



# Activity Plan & QA Co-ordinator

**Closing Date:**

**Expected Interview Date:**

**Recruitment  
Reference:**

**Starting Salary:**

**Salary Range:**

**Pay Band:**

**Directorate:**  
Cultural Assets  
Directorate

**Location:**  
Lock 16 – Scotland's  
Centre of Excellence for  
Canals & Traditional  
Skills, Falkirk.

**Line Manager:**  
Programme Delivery  
Manager, The Engine  
Shed, Stirling.

**Contract Type:**  
3 Year FTA

**Working Hours:**  
Full Time – 35 hours per  
week. Flexible working  
available.  
Occasional evening and  
weekend work may be  
required.

Thank you for your interest in the post of Activity Plan & QA Co-ordinator with Historic Environment Scotland, based at Lock 16 - Scotland's Centre of Excellence for Canals & Traditional Skills. This is a 3-year FTA with the possibility of permanence.

This post will be responsible for supporting the delivery of the Technical Education and Training Team's activity programme at Lock 16 – Scotland's Centre of Excellence for Canals & Traditional Skills. at Lock 16, through project management and training course & event management, in collaboration with our colleagues at Scottish Canals.

## About us

We are the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We're at the forefront of researching and understanding the historic environment and addressing the impact of climate change on its future. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance. We have a People Strategy, which is an overarching strategy to ensure we support and develop staff within the organisation.

## Our Vision

Our vision is that Scotland's historic environment is cherished, understood, shared and enjoyed with pride by everyone.

## Our Priorities

- The historic environment makes a real difference to people's lives
- The historic environment is looked after, protected and managed for the generations to come.
- The historic environment makes a broader contribution to the economy of Scotland and its people
- The historic environment inspires a creative and vibrant Scotland
- The historic environment is cared for and championed by a high performing organisation.



## Overview of the post and information about the team

Lock 16 – Scotland's Centre of Excellence for Canals & Traditional Skills is a national hub for traditional and heritage skills training and HES's largest Stonemasonry training facility. Lock 16 is a collaboration between HES and Scottish Canals to increase the availability and quality of heritage skills training across Scotland. Lock 16 delivers a programme of accredited and unaccredited vocational training, for young people, volunteers, contractors, craftspeople and those being trained in professional and technical roles internally within HES and Scottish Canals and externally for the wider historic environment centre. It forms a dispersed learning campus with The Engine Shed is Scotland's dedicated building conservation centre and Retrofit Lab, as well as other sites with assets that present learning and training opportunities. It aims to support and grow capacity of the ecosystem for traditional and heritage skills training across Scotland.

The Technical Education and Training Team (TET) develop and support traditional building skills throughout Scotland. TET have a wide remit, which includes running Lock 16, Elgin Skills Training Centres and the Engine Shed, developing training and qualifications for the sector, working with a range of partners to demonstrate the potential of traditional skills and materials, delivering vocational training through apprenticeships and traineeships, plus developing a range of content to support the wider sector.

The Programme & Quality Assurance Team provide a centralised support function for TET.

We are responsible for:

- The operational management of the places we work and deliver training in i.e., the Engine Shed and our Skills Training Centres in Lock 16 and Elgin.
- Providing all aspects of administration and quality assurance support.
- Supporting the delivery of TET training qualifications, courses, and events.
- Overall project management of the TET work programme.

Activities at Lock 16 will focus on delivery of training programmes for a range of audiences, lasting from a few days to 12 months. With direction from the Programme Manager, the post-holder will liaise with internal and external stakeholders to ensure the forward planning at the Activity at Lock 16 is well-organised, co-ordinated and delivered in accordance with the Quality Assurance requirements of HES, its funders and awarding bodies.

As well as working closely with all of TET, we work with other departments & colleagues across HES and Scottish Canals, sector partners and delivery partners including CITB, Forth Valley College, University of Stirling and qualification awarding bodies (Scottish Qualification Authority (SQA) and National Open College Network (NOCN)).

The post will be based primarily in Falkirk at Lock 16 but there is the flexibility to work remotely from home where work priorities allow.

## Key responsibilities, duties and objectives

### *Overall responsibilities:*

The Programme Delivery Officer is responsible for:

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Scottish Charity No. SC045925  
VAT No. GB 221 8680 15



- Designing, planning, and delivering Lock 16's Activity Plan and training timetables in collaboration with the Programme Manager, internal and external stakeholders
- Working with stakeholders and organisers to support the logistical delivery of events, activities, training qualifications and courses, (duties include scheduling; general organisation; delegate/learner management; speaker/trainer support; booking facilities and ensuring we have the necessary resources)
- Providing co-ordination and on the ground support during events, activities and training courses
- Carrying out post event evaluation & analysis
- Liaising with delivery partners including educational institutes and awarding bodies for our courses that offer a formal qualification and ensuring adherence with awarding bodies' quality assurance requirements for these courses.
- Delivery of any additional allocated projects
- Creation and maintenance of standard procedures, processes and reporting

Due to the multifaceted nature of our work, we are a dynamic, busy team and staff are required to be flexible and adaptable.

The role is suited to those who enjoy variety, engaging and working with multiple stakeholders of people and juggling conflicting priorities.

We welcome applications from highly organised, adaptable, proactive professionals with excellent communication skills, the ability to create and maintain effective working relationships, a background in event management or training delivery and experience in project management.

### **Post Competencies**

You will be assessed against these competencies during our selection process.

#### **Core Competencies:**

- Delivering excellent Service – Demonstrating a commitment to quality services
- Teamwork - Contributing to and supporting working together
- Planning and Organising - Putting plans and resources in place to achieve results
- Communication - Communicating appropriately and clearly
- Knowledge & Expertise - Applying and developing knowledge and expertise to achieve results - (See below for specific criteria)

#### **Management Competencies:**

- Achieving results - Focusing on the delivery of objectives
- Leading a Team/Project/Task – Focusing on leading a Team/Project/Task or developing people

### **Knowledge, skills and experience**

You will be required to demonstrate that you meet the requirements and qualifications as part of the selection process.

#### **Essential requirements:**

- Experience of delivering events or training courses
- Programme or project management experience
- Proven relationship management – ability to create and maintain excellent working relationships and engage with a wide range of stakeholder groups.



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- Highly organised approach to planning workload and delivering projects.
- Proven ability to manage numerous projects simultaneously and deliver to a high standard and within agreed timescales
- An excellent approach to customer service always maintaining professionalism
- Ability to travel to various locations across Scotland, including remote sites

***Desirable requirements:***

- Background in an educational or training setting
- People Management experience
- Knowledge of building conservation, traditional materials, and skills.



## What we offer

We welcome applications from all nationalities, ensuring that they have the right to work in the UK and applying for a job with us could open the door to a unique work environment. It could also give you job satisfaction and excellent development opportunities, plus a competitive salary, 25 days paid holidays (rising to 30 days after 3 years' service) and 11.5 public holidays a year – pro rata for part time staff.

In addition, we offer a great benefits package to our employees which includes:

- flexible working hours (where appropriate)
- special leave
- maternity/paternity leave
- adoption leave
- reimbursement for relevant professional subscriptions
- support for further education and personal development
- study leave for work related courses
- access to a learning resource centre

## Health and welfare

We offer you access to:

- our Employee Assistance Programme – for confidential advice and counselling
- an occupational sick pay scheme
- discounts at some local authority leisure facilities
- interest free loans for bicycles and annual travel passes (see 'season ticket' below)
- reasonable adjustments when needed, as part of our Equalities policy

## Staff discounts

You will receive:

- free entry to all of our properties (with up to three guests)
- free entry to English Heritage, Manx and Cadw properties
- 20% off purchases in our retail outlets

## Season tickets

You can receive an advance to help with the cost of buying an annual season ticket for travel between home and work. The advance is then repaid from your salary over the life of the season ticket. Available to all permanent and fixed-term staff.



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## How to apply for this post

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Your application must arrive by the advertised closing date. Please note that when applying online, we will only be able to see your application once you fully submit it.

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Please note that, as we operate an electronic recruitment system, we will contact you via the email address that you provide in your application to inform you of the outcome of your application.

For further information about the post, please contact

Within HES we welcome all applicants from under-represented groups. We know from our [equality monitoring](#) that we need to increase our diversity in terms of ethnicity and disability. We also want to address occupational areas where the ratio is disproportionately in favour of women or men. We ask all applicants to complete the Equality Monitoring section of the recruitment paperwork to help us pursue a diverse and inclusive workforce. In support of our Gaelic language plan, we welcome applications from Gaelic speakers.

Human Resources  
Historic Environment Scotland

# Craft Skills Programme Officer – Lock 16

**Closing Date:** xx/xx/xx

**Expected Interview Date:** xx/xx/xx

## Recruitment Reference:

xxxxxx

## Starting Salary:

## Salary Range:

## Pay Band:

Band C

## Directorate:

Cultural Assets

## Location:

Lock 16 – Scotland's Centre of Excellence for Canals & Traditional Skills, Falkirk.

## Line Manager:

Craft Skills Project Manager

## Contract Type:

3 Year FTA

## Working Hours:

Full Time – 35 hours per week.  
Flexible working available.  
Occasional evening and weekend work may be required.

Thank you for your interest in the post of Craft Skills Programme Officer – Lock 16 with Historic Environment Scotland, based at Lock 16 - Scotland's Centre of Excellence for Canals & Traditional Skills. This is a 3-year FTA with the possibility of permanence.

This role will focus on the delivery of training programmes at Lock 16 funded by the National Lottery Heritage Fund, as part of the wider *Craft Your Career* project, in partnership with Scottish Canals. This project will see programmes of Pre-apprenticeship and Modern Apprenticeship, and schools engagement and other outreach activity that forms part of the Lock 16 Activity Plan.

## About us

We are the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We're at the forefront of researching and understanding the historic environment and addressing the impact of climate change on its future. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance. We have a People Strategy, which is an overarching strategy to ensure we support and develop staff within the organisation.

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## Our Priorities

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- The historic environment is looked after, protected and managed for the





- generations to come
- The historic environment makes a broader contribution to the economy of Scotland and its people
- The historic environment inspires a creative and vibrant Scotland
- The historic environment is cared for and championed by a high performing organisation

### Overview of the post and information about the team

Lock 16 – Scotland's Centre of Excellence for Canals & Traditional Skills is a national hub for traditional and heritage skills training and HES's largest Stonemasonry training facility. Lock 16 is a collaboration between HES and Scottish Canals to increase the availability and quality of heritage skills training across Scotland. Lock 16 delivers a programme of accredited and unaccredited vocational training, for young people, volunteers, contractors, craftspeople and those being trained in professional and technical roles internally within HES and Scottish Canals and externally for the wider historic environment centre. It forms a dispersed learning campus with The Engine Shed is Scotland's dedicated building conservation centre and Retrofit Lab, as well as other sites with assets that present learning and training opportunities. It aims to support and grow capacity of the ecosystem for traditional and heritage skills training across Scotland.

This post will work within a wider project team that delivers the nationwide *Craft Your Career* project. The Project Team will be part of the Cultural Assets Directorate in the Technical Education & Training (TET) team, which champions knowledge and traditional building skills and materials as being key to sustaining Scotland's historic environment.

Craft Your Career is an exciting project that aims to provide training opportunities across the historic environment sector in Scotland. Three different programmes can be run simultaneously: Pre-apprenticeships, Modern Apprenticeships and Craft Fellowships. These programmes will be delivered by working in partnership with employability experts, heritage contractors and master crafts people. Craft Your Career will also explore ways to make training sustainable in Scotland.

This is a unique opportunity to influence the heritage training sector in Falkirk, the wider Forth Valley Region and Scotland. As a Craft Skills Programme Officer, you will coordinate the delivery of these programmes at Lock 16. You will work in partnership with sector stakeholders to ensure safe, enjoyable work placements and develop new opportunities for placements, while also working closely with participants to optimise their learning experience.

We are looking for people who are enthusiastic about heritage training and working with people. The posts will be especially suited to those who have knowledge of traditional skills, construction, natural environment or employability sector.

The role may require travel throughout Scotland, potentially the UK, and overnight stays.

### Key responsibilities, duties and objectives

- Co-ordinate the delivery of Pre-apprenticeship, and Modern Apprenticeship training programmes at Lock 16, and schools' engagement and other outreach activity that forms part of the Lock 16 Activity Plan.
- Organise training workshops, events and CPD trips





- Support and mentor programme participants throughout their learning journey including:
  - Line managing several of the participants
  - Conduct regular site visits to monitor participant progress and wellbeing
- Facilitate and help set participants up for success by:
  - Purchasing appropriate PPE, tools and equipment as required
  - Supporting the recruitment of programme participants. This includes supporting the creation of job descriptions, timetabling interviews, shortlisting applicants, taking part in interview panels, working with HR colleagues and supporting the use of HES policies
- Report on the programmes
  - Compile reports and provide information to contribute to project and funder milestones
  - Undertake evaluation activity and assist with the future development of these programmes
- Work in partnership with Scottish Canals, external partners, construction hosts, master craftspeople and employability providers, to ensure safe, enjoyable work placements
  - Identify new suitable placement opportunities
  - Ensure health & safety policies and procedures are followed
- Champion the programmes, recognise and promote achievements of programmes and participants

## Post Competencies

You will be assessed against these competencies during our selection process.

### **Core Competencies:**

- Delivering excellent Service – Demonstrating a commitment to quality services
- Teamwork - Contributing to and supporting working together
- Planning and Organising - Putting plans and resources in place to achieve results
- Communication - Communicating appropriately and clearly
- Knowledge & Expertise - Applying and developing knowledge and expertise to achieve results - (See below for specific criteria)

### **Management Competencies:**

- Achieving results - Focusing on the delivery of objectives
- Leading a Team/Project/Task – Focusing on leading a Team/Project/Task or developing people.

## Knowledge, skills and experience

You will be required to demonstrate that you meet the requirements and qualifications below as part of the selection process.

