change in the projected weather conditions.

Out-of-hours Winter Operations may also be initiated by the Duty Officer on confirmed

reports of adverse weather conditions.

As the decision to initiate planned winter operations will be based on the forecast provider's forecast, it is proposed, where possible, to treat Priority 1 routes out with the hours of peak traffic flows. Where possible, it is intended that the treatment of these routes will be completed prior to the start of the morning peak (07:30hrs). Where the forecast indicates adverse conditions in the evening, reasonable effort will be made to treat out with the evening peak; however, this will depend on forecast conditions and will not always be possible.

15 Level Plant, Vehicles and Materials

15.0 Vehicle Tracking

Roads Services makes use of the latest electronic vehicle location systems together with automatic recording of salt spreading. This helps to improve the accuracy of records as well as providing collaboration of service delivery in cases where failure to treat is alleged.

15.1 Salt Management

Salt will not be given or sold to any company or organisation, unless under specific instruction of the Roads Manager. Organisations wishing to acquire or procure salt should be directed to the appropriate local merchants.

Roads Services stores its salt in the salt dome at Grangemouth which is capable of holding 8000 tonnes. A minimum stock of 2600 tonnes will be available at the start of the winter period for use solely on the public road network.

Falkirk Council Roads Services obtains salt supplies for de-icing through a contract with Compass Minerals as the main supplier. Regular contact is maintained between the supplier and the authority to ensure that the supply is treated as a service rather than a simple commodity purchase. Salt will be restocked throughout the winter season.

In periods of extreme or prolonged conditions it may be necessary to obtain supplies from out-with the existing contract and Roads and Grounds Services will use this option as required and in collaboration with the other local service partners.

16 Training and Development

Roads Services ensures that all personnel involved in the Winter Service Plan, are trained or experienced to demonstrate competence in delivery of their duties. An annual evaluation and review of training requirements will be undertaken to ensure that all staff have the appropriate vocational and health and safety training / qualifications.

Any identified training will be completed prior to the start of the winter season.

Falkirk Council may carry out periodic exercises to test plans for responding to severe weather events.

PROCEDURES

17 Operational and Supervisory Procedures and Responsibilities

16.1 Lead-in Period

Throughout this period and during the core winter period two Duty Supervisors will be on standby. The Duty Supervisors will be rostered from Development Services, Roads & Grounds Services operational personnel. The Duty Supervisors will direct, monitor and record operations in their designated areas during all pre-grit, call out and stand-to situations.

The Duty Supervisors will be available at all times out with normal working hours.

Suitably qualified standby personnel will be rostered for availability at all times with additional off-duty personnel available for call out as demand arises. During this period a total of ten drivers plus one loading shovel operator will maintain a standby presence.

16.2 Core Period

During the Core Period, Place Services will detail 8 gritters to the treatment of the Falkirk Council network.

Staffing arrangements in respect of the above will be as follows: -

- 8 Gritters for Falkirk Council Routes – Standby Rosters
- 1 Loading Shovel – Salt Union Salt Dome – Standby Rosters

All personnel will be reminded that the interpretation of standby is that they must be immediately available to commence gritting or any other operation after call-out.

At all times out with normal working hours (except as otherwise may be directed) the standby gritter fleet and all reserve gritters will be immediately available to standby crews at Earls Road Depot.

Drivers will report any vehicle / equipment defects to the Duty Supervisor and in the event of a breakdown during a call-out, the matter will be reported immediately to the Duty Supervisor who will either arrange a repair or make available a spare gritter.

1.1.1.2 It will be clearly understood that the completion of the treatment of the Priority Route is of prime importance at this stage.

Gritters will not normally be automatically double staffed in snow conditions. If conditions become severe or in particular instances the Roads Manager will have the discretion to double-staff where necessary.

A loading shovel will be available at Grangemouth Salt Dome. Defect reporting to be as above.

On receipt of the daily Meteorological Forecast the Duty Manager will

determine treatment of Carriageway Priority Routes and Footway Priority Routes over the 24-hour period to follow. This will normally take the form of: -

- Evening pre-grit at a specific time
- An evening pre-grit “on hold” with call out based on subsequent weather, outstation data or Police information.
- Stand To at 04:30 hrs combined, if necessary, with either of the above.
- Stand To at 04:30 hrs for footpath teams.
- Duty Officer to monitor - who will call Supervisors if required.
- Supervisor Stand To where the Duty Supervisors check routes at 04:00 hrs.
- No Planned Action

In the event of a pre-grit being necessary or an emergency arising out with normal working hours, the Duty Supervisor will call-out Drivers, Plant Operators etc. as appropriate. Treatment will continue, if necessary 24 hrs per day.

On completion of the priority route network or when an emergency is over, all permanently mounted gritters will be reloaded (drivers of other gritters to check with the supervisor) and all personnel will report off duty to stand by. On all occasions the Duty Supervisor will record the on / off times.

In the Stand To situations the Duty Supervisor will issue instructions, based on his local route knowledge and updated outstation and Meteorological information. In the event of there being no such requirement, alternative duties may be detailed.

If no Stand To is required on a normal working day, all personnel should report to the Depot at normal starting time or as instructed.

16.3 Lead-out Period

Throughout this period the Duty Supervisors will be on Standby. The Duty Supervisors will be rostered from Place Services operational personnel. The Duty Supervisors will direct, monitor and record operations in their designated area during all pre-grit, call out and stand-to situations.

The Duty Supervisor will be available at all times out with normal working hours.

Suitably qualified standby personnel rostered for availability at all times with additional off-duty personnel available for call out as demand arise. During this period a total of 10 drivers plus one loading shovel operator will maintain a standby presence.

17 General Procedures and Responsibilities

17.1 Weekend Arrangements for Carriageways

In order to receive instructions on the proposed treatment action through the weekend period from Saturday evening to Monday morning, drivers and plant operators will be contacted via SMS messaging with regard to any carriageway actions. Should operatives not receive any SMS messaging prior to 16:00hrs they **must** telephone Falkirk Council's Emergency Control Centre between 16:00 hrs and 17:00 hrs request action instructions.

Prior to this time, the Duty Officer in consultation with the Duty Manager will have evaluated the weather forecast and road condition outstation information, determined the appropriate treatment requirements, and will have passed this information to Falkirk Council Emergency Control and Duty Supervisors. A similar arrangement will exist during Public Holidays.

- Falkirk Council Emergency Tel: 01324 – 506070

17.2 Footways Arrangements

In the event that treatments are required on Saturday, Sunday or Monday the Duty Supervisor will contact each member of the footpath rota for that week to advise that a stand will be required the following morning.

SMS messages will be sent during December, January and February when staff are working to Standby arrangements.

17.3 Arrangements during Continuous Gritting and Ploughing Operations

During continuous operations, particularly in adverse conditions, the working hours of all personnel will be closely monitored. Where prolonged operations result in standby drivers and plant operators being stood down, any subsequent requirement for continuous gritting / call-out / pre-grit may be detailed to relief personnel. It will therefore be necessary for all personnel to operate through prolonged emergency periods, as instructed.

Drivers and management / supervisory staff are required to heed the requirements of the Drivers Hours Regulations and ensure that all drivers whether operating under EEC or Domestic Regulations abide by their limits. It should be noted that under the Domestic Regulations, a general exemption from the Driving Regulations is allowed to deal with Emergencies.

Gritting in general is not deemed to be an emergency operation, however drivers working under Domestic Rules should not be asked to work beyond 11 hours unless there are unforeseen circumstances.

All time in excess of the normal daily driving limits must be spent in dealing with Emergencies and an appropriate level of rest time will be afforded to all personnel as soon as the Emergency is over.

The change over at weekends of continuous gritting is the Friday day/stand-to driver (driver A) continues to 16.00 hours, the other driver (driver B) works 16.00 hours to 04.00 hours, Driver A works 04.00 hours to 12.00 hours on Saturday, driver B works 12.00 hours to 20.00 hours on Saturday, driver A works 20.00 Saturday to 04.00 hours Sunday, Driver B works from 04.00 Sunday being the new stand-to driver. The changeover now being complete, and all men have had some reasonable rest.

17.4 Liaison with Other Parties

Duty Officer shall advise the following people of the weather forecast and the proposed actions: -

- Clackmannanshire Council
- Stirling Council
- Amey-North Lanarkshire
- BEAR (Trunk Roads)
- West Lothian Council
- Police Scotland
- Motoring Organisations

During periods of severe weather conditions, Police assistance may be required when arranging for road closures or dealing with abandoned vehicles.

Falkirk Council will provide the following external organisations with one copy Winter Service Plan: -

- Clackmannanshire Council
- Stirling Council
- Amey-North Lanarkshire
- West Lothian Council
- Police Scotland
- Amey (Trunk Roads)

Police Scotland will be responsible for arranging copies of the Winter Service Plan to be distributed to local and divisional offices as appropriate.

Police personnel shall report adverse winter conditions direct to Falkirk Council Emergency Control in order that the appropriate reactive measures can be taken.

The Roads Manager will liaise with senior Police Officers prior to the start of the winter service period to review the operation of the winter service plan during the previous winter and to agree methods of liaison and communication for the forthcoming winter period.

18 Decision Making

18.1 Management /Quality Assurance Audit

Generally, all gritting vehicles are fitted with GPS transponders to enable tracking of the vehicle and log the actions taken. Information gathered provides a regular snapshot of the vehicle's position, speed and direction of travel as well as its operational status. This information enables routes to be fully audited from a remote position and provides accurate and comprehensive treatment records. Therefore at the earliest opportunity following a call-out, routes should be chosen at random and an audit undertaken using the recorded GPS data. This will include the checking of:

- Vehicle speeds when gritting / travelling.
- Conformation with designated gritting route.
- Times of treatment operation.
- Correct logging of start, route completion and finish times.

Although road speed is not significant for salt spread, an excessive speed can cause safety problems and gives rise to public concerns. Where excessive speed is a problem or where parts of a gritting route have been missed out this will be brought to the attention of the appropriate Duty Supervisor for action to be taken where necessary.

Where problems with the speed of vehicles or route taken have been highlighted the route should be resubmitted for auditing after the next treatment. If the problem continues further action will need to be taken in conjunction with the Duty Manager.

Random inspection of carriageway & footways during or following treatment will record:

- Compliance with the specific route.
- Compliance with the width and spread of treatment and its effectiveness.

18.2 Control Room

During the core period (November – March) Falkirk Council along with Clackmannanshire and Stirling Councils will operate an out of hours Control Room for winter services. The Control Room will allow real-time information monitoring from ice-detection outstations and will therefore allow each council to be more reactive in determining if action is necessary on receipt of a marginal forecast.

The Control Room allows implementation of the following procedure: -

18.2.1 Forecast Procedure

Weekday

- Duty Manager, based at Earls Road, Grangemouth, will receive the 24hr forecast prior to 14:00hrs.
- The Duty Manager, in consultation with an Officer, will review the forecast and make decisions on the relevant winter response required taking into account local conditions.
- The Officer will print and send electronically the weather actions to all the forecast recipients prior to 15:00hrs.

Weekend

- Duty Officer, based either at home or at the Control Room will receive the 24hr forecast prior to 14:00hrs
- The Duty Manager, in consultation with the Duty Officer, will review the forecast and make decisions on the relevant winter response required taking into account local conditions.
- The Duty Officer will and send electronically the weather actions to all the forecast recipients prior to 15:00hrs.
- The Duty Officer will advise by telephone all Duty Supervisors of the winter response required for the next 24 hours.

In the event of computer failure, the Forecast Provider will fax the forecast to the Duty Officer.

18.3 General Procedure

- The Duty Officer at the Control Room will ascertain the proposed actions of the adjoining local authorities and trunk road contractors together with any later changes.
- The Duty Officer at the Control Room will monitor road and weather conditions together with forecast updates.
- When informed of significant changes the Duty Manager, in consultation with the Duty Officer, recommends a change to the proposed action.
- The Duty Officer will then communicate the instruction to the Duty Supervisors.

18.4 Control Room Procedure

- Duty Officer monitors road and weather conditions and liaises with the forecast provider as necessary.
- Duty Officer will notify the Duty Supervisor of any action required.
- The Duty Officer will give verbal instructions regarding action to the Duty Supervisor. This information should be recorded in the Duty Log.
- If road temperatures generally drop below +1°C (or are dropping rapidly to +1°C) and there is reasonable cause for concern the Duty Officer may call the Duty Supervisor to inspect their area. In consultation with the Duty Supervisor, the Duty Officer may initiate any action required on the Priority 1 network. If this situation arises the Duty Officer will at his / her earliest convenience advise the Duty Manager of the change of action.
- The Duty Officer will record his / her actions in the Duty Log.

