

9. PROCUREMENT ARRANGEMENTS – ASBESTOS AWARENESS TRAINING

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services seeking approval to commence tendering procedures for the procurement of a two year contract with the option to extend for a further 24 months for an asbestos awareness training service.

The Head of Corporate Services explained that West Lothian Council had an asbestos policy and management plan in place which detailed our employer duty to provide information instruction and training as per regulation 10 of the Control of Asbestos Regulations 2012.

Therefore West Lothian Council would ensure that asbestos training (including annual refresher) would be provided to all staff that might come into contact with asbestos as part of their normal work or were key to the management of asbestos and worked in premises containing asbestos.

Training would be undertaken by competent suppliers and monitored in accordance with current regulations and approved codes of practice and HSE guidance.

As there was no in-house capability the requirement would be advertised in accordance with the European Union Directives and it was proposed that the open procedure would be used whereby all suppliers expressing an interest in the contract would be invited to tender. Criteria of 60% for Price and 40% for Quality would be used.

Sustainability considerations and budget implications were summarised in the report noting that costs were estimated to be £90,000 in the first year for initial training and would be funded on an apportioned basis from both the General Services and Housing Capital Programmes.

It was recommended that the Council Executive approve :-

1. The use of the Open Procedure whereby all suppliers expressing an interest in the contract would be invited to tender for a four year contract for asbestos awareness training; and
2. The award criteria as set out in Section D of the report.

Decision

To approve the terms of the report.