### **Essential requirements:**

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- Excellent communication and inter-personal skills
- Great organisational and coordination skills
- Ability to confidently use Microsoft Office Suite, e.g. Outlook, Word etc
- Experience of mentoring, coaching, training and/or supporting people
- Experience of working with external partners or contractors
- Experience of delivering work-place learning and training programmes
- UK Driving Licence

***Desirable requirements:***

- Awareness of relevant Health & Safety regulations and other relevant legislation and regulations such as CDM, Safeguarding and Accessibility.
- An awareness of natural environment skills or building conservation and traditional skills
- Knowledge of SQA qualifications and modern apprenticeship frameworks
- Experience of delivering work-place learning and training within construction/natural environment sector in a safe manner.
- Experience of employability work
- Experience of managing people
- Experience of evaluating programmes and projects

***Qualifications & Professional Memberships:***

- No formal qualifications are required however experience in a relevant technical role such as working in nature or building conservation, landscape management, traditional skills, training, construction or employability would be desirable

***What we offer***

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In addition, we offer a great benefits package to our employees which includes:

- flexible working hours (where appropriate)
- special leave
- maternity/paternity leave
- adoption leave
- reimbursement for relevant professional subscriptions
- support for further education and personal development
- study leave for work related courses
- access to a learning resource centre

***Health and welfare***

We offer you access to:

- our Employee Assistance Programme – for confidential advice and counselling
- an occupational sick pay scheme
- discounts at some local authority leisure facilities

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- access to a free Headspace membership
- interest free loans for bicycles and annual travel passes (see 'season ticket' below)
- reasonable adjustments when needed, as part of our Equalities policy

### **Staff discounts**

You will receive:

- free entry to all of our properties (with up to three guests)
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- 20% off purchases in our retail outlets

### **Season tickets**

You can receive an advance to help with the cost of buying an annual season ticket for travel between home and work. The advance is then repaid from your salary over the life of the season ticket. Available to all permanent and fixed-term staff.

### **How to apply for this post**

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Your application must arrive by the advertised closing date. Please note that when applying online, we will only be able to see your application once you fully submit it.

If you are unable to complete an online application form or require this document in a different format, please email [recruit@hes.scot](mailto:recruit@hes.scot), quoting the job title and recruitment reference, and we will assist you.

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Human Resources  
Historic Environment Scotland



# Training Manager- Lock 16

**Closing Date:**

**Expected Interview Date:**

## Recruitment Reference:

HES/

## Starting Salary:

## Salary Range:

Per annum

## Pay Band:

## Directorate:

Cultural Assets

## Location:

Primary base will be Lock 16 – Scotland's Centre of Excellence for Canals & Traditional Skills. Will be required to deliver on-line and site-based training, with occasional travel to other locations

## Line Manager:

## Contract Type:

3 Year FTA with possibility of extension

## Working Hours:

Full time (35 hours per week)

Thank you for your interest in the post of Training Manager – Lock 16 with Historic Environment Scotland, based at Lock 16 - Scotland's Centre of Excellence for Canals & Traditional Skills. This is a 3-year FTA with the possibility of permanence.

The postholder(s) will lead the delivery of a range of technical training solutions to enable the management, conservation, repair and maintenance of the historic environment, including traditional craft skills training & other relevant technical qualifications at Lock 16 – Scotland's Centre of Excellence for Canals & Traditional Skills.

Working closely with colleagues from within TET and across the wider Cultural Assets Directorate & HES, and with Scottish Canals, the postholder will be responsible for the development and delivery of training to underpin the standards, processes, and procedures for the sustainable asset management of the historic environment. This is necessary to increase the skills, knowledge, understanding, and competency required to the future of these assets through their conservation, repair and maintenance.

Training delivery that is to be managed will include the following

- PDA Repair & Maintenance of Traditional Masonry structures
- Repair of Graveyards & Memorials
- Surveying of Assets for Conservation
- Rural Skills MA
- Heritage Skills NVQs

The postholder will also support the general training obligations of TET, assisting with training delivery, assessment, and verification, in line with their areas of professional knowledge and technical competency.

The role requires working within and managing multi-disciplinary project teams, including HES and Scottish Canals staff and external partners, as well as budgets, to create and deliver training to an agreed standard for both HES & Scottish Canals colleagues and external candidates. The postholder will be expected to work with other parts of HES, particularly other teams within the Cultural Assets



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and Operations Directorates, as well as external partners. This post will require substantial liaison with internal stakeholders, as well as potential external delivery partners and customers.

## About us

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## Overview of the post and information about the team

HES Technical Education and Training (TET) is a professional team within Historic Environment Scotland's Cultural Assets Directorate. The team is responsible for creation and delivery of a wide range of qualifications, training and other educational activities that support the on-going skills requirements associated with the conservation, repair and maintenance of the historic environment. The team is also responsible for a range of projects and engagement with the historic environment sector to promote the knowledge and use of traditional skills and materials. Team members work in close collaboration with colleagues across HES on a range of skills, materials and training projects, as well as collaborating extensively with external partners in the wider heritage, construction and educational sectors in Scotland, across the UK and internationally.

Sitting within the Vocational Training Programmes team, the Training Manager will be responsible for maintaining the high standards of training provision at Lock 16, as well as establishing new high quality training programmes to the high standards required by HES and the relevant awarding bodies. You will work with and be assisted by the wider TET team and Lock 16 team from across Scottish Canals and HES.

You will be responsible for the day-to-day delivery of training as part of the Lock 16 Activity Plan, as agreed by the Building Craft Development Manager and the Head of TET. You will be directly responsible for the technical content and educational quality assurance of the training that is delivered, including assessment, verification and mentoring. You will be directly

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supported by colleagues in the Vocational Training Programmes team and the TET Programme Management & Quality Assurance Team. The strategic aim is that HES will have an established timetable and programme of training delivery, to ensure that HES complies with its obligations to Scottish Canals and National Lottery Heritage Fund.

## Key responsibilities, duties and objectives

- Be responsible for the co-ordination and delivery of a range of training programmes and qualifications relating to the management, conservation, repair and maintenance of the historic environment, including traditional craft skills training & other relevant technical qualifications.
- Work with colleagues to develop standards, processes, and procedures for the development & delivery of training to enable sustainable management of the historic environment.
- Work with Subject Matter Experts in Building Conservation to provide training and facilitate knowledge transfer
- Teach & train both on-line and face to face, as well as managing staff delivering training and teaching, on-line and face to face.
- Managing the provision & coordination of educational support to candidates,
- Be responsible for, oversee & deliver on site-based and on-line assessments, as well as perform the role of internal verifier.
- Create and maintain all relevant educational and training records
- Working with TET Programme Management & Quality Assurance Team, be responsible for the development and implementation of procedures, to ensure compliance with standards set by HES, SQA, NOCN, Forth Valley College & other partners.
- Contribute to and advise upon, continued training & qualification development within HES & with other partners.
- Management of HES staff and external contractors to deliver training
- Budget management of training programmes and training centres.

## Post Competencies

You will be assessed against these competencies during our selection process.

### **Core Competencies:**

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### **Management Competencies:**

- Achieving results - Focusing on the delivery of objectives
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## Knowledge, skills and experience





You will be required to demonstrate that you meet the requirements and qualifications below as part of the selection process.

**Essential requirements:**

- Project Management experience
- Excellent communication & team-working skills
- Knowledge of current historic built environment training packages and qualifications.
- Experience of delivering construction-based training, relevant to the historic built environment at craft and/or technical level.
- Extensive practical site experience, at craft and/or technical level, working on the inspection, conservation, repair and maintenance of historic structures
- Line management experience

**Desirable requirements:**

- Managing Budgets
- Working with external contractors
- Driving Licence

**Qualifications & Professional Memberships:**

- SCQF 7 or higher in Construction Craft or Build Environment Qualification (Essential)
- Construction Assessor & Verifier Qualification or be prepared to work towards. (Essential)
- Site Managers Safety Training Scheme (Desirable)
- Relevant Training Qualification such as Teaching Qualification in Further Education (Desirable)
- Chartered Built Environment Professional (Desirable)
- Conservation Accreditation/Certification (Desirable)





## What we offer

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Human Resources  
Historic Environment Scotland

### VOLUNTEERING & EMPLOYABILITY MANAGER

<b>Directorate:</b>	People, Safety & Governance	<b>Team:</b>	People
<b>Location:</b>	Falkirk	<b>JE Code:</b>	
<b>Pay Band:</b>		<b>Pay Range</b>	
<b>Reports to:</b>	Head of People	<b>Responsible for:</b>	
<b>Working Pattern:</b>	Monday – Friday, full time (37 hours) with some evening and weekend working	<b>Allowances:</b>	None

#### 1. Job purpose

Responsible for designing, leading, and managing volunteering and employability initiatives across Scottish Canals, to help make canals more accessible to everyone, and to improve our blue and green spaces. Developing partnerships with canal societies and other community organisations, and with business organisations, especially to conserve our heritage assets, and to care for and improve our natural and built environment. Facilitating deployment of groups of volunteers, trainees, and work placements to extend the Scottish Canals workforce, and to enhance our canals.

Contributing to the creation of safe, secure, and vibrant canals where visitors are delighted with the quality of their experience.

Leading Scottish Canals' Volunteering and Employability Strategy.

#### 2. Dimensions

Overall management responsibility for volunteering and employability, reporting to the Head of People. Line management responsibility for the Volunteer Co-ordinators. Contributory and advisory financial responsibility to the budget holder, the Head of People. Organisation and deployment of resources to support volunteering activities. Income generating responsibility for corporate volunteering. Identifying and contributing to fundraising bids. External partnership relationships. Developing key volunteering projects. Contributing to environmental and heritage conservation.

#### 3. Context

Working across the organisation to identify opportunities for volunteering and employability, extending the reach, capability, and impact of the Scottish Canals workforce. Supporting the engagement of volunteers, trainees, apprentices, and opportunities for work experience.

Reporting into the Head of People, this role has importance to the wider organisation through provision of support services, resources, advice, and guidance. The role will have significant input into policy and processes as part of the overall Volunteering and Employability Strategy.

#### **4. Principal accountabilities**

- Develop and implement a Volunteering and Employability Strategy, aligned with the People Strategy, and with the overall Corporate Plan.
- Lead on the development and maintenance of a highly effective volunteer engagement capability and support service for Scottish Canals.
- Oversee the effective engagement of volunteer groups, including recruitment, training, recognition, reward, and retention.
- Build collaborative relationships with canal societies, riparian community organisations, and other partners including ensuring suitable arrangements for effective and safe volunteering.
- Develop a corporate offer – ‘Team Engagement Days’ or similar – and work with corporate clients to secure their investment.
- Create opportunities for young people – including students and school students – to get involved on the canals, as volunteers, trainees, apprentices, and in work experience.
- Devise and manage a corporate apprenticeship programme.
- Create development pathways for members of the extended workforce to progress from volunteering and placements to paid work and full employment.
- Manage the effective functioning of the Volunteering and Employability team, including reporting, budgetary support, and line management of the Volunteer Co-ordinators.
- Provide advice and guidance on all matters relating to volunteering and employability.

#### **5. Key performance measures**

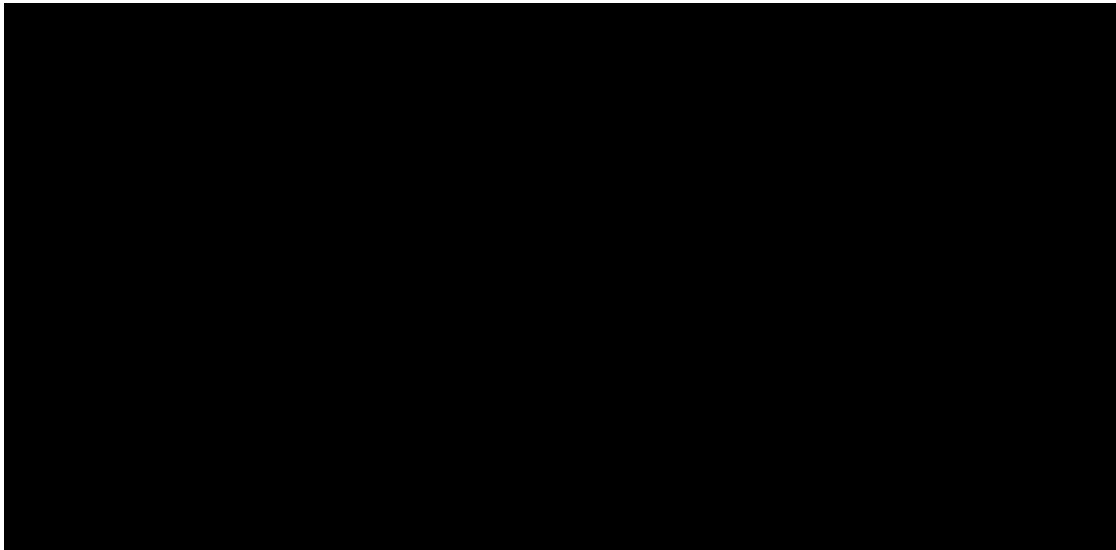
- Increased volunteering activity on the canals leading to visible impact along the network.
- Increased number of volunteer days.
- Improved quality of the volunteering experience.
- Ensuring consistency of volunteering and employability throughout Scottish Canals.
- Development of an income generation stream through corporate volunteering.
- Improved relationships, through collaboration, with canal societies and community organisations.
- Establishing and maintaining an organisational apprenticeship programme.
- Creating a variety of employability opportunities, especially for young people and those removed from employment.

#### **6. Key Relationships**

- Head of People and the People Team
- Volunteer Co-ordinators
- Volunteers
- Apprentices
- Senior management of Scottish Canals
- Managers and employees who will work with volunteers
- External partners including canal societies and community organisations
- Skills Development Scotland, and further and higher education bodies

- Local authority employability teams and ranger services
- Corporate clients
- Funders

## 7. Organisation chart



## 8. Other

### **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment and other workforce conditions. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others (including employees, volunteers, and customers) when carrying out their duties and must help us to apply our overall health and safety policy.