18.5 Weather Actions

The following sections give additional specific requirements for a defined course of action.

18.5.1 No Planned Action/ Duty Officer to Monitor

- The Duty Officer will monitor road and weather conditions and liaise with the forecast provider as necessary.
- If road temperatures generally drop below +1°C (or are dropping rapidly to +1°C) and there is reasonable cause for concern the Duty Officer may call the Duty Supervisor to inspect their area. In consultation with the Duty Supervisor the Duty Officer may initiate any action required on the Priority 1 network.
- If this situation arises the Duty Officer will at his / her earliest convenience advise the Duty Manager of the change of action.
- The Duty Officer will record his / her actions in the Duty Log along with the information passed by the Duty Supervisor.

18.5.2 Precautionary Salting

- The Duty Officer will monitor road and weather conditions and liaise with the forecast provider as necessary.
- If road temperatures generally drop below +1°C (or are dropping rapidly to +1°C) and there is reasonable cause for concern the Duty Officer may call the Duty Supervisor to inspect his area. In consultation with the Duty Supervisor the Duty Officer may advance the timing of the precautionary salting.
- If precautionary salting has been included in the planned action to be carried out on the Priority 2 network at the conclusion of the Priority 1 network then this should also be carried out.
- In either situation the Duty Officer will at his / her earliest convenience

advise the Duty Manager of the change of action.

- The Duty Officer will record his / her actions in the Duty Log along with the information passed by the Duty Supervisor.

18.5.3 Stand To

- The Duty Officer will monitor road and weather conditions and liaise with the forecast provider as necessary.
- In the Stand-To situation gritters will be mobile from 05:00 hours. If road temperatures generally drop below +1°C (or are dropping rapidly to +1°C) and there is reasonable cause for concern prior to this time the Duty Officer may call the Duty Supervisor to inspect his/her area. In consultation with the Duty Supervisor the Duty Officer may advance any action required on the Priority 1 network.
- If this situation arises the Duty Officer will at his / her earliest convenience advise the Duty Manager of the change of action.
- The Duty Officer will record his / her actions in the Duty Log along with the information passed by the Duty Supervisor.
- The Duty Supervisor stand-to, as stand-to but the supervisor to check the route and call out drivers as required.

19 Forecast

19.1 General

The Forecast Provider shall continuously monitor weather conditions. Should the actual temperature at any outstation fall by 2°C from the forecast temperature (within the range +5°C to -5°C) the Forecast Provider will, as appropriate, update their forecast.

The Forecast Provider will telephone the nominated out of hours contact (Control Room during the core period or Falkirk Council Emergency out with this time) and will issue non-routine amendments to the site-specific forecast graphs and revisions to the 24-hour textual forecast: -

- If there is a change of frost status (no frost to frost, or vice-versa – in this case frost refers to road surface temperature of zero degrees Celsius or less).
- If the actual road surface temperatures are below (or are now forecast to fall below) plus 1 degree Celsius, when initially forecast otherwise.
- If there is a change in snow status as follows: -
 - Change of accumulations category e.g., nil to slight, slight to moderate, moderate to heavy and vice versa
 - Change from isolated to widespread (e.g., for snow showers)
 - Earlier or later thaw than expected
 - Change in commencing / cessation time of more than two hours
- If there is a significant change in surface wetness and road temperatures are expected to fall to zero degrees Celsius or below
- If there is a change by two hours or more in the timing of a frost

Should the update highlight an alteration to the onset of adverse road surface conditions, the Duty Officer should contact the Duty Manager to discuss whether a change to their proposed action is required.

When the weather forecast predicts that the road surface temperature is likely to fall to plus 1⁰C the Duty Manager shall give consideration to precautionary treatment except where: -

- No moisture is expected on the road;
- There is enough residual salt on the road to deal with the expected conditions; or
- The latest weather forecast information indicates that the temperature will rise and there will be no period of frost.
- Precautionary treatment shall be in accordance with Appendix 2

When sustained low air temperatures occur, then for each degree below minus 5C the amount of salt needed to maintain the equivalent melting effect increases by about 14g/m² to a maximum of 40g/m². Where traffic is reasonably heavy, little or no increase is needed until the air temperature falls below minus 10C.

A summary of spread rates for precautionary treatment is given in Appendix 2

During the winter period the Forecast Provider will transmit a 24-hour text forecast by e-mail to the Control Room Master Station by 14:00hrs on a daily basis. The Duty Manager will arrange for a Duty Officer to access the daily weather report. If the forecast has not been received by 14:00hrs the Duty Officer will contact the Forecast Provider to make alternative arrangements.

Should the Master Station fail to operate the Forecast Provider shall send by facsimile the 24-hour textual forecast.

19.2 Text Forecasts

There are three main types of text forecast: -

- **Green** Road Surface Temperatures are expected to remain above freezing with no ice and/or snow accumulations.
- **Amber** Road Surface Temperatures are expected to fall close to or below freezing with ice and/or snow accumulations possible.
- **Red** Road Surface Temperatures are expected to fall below freezing with ice and/or snow accumulations.

19.3 Morning Summary

This forecast is normally available between 06:00 and 09:00 on the day of issue. It contains the following information: -

- Statement of actual weather that has occurred in the previous 24 hours, including minimum air temperatures and minimum road surface temperatures observed. In addition, details of any snowfall will be mentioned.
- Any suspect faults with the ice prediction system including suspect road- sensor readings.
- A preliminary forecast for the coming day and night. This is designed to be brief and is expanded on later in the day by the 24-hour text forecast.

19.4 24 Hour Text Forecast

The 24-hour text forecast is designed to be outline guidance for the Duty Manager and Duty Officer. The forecast covers the Falkirk, Clackmannanshire and Stirling areas of operation.

The following elements are normally included. All would normally include timings of occurrence:

- Road state including ice and hoar frost
- General road surface temperatures
- Visibility (if less than 200m)
- Precipitation (other than snow)
- Snow details including:
 - Height above which expected
 - Accumulations
 - Drifting
 - Type of snow
- General weather summary
- Hazard summary and confidence

The 24-hour text forecast contains a one-word hazard summary that is a risk assessment for the coming night. The system uses a traffic-light system: -

19.5 2 to 5 Day Text Forecasts

The general information contained within a five-day text forecast is broadly similar to that contained within a 24-hour text forecast. The detail is usually less, and the confidence is usually lower. The forecasts are designed for medium-term planning of resources, especially over the weekends and holidays. They are designed to give a general idea of weather conditions, so that resources may be in the right place. This forecast should not be used for operational decisions about planned action.

20 Ice Prediction System

20.1 Outstations

Meteorological outstations have been installed at the locations detailed below:

Route	Outstation Name	Authority	Forecast /
A82	Tyndrum	Scottish Exec	Non-Forecast
A84	Glenogle	Scottish Exec	Forecast
A84	Drumv'ch	Scottish Exec	Forecast
A811/A81	Ballat	Stirling	Non-Forecast
A873	Aberfoyle	Stirling	Forecast
A809	Queens View	Stirling	Non-Forecast
B822	Kippen	Stirling	Forecast
A9	Balhadie	Scottish Exec	Non-Forecast
M9	Pirnhall	Scottish Exec	Forecast
B9140	Hillview	Clackmannanshire	Forecast
A91	Muckhart	Clackmannanshire	Non-Forecast

M9	Polmont	Scottish Exec	Forecast
M80/M87	Haggs	Scottish Exec	Forecast
B818	Carronbridge	Falkirk	Forecast
A88	Stenhousemuir	Falkirk	Forecast
B825	Limerigg	Falkirk	Forecast
B803	Barleyside	Falkirk	Forecast
A801	Candie	Falkirk	Forecast
A993	Bo'ness	Falkirk	Forecast

Clackmannanshire, Falkirk and Stirling Council's also have access to all trunk road sensors within the council area and some sensors belonging to adjoining authorities.

20.1.1 Forecast Outstations have the following sensors: -

- Surface temperature sensor
- Surface moisture sensor
- Surface ice sensor
- Surface salt sensor
- Air temperature
- Dew point sensor
- Precipitation sensor
- Deep (sub-surface) temperature sensor
- Anemometer (wind speed)
- Wind vein (wind direction)

20.1.2 Non-Forecast Outstations have the following sensors: -

- Surface temperature sensor
- Surface moisture sensor
- Surface ice sensor
- Surface salt sensor
- Air temperature
- Dew point sensor
- Precipitation sensor

20.2 Maintenance of Outstations

The Roads Manager will arrange for routine inspections of the outstations within the control of Falkirk Council. Findlay Irvine Ltd or Safecote Ltd as appropriate will carry out maintenance of the outstations. Faulty sensors detected by the Forecaster shall be notified in the Morning Summary. Falkirk Council Duty Officer staff will notify Findlay Irvine Ltd or Safecote Ltd as appropriate of the defect and make arrangements for the sensor repair.

The Operational master station for the Clackmannanshire, Falkirk and Stirling Council's Ice Prediction System will be based at the Control Room.

The master station will poll the outstations on an hourly basis. This will include the outstations on the local authority and trunk road networks.

Access to the master station will be available to all Duty Managers, Duty Officers and appropriate council staff.

The operational master station at the Control Room will act as the 'live' master station and an Emergency secondary station will be located at Roads and Grounds Services, Earls Road, Grangemouth.

21 Gritting Procedures

21.1 Roads - Action Assessments and Treatment Levels

Road conditions often vary considerably across the Falkirk Council Area with factors such as local topography, humidity, wind speed and direction, residual saline and traffic volumes all influencing the possibility of adverse conditions occurring. Some of the conditions that will require a response as follows: -

- Temperatures falling to zero with varying cloud cover conditions, humidity and residual saline on the roads.
- Frost or light snow forecast on dry roads.
- Frost forecast after rain.
- Freezing conditions coinciding with rain.
- Ice already formed on the road surfaces.
- Erratic temperature movements due to changing cloud cover
- Heavy snow falls.

Any of the above conditions can occur for varying periods, day or night, throughout the winter period and may affect all or part of the road and footway network. Essentially however, winter operations comprise the following forms of treatment: -

- Precautionary Salt Treatment.
- Treatment of Ice
- Treatment of Snow

These forms of treatment and guidance on the use of rock salt for the winter treatment of roads, including its value as an aid to ploughing operations, are set out the Appendices.

As previously stated the Duty Officer in consultation with the Duty Manager will assess the content of the weather forecasts supplemented by Icelert information, during weekdays and at the weekend. They will determine, based on the degree of certainty or otherwise of the predictions, what the course of action should be for the following overnight period.

This Action might be: -

- Evening pre-salt at a specific time
- An evening pre-grit "on hold" with call out based on subsequent weather, Icelert or Police information.
- Stand To at 05:00 hrs combined if necessary with either of the above.
- Stand To at 05:00 hrs for footpath teams.
- Duty Officer to monitor who will call supervisors if required.
- Supervisor stand-to where the Duty Supervisor check the routes at 04.00 hrs.
- No Planned Action

21.2 Footways - Action Assessments and Treatment Levels

Footway is the term for the pedestrian walking surface or pavement adjacent

to the road carriageway or relatively close to, and parallel with, the carriageway.

Treatment of footways shall be carried out as soon as possible after snow or ice conditions occur. The aim shall be to ensure, where possible, that snow shall not become hard packed by the action of pedestrian traffic thus making clearance more difficult and less efficient. Appropriate treatment with salt shall be made following snow clearance to prevent subsequent freezing. As much as possible of the width of the footway shall be cleared maintaining clear paths at pedestrian crossing points and areas such as bus stops.

The service provided will be based largely on the importance of the footway as a pedestrian route both in terms of pedestrian volumes and the importance of the destination.

21.3 Footpaths & Cycleways- Action Assessments and Treatment Levels

Footpath is the term for a pedestrian walking surface between or remote from roads.

Footpaths will not normally be treated except where icy conditions last for several days. They will only then be treated if and when the Council has the capacity to do it.

Cycleways will be treated where they form part of the carriageway and will be treated in accordance with the priority for that road. Remote cycleways will not normally be treated except where icy conditions last for several days. They will only then be treated if and when the Council has the capacity to do it.

