

REPORT TO MARR AREA COMMITTEE – 5 MAY 2015

ABOYNE ACADEMY – TOILET UPGRADE CONTRACT 17909

1 Recommendations

The Committee is recommended to:

- 1.1 Give approval of the project cost of £220,349.34 inclusive of Property costs detailed within the report; and**
- 1.2 Authorise acceptance of the tender submitted by Bancon Construction in the confirmed tender amount of £204,976.13.**

2 Discussion

- 2.1 The Toilet Upgrade works were identified from the condition survey data on Education, Learning and Leisure built assets. The upgrade works are funded from the revenue budget under the following heading - Primary Education, Repairs & Maintenance - Additional Allocation. The budget for 2014/15 is £315,000.00.
- 2.2 Due to the age of the existing sanitary ware the existing male and female pupil toilets have become run down, smelly, difficult to maintain and keep hygienic. Once a toilet becomes run down it is much more difficult to clean. If it is in a bad state, it is also not much of a deterrent to vandalism.
- 2.3 Well-maintained hygienic toilets provide a visible indication to pupils and parents/carers that the school values and respects the health, safety and well-being of its pupils.
- 2.4 The proposal can be linked to Priority Outcome 5 “best start in life” of the Marr Local Community Plan.
- 2.5 It is proposed to upgrade the walls, floors, ceilings, doors, etc. with impervious/non-absorbent material that is washable, easy to clean, and capable of withstanding disinfection and other cleaning processes. The toilets will be adequately lit by sensor lighting thus saving energy. The external insulation will be upgraded so that toilets are warm enough to be comfortable in winter.
- 2.6 The proposal complies with Aberdeenshire Community Plan 2011/15 in relation to learning by improving facilities through the upgrading of buildings.

- 2.7 Aberdeenshire Council maintains a sustainable development strategy in relation to the procurement of construction works. Suppliers and contractors are encouraged to identify opportunities for integrating environmentally favourable solutions into operations and where possible source local products and materials.
- 2.8 As part of its Waste & Resources Action Programme (WRAP) contractors are required to demonstrate that measures are in place to use, wherever possible recycled materials, and to minimise/reduce the amount of waste being used in construction. It is a further requirement of the Council's policy on sustainability that construction waste is segregated and recycled and the burden on landfill is reduced. The Environmental Policy of the contractors selected ensures through a regular audit and monitoring programme that all activities are in compliance with the policy. This allows the contractor to provide details of the ultimate destination of all waste relevant to the contract.
- 2.9 The local members Councillors, Argyle, Blackett and Farquhar have been consulted. Councillors Argyle, Blackett and Farquhar agree and support the recommendations.
- 2.10 The Head of Finance has been consulted and no adverse comments were received.
- 2.11 The Monitoring Officer within Business Services has been consulted and her comments are included within the report.
- 2.12 The Education and Children's Service has been consulted and is supportive of the recommendations.
- 2.13 The Head of Commercial & Procurement Services and the Procurement Business Partner within Business Services have been consulted and have no further comment.

3. Equalities, Staffing and Financial Implications

- 3.1 An Equality Impact Assessment is being produced because the recommended actions will have a positive impact upon people with one of the protected characteristics, i.e. young people.
- 3.2 There are no staffing implications arising from this report.
- 3.3 Tender documents were advertised on the Public Contracts Scotland web portal. The following contractors returned tenders:

AGM Interiors Ltd
Bancon Construction
CHAP Construction Ltd
KW Contractors (Abdn) Ltd
Space Solutions (Scotland)
VG Wilox Ltd

3.4 Tender sums in ascending order, before and after checking, were as follows:-

<u>Tender prices Before Checking</u>	<u>Tender prices after Checking and Correction</u>
£ 205,144.95	£ 204,976.13
£ 213,157.08	£ 213,157.48
£ 218,853.90	£ 231,848.85
£ 219,928.46	Not Checked
£ 221,263.48	Not Checked
£ 262,162.20	Not Checked

3.5 The lowest tender in the corrected amount of £ 204,976.13 was submitted by Bancon Construction

3.6 The total cost of works based on the lowest tender is as follows:-

Works Cost	£ 204,976.13
Property Cost	£ 15,373.21
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	£ 220,349.34
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3.7 The forecast expenditure profile for the project is as follows:

Financial Year 2014/15	£ 214,840.61
Financial Year 2015/16	£ 5,508.73
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	£ 220,349.34
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3.8 The Principal Building Surveyor confirms that the costs are fair and reasonable for this type of work.