### **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to know who their customers are and to have a full understanding of their needs and expectations so that we can provide high quality, appropriate services at all times.

## 9. Values

We expect all our employees to demonstrate and promote our values:

### **We Care**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

### **We Create**

Innovating and finding solutions to conserve and enhance our canals.

### **We Collaborate**

Working together, valuing contributions and experiences.



## Person Specification

### VOLUNTEERING & EMPLOYABILITY MANAGER

Requirements	Essential (E) or Desirable (D)	To be identified by: Application form (AF) Interview (I) Test (T) or other (give details)
<b>Qualifications:</b>		
Educated to degree level or equivalent	E	AF/I
Professional or postgraduate qualification in volunteering or a related discipline	D	AF/I
Valid Driving Licence	D	AF/I
<b>Skills:</b>		
Ability to persuade and influence key stakeholders and decision makers	E	AF/I
Excellent verbal and written communication skills	E	I
Ability to function on own initiative with limited supervision, prioritising workload	E	AF/I
Strategic thinking	E	AF/I
Excellent IT skills including proficiency in Microsoft Office	E	I
Presentation skills	E	I
<b>Knowledge:</b>		
Knowledge of volunteering, the voluntary sector, and canal-side communities	E	AF/I
Understanding of the funding context for volunteering in Scotland	D	AF/I
Knowledge of corporate social responsibility and its application to volunteering	D	I
<b>Experience:</b>		
Experience of working with volunteers and volunteer managers	E	AF/I
Writing reports and funding applications	E	AF/I
Partnership working and building relationships at various levels e.g. senior management, operational colleagues, and customers	E	AF/I
Project management	D	AF/I
Experience of working with senior management and external committees	D	I
Experience of stakeholder outreach, consultation and engagement	D	I
<b>Commitment:</b>		
Building effective relationships that generate confidence, respect, and collaborative working	E	AF/I
Always display the Scottish Canals values and behaviours and actively promote them in others	E	AF/I



Highly focused on service delivery and customer satisfaction	E	AF/I
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	Signature	Date
Approved by People team:		
Approved by line manager:		

### VOLUNTEER CO-ORDINATOR

<b>Directorate:</b>	People, Safety & Governance	<b>Team:</b>	People
<b>Location:</b>	Falkirk	<b>JE Code:</b>	
<b>Pay Band:</b>	Band C (TBC)	<b>Pay Range</b>	
<b>Reports to:</b>	Volunteering and Employability Manager	<b>Responsible for:</b>	Volunteers
<b>Working Pattern:</b>	Monday – Friday, full time (37 hours) with some evening and weekend working	<b>Allowances:</b>	Outdoor Working

#### 1. Job purpose

Responsible for developing partnerships with canal societies and other community organisations as well as employability and youth development organisations to connect more people with caring for canals. Supporting, coaching and developing the volunteer group leaders and volunteers for various roles and tasks within Scottish Canals and promoting volunteering in general. By working in partnership with local groups, charities and business organisations, the Volunteer Co-ordinator is focused on encouraging more people to care for our blue and green spaces, conserve our heritage assets and habitats and species.

Facilitating the deployment of groups of volunteers, trainees, and work placements to extend Scottish Canals capacity to enhance our canals for people and visitors to enjoy and experience.

The Volunteer Co-ordinator will contribute to and support development and implementation of Scottish Canals' Volunteering and Employability Strategy and associated plans.

#### 2. Dimensions

Overall responsibility for the development and delivery of Local Volunteer Action Plans by working with Scottish Canals Asset Management and Operational teams to develop core work packages for volunteers to deliver; help deliver directly and work with external stakeholders where appropriate.

Responsible for implementing relevant policies, procedures and practices so that those who volunteer with us are doing so in a safe and nurturing environment.

Reportable to the Volunteering and Employability Manager.

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### **3. Context**

Collaborating with the asset management and operational teams and wider organisation the Volunteer Co-ordinator will be responsible for setting an agreed programme for the delivery of these works by different groups responsible for building the skills, knowledge and confidence of volunteers so that they can give back to their community whilst also meeting their own personal goals and ambitions.

Reporting into the Volunteer and Employability Manager, this role has importance to the wider organisation through provision of support services, resources, advice, and guidance.

### **4. Principal accountabilities**

- Liaising with partner groups to develop activities and events throughout the Scottish Canals network, working in partnership with canal societies and other community organisations as well as employability and youth development organisations to support delivery of canal-based maintenance and related activities.
- Supporting the Operations Supervisors by providing volunteers to work alongside their teams to help maintain, conserve and improve the environment and heritage of the waterway network for local communities and visitors to enjoy.
- Work with partner organisations and groups to induct volunteers, ensuring all necessary checks and training is undertaken as part of our child protection, vulnerable adults, health and safety and other relevant policies and procedures.
- Guiding the partner organisations and volunteers to enable them to work safely on site to defined standards for the activities they will be involved in completing all relevant registration and safety related documentation.
- Work with groups and individuals so they can develop and share their skills with their community.
- Produce case studies in partnership with volunteers to promote volunteering, celebrate the impact volunteers are having on their community and inspire others to volunteer.

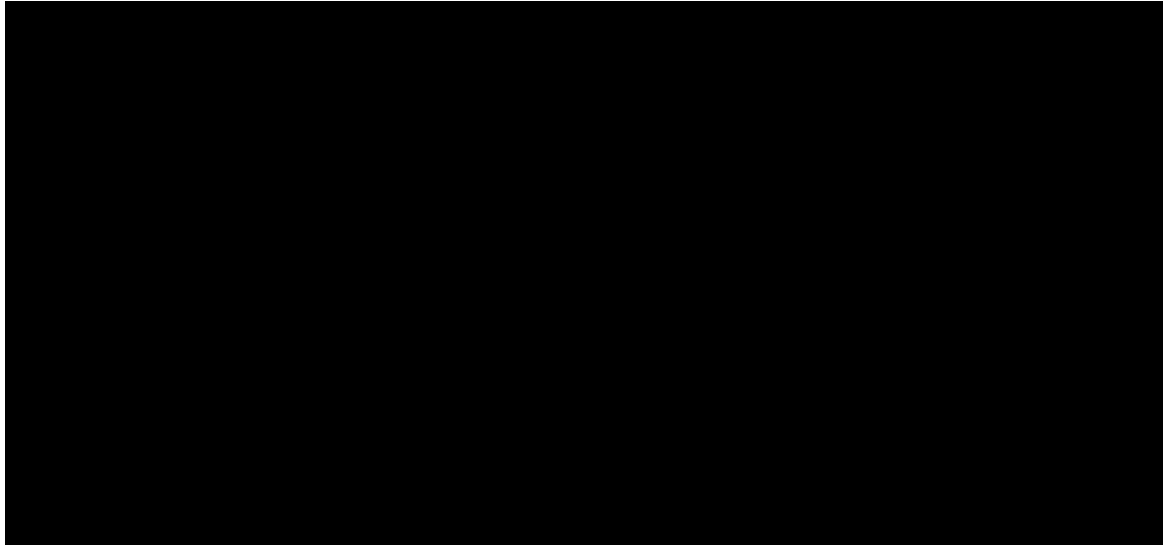
### **5. Key performance measures**

- Increased volunteering activity on the canals leading to visible impact along the network.
- Increased number of volunteer days.
- Improved quality of the volunteering experience.
- Ensuring consistency of volunteering and employability throughout Scottish Canals.
- Improved relationships, through collaboration, with canal societies and community organisations.
- Creating a variety of employability opportunities, especially for young people and those removed from employment.

## **6. Key Relationships**

- Head of People and the People Team
- Volunteer and Employability Manager
- Other Volunteer Co-ordinators
- External partners including canal societies and community organisations and corporate clients and their volunteers
- Asset Management Team
- Managers and employees who will work with volunteers
- Skills Development Scotland, and further and higher education bodies
- Local authority employability teams and ranger services.

## 7. Organisation chart



## 8. Other

### **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment and other workforce conditions. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others (including employees, volunteers, and customers) when carrying out their duties and must help us to apply our overall health and safety policy.

### **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to know who their customers are and to have a full understanding of their needs and expectations so that we can provide high quality, appropriate services at all times.

## 9. Values

We expect all our employees to demonstrate and promote our values:

### **We Care**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

### **We Create**

Innovating and finding solutions to conserve and enhance our canals.

### **We Collaborate**

Working together, valuing contributions and experiences.

## Person Specification

### VOLUNTEERING CO-ORDINATOR

Requirements	Essential (E) or Desirable (D)	To be identified by: Application form (AF) Interview (I) Test (T) or other (give details)
<b>Qualifications:</b>		
A qualification or experience in community work or volunteer management	E	AF/I
Valid Driving Licence	D	AF/I
<b>Skills:</b>		
Good verbal and written communication skills	E	I
Ability to function on own initiative with limited supervision, prioritising workload	E	AF/I
An ability to develop relationships of trust and communicate with people on a one-to-one basis and in groups	E	AF/I
Good IT skills including proficiency in Microsoft Office	E	I
Presentation skills	D	I
<b>Knowledge:</b>		
Knowledge of volunteering and the voluntary sector	E	AF/I
Knowledge of good practice in relation to volunteer management and safeguarding	D	AF/I
Knowledge of canal-side communities		
Up-to-date local knowledge that can be used in recruiting and supporting volunteers	D	I
<b>Experience:</b>		
Experience of working with volunteers	E	AF/I
Experience of recruitment, training and supporting staff or volunteers	E	AF/I
Experience of organising events and learning programmes	E	AF/I
Experience of developing relationships with key partners, services and organisations	E	AF/I
Experience of designing and delivering training	D	I
Experience of tracking outputs and outcomes to report on impact	D	I
<b>Commitment:</b>		
Building effective relationships that generate confidence, respect, and collaborative working	E	AF/I
Always display the Scottish Canals values and behaviours and actively promote them in others	E	AF/I
Highly focused on service delivery and customer satisfaction	E	AF/I

	Signature	Date
Approved by People team:		
Approved by line manager:		



**STATEMENT OF PARTICULARS OF EMPLOYMENT**

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This Statement is issued to comply with the provisions of Section 1 of the Employment Rights Act 1996. It states the main terms and conditions that apply to your employment at the date stated below.

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**Name of Employer:** **Scottish Canals**

**Principal Address:** **Canal House, 1 Applecross Street, Glasgow, G4 9SP**

**Name of Employee:**

**Start Date:**

**Date Statement prepared:**

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**Job Title:**

**Job Code:**

**Pay Band:**

**Department:**

**Reporting to:**

1. **Place of Work**

You may be required to work at various Scottish Canals' locations, where appropriate being required to travel for the proper performance of your duties. Your reporting base is:

You are required to reside within a reasonable travelling distance of your reporting base.

2. **Duration of Employment**

Probation Period

At the start of your employment, your employment is subject to a probationary period of six month, during which time we will assess your suitability for the position in which you are employed. This period may be extended at the organisation's discretion.

The organisation will confirm the successful completion of your probationary period in writing. Your progress towards successful completion of your probation period will be reviewed after three months so that any assistance necessary can be identified.

After successful completion of your probation period, this employment is intended to be permanent.

During your probationary period, your employment may be terminated at any time by you or the organisation giving one week's written notice.

3. **Salary**

The salary band for your position is Band **PAY BAND**. The salary range for this band is £**BAND RANGE**. In accordance with the Collective Agreement April 2023 and Pay Award your total annual salary is £**SALARY** per annum. **If you are part-time, the basic annual salary shown is pro-rated to your contracted hours.**

Normally, each year on April 1st, you will progress to the next pay point until your salary reaches the top of the pay band. If you commenced employment between January 1st and March 31<sup>st</sup>, you will not be eligible to move up a pay point until the following April.

Payment is made calendar monthly, normally on the 21st day of each month, by credit transfer to a suitable bank or building society account. Payment is made in twelve equal instalments. If at any time a payment is made to you in error, Scottish Canals reserves the right to reclaim the amount of the overpayment from your wages.

Your salary is private and confidential to you and should not be disclosed to any other member of Scottish Canals.

4. **Benefits**

You may be provided with employee benefits during your employment, subject to any rules applicable to the relevant benefit:

Further details of these benefits are available from the People Team.

We may replace or withdraw such benefits, or amend the terms of such benefits, at any time on reasonable notice to you.

5. **Hours of Work**

Your standard working week is **HOURS** hours and your normal working days are as agreed with your line manager.

Where your working day is more than six hours, a minimum 30-minute break must be taken for lunch, which will be unpaid. Any additional breaks should be managed locally by your line manager.

Core hours are between 7am and 7pm, Monday to Friday ("Core Hours") and you will be expected to carry out your hours during those Core Hours.

You may also be required to work additional hours, beyond your **HOURS**-hour working week and outwith the Core Hours, as may be necessary for the proper performance of your duties or to meet the needs of Scottish Canals. These hours are variable.

Where you are required to work additional hours, you may accrue Time Off in Lieu ("TOIL"). TOIL hours are accrued at plain time rate. Any TOIL accrued must be used as soon as possible after it has been accrued and must be in line with the Pay and Reward policy and agreed with your line manager in advance. You will not, except in exceptional circumstances and with prior approval of your line manager, be paid for hours worked beyond your normal hours of work. A copy of the Pay and Reward policy is available from a member of the People Team.

Where TOIL does not meet business needs (at the discretion of your line manager) then overtime may be payable after you have worked 35 hours per week, at the rate of:

1.5 times your normal hourly pay for each additional hour worked on a weekday; and

2 times your normal hourly pay for each additional hour worked on a weekend (Saturday or Sunday) or public holiday.

#### 6. **Training**

During your employment, you may be entitled to take part in various training courses which we may provide from time to time in-house. Specific details of what courses might be available can be found on the eSkillz/NetConsent. You should speak to your line manager in the first instance to discuss your learning needs and to book any training.

#### 7. **Holiday**

The Annual Holiday year is from 1 January to 31 December.