22 Snow Clearing

Snow shall be ploughed when the snow depths exceed, or might be expected to exceed, 30mm or where considered appropriate by the Duty Supervisor. Each pass of the plough shall be supplemented by salt spread at 20 to 40g/m².

Ploughing shall be used to remove snow not dispersed by traffic, where for example at night when light traffic is insufficient to cause dispersal. Also, lighter falls of snow shall require ploughing where local drifting has occurred.

Where ploughing is not possible, for example in built up areas, the maximum salt spread for melting up to 40mm of fresh snow at 0°C is 40g/m². Repeated applications can remove a heavy accumulation

of snow and this shall be used where ploughing is impracticable. In exceptional circumstances, for example when the snow on the road is deep and cannot be removed by salting, when salting over packed snow is likely to provide an unacceptable surface, or when the traffic is insufficient to disperse the snow, consideration shall be given by the Duty Manager to the use of JCB/Tractors with the snow being directed into an accompanying lorry, or shed to the verge, followed as soon as possible by salt spreading at 20 to 40g/m².

Where there is a formation of hard packed snow and ice no more than 20mm thick and the air temperature is above minus 5C, removal shall be achieved by using successive salt spreads at 20 to 40g/m². Below minus 10C or where the snow or ice is more than 20mm thick, great care must be taken as the use of salt alone can result in an uneven and slippery surface.

Exceptionally in those circumstances, a single-sized abrasive aggregate of particle sizes up to 6mm, or 5mm sharp sand having low fines content shall be added as necessary to the salt. Reversion to salt only shall be made as soon as possible. Abrasives shall be considered as a supplement to the use of snowploughs in urban areas where salt alone would provide an unacceptably slippery surface.

When sustained low air temperatures occur after snow has fallen, then for each degree below minus 5C, the amount of salt needed to maintain the equivalent melting effect increases by about 14g/m² to a maximum of 40g/m². Where traffic is reasonably heavy, little or no increase is needed until the air temperature falls below minus 10C.

On elevated structures snow shall not be deposited off the carriageway onto the area below.

Spread rates are issued as a guide only for decision makers and may require to be varied subject to, but not exclusively to, the following: -

- Traffic Volumes.
- Intensity and duration of preceding rain showers causing salt was off.
- Run-off due to seepage
- Local meteorological idiosyncrasies.
- Residual salt levels
- Severity of the forecast snow event (snowfall intensity, snowfall duration and the likelihood of drifting).

When ploughing operations are to commence the Duty Officer shall advise the Police.

When prolonged falls of snow are forecast, ploughing shall be used continuously from the onset to prevent build-up and compaction by traffic. This shall be supplemented by simultaneous salting at 20 to 40g/m². Where snow depths reach 120mm, or when tackling drifts, or when vehicles are working on gradients, ploughing may be undertaken without salting so that the weight of the loaded vehicle may aid traction. Salting shall be resumed as soon as possible thereafter.

Snow clearance on footways shall be carried out by use of pedestrian plough / mini tractor ploughs / bobcats and / or hand clearance / spreading crews

Treatment of footways, footpaths and cycle ways shall be carried out as soon as possible after snow conditions occur. The aim shall be to ensure, where possible, that snow shall not become hard packed by the action of pedestrian traffic thus making clearance more difficult and less efficient.

Appropriate treatment with de-icing material shall be made following snow clearance to prevent subsequent freezing. As much as possible of the width of the footway, footpath and cycleway shall be cleared / treated maintaining clear paths at pedestrian crossing points and areas such as bus stops.

23 Other Emergencies and Procedures

23.1 General

While the provisions of this manual are specifically related to the Winter Maintenance Service, the procedures adopted out with this period are essentially similar and will vary only in relation to the number of staff involved and the communication arrangements.

Supervision and control of all emergency operations will be available on a 24hr basis with local Supervisory Staff covering their Area during normal working hours – nominally 0900hrs – 1700hrs weekdays and Standby Supervisory staff available at all times out with normal working hours.

The Standby Duty Supervisors will be selected and rostered by Roads and Grounds Services managers from experienced operational / support personnel such that there will always be at least two Supervisors on Standby during the Winter Service. The Duty Supervisor(s) will direct, control, monitor and record operations in their Area(s) under the general guidance of the Duty Officer and Duty Manager where appropriate.

Additional Supervisory Staff will be detailed to support the Standby Supervisors as required, normally in situations when the degree of mobilisation is greater than normal e.g. deteriorating conditions.

If the Supervisor is unsure about any situation or requires further guidance at any time, he should contact the Duty Manager.

23.2 Blood

Where a call comes from Police Scotland, Falkirk Council Contact Centre or the Duty Officer to remove human or animal blood from a Council maintained road, footway or paved area the Supervisor should, in the first instance, check the area concerned or liaise with the Emergency Services personnel at the locus.

The only way to remove blood is by using copious amounts of water to disperse it. Under no circumstances should a hose or spray be used to remove the blood from the road or footway surface. The use of Sand or Fiber should not be considered in this instance as there maybe consequences with the disposal.

Protective clothing, gloves, goggles and masks **MUST** be used at all times when dealing with blood. It maybe that protective clothing requires to be disposed of after the blood has been removed.

Roads and Grounds Services personnel will not be responsible for removing household items, such as mattresses, couches, tables etc. from any property, Council or otherwise, especially where there is blood splatter or human waste on the items.

If these items are located on the carriageway, footway or road verge and require to be removed for safety reasons then great care should be taken and

should only be handled by operatives using the correct PPE as detailed below.

The 2 squads on standby will carry a Spill Kit which will contain the following items:

- 2 x Disposable suites
- 2 x sets of Overshoes
- 2 x sets of Gloves
- 2 x sets of Goggles
- 2 x Face masks
- 2 x packs of Grime Eez Max Hand & surface wipes (Arco)
- 2 x Clinical waste sacks
- 1 x Sharps Kit

Falkirk Council's Contact Centre should be contacted to establish who should remove contaminated waste, which must be bagged and tagged, to a secure incinerator.

This service can be arranged through Falkirk Council Emergency Control on 01324 506070

23.3 Trees

Where a call comes from Police Scotland, Falkirk Council Contact Centre, Duty Officer or a member of the public regarding the removal of a fallen tree or branch obstructing the carriageway or the footway the Supervisor should check and identify the problem.

If the tree requires to be removed, then the Supervisor must try to establish who the owner of the land where the tree came from is. The Duty Officer or the Duty Manager may be able to help with to identify the owner of the land. Very few trees adjacent to the road are the responsibility of Falkirk Council.

The landowner should be given the option of removing the tree or arranging to have the tree removed within a reasonable timescale. If they do not wish to remove the tree the owner should be made aware that Roads and Grounds Services will remove the tree, however, they will be invoiced for the work.

If the fallen tree is of a size where it requires to be cut into sections, then only operatives with an appropriate arbor qualification should be asked to carry out this work.

Any tree which maybe endangering property especially if there is likely to damage caused due to the removal of the tree then specialist contractors should be brought in to deal with the situation. The owner of the property will be responsible for contacting the contractors and all cost associated with this work.

If there is a safety issue Roads and Grounds Services may be required to install temporary traffic management, again all costs incurred will be invoiced to the owner of the property.

If the Supervisor is unsure about any situation or requires further guidance at any time, he should contact the Roads Manager or Duty

Manager.

23.4 Flooding

Roads Services will assist in times of flooding in emergency pumping, clearance of drains and provision of sandbags as required by the Senior Flooding Officer or their representative which may be the Duty Supervisor. There is no statutory requirement to assist in the protection of privately owned property although this service will endeavour to help when resources permit. There is a stock of 1000 filled sandbags kept in Grangemouth. Members of the public or outside bodies may not collect sandbags from this stock and used sandbags are not uplifted.

23.5 Small Animals

Where a call comes from Police Scotland, Falkirk Council Contact Centre, Duty Officer or a member of the public regarding the removal of a small animal, such as a cat, dog or small deer, the Supervisor should check and identify the problem in the first instance.

It may be that the Supervisor can deal with the situation on his/her own. If the owner of the animal cannot be found, then it should be removed and disposed of accordingly. These animals should only be brought in the depot as a last resort and if this occurs, they should be disposed of at the first opportunity.

23.6 Large Animals

Where a call comes from Police Scotland, Falkirk Council Contact Centre, Duty Officer or a member of the public regarding the removal of a large animal, such as a horse, cow or large deer, the Supervisor should check and identify the nature of the problem in the first instance.

In the first instance the Supervisor should try and identify the owner of the animal as they may wish to arrange disposal for themselves.

If the owner of the animal is located and they do not wish to arrange disposal they should be made aware that they will be responsible for the total cost of the removal.

If the owner cannot be located and the animal has to be removed or if the owner wishes for Falkirk

Council to remove it then the Supervisor should contact the local Slaughterer as detailed in the contacts section and arrange for removal.

23.7 Motorways and Trunk Roads

The Motorways (M80, M876 and M9) and Trunk Roads (A876) are the responsibility of BEAR Scotland to maintain.

As such, Roads and Grounds Services personnel will not respond to any callouts for work or emergency situations on motorways (M9/M80/M876) or trunk roads (A876 Kincardine Bridge).

Calls should be directed to Transport Scotland or BEAR Scotland, either by Falkirk Council Emergency Control, Duty Officer or by the caller themselves.

If there is any dubiety over the location or what may be required, then the Duty Supervisor must attend to check.

The Duty Officer or Duty Supervisor MUST seek permission from the Roads Manager or Duty Manager to carry out any work on the Motorway or Trunk Road network or on behalf of the Trunk Road Contractor.

24 Publicity

All staff of Falkirk Council and anyone speaking on their behalf will conduct all winter communications with members of the public or any others in a completely non-aggressive manner and be as helpful as possible. On no account will abusive language or expletives be used irrespective of provocation. When members of the public do make contact, they are often in a highly emotional state, but if they become aggressive or continually use expletives, they should be politely advised that they should, contact The Duty Manager or desist. After giving this advice, one warning that the member of staff is going to leave or hang-up as appropriate if there is no improvement then that action is implemented. Staff will record the incident in the Duty Officer or Duty Supervisor Log as soon as possible in their own interest.

Great care must be exercised in making any comment as an incautious comment can be referred to in claims and litigation. It would be preferable for operational staff to refer any person to the Duty Manager.

No member of staff should discuss matters with the press. Any callers should be referred to the Director/Head of Service or Press Office in accordance with the Council's policy and instructions.

For the above reasons, Police Scotland should be asked not to make comment to motorists even in the extremely frustrating situation of attendance at an accident location when they have previously reported problems.

No member of staff or anyone speaking on their behalf should respond to a complaint by saying something to the effect that "they will see what can be done" or "they will pass it to the Duty Supervisor" when they are aware that the matter falls out with the Policy the Priority currently being worked on. Such phrases are sometimes used to let the complainant "down gently" and/or to avert wrath from the member of staff. The true position should be politely explained, and no matter should be passed to the Duty Supervisor on which he/she requires to make a judgement on Policy or on which he will take no action.

Publicity leaflets giving information on road and footway gritting priorities, as shown will, be placed at council buildings, one stop shops, libraries etc.

Information will also be posted on the Falkirk Council Web site – www.falkirk.gov.uk - this will include information on gritting routes, the priority treatment of roads and how this is established. Information regarding weather and gritter tasking will also be

available at this location.

An advert will be placed in the local press and the Falkirk Council News outlining the service provided.

25 Resources

25.1 Staff Resources

In order to satisfy the contractual and policy requirements established for the provision of the Winter Service Plan throughout the council area, the Roads Manager will deploy, as required, all necessary professional, technical, supervisory and administration staff under his control.

25.2 Manpower Resources

Place Services will provide all labour required for the implementation of the Winter Service Plan, but, may be supported by personnel from other Falkirk Council Services as required. During particularly severe conditions, private contractors may be utilised. All operatives used in the operation of the Winter Service spreading equipment will be experienced employees.

25.3 Vehicles, Plant and Equipment

A review of the Winter Service vehicle, plant and equipment requirements i.e. numbers, type capacity is carried out annually, by the Roads Manager or his staff. The overall complement of equipment determined in relation to planned operational requirements / area of operation, reflecting the relative merits of dedicated, interchangeable and demountable equipment.

- All spreading vehicles used by Roads and Grounds Services shall: -
- Be fitted with spreading equipment that complies with BS 1622 Class A1.
- Be equipped with snow ploughing attachment.

