

## **Control of Contractors Policy/Repairs & Maintenance Framework Agreement Procurement Project**

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### **BACKGROUND**

- The Council adopted the Control of Contractors Policy during May 2014. The policy requires that SBC will only employ contractors who are fully accredited SSIP (Safety Schemes in Procurement) members of Constructionline (see further information page 3) and have green status. The full policy is attached to this briefing note as Appendix 1.
- The adoption of the requirement for Constructionline accreditation supports the streamlined tendering process of the Councils new higher thresholds for Construction Works by minimising bureaucracy, and for the lower value reactive and planned maintenance works, ensures all trades working for the Council are compliant with Health and Safety requirements.
- The Authorities Benchmarking Committee (across 11 local authorities) considers the Control of Contractors Policy to be an essential policy for a Local Authority to be deemed compliant with regards to Health and Safety management.

### **CONTROL OF CONTRACTORS POLICY**

- The policy commitment is to achieve a culture that ensures compliance with all current Health & Safety legislation and in doing so endeavours to ensure safe places and safe systems of work. This principal extends to those employed to do contracted works on behalf of the Council.
- Implementation of the policy provides the Council with an assurance that all contractors used by the Council have a recognised and recorded health and safety performance which has been monitored by an accredited body.
- Constructionline is the UK's leading procurement and supply chain management service that collects, assesses and monitors standard company information through a question set that is aligned to the standardised pre-qualification questionnaire developed by to reduce duplication within the construction industry.
- The aim is to provide efficiency savings to public and private sector buyers and the construction industry as a whole by streamlining procurement procedures and improving the supply chain management processes by reducing risk, creating cost efficiencies and helping buyers engage with new suppliers, including SMEs and local companies.
- Fees relating to this accreditation are scaled based on turnover and business size. Membership offers additional benefit to micro and SME businesses through being pre-qualified for other contract opportunities with an associated reduction in time and cost of filling out paperwork.

## REPAIR & MAINTENANCE FRAMEWORK AGREEMENT

- The framework agreement for reactive and planned maintenance covers 11 trade services including joiners, glaziers, plumbers, electricians, builders and roofers.
- The budget for these works is £1.8m.
- The volume of activity is circa 10,000 orders per annum.
- Management of this volume of activity does not allow for direct supervision of each job, therefore external verification of each contractor's compliance with appropriate legislation and is crucial to minimise risk to both the Council and the contractors themselves.
- All work allocated after 20<sup>th</sup> July will require green status to have been achieved.

## PROCUREMENT ACTIVITY

- The Procurement team applies all Council policy to any relevant tender exercise. This may include Health and Safety, Data Protection, Environmental matters, Equality, and such like.
- In order to support and facilitate contractors with the tender process a series of 5 workshops were held in Peebles, Chirnside, Hawick, Galashiels and Hawick before the tender was formally launched. Representatives from the Procurement and Property Management teams, as well as Constructionline were in attendance.
- The tender document for the Repairs & Maintenance Framework Agreement included clear guidance and noted the requirement for any potential contractor to be willing to undertake Constructionline registration before being fully admitted to the participation list.
- The information provided with the tender document allowed sufficient time for those admitted to the Framework Agreement to complete their registration with Constructionline and SSIP accreditation – this timescale has now been extended to 20<sup>th</sup> July 2015.

## CURRENT SITUATION

- A significant communication plan being developed to share these requirements with the local supply base and colleagues across the organisation.
- While there have been isolated pockets of resistance, work is in hand to support any contractor who requires additional support.
- A recent Constructionline update is very positive with 48 contractors registered, 60 in progress with their application. A further 45 are in the process of being reminded of a forthcoming deadline of the 20<sup>th</sup> July for registration.

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## FURTHER INFORMATION

### Constructionline Registration Fees

Yearly Turnover	Fee (excluding Vat)	Cost Payable
£0-£99,999	£90	£108.00
£100,000 – £249,000	£95	£114.00
£250,000 – £999,000	£250	£300.00
£1,000,000 to £1,999,999	£435	£522.00
£2,000,000 to £4,999,999	£490	£588.00
£5,000,000 to £19,999,999	£735	£882.00
£20,000,000 to £49,999,999	£1,075	£1,290.00
£50,000,000 and above	£1,565	£1,878.00

### What is SSIP (Safety Schemes in Procurement)?

A huge problem for contractors is the need to be assessed by multiple health & safety schemes. By becoming health & safety assessed with an SSIP scheme, contractors satisfy the criteria for all other SSIP members' schemes - saving them from having to pay multiple assessment fees.

Constructionline accepts all valid SSIP member certificates as evidence of competence in health and safety management.

The key facts about SSIP

- SSIP is not an assessment scheme, it is a membership or umbrella body for assessment schemes with the common aim of reducing both duplication and costs for both buyers and suppliers.
- Suppliers do not join or become members of SSIP. It is the assessment schemes who are registered members of SSIP.
- If contractors have a construction health and safety certificate from a member scheme, the SSIP logo is on the certificate and details on the scheme's website.
- If contractors have a certificate from one member scheme and an organisations asks them to join a second member scheme, they benefit from the mutual recognition by being offered a 'deem to satisfy' certificate without having to go through another assessment process, at a much lower fee Those schemes who go beyond the Core Criteria will ask additional questions.

Reducing duplication in construction health and safety

SSIP now has over thirty members – both assessment schemes and UKAS accredited certification bodies who offer OHSAS 18001 certification in construction.

All member assessment schemes undergo an annual audit to ensure that they meet the SSIP standards required for mutual recognition and as an assurance of consistent standards for both buyers and suppliers.