Annual Leave entitlement is as follows:

Employees with less than five years' service:	28 days per annum
Employees with more than five years' service:	30 days per annum

Entitlement for part-time employees will be on a pro-rata basis.

Up to three of these days may be fixed by Scottish Canals. Additional days may be fixed locally by the appropriate Forum.

Payment for holiday is made at the rate of Total Annual Salary.

If your employment starts or terminates part way through a holiday year, your holiday entitlement during that year will be calculated on a pro rata basis.

The taking of holidays is to be agreed where possible, but the decision of management is final. Local restrictions may be applied to when holiday is allowed to take account of peaks of workload or the requirement to maintain customer service.

On the termination of your employment, you will be entitled to pay in lieu of accrued and untaken holiday for that holiday year.

If, on the termination date, you have taken more holiday than your accrued entitlement, you consent to a deduction being made for the corresponding amount from your salary. If your salary is insufficient to allow for any such deduction, you agree to repay the outstanding amount within one month of the termination of your employment.

In addition to annual leave there are ten Bank and Public Holidays. The actual days may vary and are determined by the appropriate Forum. Entitlement for part-time employees will be on a pro-rata basis. They are normally as follows:

Christmas	2 days (Christmas Day, Boxing Day)
New Year	2 days (New Year's Day, 2 January)
Easter	2 days (Easter Monday, plus Good Friday)
May Day	1 day
Late May	1 day
September Day	1 day (Bank Holiday Monday)
St Andrew's Day	1 day (Bank Holiday Monday).

#### 8. **Sickness, Injury and Sick Pay**

Provided you comply with sickness absence reporting procedures, you are eligible to be paid sickness payments in accordance with Scottish Canals' Employment Provisions. Sickness payments are based on length of service.

These are currently:

<b>Length of service</b>	<b>* / **</b>
Less than 6 months service	2 weeks full pay / 2 weeks half pay
Not less than 6 months and less than 1 year	6 weeks full pay / 6 weeks half pay
Not less than 1 year and less than 2 years	16 weeks full pay / 16 weeks half pay
Not less than 2 years and less than 3 years	18 weeks full pay / 18 weeks half pay
Not less than 3 years and less than 4 years	20 weeks full pay / 20 weeks half pay
Not less than 4 years and less than 5 years	23 weeks full pay / 23 weeks half pay

Length of service	* / **
5 years and above	26 weeks full pay / 26 weeks half pay

\* amount to include Statutory Sick Pay where applicable.

\*\* plus Statutory Sick Pay where applicable.

Full pay for a part time employee is based on their contractual hours.

#### 9. **Other Paid Leave**

You may be eligible to take the following types of paid leave, subject to any statutory eligibility requirements or conditions and our rules applicable to each type of leave in force from time to time:

- (a) statutory maternity leave and you may be eligible to receive maternity pay subject to the rules set out in our Maternity Policy from time to time;
- (b) statutory paternity leave and you may be eligible to receive paternity pay subject to the rules set out in our Family Friendly from time to time;
- (c) statutory adoption leave and you may be eligible to receive adoption pay subject to the rules set out in our Family Friendly from time to time;
- (d) shared parental leave and you may be eligible to receive shared parental pay subject to the rules set out in our Family Friendly Policy from time to time; and
- (e) parental bereavement leave and you may be eligible to receive parental bereavement pay subject to the rules set out in our Leave Policy from time to time ; and
- (f) Other types of paid leave

Further details of such leave and your pay during such leave are available in our leave policy.

We may replace, amend or withdraw our policy on any of the above types of leave at any time.

#### 10. **Scottish Canals' Pension Fund**

Scottish Canals may be required by law to enrol you into a pension scheme. The law sets minimum standards for pension scheme membership and allows any employee enrolled into a pension scheme to opt-out.

Scottish Canals will be entitled to deduct any pension contributions from your salary and pay these to the pension scheme for you.

More information about the pension scheme(s) and contribution levels is available from People Team who will contact you directly in this regard.

Scottish Canals reserves the right to change or withdraw the pension terms which apply to you and any pension scheme of which you are a member.

A contracting out certificate is not in force in relation to your employment.

During your employment, you will be covered by Death in Service Life Assurance as follows:

- (a) If you are a member of the Defined Contribution plan, the cover will be 4 times your annual salary; or,
- (b) If you are not a member of the Defined Contribution plan, the cover will be 1 times your annual salary.

Please complete the enclosed Expression of Wish Form and return it to the People Team with details of the person or people you would like to benefit. This is a useful guide to the Benefits Sub-Committee, who decide who should receive the lump sum, but cannot be a binding document. You may change your nomination at any time.

#### 11. **Length of Notice to Terminate Employment**

You are required to give the following notice of your intention to termination your employment:

For those at Bands A to C – 4 weeks' notice  
For those at Bands D to F – 8 weeks' notice  
For those at Bands G to J – 12 weeks' notice.

If Scottish Canals terminates your employment you are entitled to the following minimum period of notice:

Period of continuous employment	Minimum notice
Less than five years	Four weeks
Five years or more and less than twelve years	One week for each year
Twelve years or more	Twelve weeks

In the event that you are found to have committed gross misconduct, the organisation reserves the right to end your employment with immediate effect.

#### 12. **Collective Agreement: Scottish Canals' Employment Policies**

Various terms and conditions are incorporated into your employment contract and apply in addition to those referred to in this statement.

These terms and conditions are reviewed and agreed in partnership with our recognised Trade Unions, Unison and Unite the Union.

Copies of Scottish Canals' Employment Policies can be obtained from your line manager or a member of the People Team.

13. **Grievance Policy**

The Grievance Policy applies to your employment after six months' continuous service and is contained within Scottish Canals' Employment Provisions. Should you wish to seek redress for any grievance relating to your employment, you should discuss the matter initially with your line manager. A copy of Scottish Canals' Grievance Policy is available from the People Team.

14. **Disciplinary Policy**

The Disciplinary Policy applies to your employment after six months' continuous service and is contained within Scottish Canals' Employment Provisions. If at any time you are dissatisfied with any disciplinary decision relating to you, you should notify the People Manager in writing. A copy of Scottish Canals' Disciplinary Policy is available from the People Team.

15. **Suspension From Work**

In certain circumstances it may be necessary to suspend you from work. This may arise because of health and safety concerns or in accordance with Scottish Canals' Disciplinary Policy. A copy of Scottish Canals' Disciplinary Policy is available from the People Team.

16. **Occupational Health**

Scottish Canals is committed to promoting and ensuring the health, safety, and welfare of its employees. Scottish Canals arranges regular health surveillance assessments which you are required to attend. Scottish Canals may also require you to attend a medical examination with a registered Medical Practitioner. This may be as a result of a health surveillance assessment or for another appropriate reason. A copy of Scottish Canals' Attendance Management Policy is available from the People Team.

17. **Variation of Contract**

Any term of this contract may be varied in one or more of the following ways:

- (a) following agreement in the JNC such a change will be notified to you and incorporated in Scottish Canals' Employment Provisions;
- (b) arising from Scottish Canals' reasonable requirements for a flexible and mobile workforce, you may at any time be required, on a permanent or temporary basis, to:



- transfer your reporting base to any Scottish Canals establishment or location within reasonable travelling distance in all the circumstances;
- vary your hours of work;
- undertake such other duties as may reasonably be required of you, having regard to your general level of responsibility;

(c) as a consequence of disciplinary action taken in accordance with the Disciplinary Policy and Procedure.

**Declarations:**

Content of Statement approved by Holly McNair, People Coordinator      Date

Terms of Employment accepted by \_\_\_\_\_ Date

One signed copy of Statement to be returned to People Team.

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# 1 Technical Economic Appendix

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This Technical Appendix presents the methodology, data and data sources and assumptions used to quantify the cash-releasing, non-cash releasing benefits and costs used to assess the Net Present Value Benefits associated with the Lock 16 – Scotland’s Centre of Excellence of Canals and Traditional Skills project.

This cost-benefit analysis has employed appraisal techniques that are consistent with those outlined in HM Treasury Green Book (HM Treasury, 2022). It considers the range of socio-economic impacts that the project is forecast to generate at the Falkirk, Scotland and UK geographic levels up to 2034/35 (10-year project appraisal period). The appraisal further considers the following:

- constant prices – all monetary values are expressed as a constant price i.e. expressed as a ‘real price’ for that specific time period. The Office for National Statistics (ONS) publishes time-series data for a series of price indices and we apply the Gross Domestic Product (GDP) deflator to present all figures in constant prices; and
- present values – considers the Social Time Preference Rate (STPR) of consumption, i.e. the rate used for discounting future benefits and costs. We use the HM Treasury recommended discount rate of 3.5% to convert all costs and benefits to ‘present values’, so that they can be compared.

## 1.1 Costs

The cost-benefit analysis assesses the following costs borne by public sector bodies:

It covers the following main budget lines:

- Capital costs:
  - Enabling works
  - Building redevelopment
  - Consents and surveys
  - Professional fees
  - Contingencies
  - Sunk cost associated with previous works to make the building wind and watertight.
- Revenue costs:
  - Staff and oncosts.
  - Maintenance, utilities, insurance and relocation costs



- Volunteer training costs
- Schools engagement
- Sector workforce development
- Sector support
- Outreach and engagement
- Pre-apprenticeship programme
- Third-Party Public-Sector Costs:
  - Contractual SFC and SDS funding to support accredited Further Education courses and Modern Apprenticeships.
- Environmental/carbon costs:
  - Capital/embodied carbon emissions
  - Ongoing operational carbon emissions

As per Green Book requirements, within the Cost Benefit Appraisal (also referred to as Net Present Costs, NPC) we have included +24% optimism bias on the capital works (not including the sunk costs) and a 20% optimism bias on revenue costs.

### 1.1.1 Capital Costs

The capital costs of the project consider the direct project capital costs and sunk costs associated with previous development works to make the building weather tight.

The direct project capital costs associated with the Lock 16 project are based on RIBA Stage 4 cost estimates developed by Robertson Construction. **Table 1** summarises the direct project capital costs for each option.

**Table 1: Direct Project Capital Costs (£000s)**

Option	2025/25	2026/27	Total	Present Value
Op1	£0	£0	£0	£0
Op2	£269	£5,283	£5,552	£5,373
Op3	£314	£6,163	£6,477	£6,268
Op4	£448	£8,804	£9,253	£8,955

Note: Figures rounded to nearest £0.1m. Discounted figures discounted at an annual rate of 3.5%.

The economic appraisal also considers a 24% optimism bias on direct project capital costs. The total capital costs including this 24% optimism bias are presented in **Table 2**.

**Table 2: Direct Project Capital Costs with Optimism Bias (£m)**



Option	Total	Present Value
Option 1	£0.0	£0.0
Option 2	£6.9	£6.7
Option 3	£8.0	£7.8
Option 4	£11.5	£11.1

Note: Figures rounded to nearest £0.1m. Discounted figures discounted at an annual rate of 3.5%.

The sunk costs are associated with works already completed and therefore apply equally to all short-listed options. These costs are £3.7m (already spent by Scottish Canals) spent between 2017 and 2024. This cost is uprated to 2025 prices using the GDP deflator and is £4.2m in 2025 prices.

### 1.1.2 Operational Costs

As noted the operational costs cover the following areas:

- Staff and oncosts for the following roles:
  - SC Volunteer & employability Manager (SC Band F)
  - SC Volunteer co-ordinator (SC Band C)
  - HES Band C CYC-Lock16 Project Officer
  - HES Band D Training Officer 3
  - HES Band C Activity Plan & QA Co-ordinator
- Maintenance, utilities, insurance and relocation costs
- Volunteer training costs
- Schools engagement
- Sector workforce development
- Sector support
- Outreach and engagement
- Pre-apprenticeship programme

Note that the cost of delivering the Rural Skill MA (Option 4 only), Rural Skills NCs (Options 1, 2 and 3) and SCQF accredited courses are embedded within staff costs and other operational costs. In practice a portion of this training education activity will be funded the Scottish Funding Council and Skills Development Scotland (with HES funding the remaining portion).

Operational costs are based the project financial model developed by SC and HES and is presented in constant prices (i.e. inflation has been removed).



The cost of deliver the existing Stonemasonry MA is considered as a third-party public-sector cost, with cost of delivery split between SDS and HES. The cost of delivering Stonemasonry MAs is based on a £15,934 per pupil annual cost. Note that Option 4 delivers 15 MAs per annum starting from 2027/28 onward whereas Options 1, 2 and 3 deliver 12 MAs per annum for the whole life of the appraisal period. The costs of this delivery is embedded within staff costs for the Option 4 financial model.

**Tables 3 to 6** presents the ongoing operation costs associated with each option.

#### **1.1.2.1 Total Operation Costs Summary**

The total estimated operational costs for each option are presented in **Tables 3 to 6**, overleaf.



**Table 3: Total Operational Costs (£000s) – Option 1**

	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35	Total	Discounted
<b>Third-Party Public-Sector Costs</b>												
MA Stonemasonry	£191	£191	£191	£191	£191	£191	£191	£191	£191	£191	£1,912	£1,646
NC Rural Skills	£41	£41	£41	£41	£41	£41	£41	£41	£41	£41	£408	£351
<b>Staffing</b>												
Salaries and On-costs	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
<b>Operational Costs</b>												
Volunteering Training	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Schools Engagement	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Sector Workforce Development & Upskilling	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Sector Support	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Outreach & Engagement	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
<b>Project Total</b>	<b>£232</b>	<b>£232</b>	<b>£232</b>	<b>£232</b>	<b>£232</b>	<b>£232</b>	<b>£232</b>	<b>£232</b>	<b>£232</b>	<b>£232</b>	<b>£2,320</b>	<b>£1,997</b>

Note: Figures rounded to nearest £1,000. Discounted totals discounted at an annual rate of 3.5%.