All Winter Service vehicles, plant and items of equipment will, in addition to the prescribed plant / vehicle maintenance programme carried out by Fleet Services, be thoroughly checked by roads personnel to ensure they are in proper working order and that all ancillary equipment items, e.g., snowploughs, demountable gritter bodies, etc. are compatible with their prime mover and can be fitted without difficulty.

The effective and reliable performance of all Winter Service vehicles, plant and equipment is crucial. Fleet Services will ensure that throughout the winter period, all items are regularly checked, and that routine maintenance and performance checks are carried out in accordance with approved schedules. As a general requirement all permanently mounted gritters (PMG) will be checked and road tested regularly. All demountable gritters (QCB) will similarly be checked regularly, whether in use or not, by the Drivers. All

equipment will be cleaned thoroughly after every period of use to prevent the buildup of salt in or on any part of the machinery.

A daily update on the state of serviceability of all “front line” equipment will be carried out, by the Duty Supervisor, and any shortfall made good with demountable / hired equipment as necessary.

Fleet Services will carry out ongoing discharge performance checks on all operational spreaders. Each division will be issued with an “Estimated Rate of Spread” chart for the Priority 1 network in that division. The use of this chart and the feedback of estimated rates of spread to drivers on receipt of estimate tonnage of salt used after completing a continuous grit of their Priority 1 route, will familiarise both staff and drivers with spread rates in grammes per square metre, confirm control settings and achieve economy in the use of rock salt. This information will be recorded in the Duty Supervisors daily report.

Fleet Services at Dalgrain, Grangemouth will operate a 24hr standby service for the repair and maintenance of all gritting equipment throughout the Winter Period. Contact is through Emergency Control.

25.4 Hired Plant and Vehicles

We have one framework contract which is for the ‘the short-term hire of operated plant’.

25.5 Fuel Supplies

Fleet Services will ensure that adequate stocks of fuel are maintained at depots and other operational establishments. Appropriate arrangements will be made to ensure the availability of fuel out with normal working hours. Supplies of Derv at these locations will be to an appropriate winter grade specification or will have been suitably modified by the addition of an appropriate percentage of anti-waxing additives. During periods of very low ambient temperatures, additional additives may be used with winter grade fuel to further reduce the waxing point. Operatives will be required to ensure during refueling stops, particularly at private garages, that all fuel draw is suitable.

25.6 Communications - General

The Appendices to this manual contain comprehensive registers of important Telephone Numbers that will be required in the performance of the Winter Service. These include: -

- Winter Maintenance Duty Staff.
- Place Services (Roads) Personnel.
- Falkirk Council Offices and Depots.
- Adjoining Local Authority Personnel and External Organisations.
- Police Scotland.
- Private Contracting Organisations – Vehicle and Plant Hire.

25.7 Telephone Systems

Roads and Grounds Services will equip all gritter drivers involved in Winter Service operations with mobile telephones.

The mobile telephone system is recognised as an essential tool to the efficient and effective management of the Winter Service. In addition, it is valuable information source and will often be required during the winter period to transmit information of an urgent and emergency nature. All personnel will be required to ensure that use of the mobile telephone system is restricted to a level consistent with the efficient organisation of the service and that telephone discipline is maintained at all times.

The Appendices to this plan contain relevant information on current mobile telephone numbers.

25.8 Spread Rates for Precautionary Salting.

The adopted matrix has been developed from the Well-Maintained Highways Infrastructure and takes account of recommendations by the SCOTS Winter Group following a review of the Code of Practice and consultation with the National Winter Service Research Group (NWSRG).

The adopted matrix is designed to make all reasonable steps and actions to prevent snow and ice endangering the safe passage of vehicles over public roads and takes account of Local Authority gritting route conditions, practicalities with gritting fleets, salt condition and the knowledge and experience of officers involved in winter services.

The adopted matrix will ensure a common treatment of local authority networks for given road temperature and salt conditions.

25.9 Treatment Matrix - Dry Salting Medium Traffic Only

Road Surface Temperature (RST) when frost/ice is predicted	Dry or Damp Road	Wet Road
	Spread Rate gms/sq.m.	Spread Rate gms/sq.m.
At or above -2 deg C	10	10
RST below -2 deg and above -5 deg	15	20
RST below -5 deg and above -7 deg	20	30 (or 2 x 20)
RST below -7 deg and above -10 deg	20	40 (or 2 x 20)

Precautionary treatment before snow / freezing rain	Spread Rate gms/sq.m.
Snow Forecast	20 (or 2 x 20)
Freezing Rain Forecast	2 x 20
Treatment during snow and freezing rain	Spread Rate gms/sq.m.
no ice or compacted snow on surface	20 to 40 salt
ice or compacted snow on surface and is traffic is likely to compact subsequent snowfall before further ploughing is possible	20 to 40 salt
ice or compacted snow on surface and is traffic is not likely to compact subsequent snowfall before further ploughing is possible	no treatment
Treatment of thin layers of ice	Spread Rate gms/sq.m.
lower of air or road surface temperature above - 5 deg C	40 of salt or sand/salt mix
lower of air or road surface temperature at or below - 5 deg C	40 of sand/salt mix
Treatment for compacted layers of snow and ice	Spread Rate gms/sq.m.
1mm to 5mm initial treatment	40 of sand/salt mix
1mm to 5mm subsequent treatment	20 of sand/salt mix
over 5mm initial treatment	40 of sand only
over 5mm subsequent treatment	20 of sand only

Falkirk Council

Title: Acceptance of Contracts

Meeting: Council - Information Bulletin

Date: 14 December 2022

Author: Director of Transformation, Communities & Corporate Services

1. Introduction and Purpose of Report

- 1.1 Falkirk Council's Contract Standing Orders are in place to ensure that uniform procurement and contracting procedures are laid down for use throughout the Council. All contracts let by or on behalf of the Council are subject to obligations on the relevant Chief Officer to seek Best Value for the Council and to be able to demonstrate fairness and transparency in the procedure followed.
- 1.2 The purpose of this report is to advise Council of decisions taken and contracts awarded since the last Information Bulletin (28 September 2022), in line with paragraph 6.5 of Contract Standing Orders.
- 1.3 Appendix 1 sets out decisions taken to award contracts and to vary or extend contracts in line with the requirements of paragraphs 6.2(i), 6.2(ii) and 15 of Contract Standing Orders.
- 1.4 Appendix 2 sets out decisions taken in respect of contracts awarded through the Public Contracts Scotland Quick Quote facility in line with the requirements of paragraph 8.4 of Contract Standing Orders. Use of the Quick Quote facility is available for contracts for goods and services with an estimated value of below £50,000 and contracts for works with an estimated value of up to £250,000.

2. Recommendation

- 2.1 **Council is asked to note, in accordance with paragraphs 6.2(i), 6.2(ii), 8.4 and 15 of Contract Standing Orders, the decisions taken, and contracts awarded as outlined in Appendices 1 and 2.**

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Director of Transformation, Communities & Corporate Services

Author: Iain Henderson, Legal & Procurement Manager
01324 506013 iain.henderson@falkirk.gov.uk

Date: 14 December 2022

Contract Award List

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
Place Services <u>Chief Officer</u> Paul Kettrick	Refurbishment of Grangemouth Social Work Office, via Hub East Central as delivery partner	E116 – Hub East Central	Start date: 10/10/2022 End date: 20/12/2022	£459,477.92	Sub-Contractor is Living Wage Accredited	2	Hub East Central Scotland , Stirling, FK9 4TZ <u>Company Number</u> SC411673 <u>Sub-Contractor:</u> Maxi Construction Ltd , Livingston, EH54 5DJ <u>Company Number</u> SC048718

Appendix 1

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
Place Services <u>Chief Officer</u> Douglas Gardiner	Multi-Lotted framework agreement for the supply & delivery of roadstone materials. (Planned Procurement Bulletin - June 2022)	SXL/1621	Start date: 10/10/222 End date: 30/09/2026	£6,000,000 Annual Value: £1,500,000	<u>Community Benefits</u> These will be delivered at a local level. When a contractor meets the minimum spend threshold, they will be required to communicate with the Employment and Training Unit to finalise the benefits to agree delivery. <u>Sustainable Benefits</u> The following benefits were outlined by bidders: <ul style="list-style-type: none"> • Recycling aggregates where possible; • Implementing environmental initiatives; • Controlling fleet / vehicle environmental standards; • Reducing carbon footprint and emissions; • Waste reduction; 	14	See Appendix B

Appendix B

**Framework Agreement for the Supply & Delivery of
Roadstone Materials (SXL/1621)**

Period: 10 October 2022 until 30 September 2026

Company	Company No.	SMS Status	Location	Lots Awarded
Breedon Trading Limited	00156531	Large	Breedon on the Hill, Derby	1,2,3,4
GPH Builders Merchants Limited	SC378341	Medium	Aberdeen	2,4
Hillhouse Quarry Group Limited	SC135103	Medium	Troon	1,2,3,4
Pattersons of Greenoakhill Limited	SC054793	Small	Coatbridge	2,4
Tarmac Trading Limited	00453791	Large	Birmingham	1,2,4
Tillicoultry Quarries Limited	SC016360	Medium	Kincardine on Forth	1,2,4

Contract Value £6,000,000
(Annual Value) £1,500,000

Appendix 1

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
Transformation, Communities & Corporate Services <u>Chief Officer</u> Amanda Templeman	Payment Processing Services (Over the Counter Payments) Final year extension to the contract.	FCAP2019	Start date: 20/10/2022 End date: 19/10/2023	£26,500	Supplier is Living Wage Accredited	N/A	Allpay Ltd Hereford <u>Company Number</u> 02933191

Appendix 1

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
Place Services <u>Chief Officer</u> Michael McGuinness	Education Bus Contracts 2022 (See Appendix C)	F22/BUS	Commencing August 2022 for a duration of between 12 – 60 months (see Appendix C)	£21,238,508	Further competition using the Dynamic Purchasing System (DPS) which was set up in June 2022 for the procurement of Education and Local Bus Services.	20	Appendix C

Appendix C Renewal of Local Bus, Education Bus and Consortia Bus Contracts (Ref: DPS/F22/BUS Commencing 15 August 2022)