3.9 The project cost of £ 220,349.34 can be contained within the allowance from the Primary Education, Repairs & Maintenance - Additional Allocation.

Stephen Archer
Director of Infrastructure Services

Report prepared by: - Brian Duthie, Principal Building Surveyor
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EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Education and Children’s Services
Section	Schools
Title of the activity etc.	Aboyne Academy – Toilet Upgrade
Aims of the activity	To upgrade the school toilets to provide hygienic facilities to demonstrate to pupils, parents and carers that the Service values and respects the health, safety and wellbeing of the pupils.
Author(s) & Title(s)	Hazel Hall, Business Support Officer, Kincardine & Mearns and Marr
Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	<ul style="list-style-type: none"> • Core Fact 3 : Condition of the School Estate : Data collated annually for the Scottish Government; • Complaints about the state of the toilets from staff, pupils, parents/carers; • Regular agenda item for Parent Council meetings. • Cleaning staff complaints – very difficult to clean existing facilities due to poor condition.
Internal consultation with staff and other services affected.	Staff, pupils, parents/carers Property Section within Infrastructure Services
External consultation (partner organisations, community groups, and councils).	Parent Council
External data (census, available statistics).	Scottish Government Core Facts : ‘Building our Future : Scotland’s School Estate’ (measures national progress against the aims and objectives of the school estate strategy)

Other (general information as appropriate).				
Stage 3: Evidence Gaps.				
Are there any gaps in the information you currently hold?	No			
Stage 4: Measures to fill the evidence gaps.				
What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.	Measures:			Timescale:
Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.				
	Positive	Negative	Neutral	Unknown
Age – Younger	Yes			
Age – Older			Yes	
Disability	Yes			
Race – (includes Gypsy Travellers)	Yes			
Religion or Belief			Yes	
Gender – male/female	Yes			
Pregnancy and maternity			Yes	
Sexual orientation – (includes Lesbian/ Gay/Bisexual)			Yes	
Gender reassignment – (includes Transgender)			Yes	

Marriage and Civil Partnership			Yes	
Stage 6: What are the positive and negative impacts?				
Impacts.	Positive (describe the impact for each of the protected characteristics affected)		Negative (describe the impact for each of the protected characteristics affected)	
Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.	Young people will have well maintained hygienic toilet facilities; Improved health, safety and wellbeing; Deterrent to vandalism.			
	Toilets will be accessible.			
	Both male and female pupil toilets to be upgraded.			
Stage 7: Have any of the affected groups been consulted?				
If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?	N/A			
Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?				
These should be included in any action plan at the back of this form.	Mitigating Steps		Timescale	
	No negative impact.			

Stage 9: What steps can be taken to promote good relations between various groups?		
These should be included in the action plan.	None required.	
Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?		
N/A		
Stage 11: What equality monitoring arrangements will be put in place?		
These should be included in any action plan (for example customer satisfaction questionnaires).	N/A	
Stage 12: What is the outcome of the Assessment?		
Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	The upgrading of the pupil toilets at Aboyne Academy will provide well maintainable, hygienic toilet facilities to meet the health, safety and wellbeing entitlements of the pupils.	
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.		
No negative impact.		

Stage 14: Sign off and authorisation.				
Sign off and authorisation.	1) Service and Team	Education & Children's Services; Support Services		
	2) Title of Policy/Activity	Aboyne Academy – Toilet Upgrade		
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: Hazel Hall Position: Business Support Officer Date: 1 st May 2015 Signature:	Name: Position: Date: Signature:	
		Name: Position: Date: Signature:	Name: Position: Date: Signature:	
	4) Consultation with Service Manager	Name: Brian Duthie Date: 30 April 2015		
	5) Authorisation by Director or Head of Service	Name: Craig Clement Position: Head of Resources & Performance, Education & Children's Services Date: 1 May 2015	Name: Position: Date:	
	6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Garioch Area Committee.			Date:
7) EIA author sends a copy of the finalised form to: eia@abdnshire			Date:	
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:	