**Table 4: Total Operational Costs (£000s) – Option 2**

	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35	Total	Discounted
<b>Third-Party Public-Sector Costs</b>												
MA Stonemasonry	£191	£191	£191	£191	£191	£191	£191	£191	£191	£191	£1,912	£1,646
NC Rural Skills	£41	£41	£41	£41	£41	£41	£41	£41	£41	£41	£408	£351
<b>Staffing</b>												
Salaries and On-costs	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
<b>Operational Costs</b>												
Volunteering Training	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Schools Engagement	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Sector Workforce Development & Upskilling	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Sector Support	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Outreach & Engagement	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
<b>Project Total</b>	<b>£232</b>	<b>£232</b>	<b>£232</b>	<b>£232</b>	<b>£232</b>	<b>£232</b>	<b>£232</b>	<b>£232</b>	<b>£232</b>	<b>£232</b>	<b>£2,320</b>	<b>£1,997</b>

Note: Figures rounded to nearest £1,000. Discounted totals discounted at an annual rate of 3.5%.

**Table 5: Total Operational Costs (£000s) – Option 3**

	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35	Total	Discounted
<b>Third-Party Public-Sector Costs</b>												
MA Stonemasonry	£191	£191	£191	£191	£191	£191	£191	£191	£191	£191	£1,912	£1,646
NC Rural Skills	£41	£41	£41	£41	£41	£41	£41	£41	£41	£41	£408	£351
<b>Staffing</b>												
Salaries and On-costs	£0	£31	£180	£170	£193	£193	£193	£193	£193	£193	£1,537	£1,277
<b>Operational Costs</b>												
Volunteer Programme	£20	£26	£31	£35	£35	£35	£35	£35	£35	£35	£322	£273
Schools Engagement	£0	£19	£19	£19	£19	£19	£19	£19	£19	£19	£170	£144
Sector Workforce Development	£0	£31	£31	£31	£31	£31	£31	£31	£31	£31	£279	£236
Sector Support	£0	£20	£20	£20	£20	£20	£20	£20	£20	£20	£180	£152
Outreach & Engagement	£0	£10	£10	£10	£10	£10	£10	£10	£10	£10	£90	£76
<b>Project Total</b>	<b>£252</b>	<b>£369</b>	<b>£523</b>	<b>£516</b>	<b>£540</b>	<b>£540</b>	<b>£540</b>	<b>£540</b>	<b>£540</b>	<b>£540</b>	<b>£4,897</b>	<b>£4,155</b>

Note: Figures rounded to nearest £1,000. Discounted totals discounted at an annual rate of 3.5%.



**Table 6: Total Operational Costs (£000s) – Option 4**

	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35	Total	Discounted
<b>Staffing</b>												
Salaries	£0	£61	£385	£355	£411	£411	£411	£411	£411	£411	£3,267	£2,714
On-Costs	£0	£17	£66	£68	£71	£71	£71	£71	£71	£71	£575	£479
<b>Operational Costs</b>												
Maintenance	£0	£0	£78	£78	£78	£78	£160	£78	£78	£78	£707	£586
Utilities/Energy	£15	£15	£148	£148	£148	£148	£148	£148	£148	£148	£1,214	£1,013
Insurance	£10	£11	£15	£15	£15	£15	£15	£15	£15	£15	£141	£120
West Mains Relocation & Delap	£0	£0	£168	£0	£0	£0	£0	£0	£0	£0	£168	£156
Volunteer Programme	£0	£18	£25	£30	£36	£36	£29	£29	£29	£29	£264	£221
Training Support	£0	£0	£18	£18	£18	£18	£18	£18	£18	£18	£147	£122
Outreach & Engagement	£0	£0	£26	£26	£26	£26	£26	£26	£26	£26	£212	£176
Sector Workforce Development	£0	£0	£28	£28	£28	£28	£28	£28	£28	£28	£227	£189
Pre-Apprenticeship Programme	£0	£0	£89	£93	£98	£98	£98	£98	£98	£98	£770	£638
<b>Project Total</b>	<b>£25</b>	<b>£122</b>	<b>£1,046</b>	<b>£862</b>	<b>£930</b>	<b>£930</b>	<b>£1,005</b>	<b>£923</b>	<b>£923</b>	<b>£923</b>	<b>£7,691</b>	<b>£6,413</b>

Note: Figures rounded to nearest £1,000. Discounted totals discounted at an annual rate of 3.5%.

### 1.1.3 Cost of Carbon

The carbon assessment has been prepared in line with the Scottish City Region and Regional Growth Deals Carbon Management Guidance for Projects and Programmes: Scottish Government and HM Government v1: 11/08/2021 Guidance.

The assessment considers carbon impacts and monetisation of these impacts as additional project costs. The whole life carbon costs of the project are considered, including capital and operational carbon impacts.

The CBA considers two sources of Carbon Costs:

- Embodied Carbon – the financial value of tonnes of CO<sub>2</sub> equivalent (tCO<sub>2</sub>e) emitted during the capital phase of the project (primarily through the use of construction materials); and
- Operational Carbon – the financial value of tCO<sub>2</sub>e equivalent emitted during the operational phase of the project (emissions associated with the buildings' energy consumption).

Embodied Carbon has been assessed for Lock 16 based on the expected floorspace that will be created – 3,200 sqm. **Table 7** outlines the data coefficients used to estimate carbon emissions.

Note that under the counterfactual case, there is no redevelopment activity and therefore there is no embodied carbon emissions.

**Table 7: Summary of Embodied Carbon Assessment**

	Floorspace (sqm)	tCO <sub>2</sub> e per Sqm	Total CO <sub>2</sub> e emitted
Option 1	0	0.0	0
Option 2	3,200	0.5	1,600
Option 3	3,200	0.5	1,600
Option 4	<b>3,200</b>	<b>0.5</b>	<b>1,600</b>

The tCO<sub>2</sub>e per sqm coefficients are sourced from wider carbon footprint benchmarking research<sup>1</sup> which suggests that the average emissions for a building refurbishment is 500 kgCO<sub>2</sub>e per sqm.

To value the cost of the embodied carbon emissions, we assume that total CO<sub>2</sub>e emitted occurs during the 2025/26 and 2026/27 with 62.5% emitted in 2025/26 and 37.5% emitted in 2026/27 in line with the value of capital expenditure. Annual emissions are then multiplied by the annual price of carbon emissions sourced

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<sup>1</sup> <https://www.istructe.org/IStructE/media/Public/TSE-Archive/2020/Carbon-footprint-benchmarking-data-for-buildings.pdf>

from Department for Business, Energy and Industrial Strategy carbon value data tables<sup>2</sup> using “central” values.

**Table 8** summarises the embodied carbon cost for the project.

**Table 8: Embodied Carbon Cost**

Option		2025/26	2026/27	Total	Discounted
Option 1	tCO <sub>2</sub> e	0	0	0	0
	Price of Carbon per tonne	301	305	N/A	N/A
	Cost of Embodied Carbon	£0	£0	£0	£0
Options 2, 3 and 4	tCO <sub>2</sub> e	1,000	600	1,600	N/A
	Price of Carbon per tonne	81	1519	N/A	N/A
	Cost of Embodied Carbon	£24,508	£463,799	£488,307	£472,623

Note: Discounted figures discounted at an annual rate of 3.5%.

Operational Carbon under the preferred way forward has been assessed based on the assumption that Lock 16 will be relatively energy efficient. We have assumed that the building will achieve 80 kWh per sqm based on the passive building target of 67 kWh per sqm with a 20% increase applied. Total annual usage is then converted to CO<sub>2</sub>e emissions using emissions factors sourced from the Department for Energy Security and Net Zero<sup>3</sup>. Annual emissions are then multiplied by the annual price of carbon emissions sourced from Department for Business, Energy and Industrial Strategy carbon value data tables<sup>4</sup> using “central” values.

Under the Options 1 and 2, we assume that SC and HES use gas and electricity in line with UK building averages<sup>5</sup>– 61 kWh per sqm per annum for gas usage and 29 kWh per sqm per annum for electricity usage for warehouse space and 169 kWh per sqm per annum for gas usage and 68 kWh per sqm per annum for electricity for office space.

Under Option 3 we assumed that HES continues to use gas and electricity at these average rates.

**Table 9** summarises the operational carbon costs of the project for all options.

**Table 9: Operational Carbon Cost**

Organisation	Location	Use	Utility	Total Sqm	kWh per Sqm	Annual Energy Use	Total	PV Total
Option 1								

<sup>2</sup> See [here](#). Data tables 1-19. Table 3.

<sup>3</sup> Greenhouse gas conversion factors 2023. See [here](#).

<sup>4</sup> See [here](#). Data tables 1-19. Table 3.

<sup>5</sup> The Non-Domestic National Energy Efficiency Data-Framework 2023. See [here](#).

SC	West Mains	Warehouse	Gas	1,112	61	67,832	£39,995	£34,279
			Electricity		29	32,248	£5,888	£5,313
		Office	Gas	148	169	25,012	£14,747	£12,640
			Electricity		68	10,064	£1,837	£1,658
HES	Engine Shed	Office	Gas	893	169	150,917	£88,983	£76,266
			Electricity		68	60,724	£11,087	£10,005
Total				2,153	N/A	346,797	£162,537	£140,162
Option 2								
SC	West Mains	Warehouse	Gas	1,112	61	67,832	£39,995	£34,279
			Electricity		29	32,248	£5,888	£5,313
		Office	Gas	148	169	25,012	£14,747	£12,640
			Electricity		68	10,064	£1,837	£1,658
HES	Engine Shed	Office	Gas	893	169	150,917	£88,983	£76,266
			Electricity		68	60,724	£11,087	£10,005
Total				2,153	N/A	346,797	£162,537	£140,162
Option 3								
SC	Lock 16	Multi-Use	All Energy	3,200	80	256,000	£46,740	£42,179
HES	Engine Shed	Office	Gas	893	169	150,917	£88,983	£76,266
			Electricity		68	60,724	£11,087	£10,005
Total				4,093	N/A	467,641	£146,809	£128,451
Option 4								
SC and HES	Lock 16	Multi-Use	All Energy	3,200	80	256,000	£46,740	£42,179
Total				3,200	N/A	256,000	£46,740	£42,179

PV totals discounted at 3.5%.

### 1.1.4 Total Costs

The total costs (capital costs including optimism bias plus sunk costs plus operational costs plus cost of carbon) are presented for each option in **Table 10**.



**Table 10: Total Cost by Option (£m)**

Option	Total	PV Total
Option 1	£6.7	£6.3
Option 2	£13.8	£13.2
Option 3	£18.3	£17.2
Option 4	£25.4	£23.5

Note: Figures rounded to nearest £0.1m. Figures discounted at an annual rate 3.5%.

## 1.2 Cash-releasing benefits

The appraisal considers the following cash-releasing benefits:

- Operational income, including:
  - Commercial income generated by letting Lock 16 to a tenant business (Option 2 only)
  - Commercial income generated by HES through provision of training to private sector customers.
  - Operational savings for SC generated by operating out an efficient purpose-built building in Lock 16 compared to their current leased premises.

### 1.2.1 Commercial Income

Under Option 2, Lock 16 is completed and then assumed to be let out to a light industrial commercial enterprise at market rates. It is assumed that the building is let out at £45 per sqm per annum. This generates £144,000 per year in commercial income to SC. It is assumed that the building is let out following the completion of capital works, from Year 3 to Year 10 of the appraisal period. Based on the project's financial module, under Option 4, HES training activities are expected to generate over £500,000 in commercial income per annum through private training. **Table 11** summarises the annual commercial income generated by each option.

**Table 11: Commercial Income (£'000s)**

Option	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35	Total	PV Total
Op1	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Op2	£0	£0	£144	£144	£144	£144	£144	£144	£144	£144	£1,152	£956
Op3	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Op4	£0	£0	£537	£537	£537	£537	£0	£0	£0	£0	£2,147	£1,905

Note: Figures rounded to nearest £1,000. Discounted figures discounted at an annual rate of 3.5%.

### 1.2.2 Operational Cash Savings

By completing the project and relocating to Lock from West Mains, SC will reduce their annual operations costs from £263,860 to £149,007 for an annual savings £114,853. It is assumed cash savings benefits begin to be realised in Year 3 after the capital phase of the project is completed and continues to Year 10. **Table 12** presents the annual cash savings generated by each option. Note that while HES will not generate any cash saving from their relocation (as their operational cost will remain the same) they will now access additional space to support increased activity.

**Table 12: Operational Cost Savings**

Option	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35	Total	PV Total
Op1	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Op2	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Op3	£0	£0	£115	£115	£115	£115	£115	£115	£115	£115	£919	£763
Op4	£0	£0	£115	£115	£115	£115	£115	£115	£115	£115	£919	£763

Note: Figures rounded to nearest £1,000. Discounted figures discounted at an annual rate of 3.5%.

## 1.3 Non-cash Releasing Benefits

There are two types of non-cash releasing benefits considered within the economic appraisal. These are:

**Economic Benefits** quantified through an economic impact assessment (EIA). The EIA considers the range of socio-economic impacts that the project is forecast to generate within Falkirk, Scotland and the UK up to 2034/35. The appraisal has used a consistent metric for measuring the non-cash releasing benefits across the options - net direct GVA. This is UK and Scottish Government preferred approach to measuring economic value and is linked to the forecast benefits generated through the options.

**Regeneration Benefits** quantified through a non-market valuation technique consistent with HMT Green Book guidance. The appraisal uses monetised social, land and assets in a consistent value metric.

This impact review has employed appraisal techniques that are consistent with those outlined in HM Treasury Green Book (HM Treasury, 2022).

### 1.3.1 Economic Benefits

New onsite employment activity - new jobs created with HES and SC deliver the project, covering the following roles: SC Volunteer and Employability Manager, SC Volunteer Coordinator, HES Project Office, HES Training Officer, HES Activity Plan and QA Coordinator. FTEs (annual average) created/supported are estimated at:

- Option 1 – 0.0 FTEs.
- Option 2 – 0.0 FTEs.

- Option 3 – 2.0 FTEs.
- Option 4 – 5.0 FTEs.