Contracts to be awarded to lowest bidder and which provided Best Value

Contract	Recommended Operator	Service(s)	Expiry	Highest Bid	Lowest Bid	No. of Bids	Annual Cost	Total Cost:
F22/BUS/ASN/005	Tayforth Travel	Falkirk/Bainsford - Carrongrange School	30/06/2025	£55,100.00	£23,750.00	6	£23,750.00	£71,250.00
F22/BUS/ASN/007	Tayforth Travel	Denny/Banknock - Carrongrange School	30/06/2025	£55,100.00	£26,600.00	5	£26,600.00	£79,800.00
F22/BUS/ASN/008	Tayforth Travel	Maddiston/Polmont- Carrongrange School	30/06/2025	£55,100.00	£25,650.00	6	£25,650.00	£76,950.00
F22/BUS/ASN/009	Fourways Taxis and Minibuses	Stenhousemuir - Carrongrange School	30/06/2025	£55,100.00	£23,750.00	6	£23,750.00	£71,250.00
F22/BUS/ASN/010	Tayforth Travel	Bonnybridge- Carrongrange School	30/06/2025	£55,100.00	£28,500.00	5	£28,500.00	£85,500.00
F22/BUS/ASN/015	Order of Malta Dial-a-Journey	Larbert/Bainsford - Carrongrange School	30/06/2025	£64,600.00	£30,400.00	4	£30,400.00	£91,200.00
F22/BUS/ASN/018	R.W. Sneddon	Slamannan - Kinnaird School	30/06/2025	£68,400.00	£44,458.10	3	£44,458.10	£133,374.30
F22/BUS/ASN/020	Fourways Taxis and Minibuses	Falkirk/Grangemouth - Maddiston PS	30/06/2025	£64,600.00	£26,600.00	4	£26,600.00	£79,800.00
F22/BUS/ASN/021	Order of Malta Dial-a-Journey	Denny/Camelon - Maddiston PS	30/06/2025	£72,200.00	£30,400.00	3	£30,400.00	£91,200.00
F22/BUS/ASN/022	Fourways Taxis and Minibuses	Bo'ness /Grangemouth - Maddiston PS	30/06/2025	£64,600.00	£19,950.00	3	£19,950.00	£59,850.00
F22/BUS/ASN/023	Fourways Taxis and Minibuses	Larbert - Maddiston PS	30/06/2025	£64,600.00	£20,900.00	3	£20,900.00	£62,700.00
F22/BUS/ASN/024	Fourways Taxis and Minibuses	Maddiston - Moray Primary School	30/06/2025	£55,100.00	£22,800.00	7	£22,800.00	£68,400.00
F22/BUS/ASN/027	R.W. Sneddon	Redding/Falkirk - Thistle Wing Annex	30/06/2025	£64,600.00	£37,602.90	3	£37,602.90	£112,808.70
F22/BUS/CONS/701	E & M Horsburgh Ltd	Braes HS - Falkirk College (TuTh)	08/09/2023	£12,160.00	£30,400.00	1	£12,160.00	£12,160.00
F22/BUS/CONS/702	E & M Horsburgh Ltd	Bo'ness Academy/Grangemouth HS - Falkirk College	08/09/2023	£25,920.00	£25,920.00	1	£25,920.00	£25,920.00
F22/BUS/CONS/703	E & M Horsburgh Ltd	Denny HS - Falkirk College (TuTh)	08/09/2023	£18,240.00	£18,240.00	1	£18,240.00	£18,240.00
F22/BUS/CONS/704	E & M Horsburgh Ltd	St. Mungo's HS/Falkirk HS - Falkirk College (TuTh)	08/09/2023	£27,360.00	£27,360.00	1	£27,360.00	£27,360.00
F22/BUS/CONS/706	E & M Horsburgh Ltd	Larbert HS - Falkirk College (TuTh)	08/09/2023	£31,920.00	£31,920.00	1	£31,920.00	£31,920.00
F22/BUS/ED/201	E & M Horsburgh Ltd	Polmont (Gilston Park) - Graeme HS	30/06/2025	£121,600.00	£96,852.50	4	£96,852.50	£290,557.50
F22/BUS/ED/202	Braes Travel Scotland Ltd	Avonbridge - Braes High School	30/06/2025	£50,730.00	£37,050.00	8	£37,050.00	£111,150.00
F22/BUS/ED/203	E & M Horsburgh Ltd	Reddingmuirhead (Canalside Drive) - Graeme High S	30/06/2027	£60,800.00	£47,452.50	4	£47,452.50	£237,262.50
F22/BUS/ED/204	Braes Travel Scotland Ltd	Reddingmuirhead (Canalside Drive)- St. Andrew's Pri	30/06/2025	£55,100.00	£32,300.00	9	£32,300.00	£96,900.00

Appendix 1

Contract	Recommended Operator	Service(s)	Expiry	Highest Bid	Lowest Bid	No. of Bids	Annual Cost	Total Cost:
F22/BUS/ED/205	E & M Horsburgh Ltd	Alexander Ave - St. Mungo's High School	30/06/2027	£60,800.00	£48,402.50	3	£48,402.50	£242,012.50
F22/BUS/ED/206	E & M Horsburgh Ltd	Grangemouth (Charing Cross) – St. Mungo's High Sch	30/06/2025	£72,200.00	£49,352.50	4	£49,352.50	£148,057.50
F22/BUS/ED/207	E & M Horsburgh Ltd	Polmont (Polmont Park) – St. Andrew's Primary Scho	30/06/2025	£54,720.00	£41,752.50	7	£41,752.50	£125,257.50
F22/BUS/ED/208	E & M Horsburgh Ltd	Maddiston – St. Mungo's High School	30/06/2025	£71,250.00	£41,752.50	8	£41,752.50	£125,257.50
F22/BUS/ED/209	Dewar Coaches	Dennyloanhead – St. Mungo's High School	30/06/2025	£66,498.10	£46,550.00	7	£46,550.00	£139,650.00
F22/BUS/ED/210	E & M Horsburgh Ltd	Allandale – St. Mungo's High School	30/06/2025	£72,200.00	£48,402.50	4	£48,402.50	£145,207.50
F22/BUS/ED/211	Prentice Westwood Ltd	Champany – Blackness/Bo'ness Schools	30/06/2025	£54,150.00	£25,952.10	9	£25,952.10	£77,856.30
F22/BUS/ED/212	Jas Adamson Minibuses	Bo'mains – Bo'ness Academy /St. Mary's PS /Grange	30/06/2025	£55,100.00	£26,634.20	7	£26,634.20	£79,902.60
F22/BUS/ED/216	E & M Horsburgh Ltd	Banknock (Coneypark) – St. Patrick's Primary School	30/06/2027	£73,340.00	£57,902.50	4	£57,902.50	£289,512.50
F22/BUS/ED/217	E & M Horsburgh Ltd	Lionthorn – Graeme High School	30/06/2027	£66,500.00	£38,950.00	7	£43,652.50	£218,262.50
F22/BUS/ED/218	E & M Horsburgh Ltd	California – St. Mungo's High School	30/06/2025	£55,100.00	£43,652.50	8	£43,652.50	£130,957.50
F22/BUS/ED/219a	Midland Bluebird Limited	Banknock (Coneypark) – Denny High School	30/06/2027	£74,052.50	£69,920.00	4	£69,920.00	£349,600.00
F22/BUS/ED/219b	E & M Horsburgh Ltd	Banknock (Bog Road) – Denny High School	30/06/2027	£72,200.00	£57,902.50	4	£57,902.50	£289,512.50
F22/BUS/ED/221	E & M Horsburgh Ltd	Polmont (Polmont Park) – Graeme High School	30/06/2027	£64,600.00	£43,652.50	5	£43,652.50	£218,262.50
F22/BUS/ED/222	Devon Coaches	Larbert – St. Bernadette's Primary School	30/06/2027	£60,800.00	£38,000.00	7	£38,000.00	£190,000.00
F22/BUS/ED/223	Midland Bluebird Limited	Bonnybridge – Denny High School	30/06/2027	£72,200.00	£52,250.00	4	£52,250.00	£261,250.00
F22/BUS/ED/224	E & M Horsburgh Ltd	Lionthorn – St. Mungo's High School	30/06/2027	£94,050.00	£55,052.50	5	£55,052.50	£275,262.50
F22/BUS/ED/225	E & M Horsburgh Ltd	Langlees – Falkirk High School	30/06/2027	£72,200.00	£55,052.50	4	£55,052.50	£275,262.50
F22/BUS/ED/226	E & M Horsburgh Ltd	Bainsford – Falkirk High School	01/06/2027	£72,200.00	£53,152.50	5	£53,152.50	£265,762.50
F22/BUS/ED/227	Midland Bluebird Limited	Larbert Cross – St. Mungo's High School	30/06/2027	£79,420.00	£53,010.00	5	£53,010.00	£265,050.00
F22/BUS/ED/228	Midland Bluebird Limited	Larbert (The Inches) – St. Mungo's High School	30/06/2027	£72,200.00	£50,540.00	4	£50,540.00	£252,700.00

Appendix 1

Contract	Recommended Operator	Service(s)	Expiry	Highest Bid	Lowest Bid	No. of Bids	Annual Cost	Total Cost:
F22/BUS/ED/229	E & M Horsburgh Ltd	Bonnybridge (Gateside) – Denny High School	30/06/2027	£72,200.00	£58,852.50	4	£58,852.50	£294,262.50
F22/BUS/ED/230	E & M Horsburgh Ltd	Bonnybridge Toll – St. Modan's High School	30/06/2027	£77,520.00	£66,452.50	4	£66,452.50	£332,262.50
F22/BUS/ED/231	E & M Horsburgh Ltd	Denny – St. Modan's High School	30/06/2027	£79,610.00	£66,452.50	5	£66,452.50	£332,262.50
F22/BUS/ED/232	E & M Horsburgh Ltd	Banknock – St. Modan's High School	30/06/2027	£81,510.00	£70,252.50	4	£70,252.50	£351,262.50
F22/BUS/ED/235	Bryans Coaches Ltd	Airth - Larbert High School	30/06/2025	£87,400.00	£53,770.00	4	£53,770.00	£161,310.00
F22/BUS/ED/238	Bryans Coaches Ltd	High Bonnybridge - Denny High School	30/06/2027	£68,400.00	£46,930.00	5	£46,930.00	£234,650.00
F22/BUS/ED/239	E & M Horsburgh Ltd	Maddiston – Braes High School	30/06/2027	£72,200.00	£47,452.50	4	£47,452.50	£237,262.50
F22/BUS/ED/249	Salmond's Mini Coach Hire Ltd	Limerigg - Slamannan Primary School	30/06/2025	£53,200.00	£34,200.00	7	£34,200.00	£102,600.00
F22/BUS/ED/250	Prentice Westwood Ltd	Shieldhill - Braes High School	30/06/2027	£55,100.00	£45,220.00	6	£45,220.00	£226,100.00
F22/BUS/ED/251	E & M Horsburgh Ltd	Reddingmuirhead (Canalside Drive) – Westquarter P	30/06/2027	£79,800.00	£50,302.50	4	£50,302.50	£251,512.50
F22/BUS/ED/253	E & M Horsburgh Ltd	Camelon – St. Mungo's High School	30/06/2027	£66,500.00	£55,052.50	5	£55,052.50	£275,262.50
F22/BUS/LB/500	Midland Bluebird Limited	Maddiston - Falkirk Mon-Sat	15/08/2027	£33,540.00	£12,064.00	3	£12,064.00	£60,320.00
F22/BUS/LB/501	Midland Bluebird Limited	Dunipace - Falkirk Sat	15/08/2027	£1,820.00	£1,820.00	1	£1,820.00	£9,100.00
F22/BUS/LB/505	Midland Bluebird Limited	Falkirk - Croy Mon-Sat	15/08/2027	£30,680.00	£30,680.00	1	£30,680.00	£153,400.00
F22/BUS/LB/507	Midland Bluebird Limited	Falkirk - FVRH- Fankerton Mon-Sat	15/08/2027	£139,880.00	£139,880.00	1	£139,880.00	£699,400.00
F22/BUS/LB/508B	Midland Bluebird Limited	Falkirk - The Kelpies Mon-Sat	15/08/2027	£219,960.00	£85,280.00	3	£85,280.00	£426,400.00
F22/BUS/LB/509	Midland Bluebird Limited	Falkirk - Airth - Stirling Mon-Sat	15/08/2027	£154,440.00	£154,440.00	1	£154,440.00	£772,200.00
F22/BUS/LB/510B	Midland Bluebird Limited	Falkirk - Limerigg Mon-Sat	15/08/2027	£121,160.00	£121,160.00	1	£121,160.00	£605,800.00
F22/BUS/LB/511B	Midland Bluebird Limited	Westquarter - Falkirk Mon-Sat	15/08/2027	£89,856.00	£75,920.00	2	£75,920.00	£379,600.00
F22/BUS/LB/512	Midland Bluebird Limited	Falkirk - California Mon-Sat	15/08/2027	£148,720.00	£108,576.00	2	£148,720.00	£743,600.00
F22/BUS/LB/513	Midland Bluebird Limited	Falkirk - Stirling Mon-Sun	15/08/2027	£15,080.00	£15,080.00	1	£15,080.00	£75,400.00
F22/BUS/LB/514B	Midland Bluebird Limited	Falkirk - Bathgate Mon-Sat	15/08/2027	£103,480.00	£103,480.00	1	£103,480.00	£517,400.00
F22/BUS/LB/516A	Midland Bluebird Limited	Bo'ness - Linlithgow Mon-Sat	15/08/2027	£134,680.00	£134,680.00	2	£134,680.00	£673,400.00
F22/BUS/LB/517	Prentice Westwood Ltd	Bo'ness - Blackness- Linlithgow Mon-Fri	15/08/2027	£104,000.00	£51,337.00	4	£51,337.00	£256,685.00
F22/BUS/LBS/241	Prentice Westwood Ltd	Graeme High School - Hallglen	30/06/2027	£68,400.00	£47,880.00	5	£47,880.00	£239,400.00
F22/BUS/LBS/242	E & M Horsburgh Ltd	Maddiston – Braes High School	30/06/2027	£72,200.00	£51,252.50	4	£51,252.50	£256,262.50
F22/BUS/LBS/243	Prentice Westwood Ltd	California - Braes High School	30/06/2025	£72,200.00	£47,120.00	4	£47,120.00	£141,360.00
F22/BUS/LBS/244	Dewar Coaches	Polmont - St. Mungo's High School	30/06/2025	£76,342.00	£41,800.00	8	£42,750.00	£128,250.00
F22/BUS/LBS/245	Dewar Coaches	Canalside Drive - St. Mungo's High School	30/06/2025	£78,352.20	£43,700.00	6	£43,700.00	£131,100.00

£15,367,974.40

Contracts not awarded to the lowest bidder, but which still provide Best Value

Contract	Recommended Operator	Service(s)	Expiry	Highest Bid	Lowest Bid	No. of Bids	Annual Cost	Total Cost:
F22/BUS/ASN/001	Jas Adamson Minibuses	Stenhousemuir/Bo'ness - Carrongrange School	30/06/2025	£55,100.00	£25,650.00	7	£29,678.00	£89,034.00
F22/BUS/ASN/002	Braes Travel Scotland Ltd	Slamannan - Carrongrange School	30/06/2025	£55,100.00	£26,220.00	7	£31,350.00	£94,050.00
F22/BUS/ASN/003	Jas Adamson Minibuses	Laurieston - Carrongrange School	30/06/2025	£55,100.00	£26,220.00	7	£26,581.00	£79,743.00
F22/BUS/ASN/004	M.Line International Coaches Ltd	Stenhousemuir - Carrongrange School	30/06/2025	£55,100.00	£24,700.00	6	£33,250.00	£99,750.00
F22/BUS/ASN/006	Jas Adamson Minibuses	Camelon/Falkirk - Carrongrange School	30/06/2025	£55,100.00	£25,650.00	6	£27,512.00	£82,536.00
F22/BUS/ASN/012	Salmond's Mini Coach Hire Ltd	Falkirk/Denny - Carrongrange School	30/06/2025	£55,100.00	£41,038.10	3	£55,100.00	£165,300.00
F22/BUS/ASN/013	R.W. Sneddon	Larbert/Falkirk - Carrongrange School	30/06/2025	£55,100.00	£24,700.00	4	£35,568.00	£106,704.00
F22/BUS/ASN/014	R.W. Sneddon	Redding/Falkirk - Carrongrange School	30/06/2025	£55,100.00	£26,600.00	4	£36,253.90	£108,761.70
F22/BUS/ASN/016	E & M Horsburgh Ltd	Braes - Carrongrange School	30/06/2025	£64,600.00	£42,406.10	3	£48,022.50	£144,067.50
F22/BUS/ASN/017	E & M Horsburgh Ltd	Falkirk/Braes - Carrongrange School	30/06/2025	£64,600.00	£42,406.10	3	£48,022.50	£144,067.50
F22/BUS/ASN/019	Max Myles	Hallglen - Larbert Village Primary School	30/06/2025	£49,400.00	£22,800.00	6	£34,200.00	£102,600.00
F22/BUS/ASN/025	Order of Malta Dial-a-Journey	Bonnybridge/Denny - Thistle Wing Annex	30/06/2025	£64,600.00	£26,600.00	5	£29,450.00	£88,350.00
F22/BUS/ASN/026	R.W. Sneddon	Airth/Grangemouth - Thistle Wing Annex	30/06/2025	£55,100.00	£22,800.00	4	£35,569.90	£106,709.70
F22/BUS/ASN/028	R.W. Sneddon	Falkirk - Thistle Wing Annex	30/06/2025	£64,600.00	£20,900.00	4	£34,268.40	£102,805.20
F22/BUS/ED/213	Salmond's Mini Coach Hire Ltd	Limerigg – Falkirk High School	30/06/2025	£66,500.00	£44,650.00	6	£46,550.00	£139,650.00
F22/BUS/ED/215	Salmond's Mini Coach Hire Ltd	Slamannan – Falkirk High School	30/06/2025	£53,200.00	£44,270.00	5	£46,550.00	£139,650.00
F22/BUS/ED/219c	Salmond's Mini Coach Hire Ltd	Banknock (Bog Road) – Denny High School	30/06/2027	£72,580.00	£47,500.00	5	£60,800.00	£304,000.00
F22/BUS/ED/219c	Midland Bluebird Limited	Banknock (Bog Road) – Denny High School	30/06/2027	£72,580.00	£47,500.00	5	£72,580.00	£362,900.00
F22/BUS/ED/220	Prentice Westwood Ltd	Avonbridge – St. Mungo's High School	30/06/2027	£60,800.00	£40,850.00	7	£46,170.00	£230,850.00
F22/BUS/ED/234	Bzzzy Bus Ltd t/a SDT Executive	Bo'ness - St. Mungo's High School	30/06/2027	£152,000.00	£92,720.00	7	£104,500.00	£522,500.00
F22/BUS/ED/236	Bryans Coaches Ltd	South Alloa – Larbert High School	30/06/2025	£123,498.10	£62,320.00	5	£62,700.00	£188,100.00
F22/BUS/ED/237	Bryans Coaches Ltd	Greenhill – Denny High School	30/06/2027	£174,800.00	£72,152.50	4	£106,590.00	£532,950.00
F22/BUS/ED/240	Bzzzy Bus Ltd t/a SDT Executive	Grangemouth Old Town – St Mungo's High School	30/06/2025	£68,400.00	£45,980.00	5	£46,550.00	£232,750.00

Appendix 1

Contract	Recommended Operator	Service(s)	Expiry	Highest Bid	Lowest Bid	No. of Bids	Annual Cost	Total Cost:
F22/BUS/ED/246	E & M Horsburgh Ltd	Newlands Road – Wallacestone Primary School	30/06/2027	£42,750.00	£28,310.00	4	£31,302.50	£156,512.50
F22/BUS/ED/254	Max Myles	Torwood - Larbert High School	30/06/2025	£60,800.00	£26,961.00	8	£30,400.00	£91,200.00
F22/BUS/ED/256	Midland Bluebird Limited	Denny – St. Modan's High School	30/06/2027	£79,800.00	£69,350.00	4	£79,800.00	£399,000.00
F22/BUS/LB/502	Prentice Westwood Ltd	Maddiston - Linlithgow Mon-Sat	15/08/2027	£156,000.00	£64,279.80	5	£74,256.00	£371,280.00
F22/BUS/LBS/247	Dewar Coaches	Grangemouth Old Town – Grangemouth Primary Sch	30/06/2025	£90,405.80	£29,640.00	9	£46,550.00	£139,650.00
F22/BUS/LBS/248	Dewar Coaches	Whitecross – Graeme High School	30/06/2025	£96,333.80	£44,460.00	7	£46,550.00	£139,650.00
F22/BUS/LBS/248	Bzzzy Bus Ltd t/a SDT Executive	Whitecross – Graeme High School	30/06/2025	£96,333.80	£44,460.00	7	£56,050.00	£168,150.00
F22/BUS/LBS/252	E & M Horsburgh Ltd	Lionthorn - Falkirk High School	30/06/2027	£60,800.00	£46,550.00	7	£47,452.50	£237,262.50

£5,870,533.60

Total Awarded **£21,238,508.00**

Total Cumulative Value of Contracts (for duration of contracts)	
Braes Travel Scotland Ltd	£302,100.00
Bryans Coaches Ltd	£1,117,010.00
Bzzzy Bus Ltd t/a SDT Executive Hire	£923,400.00
Devon Coaches	£190,000.00
Dewar Coaches	£678,300.00
E & M Horsburgh Ltd	£6,404,267.50
Fourways Taxis and Minibuses	£342,000.00
Jas Adamson Minibuses	£331,215.60
M.Line International Coaches Ltd	£99,750.00
Max Myles	£193,800.00
Midland Bluebird Limited	£7,006,520.00
Order of Malta Dial-a-Journey Trust	£270,750.00
Prentice Westwood Ltd	£1,543,531.30
R.W. Sneddon	£671,163.60
Salmond's Mini Coach Hire Ltd	£851,200.00
Tayforth Travel	£313,500.00

£21,238,508.00

Appendix 1

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
Place Services <u>Chief Officer</u> Michael McGuinness	Education Taxi Contracts 2022 Contracted Pupil Taxi Transport on behalf of Falkirk Council (See Appendix D)	F21/TAXI	Commencing August 2022 for a duration of up to 24 months (see Appendix D)	£531,131.70	Further competition through the framework agreement in place with taxi operators.	14	Appendix D

Appendix D

Renewal of Education Taxi Contracts (Ref: F21/TAXI (2022) Commencing 17 August 2022)

Contracts to be awarded to the lowest bidder and which provided Best Value

Contract	Recommended Operator	Service(s)	Expiry	Highest Bid	Lowest Bid	No. of Bids	Annual Cost	Total Cost:
F21/TAXI/ASN/22/184	Bruce Taxis Ltd	Falkirk - Bainsford Primary School	30/06/2024	£7,980.00	£7,980.00	1	£7,980.00	£15,960.00
F21/TAXI/ASN/22/185	Bruce Taxis Ltd	Redding/Laurieston - Carronshore PS	30/06/2024	£13,300.00	£10,260.00	2	£10,260.00	£30,780.00
F21/TAXI/ASN/22/187	Russell Leitch	Brightons/Laurieston - Stenhousemuir PS	30/06/2024	£15,200.00	£13,300.00	3	£13,300.00	£26,600.00
F21/TAXI/ASN/22/188	Bruce Taxis Ltd	Redding/Falkirk- Sacred Heart RC PS	30/06/2024	£13,300.00	£8,550.00	2	£8,550.00	£17,100.00
F21/TAXI/ASN/22/192	Bruce Taxis Ltd	Stenhousemuir - Larbert Village PS	30/06/2024	£2,280.00	£2,280.00	1	£2,280.00	£4,560.00
F21/TAXI/ASN/22/194	Bruce Taxis Ltd	Graeme High School - Whitecross	30/06/2024	£2,470.00	£2,470.00	1	£2,470.00	£4,940.00
F21/TAXI/ASN/22/195	Express Taxis Ltd	Grangemouth - Deanburn PS	30/06/2024	£11,970.00	£8,360.00	2	£8,360.00	£16,720.00
F21/TAXI/ASN/22/196	Express Taxis Ltd	Carrongrange- Falkirk	30/06/2024	£7,600.00	£7,600.00	1	£7,600.00	£15,200.00
F21/TAXI/ASN/22/197	Express Taxis Ltd	Larbert- IWBS Primary	30/06/2024	£5,700.00	£4,560.00	2	£4,560.00	£9,120.00
F21/TAXI/ASN/22/200	Express Taxis Ltd	Avonbridge/Camelon - Ladeside Primary School	30/06/2024	£17,100.00	£16,150.00	2	£16,150.00	£32,300.00
F21/TAXI/ASN/22/202	Russell Leitch	Grangemouth - Langlees PS	30/06/2024	£13,300.00	£13,300.00	1	£13,300.00	£26,600.00
F21/TAXI/ASN/22/207	Bruce Taxis Ltd	Camelon -IWBS	30/06/2023	£6,080.00	£6,080.00	1	£6,080.00	£12,160.00
F21/TAXI/ASN/22/209	Baird Taxis Ltd	Slamannan - Maddiston Primary School	28/06/2024	£19,570.00	£19,570.00	1	£19,570.00	£39,140.00
F21/TAXI/ED/22/468	Bruce Taxis Ltd	Longcroft - Head of Muir	30/06/2024	£3,420.00	£3,420.00	1	£3,420.00	£6,840.00
F21/TAXI/ED/22/470	Bruce Taxis Ltd	Reddingmuirhead - Condorrat PS	30/06/2024	£18,240.00	£18,240.00	1	£18,240.00	£36,480.00
F21/TAXI/ED/22/474	Bruce Taxis Ltd	Torwood - St Mungo's High School	30/06/2024	£11,400.00	£5,320.00	2	£5,320.00	£10,640.00
F22/TAXI/CONS/501	Express Taxis Ltd	Falkirk HS - Graeme HS (TuTh)	01/07/2023	£1,520.00	£418.00	3	£418.00	£418.00
F22/TAXI/CONS/502	Express Taxis Ltd	Falkirk HS - Graeme HS (MTh)	01/07/2023	£1,520.00	£405.08	3	£405.08	£405.08
F22/TAXI/CONS/503	Express Taxis Ltd	Falkirk HS - Graeme HS (TuF)	01/07/2023	£1,520.00	£405.08	3	£405.08	£405.08
F22/TAXI/CONS/504	Express Taxis Ltd	Falkirk HS - Larbert HS (WF)	01/07/2023	£1,520.00	£532.00	3	£532.00	£532.00
F22/TAXI/CONS/505	Express Taxis Ltd	Graeme HS - Falkirk HS (TuF)	01/07/2023	£1,368.00	£405.08	3	£405.08	£405.08
F22/TAXI/CONS/506	Express Taxis Ltd	Graeme HS - Falkirk HS (TuF)	01/07/2023	£1,520.00	£405.08	3	£405.08	£405.08
F22/TAXI/CONS/507	Express Taxis Ltd	Graeme HS - St. Mungo's HS (TuTh)	01/07/2023	£1,140.00	£456.00	3	£456.00	£456.00
F22/TAXI/CONS/508	Express Taxis Ltd	Graeme HS - Braes HS (TuTh)	01/07/2023	£1,064.00	£456.00	3	£456.00	£456.00
F22/TAXI/CONS/509	Express Taxis Ltd	Graeme HS - Larbert HS (WF)	01/07/2023	£1,748.00	£608.00	3	£608.00	£608.00
F22/TAXI/CONS/510	Express Taxis Ltd	Graeme HS - Grangemouth HS (TuTh)	01/07/2023	£1,368.00	£532.00	3	£532.00	£532.00
F22/TAXI/CONS/511	Bruce Taxis Ltd	Graeme HS/Larbert HS - Alloa Campus (TuTh)	01/07/2023	£9,880.00	£4,712.00	3	£4,712.00	£4,712.00
F22/TAXI/CONS/512	Express Taxis Ltd	Braes HS - Falkirk HS (MTh)	01/07/2023	£836.00	£633.08	2	£633.08	£633.08
F22/TAXI/CONS/513	Express Taxis Ltd	Braes HS - Graeme HS (TuF)	01/07/2023	£532.00	£405.08	2	£405.08	£405.08
F22/TAXI/CONS/514	Bruce Taxis Ltd	Braes HS - Larbert HS (MTh)	01/07/2023	£4,256.00	£1,140.00	3	£1,140.00	£1,140.00