As these posts will be “non-profitmaking” we have used employment costs (salaries, National Insurance, and pension contributions) as a proxy for GVA.

Leveraged industrial onsite employment activity – new jobs created within the business that will commercially let the completed Lock 16 building under Option 2 only and for Options 3 and 4, new industrial business activity with the now vacated West Mains space previously occupied by SC. It is assumed that this business will operate in the light industrial sector. FTEs (annual average) created/supported are estimated at:

- Option 1 – 0.0 FTEs.
- Option 2 – 50.0 FTEs.
- Option 3 – 20.0 FTEs.
- Option 4 – 20.0 FTEs.

Relocation of HES Staff – HES will relocate 7 FTE jobs from their current location at the Engine Shed in Stirling to Lock 16 in Falkirk. Note this only occurs under Option 4. Under all other options, these 7 FTEs remain located at Stirling.

Productivity Uplifts/Graduate premiums - GVA generated by increased productivity in the traditional construction sector and historic environment sectors– through increasing the uptake of skills training in the student base and workforce. This is modelled through the uplift in annual salaries (the “wage premium”) earned by those that upskill/ reskill and converted to GVA using published economic and financial data to derive an average co-efficient.

- Pathways of re/upskilling and associated “wage premiums” have been identified and modelled:
  - Completion of a Modern Apprenticeship in Stonemasonry (MA) course and entry into relevant industries.
  - Completion of a Modern Apprenticeship in Rural Skills (MA) course and entry into relevant industries (option 4 only). Note that in all other options there is a NC Rural Skills course provided.
  - Completion of professional training qualification at SCVQ level 8 for rural/heritage asset management and resulting increased productive capacity in the labour force; and
  - Completion of professional training qualification at SCVQ level 6 for repair and maintenance of traditional building and resulting increased productive capacity in the labour force.
- GVA generated by MA in study employment. Those enrolled in MA courses are typically employed on a full-time basis (approx. 30 hours per week) by a host employer.

To capture economic impacts generated by in-study employment we rely on apprenticeship pay data published by Scottish Government<sup>6</sup>. We then apply sector specific economic coefficients sourced from SABS to convert wages to GVA.

Volunteering – the equivalent economic value of volunteer work based on total hours and a value equivalent to the national minimum wage of £12.21. SC already supports 400 volunteers per annum, this is expected to increase to 610 per annum and an additional 105 “highly trained” volunteers who will train others in external organisation who will in turn support 420 volunteers.

### 1.3.2 Regeneration Benefits

Asset residual value – the value of the built asset (the refurbished Lock 16 site) at the end of the appraisal period (year 10). This is based on the value of the 10 years market rent received under an alternative use situation.

Land value uplift – the price uplift in the value of the land comprise the lock 16 site based on the creation of a commercially viable asset and increase value of land use. This is determined by the formula for land value uplift as set out in the HMT Greenbook. This formula is:  $\text{Land price} = \text{Gross Development value} - (\text{development costs} + \text{fees} + \text{profit})$ .

Amenity value – the value received by local residents who benefit from a vacant and derelict site being brought back to productive economic use and the increased activity of people into the area. This is based on the population of the data zone in which Lock 16 is located and the 6 additional datazones adjacent.

### Differing Approaches to Measuring Non-Cash Releasing Benefits

The UK and Scottish Government adopt different approaches to measuring net direct GVA, considered below.

The net direct GVA impacts at the Falkirk and Scotland level are based on a ‘spatial analysis’ or ‘place based’ approach – this reflects the over-arching goal of the FDG to deliver inclusive growth.

At the UK level we have followed Green Book guidance with regards to productivity uplift and which measures the benefits generated through supporting better/higher paid jobs (productivity gains).

### 1.3.3 Gross Impacts

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<sup>6</sup>Apprenticeship Pay Survey. [See here](#).



The gross impacts measure the overall change in the economy that is estimated to be generated through the project. This section explains the methodology and assumptions used to estimate gross impacts and presents the results of the economic impact appraisal.

### 1.3.3.1 On-site Staffing Impacts

The project is expected to generate ongoing impacts associated with the delivery/teaching of courses and volunteering activity. All roles will be employed either as SC or HES staff. The roles include:

- SC - Volunteer & employability Manager (Band F)
- SC - Volunteer co-ordinator (Band C)
- HES - Lock16 Project Officer (Band C)
- HES - Training Officer (Band D)
- HES - Activity Plan & QA Co-ordinator (Band C)

AS FVC is a non-profit making organisation, we have used employment costs (salary + pension + NI) as a proxy for 'on-site' GVA. Employment costs are based on the expected salary bands within each organisation.

**Table 13** summarises the gross on-site staffing impacts generated by each option.

**Table 13: Gross On-site Staffing Impacts - GVA (£m)**

Option	FTEs	GVA	PV GVA
Option 1	0	£0.0	£0.0
Option 2	0	£0.0	£0.0
Option 3	2	£1.5	£1.3
Option 4	5	£3.8	£3.2

Note: Figures rounded to nearest £0.1m and discounted at an annual rate of 3.5%.

### 1.3.3.2 MA In-study Employment Impacts

In combination with academic studies, students enrolled in MA courses delivered through HES activity at Lcok16 are engaged in employment activity at host businesses. This employment activity is expected to generate economic impacts within the region. The level of economic activity depends on the number of students enrolled and average salaries earned by modern apprentices within Falkirk's construction and historic environment sectors. The annual number of students enrolled in Stonemasonry and Rural Skills MAs is presented below.

**Table 14: MA Student Enrolment**

Course	Students (Option 1)	Students (Option 2)	Students (Option 3)	Students (Option 4)
Stonemasonry	12	12	12	15
Rural Skills	0	0	0	5

SDS data suggests that on average Rural Skills MA students can expect to earn £410<sup>7</sup> per week or £18,450 per annum. Further, SDS data suggests that on average Construction MA students can expect to earn £400<sup>8</sup> per week or £18,002 per annum.

It is expected that students in Rural Skills courses will work in related industries in Falkirk such as historic environment, land and asset management. Therefore, a bespoke salary to GVA ratio of 1.6<sup>9</sup> is applied to gross salaries earned by Rural Skills MA students. Similarly, construction MA students are expected to work in Falkirk's construction sector while in study and a salary to GVA ratio of 2.7<sup>10</sup> is applied.

<sup>7</sup> See [here](#). Based on median weekly pay for "other" MA frameworks and updated to 2025 prices.

<sup>8</sup> See [here](#). Based on median weekly pay for "construction" MA frameworks and updated to 2025 prices.

<sup>9</sup> Based on economic averages for the following SIC07 2-digit sector 74 (done at the Scotland data level to allow for 2-digit specificity)

<sup>10</sup> Based on economic averages for the following SIC07 2-digit sectors: 41 – 43.

**Table 15** summarises the cumulative gross economic impacts generated by in study employment.

**Table 15: Gross MA In-study Employment Impacts - GVA (£m)**

Option	Non-Discounted	Discounted
Option 1	£5.8	£5.0
Option 2	£5.8	£5.0
Option 3	£5.8	£5.0
Option 4	£8.2	£7.0

Note: Financial figures rounded to nearest £0.1m and discounted at an annual rate of 3.5%.

### 1.3.3.3 Wage Premium Impacts

The impacts within the wider economy are driven by the number of SCQF accredited, MA course graduates who enter the workforce. We consider the following areas of courses:

- Modern Apprenticeships:
  - Rural Skills and Construction
- SCQF accredited courses
  - Full-time Rural Skills NCs (Options 1,2 and 3 only)
  - Diploma (level 8) in Planning, Surveying and Recording the Condition of Built Assets for Conservation
  - Diploma (level 6) in Repair and Maintenance of Traditional Buildings

The economic model follows a student's journey through their course accounting for course level and the time it takes to complete the course. Note that the model quantifies the lifetime benefit to graduates and therefore includes wage premiums (of all graduates trained until 2034/35) earned across a 25-year assessment period up until 2049/50.

The value and phasing in of the wage premiums earned is also dependent on course subject and level.

The number of students/trainees expected to be enrolled in each type of course has been provided by the college and is based on current enrolment and forecast estimates.

**Table 16** shows the annual number of graduates.

**Table 16: Students Enrolled in Academic Courses (annual basis)**

Course	Level	Students (Option 1)	Students (Option 2)	Students (Option 3)	Students (Option 4)
Stonemasonry	MA Level 6	12	12	12	15
Rural Skills	MA Level 5	0	0	0	5
Rural Skills	NC Level 3	5	5	5	0
Planning, Surveying and Recording the Condition of Built Assets for Conservation	Diploma Level 8	0	0	0	30
Repair and Maintenance of Traditional Buildings	PDA Level 6	0	0	0	50

There is a wealth of literature that provides evidence on the potential quantitative impacts and benefits of earning higher/further education qualifications– this is regarded as a “wage premium” i.e. the support will help improve company productivity which will have a subsequent round of positive effects on employees’ wages.

To inform the impact on wages of MA course completion we have referred to a longitudinal research study, carried out by Scottish Government, that examined the impacts of completing an MA course on annual earnings levels<sup>11</sup>. The research shows that five years after courses completion the average wage of MA graduate within the Animal Care, Land and Water based (used as the closest match to Rural Skills subject graduates) occupational grouping is £22,667. As the MA course is an enhancement of the existing Rural Skills NC, we compare the salary earned from the MA to the NC. To inform the impact on wages on the NC course completion we have referred to a longitudinal research study, carried out by Scottish Government, that examined the impacts of completing further education courses on annual earnings levels<sup>12</sup>. The research shows that following the completion of HNC/D course in Agriculture, Horticulture and Animal Care (again the closet match to Rural Skills) a graduate earns £20,441. The uplift from changing the course from an NC to an MA is therefore £2,226.

For the Stonemasonry MA course, we follow a similar methodology as above.

<sup>11</sup>Longitudinal Education Outcomes from Modern Apprenticeships:2020/21 Scotland. See [here](#).

<sup>12</sup>Longitudinal Education Outcomes from Colleges:2016/17 Scotland. See [here](#).

Five years after courses completion the average wage of MA graduate within the Construction occupational grouping was 6% higher than the average construction sector wage (based on 2020/21 wage levels, when the study was conducted). This uplift applied to the average 2025 construction sector wage of £41,590, yield a wage premium of £2,360.

To inform the impact on wages the diploma level SCQF accredited courses, we have referred to a longitudinal DWP research study that examined the impact of training on wage levels. The research showed that the average effect on hourly wages was a +5% and +4% increase for males and females, respectively.

The Planning, Surveying and Recording the Condition of Built Assets for Conservation Level 8 diploma is expected to improve the skills and productivity of those already working in the sector, which is 74% male and 26% female<sup>13</sup> which implies an average uplift of 4.74% on top of the average industry wage of £24,218 (£1,147).

The Repair and Maintenance of Traditional Buildings Level 6 diploma is expected to improve the skills and productivity of those already working in the sector, which is effectively 100% male<sup>14</sup> which implies an average uplift of 5%. However, as this a lower-level course, we assume that the uplift is 50% of the average uplift, or 2.5% on top of the average industry wage of £41,590 (£1,040).

We further incorporate an impact profile modelling when wage premiums are earned and built up over time. The MA research presents salaries 5 years after course completion. Therefore, it is assumed that 20% of the total wage premium is earned each year until the full effect is realised 5 years after graduation. For all other course types, we assume the full effect is realised immediately after course completion. **Table 17** below outlines examples of students/trainees undergoing each course type and the subsequent wage premiums earned by each. Again, recall that wage premiums are assessed over a 25-year time horizon to reflect the long-term impact of wages and productivity over a worker's lifetime.

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<sup>13</sup> Annual Population Survey – SOC2020 occupational code 245.

<sup>14</sup> Annual Population Survey – SOC2020 occupational code 53.

**Table 17: Wage Premium Impact Profiles**

Course Type	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35 – 49/50
MA – Stonemasonry	Capital Phase		Begins			Completes				
MA – Rural Skills			Begins			Completes				
Planning, Surveying and Recording the Condition of Built Assets for Conservation Level 8			Begins and completes	£1,147	£1,147	£1,147	£1,147	£1,147	£1,147	£1,147
Repair and Maintenance of Traditional Buildings Level 6			Begins and completes	£1,040	£1,040	£1,040	£1,040	£1,040	£1,040	£1,040

### Converting Wages to GVA

We assume that increased salaries are reflective of increased productivity (GVA) within businesses and wider industry employing course graduates. To calculate total GVA associated with wage premiums, we multiply the total annual wage increase earned by all Rural Skills MA and Planning, Surveying and Recording the Condition of Built Assets for Conservation course graduates by 1.6 – the salary to GVA coefficient as described previously in **section 1.3.3.2**. To calculate total GVA associated with wage premiums for MA Stonemasonry and Repair and Maintenance of Traditional Buildings, we multiply the total annual wage increase earned by all construction course graduates by 2.7 – the salary to GVA coefficient for those working in the construction sector as described previously in **section 1.3.3.2**.

**Table 18** presents the gross impacts associated with wage premiums.

**Table 18: Gross Wage Premium Impacts (£m)**

Option	Non-discounted Salaries	Discounted Salaries	Non-discounted GVA	Discounted GVA
Option 1	£5.2	£3.2	£14.2	£8.6
Option 2	£5.2	£3.2	£14.2	£8.6
Option 3	£5.2	£3.2	£14.2	£8.6
Option 4	£21.3	£13.0	£49.1	£30.0

Note: Financial figures rounded to nearest £0.1m and discounted at an annual rate of 3.5%.

### 1.3.3.4 Relocated HES Staff

There will be 7 FTEs of staffing at HES which is currently located at Stirling and will be relocated to the Falkirk office at Lock 16. As HES is a non-profit making government body, GVA has been proxied by the cost of employment (salaries, plus NI and pension contributions). It is assumed that the cost of each employee is £50,000. Gross impacts are presented below.

**Table 19: Gross Relocated HES Staff Impacts**

Option	Non-discounted GVA	Discounted GVA
Option 1	£0.0	£0.0
Option 2	£0.0	£0.0
Option 3	£0.0	£0.0
Option 4	£2.8	£2.3

Note: Financial figures rounded to nearest £0.1m and discounted at an annual rate of 3.5%.

### 1.3.3.5 Volunteer Impacts

Currently SC supports the activity of 400 volunteers annually. This is expected to increase with the completion of the Lock 16 project as it will increase the physical capacity of SC to deliver volunteer training and allocate an additional staff resource for training. Therefore, volunteer numbers are expected to increase to 610. There will be the development of a new intensive volunteer course with the purpose of training the trainer, where 105 additional volunteers will be trained and in turn they will support 420 volunteers across partner organisations. Volunteering activity is summarised in Table 20.

**Table 20: Summary of Volunteering Activity**

Option	Basic Volunteers	Train the Trainer	Partner Volunteers	Total Volunteers
Option 1	400	0	0	400
Option 2	400	0	0	400
Option 3	610	105	420	1,135
Option 4	610	105	420	1,135

To estimate the economic value of volunteering activity we apply the national minimum wage of £12.21 per hour to the total hours volunteered. Based on SC data, the average volunteer puts in 150 hours per annum.

**Table 21: Gross Volunteering Impacts**

Option	Non-discounted GVA	Discounted GVA
Option 1	£7.3	£6.3
Option 2	£7.3	£6.3
Option 3	£17.7	£14.9
Option 4	£17.7	£14.9

Note: Financial figures rounded to nearest £0.1m and discounted at an annual rate of 3.5%.

### 1.3.3.6 Leveraged Industrial Onsite Employment Activity

Under Option 2, Lock 16 will be leased on a commercial basis with the assumption that a light industrial based firm will occupy the building and operate out of it for the duration of the appraisal period. It is assumed that the 3,200 sqm will be reconfigured allowing for the need of a light industrial outfit, 2,400 net internal area will be usable. Based on an employment density of 47 sqm per employment, it is estimated that 50 FTEs can be supported onsite.

Under options 3 and 4, SC will relocate to Lock 16 leaving the 1,200 sqm West Mains site vacant, we assume that a light industrial based business will take this space. Similar to above the 1,200 sqm will need to be reconfigured to enable light industrial operations and it is assumed that 945 sqm of net internal area will be available. Based on an employment density of 47 sqm per employment, it is estimated that 20 FTEs can be supported onsite.

A GVA per FTE coefficient sourced from SABS for the Manufacturing Sector (SIC 10-33) is applied to estimate Gross GVA. **Table 22** summarises the gross impacts.

**Table 22: Light Industrial Gross Impacts**

Option	Non-discounted GVA	Discounted GVA
Option 1	£0.0	£0.0
Option 2	£24.9	£20.6
Option 3	£9.8	£8.1
Option 4	£9.8	£8.1

Note: Financial figures rounded to nearest £0.1m and discounted at an annual rate of 3.5%.

### 1.3.3.7 Land Value Uplift

There will be an uplift in the value of the land comprise the lock 16 site based on the creation of a commercially viable asset and increase value of land use. This is determined by the formula for land value uplift as set out in the HMT Greenbook. This formula is: Land price = Gross Development value – (development costs + fees + profit). The gross development value has been estimated by applying the 10-year lease value of the plus an assumed sale price. Development costs are equal to the capital costs of the project plus sunk costs and fees and profit have been applied at 4% and 8%, respectively. Note that the initial purchase price of the land and building was £1.7m in 2007 and therefore is valued at £2.6m in 2025 prices. This purchase price is subject from the new land value price to yield the land value uplift due to the project. **Table 23** summarises the land value uplift associated with each option.



**Table 23: Summary of Land Value Uplift (£m)**

Option	10-year Lease Value	Sale Price	Development Costs	Fees	Profit	Land Value	Purchase Price	Uplift
Option 1	£0.0	£7.3	£4.2	£0.2	£0.3	£2.6	£2.6	£0.0
Option 2	£1.4	£12.5	£9.7	£0.4	£0.8	£3.0	£2.6	£0.4
Option 3	£1.7	£13.5	£10.7	£0.4	£0.9	£3.2	£2.6	£0.6
Option 4	£2.1	£16.5	£13.4	£0.5	£1.1	£3.5	£2.6	£0.9

Note: Financial figures rounded to nearest £0.1m and discounted at an annual rate of 3.5%.

### 1.3.3.8 Asset Residual Value

The asset residual value assesses the value of the built asset at the end of the appraisal period based on an alternative use of the building during the appraisal period. This alternative use is a commercial let of the building, or the 10-year lease value as presented in Table 23 above. Note that this value is generated at year 10 of the appraisal period and subject to discounting. **Table 24** presents the residual asset value for each option.

**Table 24: Asset Residual Value**

Option	Non-discounted Value	Discounted Value
Option 1	£0.0	£0.0
Option 2	£1.4	£1.1
Option 3	£1.7	£1.2
Option 4	£2.1	£1.5

Note: Financial figures rounded to nearest £0.1m and discounted at an annual rate of 3.5%.

### 1.3.3.9 Amenity Value

The regeneration of Lock 16 will induce an amenity value to local residents living in close proximity to the development. This is taken as the population of the data zone in which Lock 16 is located as well as all adjacent data zones. The project will bring a vacant and derelict site back into productive use and improve the visual quality of the surrounding area as well as bring in an influx of people and activity on a daily basis. It is assumed that under option 4 each resident experiences a personal amenity value equal to £5 per annum. This is assumed to be £4 under Option 3, £3 under Option 2, and £0 under Option 1. **Table 25** summarises amenity value generated under each option.

**Table 25: Gross Amenity Value**

Option	Non-discounted Value	Discounted Value
Option 1	£0.0	£0.0
Option 2	£0.0	£0.0
Option 3	£0.1	£0.1
Option 4	£0.1	£0.1

Note: Financial figures rounded to nearest £0.1m and discounted at an annual rate of 3.5%.

### 1.3.3.10 Total Gross Impacts by Option

**Table 26** presents the total forecast gross impacts for each option.

**Table 26: Total Gross Impacts (Present Value £m)**

Option	Option 1	Option 2	Option 3	Option 4
Onsite Employment	£0.0	£0.0	£1.3	£3.2
MA in study work	£5.0	£5.0	£5.0	£7.0
Wage Premiums	£8.6	£8.6	£8.6	£30.0
Relocated HES Staff	£0.0	£0.0	£0.0	£2.3
Volunteers	£6.3	£6.3	£14.9	£14.9
Leveraged Industrial Activity	£0.0	£20.6	£8.1	£8.1
Land Value Uplift	£0.0	£0.4	£0.6	£0.9
Asset Residual Value	£0.0	£1.1	£1.2	£1.5
Amenity Value	£0.0	£0.1	£0.1	£0.1
<b>Total</b>	<b>£20.0</b>	<b>£42.2</b>	<b>£39.9</b>	<b>£68.1</b>

Note: Figures rounded to nearest £0.1m and discounted at an annual rate of 3.5%.

### 1.3.4 Net Impacts

All economic impacts are treated for additionality factors: leakage, displacement, and multiplier effects. Note that the regeneration impacts are not economic impacts and are therefore not subject to the additionality factors.

- **deadweight/ additionality** – the proportion of total outputs/ outcomes that would have been secured anyway in the absence of the public sector intervention. Option 1, the “business as usual” option, measures the impacts that would occur if there were no public sector intervention. Deadweight is therefore not otherwise considered;
- **leakage** – the number or proportion of outputs/ outcomes that benefit economies outside target geographies – Falkirk Growth Deal Geographies: Falkirk, Scotland and UK.
- **displacement** – the number or proportion of outputs/ outcomes that reduce outputs/ outcomes elsewhere in within the target geographies. These effects can occur in product markets or in labour markets; and
- **multipliers** – supply chain and income effects (Type 2 multiplier). These are sourced from Scottish Input/ Output Tables. It is assumed that Falkirk level multipliers are 33% of the Scottish level multipliers and UK level multipliers are assumed to be 25% greater than Scotland level multipliers.

These ‘additionality factors’ have been assessed based on the following ready reckoner:

Additionality Factors Ready Reckoner	
None/ Negligible	0%
Low	up to 25%
Moderate	26% - 50%
High	51% - 75%
Very high	76% - 100%

The following additionality factors have been applied.

	Leakage	Displacement	Multiplier-GVA
<b>Falkirk</b>			
On-site Staffing	20%	10%	1.22
MA In-study Employment – Rural Skills	5%	15%	1.28
MA In-study Employment – Stonemasonry	5%	15%	1.45
Wage Premiums – Rural Skills MA	30%	5%	1.28
Wage Premiums – Stonemasonry	10%	10%	1.45
Wage Premiums – Rural Asset Management Diploma	40%	10%	1.28

Wage Premiums – Traditionl Construction Diploma	40%	10%	1.45
Relocated HES Staff	35%	0%	1.31
Volunteers	15%	10%	N/A
Light Industrial Activity	25%	60%	1.42
<b>Scotland</b>			
On-site Staffing	0%	30%	1.43
MA In-study Employment – Rural Skills	0%	20%	1.57
MA In-study Employment – Stonemasonry	0%	20%	1.90
Wage Premiums – Rural Skills MA	5%	15%	1.57
Wage Premiums – Stonemasonry	5%	20%	1.90
Wage Premiums – Rural Asset Management Diploma	10%	20%	1.57
Wage Premiums – Traditionl Construction Diploma	10%	25%	1.90
Relocated HES Staff	100% Displacement		
Volunteers	0%	20%	N/A
Light Industrial Activity	5%	65%	1.82
<b>UK</b>			
On-site Staffing	0%	*	1.54
MA In-study Employment – Rural Skills	100% Displacement		
MA In-study Employment – Stonemasonry	100% Displacement		
Wage Premiums – Rural Skills MA	0%	25%	1.71
Wage Premiums – Stonemasonry	0%	25%	2.12
Wage Premiums – Rural Asset Management Diploma	0%	25%	1.71
Wage Premiums – Traditionl Construction Diploma	0%	25%	2.12
Relocated HES Staff	100% Displacement		
Volunteers	0%	25%	N/A
Light Industrial Activity	100% Displacement		

\*Assessed based on the uplift of new onsite staff salary compared to the average region wage at the Falkirk Level.

**Multipliers** – GVA multipliers are based on Type 2 multipliers sourced from Scottish Input/Output tables<sup>15</sup>.

Argyll and Bute level multipliers are assumed to be 33% of Scotland level multipliers and UK level multipliers

<sup>15</sup> Scotland Input/Output tables, see [here](#).



are assumed to be 25% greater than Scotland level multipliers. We have employed multipliers associated with the following SIC07 codes:

Area of Impact	SIC07 codes
On-site Staffing	85
Relocated HES Staff	84
MA In-study Employment – Rural Skills	74
MA In-study Employment - Stonemasonry	Average of 41 - 43
Wage Premiums – Rural Asset Management	74
Wage Premiums – Traditional Construction	Average of 41 - 43
Leveraged Industrial Activity	Average of 10 -33

**Leakage and Displacement** – Leakage and displacement have been assessed based on a review of the local, regional and national labour markets, industry growth and demand for further education courses as well as professional judgement.

Applying the above additionality factors to the gross impacts yields the results for the net economic impacts at each geographic level. These results are presented in **Table 27**.

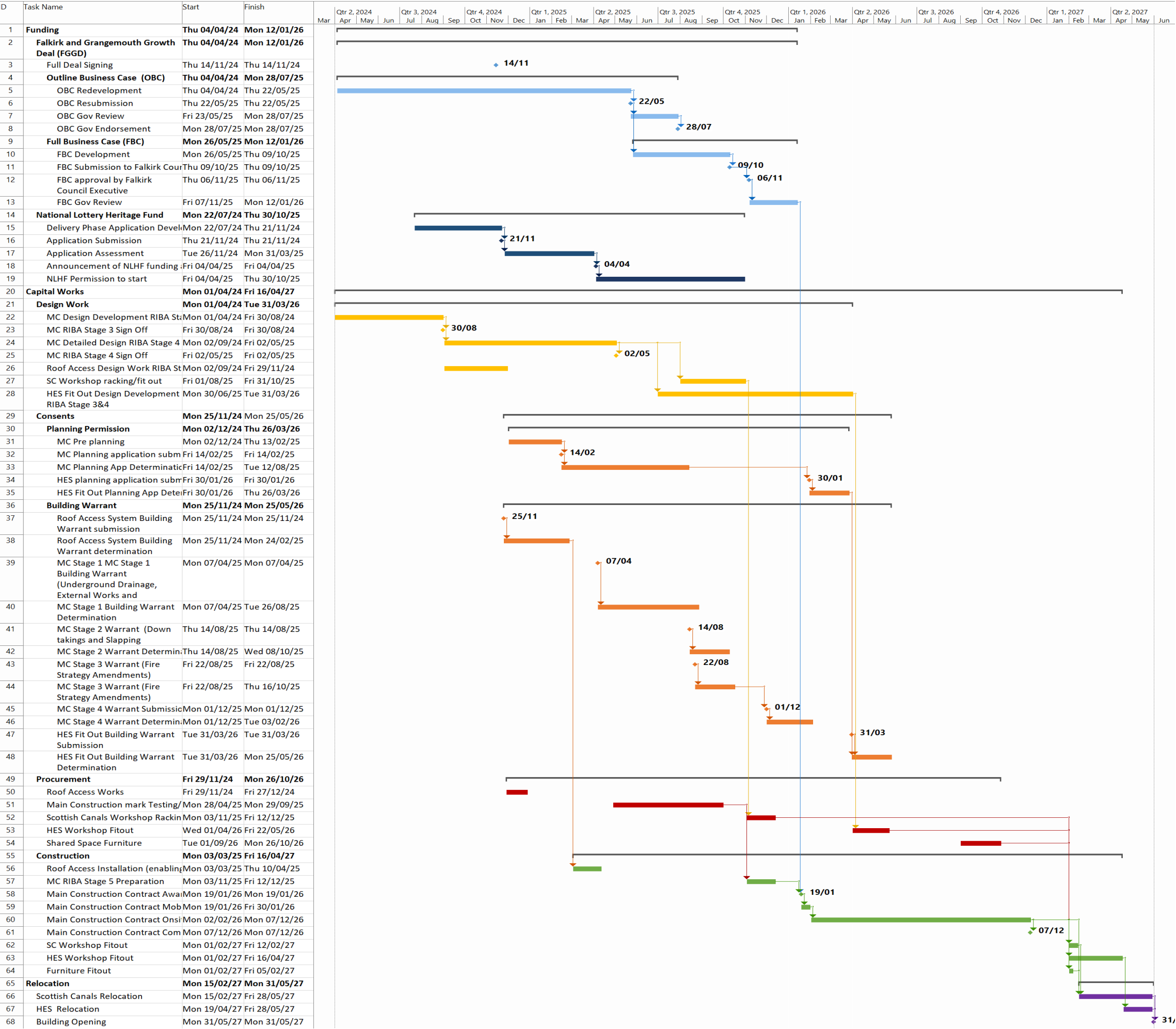
Results are presented as cumulative net non-cash releasing benefit figures with present value figures discounted at 3.5% annually.