Appendix 1

Contract	Recommended Operator	Service(s)	Expiry	Highest Bid	Lowest Bid	No. of Bids	Annual Cost	Total Cost:
F22/TAXI/CONS/515	Express Taxis Ltd	Braes HS - Larbert HS (TuF)	01/07/2023	£3,800.00	£899.08	3	£899.08	£899.08
F22/TAXI/CONS/516	Express Taxis Ltd	Braes HS - Larbert HS (MTh)	01/07/2023	£912.00	£709.08	3	£709.08	£709.08
F22/TAXI/CONS/517	Express Taxis Ltd	Braes HS - St. Mungo's HS (MTh)	01/07/2023	£912.00	£709.08	2	£709.08	£709.08
F22/TAXI/CONS/518	Express Taxis Ltd	Braes HS - St. Mungo's HS (TuF)	01/07/2023	£912.00	£709.08	2	£709.08	£709.08
F22/TAXI/CONS/519	Express Taxis Ltd	Braes HS - St. Mungo's HS (TuTh)	01/07/2023	£912.00	£722.00	2	£722.00	£722.00
F22/TAXI/CONS/520	Express Taxis Ltd	Braes HS - Graeme HS (TuF)	01/07/2023	£532.00	£443.08	2	£443.08	£443.08
F22/TAXI/CONS/521	Express Taxis Ltd	Braes HS - Falkirk HS (WF)	01/07/2023	£836.00	£646.00	2	£646.00	£646.00
F22/TAXI/CONS/522	Bruce Taxis Ltd	Braes HS - Larbert HS/Graeme HS (MTuThF)	01/07/2023	£8,208.00	£1,634.00	3	£1,634.00	£1,634.00
F22/TAXI/CONS/523	Express Taxis Ltd	Braes HS - Falkirk College (WF)	01/07/2023	£684.00	£532.00	2	£532.00	£532.00
F22/TAXI/CONS/524	Express Taxis Ltd	Braes HS - Falkirk College (MF)	01/07/2023	£684.00	£532.00	2	£532.00	£532.00
F22/TAXI/CONS/526	Express Taxis Ltd	Denny HS - Larbert HS (TuWF)	01/07/2023	£836.00	£668.80	2	£668.80	£668.80
F22/TAXI/CONS/527	Express Taxis Ltd	Larbert HS - Denny HS (WF)	01/07/2023	£836.00	£684.00	2	£684.00	£684.00
F22/TAXI/CONS/528	Express Taxis Ltd	Denny HS - Larbert HS (Mtu)	01/07/2023	£836.00	£671.08	2	£671.08	£671.08
F22/TAXI/CONS/529	Express Taxis Ltd	Denny HS - Graeme HS (TuTh)	01/07/2023	£1,102.00	£912.00	2	£912.00	£912.00
F22/TAXI/CONS/530	Express Taxis Ltd	Denny HS - Falkirk College (WF)	01/07/2023	£1,520.00	£950.00	3	£950.00	£950.00
F22/TAXI/CONS/532	Express Taxis Ltd	Grangemouth HS - Graeme HS (MTh)	01/07/2023	£684.00	£557.08	2	£557.08	£557.08
F22/TAXI/CONS/534	Express Taxis Ltd	Larbert HS - Grangemouth HS (WF)	01/07/2023	£1,368.00	£912.00	3	£912.00	£912.00
F22/TAXI/CONS/536	Express Taxis Ltd	Grangemouth HS - Falkirk College (WF)	01/07/2023	£684.00	£519.08	2	£519.08	£519.08
F22/TAXI/CONS/537	Bruce Taxis Ltd	Larbert HS - St. Mungo's HS (TuF)	01/07/2023	£760.00	£532.00	2	£532.00	£532.00
F22/TAXI/CONS/538	Express Taxis Ltd	Larbert HS - St. Mungo's HS (TuTh)	01/07/2023	£532.00	£418.00	2	£418.00	£418.00
F22/TAXI/CONS/541	Bruce Taxis Ltd	Larbert HS - Stirling College (F)	01/07/2023	£3,420.00	£1,824.00	3	£1,824.00	£1,824.00
F22/TAXI/CONS/543	Bruce Taxis Ltd	Larbert HS - Falkirk College (WF)	01/07/2023	£1,140.00	£760.00	2	£760.00	£760.00
F22/TAXI/CONS/544	Fourways Taxis	Bo'ness Academy - St. Mungo's HS (TuF)	01/07/2023	£1,520.00	£1,292.00	4	£1,292.00	£1,292.00
F22/TAXI/CONS/546	Bruce Taxis Ltd	Bo'ness Academy - Falkirk College (TuTh)	01/07/2023	£3,040.00	£3,040.00	2	£3,040.00	£3,040.00
F22/TAXI/CONS/547	Fourways Taxis	Bo'ness Academy - St. Mungo's HS (TuF)	01/07/2023	£1,646.92	£1,292.00	4	£1,292.00	£1,292.00
F22/TAXI/CONS/548	Express Taxis Ltd	Bo'ness Academy - Graeme HS (TuTh)	01/07/2023	£1,292.00	£1,102.00	2	£1,102.00	£1,102.00
F22/TAXI/CONS/550	Bruce Taxis Ltd	Bo'ness Academy - Falkirk HS (TuF)	01/09/2023	£3,040.00	£3,040.00	2	£3,040.00	£3,040.00
F22/TAXI/CONS/552	Express Taxis Ltd	Bo'ness Academy - St. Mungo's HS (MTh)	01/07/2023	£1,520.00	£1,317.08	3	£1,317.08	£1,317.08
F22/TAXI/CONS/553	Fourways Taxis	Bo'ness Academy - St. Mungo's HS (TuF)	01/07/2023	£1,520.00	£1,292.00	4	£1,292.00	£1,292.00
F22/TAXI/CONS/554	Fourways Taxis	Bo'ness Academy - St. Mungo's HS (TuF)	01/07/2023	£1,520.00	£1,292.00	4	£1,292.00	£1,292.00
F22/TAXI/CONS/555	Express Taxis Ltd	Bo'ness Academy - Grangemouth HS (MTh)	01/07/2023	£988.00	£899.08	2	£899.08	£899.08

£348,162.08

Appendix 1

Contracts not awarded to the lowest bidder, but which still provide Best Value

Contract	Recommended Operator	Service(s)	Expiry	Highest Bid	Lowest Bid	No. of Bids	Rate Awarded	Total Cost
F21/TAXI/ASN/22/186	Express Taxis Ltd	Falkirk - Hallglen Primary School	30/06/2024	£3,800.00	£3,800.00	2	£3,800.00	£7,600.00
F21/TAXI/ASN/22/189	Russell Leitch	Whitecross/Grangemouth- St Mungo's HS	30/06/2024	£13,300.00	£7,600.00	2	£13,300.00	£26,600.00
F21/TAXI/ASN/22/191	Baird Taxis Ltd	Champany - Oaklands School	30/06/2024	£20,900.00	£13,300.00	5	£15,960.00	£31,920.00
F21/TAXI/ED/22/467	Express Taxis Ltd	McNab Gardens - Hallglen PS	30/06/2024	£3,800.00	£3,420.00	2	£3,800.00	£7,600.00
F21/TAXI/ED/22/469	Express Taxis Ltd	Avonbridge - St Andrew's PS	30/06/2024	£17,100.00	£10,640.00	3	£16,720.00	£33,440.00
F21/TAXI/ED/22/471	Express Taxis Ltd	Skinflats - Bo'ness Academy	30/06/2024	£13,300.00	£6,840.00	4	£8,360.00	£16,720.00
F21/TAXI/ED/22/477	Baird Taxis Ltd	Whitecross- St Andrew's PS	30/06/2024	£20,520.00	£4,560.00	2	£20,520.00	£41,040.00
F22/TAXI/CONS/525	Bruce Taxis Ltd	Denny HS - Bo'ness Academy (WthF)	01/07/2023	£9,576.00	£6,421.62	3	£6,763.62	£6,763.62
F22/TAXI/CONS/531	Bruce Taxis Ltd	Grangemouth HS - Braes HS (MTh)	01/07/2023	£684.00	£557.08	2	£684.00	£684.00
F22/TAXI/CONS/533	Bruce Taxis Ltd	Grangemouth HS - Falkirk HS (TuF)	01/07/2023	£912.00	£785.08	2	£912.00	£912.00
F22/TAXI/CONS/535	Bruce Taxis Ltd	Grangemouth HS - Graeme HS (WF)	01/07/2023	£684.00	£519.08	2	£684.00	£684.00
F22/TAXI/CONS/539	Bruce Taxis Ltd	Larbert HS - Falkirk College (WF)	01/07/2023	£684.00	£519.08	2	£684.00	£684.00
F22/TAXI/CONS/545	Bruce Taxis Ltd	Bo'ness Academy - Braes HS (TuTh)	01/07/2023	£2,432.00	£2,280.00	2	£3,432.00	£2,432.00
F22/TAXI/CONS/549	Bruce Taxis Ltd	Bo'ness Academy - Braes HS (TuF)	01/07/2023	£2,850.00	£2,280.00	2	£2,850.00	£2,850.00
F22/TAXI/CONS/551	Bruce Taxis Ltd	Bo'ness Academy - Falkirk HS (MTh)	01/07/2023	£3,040.00	£3,040.00	2	£3,040.00	£3,040.00

£182,969.62

£531,131.70

Total Cumulative Value of Contracts (for duration of contracts)

Baird Taxis Ltd	£112,100.00
Bruce Taxis Ltd	£174,191.62
Express Taxis Ltd	£159,872.08
Fourways Taxis	£5,168.00
Russell Leitch	<u>£79,800.00</u>
	<u>£531,131.70</u>

Appendix 1

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
Place Services <u>Chief Officer</u> Michael McGuinness	Framework for the Provision of a Taxi and Private Hire Service	SW/TAXI/21	Start date: 01/08/2021 End date: 31/07/2024 With an option to extend for a period of 12 months to 31/07/2025	£1,125,000 Annual Value: £281,250	Provision of call off contract for the taxi transport of vulnerable Service Users throughout the Falkirk Council area and to destinations out with the Falkirk area.	5	Express Taxis Ltd, 74 Russel Street, Falkirk, FK2 7HP Bruce Taxis Ltd, Old Abbots Works, Falkirk, FK2 7XJ Baird Taxis Ltd, 5 Gartcows Road, Falkirk, FK1 5QU RL Taxis, 5 Beaton Avenue, Whins of Milton, Stirling, FK7 0NB JTS Cars Ltd, 30 Dolphingston Court, Prestonpans, EH32 9GN

Appendix 1

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
Place Services <u>Chief Officer</u> Paul Kettrick	Call off from Framework for the Repair and Maintenance of Catering Equipment	SXL/1921 (TMC-8564)	Start date: 26/10/2022 End date: 26/04/2023	£40,000	Following an assessment of framework options, it was determined that the best value option was to proceed with a direct call off to a local supplier committed to paying the Living Wage.	1 (Direct award)	Catering Supplies and Repairs Company Ltd, 122 Muirhall Road, Larbert, FK5 4AP <u>Company Number</u> SC158570
Place Services <u>Chief Officer</u> Paul Kettrick	Design Service and Procurement of Contractor for Repair, Office Fit Out and Intensification Works at Falkirk Stadium West Stand, Falkirk (Planned Procurement Bulletin - March 2022)	E107 – Hub East Central	Start date: 14/11/2022 End date: 03/03/2023	£1,273,937.75	Sub-Contractor is Living Wage Accredited Employment opportunity for labourer for 6 months. Attendance at industry awareness session. Sponsorship opportunity up to £500 monetary value. School work experience.	3	Hub East Central Scotland, Stirling, <u>Company Number</u> SC411673 <u>Sub-Contractor:</u> Hadden Construction Ltd, Aberuthven, <u>Company Number</u> SC141875

Appendix 1

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
Place Services <u>Chief Officer</u> Michael McGuinness	Supply, Installation & Repair of Bus Shelters	PS/042/22	Start date: 01/11/2022 End date: 31/03/2025	£484,000 Annual Value: £200,275	The Council will receive materials and / or labour to the value of £1,500 for each year of the contract that they are awarded work. The donation of materials and /or labour will be used to develop the skills and expertise of local community groups as determined by the Council.	2	Commutaports Ltd Glasgow G64 2QE <u>Company Number</u> SC113131 Externiture Ltd Thatcham RG19 4ZF <u>Company Number</u> 4338401

Appendix 1

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
Place Services <u>Chief Officer</u> Douglas Gardiner	Delivery and Management of Waste and Recycling Containers and Sacks	PS/075/22	Start date: 01/11/2022 End date: 31/10/2024 With the option of up to 2 years extension in any combination of term to 31/10/2026	£360,000 Annual Value: £90,000	12 weeks work experience will be delivered by the Supplier during each year of the contract.	1	Recycleclean Ltd, Toscaig, Larbert, FK5 4SH <u>Company Number</u> SC288207

Appendix 1

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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
Place Services <u>Chief Officer</u> Paul Kettrick	Supply, Delivery and Installation of Office Furniture at the Falkirk Stadium and Grangemouth Social Work Office (Planned Procurement Bulletin - March 2022)	SXL/0620	Purchase orders will be placed during November 2022 and the delivery and installation of the furniture will be made between December 2022 and February 2023.	£450,000	Following an assessment of the framework options, it was determined that best value was to proceed with a direct call off.	1 (Direct Award)	Claremont Office Furniture Ltd Orbital House Peel Park, East Kilbride, Glasgow, G74 5PA <u>Company Number</u> SC257781

Appendix 2

Quick Quotes awarded

Service	Title of Quick Quote Awarded	Contract Value	Name & Town of Successful Supplier(s)
Children's Services	School Counselling	£10,116.00	Relationships Scotland-Couple Counselling Central Scotland, Stirling
Place Services	Main Street, Redding, Sunnyside Road, Brightons & Jamieson Avenue, Bo'ness – Traffic Management Provision	£11,560.00	Touchstone Traffic Solutions, Bo'ness
Place Services	Consultancy Support for the Revocation of the Grangemouth Air Quality Management Area	£12,350.00	SWECO UK Ltd, Glasgow
Transformation, Communities & Corporate Services	Provision of Document Scanning Solutions (TCC/020/22/QQ)	£14,090.00	Capture All, Falkirk
Place Services	IT0022 Bothkennar Grounds Investigation 22/23	£14,091.60	Dunelm Geotechnical & Environmental Limited, Glasgow
Children's Services	Provision of Dementia Training CS/002/22/QQ	£15,000.00	Care Learning & Development, Paisley
Place Services	Drainage Works at 10 Harvey Gardens, Grangemouth	£16,241.40	GB Contractors (Scotland) Ltd, Falkirk
Transformation, Communities & Corporate Services	Camelon (CAM-8236) – Supply of Aluminium Cills	£22,312.54	Travis Perkins Ltd, Larbert
Place Services	Falkirk Council Winter Labour Provision (PS/105/22/QQ)	£23,704.66	Class One Traffic Management Ltd, Bonnybridge
Place Services	IT0015.013.01 Bo'ness Forties Pipeline System works	£24,765.26	Murdoch MacKenzie Construction Ltd, Motherwell
Place Services	Provision of Human Resources support to SME's	£25,875.00	Bell HR Consulting, Bridge of Allan
Transformation, Communities & Corporate Services	Purchase of Plant for Building Maintenance Department	£33,197.04	Jewson Ltd, Falkirk White, Milne & Co. (Decco), Dundee
Place Services	Supply of Consultancy services to develop Blackness Strategic Infrastructure Development	£34,650.00	Planning Solutions Consulting Limited, Havant
Place Services	Dehumidification Works at Abbotsgrange Early Learning Centre, Grangemouth	£35,156.04	Richard Irvin FM Limited, Aberdeen
Place Services	Stabilisation and Making Safe Memorials in Slamannan Cemetery	£40,000.00	Thomas Grieve & Son Limited, Broxburn

Service	Title of Quick Quote Awarded	Contract Value	Name & Town of Successful Supplier(s)
Place Services	Mechanical Ventilation at Carrongrange High School, Grangemouth - GRA-8456	£41,921.61	BMES (Scotland) Ltd, Bonnybridge
Place Services	Upgrade Toilets 2022 at St.Patrick's Primary School Denny DEN-8523	£43,317.35	BMES (Scotland) Ltd, Bonnybridge
Place Services	External Painter Works at the Hippodrome Cinema, Bo'ness BNS-8537	£43,487.41	Walls Decorators, Stirling
Place Services	Term Maintenance Contract for Servicing of Sprinkler And Dry Riser Systems At V...	£44,085.00	Emtec Group, Uddingston
Transformation, Communities & Corporate Services	Denny (DEN-8253) - Supply of Aluminium Cills	£44,219.05	Travis Perkins Ltd, Larbert
Place Services	Pitched Roofing Repairs at Airth, Grange and Denny Primary Schools	£44,821.35	J Reynolds Building Services, Stirling
Place Services	PS/076/22/QQ Non-destructive Testing 2022/25	£45,195.60	Electrical Testing Ltd, Norwich
Place Services	Bantaskin Primary School, Falkirk, Felt Roofing 2022 FAL-8495	£46,656.00	J Reynolds Building Services, Stirling
Place Services	Provision of Business Advisory support to SMEs in Falkirk PS/123/22/QQ	£46,800.00	Dickson Business Consulting, Auchterarder Evison Consulting, Sauchie
Place Services	Skip Repairs & General Site Maintenance	£49,999.00	T Shanks Engineering Ltd, Airdrie
Place Services	Bainsford Primary School, Felt Roofing 2022 FAL-8496	£54,554.90	Sennit Construction Ltd, Cambuslang
Place Services	Re-Roofing 2022 at Ladeside Primary School, Larbert LAR-8481	£56,300.27	Sennit Construction Ltd, Cambuslang
Place Services	Bo'ness Railways Crossings - Path Works	£57,773.97	MW Groundworks Ltd, West Calder
Place Services	IC0251 - B805 Blairs Retaining Wall at Timber Yard	£62,655.00	Chemcem Scotland Limited, Falkirk
Place Services	Upgrade Boiler plant at Carmuir Primary School, Falkirk - CAM-8489	£83,419.35	Truedeal Building Services Ltd, Glasgow
Place Services	Felt Roofing to Classroom Block at Carron Primary School – CAR-8530	£87,585.08	J Reynolds Building Services, Stirling

Service	Title of Quick Quote Awarded	Contract Value	Name & Town of Successful Supplier(s)
Place Services	IT0020 Erosion Protection 22/23	£137,015.00	Covanburn Contracts Limited, East Kilbride
Place Services	Larbert House - Phase 1B, 3 & 4 carriageway improvement works - PS/085/22/QQ	£218,365.00	John McGeady Ltd, Blantyre

Falkirk Council

Subject: Severance Report – 2021/22

Meeting: Information Bulletin

Date: 14 December 2022

Submitted By: Director of Transformation, Communities & Corporate Services

1. Purpose of Report

- 1.1 In accordance with Audit Scotland's 2003 'Bye Now, Pay Later' report, this report provides members with a summary of numbers, costs and savings attached to early retirements for employees in 2021/22. This report is linked to and supports our Enabler, Valued Sustainable Workforce.

2. Recommendation

- 2.1 **It is recommended that Members note the costs and savings achieved from voluntary severance and ill health retiral arrangements for the period 2021/22.**

3. Background

- 3.1 Following consultation at the Corporate Partnership Forum, it was agreed by Trade Unions to refer the Severance Report for information.
- 3.2 Under the Local Government Pension Scheme regulations, 3 main options exist for early retiral:
- Efficiency
 - Redundancy
 - Ill Health.
- 3.3 Members will be aware that the Severance Policy was reviewed and agreed by Executive in May 2018. The current Pensions Discretions Policy was approved in January 2022.
- 3.4 With regard to ill health retirement, Members should note that the Council has limited control over ill health retiral costs, since employees who are permanently unfit for work and who cannot be redeployed (as determined by an independent occupational health physician) are entitled to access their pension benefits. In cases of ill health retiral, it is assumed the retiring employee's post will be filled at the same level therefore savings will not be generated.

- 3.5 The total costs and savings set out below are calculated in accordance with actuarial guidance that has been approved by Audit Scotland. They do not take into account consequential costs and savings that can arise, such as payment in lieu of notice, vacancy management or salary incremental progression. In line with the approach taken in cases of voluntary severance, the savings reported are based on salary savings accrued in the five year period from the date of retirement.

4. Voluntary Severance Exercise

- 4.1 Between April 2021 and March 2022, 32 non-teaching employees accepted voluntary severance offers made to them.
- 4.2 Severance has been used as a tool to help realise workforce savings across the Council for a number of years. In recent years, active 'trawls' have been undertaken to encourage severance applications from employees. There has not been an active trawl in the 2021/22 financial year although the scheme remained open for employees to apply. The following table provides the savings, costs and net savings for 2021/22 and the previous three years for all employees except Teaching staff for information. The costs shown may be subject to slight adjustments due to final pension calculations.

Financial Year	Number of Voluntary Severance Acceptances with a leaving date in the financial year	Total 5-year Gross Savings	Total 5-year Costs (severance and replacement costs)	Total 5-year Net Savings
2018/19	17	£1,475,896	£368,483	£1,107,413
2019/20	27	£3,262,386	£843,343	£2,414,043
2020/21	21	£3,240,254	£839,636	£2,400,618
2021/22	32	£5,062,253	£1,321,060	£3,741,393
Total	97	£13,040,789	£3,372,522	£9,663,467

- 4.3 There were no teaching employees accepting Voluntary Severance during 2021/22.

5. Ill Health Retirals

- 5.1 A summary is shown below:

Financial Year	Number of Ill Health Retirals	Total Costs
2021/22	15	£1,445,089

- 5.2 The employer's contribution rate includes an allowance of £2.4m for ill health retiral. Ill health retiral costs for 2021/22 are within this allowance by a margin of £0.95m.
- 5.3 It is worth noting that the number of Ill Health Retirals (IHR) during this period were lower than normal likely to be a consequence of the covid pandemic.

Records are now showing an increased number of IHR's being progressed during the current financial year. These figures will be presented to Executive as normal in 2023.

6. Implications

Financial

- 6.1 Financial/additional implications are explained in the body of the report at 4.2 and 5.1.

Resources

- 6.2 There are no resource implications from this report.

Legal

- 6.3 There are no legal implications from this report.

Risk

- 6.4 There are no risks from this report.

Equalities

- 6.5 There are no equality implications from this report.

Sustainability/Environmental Impact

- 6.6 There are no sustainability or environmental implications from this report.

7. Conclusions

- 7.1 Voluntary Severance applications are approved in line with Council Policy, with 32 cases accepted with a leaving date during 2021/22. Ill Health retirements during 2021/22 totalled 15, with associated costs below the employer's contribution allowance.

Director of Transformation, Communities & Corporate Services

Author – Claire Haston, Team Leader – HR Helpdesk, 01324 506198,
claire.haston@falkirk.gov.uk

Date: 1 December 2022

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:

- None