**Table 27: Cumulative Net Impacts of the Project (£m)**

Option	Net Non-Cash Releasing Benefits	Net Present Value Non-Cash Releasing Benefits
<b>Falkirk</b>		
Option 1	£24.4	£16.8
Option 2	£40.7	£30.5
Option 3	£45.1	£34.0
Option 4	£82.0	£58.9
<b>Scotland</b>		
Option 1	£28.3	£19.2
Option 2	£48.2	£35.9
Option 3	£53.6	£40.4
Option 4	£105.3	£73.9
<b>UK</b>		
Option 1	£29.9	£20.1
Option 2	£38.2	£26.8
Option 3	£40.1	£28.4
Option 4	£97.1	£64.5

Note: Figures rounded to nearest £0.1m and present value figures discounted at an annual rate of 3.5%.

Appendix 4I



## **Lock 16: Scotland's Centre of Excellence for Canals & Traditional Skills – Comms Plan**

### **Calendar November 2024 to March 2025 \*complete**

TARGET RELEASE DATE	ACTIVITY	Comms
NOV 2024	Falkirk Growth Deal Signed (SC attended signing at Rosebank)	
DEC 2024	HES & SC signed Memorandum of Understanding (MOU) @TFW (site visit to Lock 16)	
LATE JAN 2025	SC Comms to meet with HES Comms	
START FEB 2025 (w/c 17/02/25)	SC planning application to Falkirk Council	
FEB 7 <sup>th</sup> 2025	All staff meeting – update on Lock 16 current position. [REDACTED]	
MARCH 2025	Installation of new roof access system which will allow for cleaning building of gutters.	
MARCH 2025	Board update (March 13 <sup>th</sup> , 2025)	
MID-LATE March 2025	NLHF Scotland board meeting March 4 <sup>th</sup> Decision on National Lottery Heritage Funding Bid due mid to late March. [REDACTED]	
LATE March/April 2025	Final approval Board/TS funding	
April 3 <sup>rd</sup>	Staff and public announcement of funding	
April	Update SC Lock 16 - Webpage	
May 24 <sup>th</sup>	Revolution Festival at The Falkirk Wheel Lock 16 community engagement information stand	
May	Expect planning decision from Falkirk Council – planning delayed.	
August 12 <sup>th</sup>	Falkirk Council planning permission granted	
September 19 <sup>th</sup> and 20 <sup>th</sup>	Stakeholder visit – partners, investors, staff, invited guests Doors Open Day September 20 <sup>th</sup>	
December 2025	Full Business Case Report going to Council Executive (Timescales to be discussed)	



Jan/Feb 2026	Construction due to start on site.	
	Brand launch	
	Update SC staff on progress half-way point	
2027	Completion –	

### Funding:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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Category	Percentage
Very important	85%
Important	10%
Not important	5%

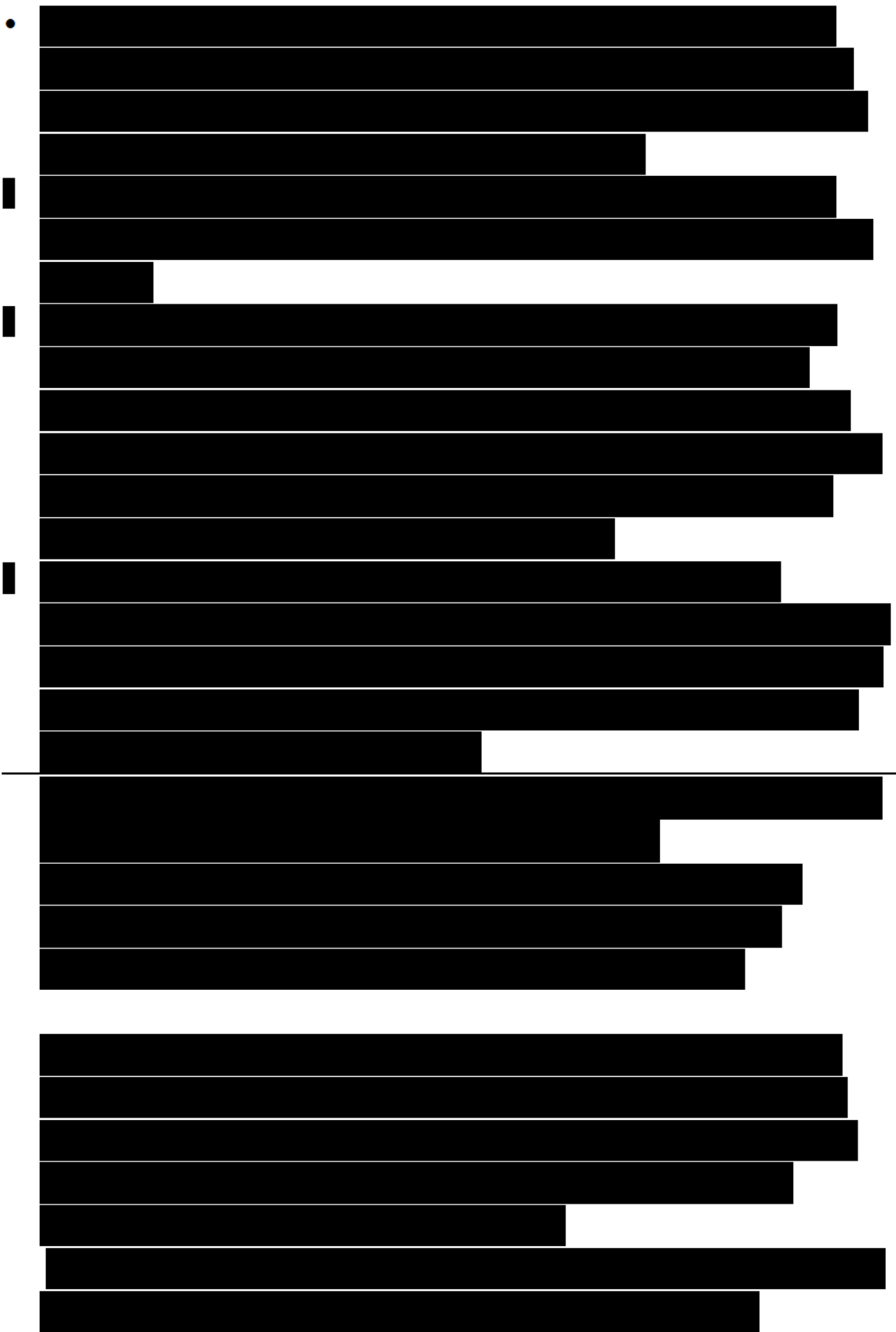
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- | Label | Value (approximate percentage) |
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## Equality & Poverty Impact Assessment (EPIA)

### SECTION ONE: ESSENTIAL INFORMATION

<b>Organisation:</b>	Scottish Canals & Historic Environment Scotland	<b>EPIA Leads:</b>	Amelia Morgan Colin Tennant
<b>Proposal:</b>	Lock 16: Scotland's Centre of Excellence for Canals and Traditional Skills	<b>Roles:</b>	SC People, Safety & Governance Director HES Head of Technical Conservation

What is the Proposal?	Budget & Other Financial Decision	Policy (New or Change)	HR Policy & Practice	Change to Service Delivery / Service Design
	Yes	No	No	Yes
Who does the Proposal affect?	Service Users	Members of the Public	Employees	Job Applicants
	Yes	Yes	Yes	Yes
<b>Other, please specify:</b>				

### Identify the main aims and projected outcome of this proposal:

The project, Lock 16 - Scotland's Centre of Excellence for Canals and Traditional Skills' involves the regeneration of the former AG Barr building in Camelon, Falkirk to establish an operational base for Scottish Canals and create an accredited training hub to expand traditional skills and volunteer training (upskilling, reskilling and transition) for maintaining Scotland's built and canal heritage. Lock 16 has the overall ambition to:

1. Preserve Scotland's heritage.
2. Regenerate and strengthen communities.
3. Open opportunities for diverse learners to engage in traditional and canal-related skills.

The project aims to deliver against its ambition through:

- Creating a new consolidated operational hub for SC to support the Lowland Canals.
  - Relocation of SC Canal operations, maintenance, and engineering base.

- Creating a dedicated national hub and centre of excellence that will provide classroom, workshop, networking, and engagement/outreach space. The hub will offer the right blend of functional space by integrating workshops and ‘hands on’ training space with digital innovation and e-learning:
  - Relocation of HES Skills Training Centre to enhance capacity within the existing Modern Apprenticeship programmes for stone masonry and rural skills.
  - Establish a new dedicated hub for SC volunteer and employability training.
- Delivering a programme of outreach engagement to inspire people to get involved and volunteer in the historic environment.
- Creating and delivering new accredited workforce micro-credentials to enhance the capacity and capability of the historic environment and heritage sector:
  - SCQF 8: Planning, Surveying and Recording the Condition of Built Assets for Conservation.
  - SCQF 6: PDA: Repair and Maintenance of Traditional Masonry Structure.

SECTION TWO: EVIDENCE	
Please include any evidence or relevant information that has influenced the decisions contained in this EPIA. (This could include demographic profiles; audits; research; health needs assessments; national guidance or legislative requirements and how this relates to the protected characteristic groups.)	
Age	Key evidence
<b>Demographics</b>	In 2021 in Falkirk, the 45 to 64 age group was the largest, with a population of 46,596. In contrast, the 75 and over age group was the smallest, with a population of 13,587. Between 2018 and 2028, the population of Falkirk is projected to increase from 160,340 to 165,462. This is an increase of 3.2%, which compares to a projected increase of 1.8% for Scotland as a whole. <sup>1</sup>
<b>Employment and skills</b>	In 2023, 2.8% of people aged 16-64 were unemployed in the local area. Unemployment is a significant issue for those aged 16-24, where 4.1% of the population aged between 16 and 24 are unemployed. This high rate of youth unemployment can lead to long-term unemployment and reduced life chances for this demographic. <sup>2</sup>

<sup>1</sup> Falkirk Council Area Profile, available at <https://www.nrscotland.gov.uk/files/statistics/council-area-data-sheets/falkirk-council-profile.html>

<sup>2</sup> Falkirk Council, Economic information and analysis, available at <https://www.falkirk.gov.uk/services/council-democracy/statistics-census/economic-info-analysis.aspx>

<b>Socio economic circumstances</b>	<p>The proportion of people in Falkirk in the most deprived areas (15%) is higher than the national rate. Nationally, the youngest adults (16-24 year olds) have been consistently more likely to be in relative poverty compared to older adults.<sup>1</sup></p> <p>"Towards a Fairer Falkirk 2019-2024"<sup>3</sup> provides specific data related to the protected characteristic of age, focusing on two distinct age groups:</p> <ol style="list-style-type: none"> <li>1. Single Pensioners: It is noted that single pensioners are more likely to experience poverty. In Falkirk, 37% of older households are affected by fuel poverty.</li> <li>2. Aged 16-19: 489 pupils aged 16-19, who attend school or participate in an Activity Agreement, receive Education Maintenance Allowances. These allowances are provided to students from families with an annual income of less than £24,421 (with one dependent) or £26,884 (with more than one dependent). The number of recipients is expected to increase due to enhanced publicity and a simplified application process.</li> </ol>
<b>Health and wellbeing</b>	Age can significantly impact an individual's vulnerability to the health risks associated with climate change. For example, children and older adults are generally more susceptible to climate-related health issues such as asthma. <sup>4</sup>
<b>Disability</b>	<b>Key evidence</b>
<b>Demographics</b>	Nearly one in five residents in both Scotland and Falkirk report having a disability. Physical limitations are the most prevalent, followed by learning disabilities and mental health conditions. In Scotland, the number of disabled individuals is steadily rising, partially due to an aging population. This rise isn't uniform, with urban and deprived communities facing higher disability rates. A higher-than-average proportion of residents in Scotland claim Disability Living Allowances. Deprived areas within Falkirk demonstrate a clear correlation with higher disability rates. <sup>5</sup>
<b>Employment and skills</b>	Disabled people in both Scotland and Falkirk are less likely to be employed than the non-disabled population. The disability employment gap in Scotland is significant, with disabled individuals less likely to secure and maintain employment compared to their non-disabled counterparts. This gap is even wider for women with disabilities. Additionally, regional variations exist, with

<sup>3</sup> "Towards a Fairer Falkirk 2019-2024", available at <https://www.falkirk.gov.uk/services/people-communities/docs/poverty-strategy/Towards%20a%20Fairer%20Falkirk%202019-2024.pdf?v=201906271131>

<sup>4</sup> Climate Emergency, Public Health Scotland, available at <https://publichealthscotland.scot/our-areas-of-work/climate-sustainability-and-environment/climate-emergency/health-impacts-of-climate-change/health-impacts-across-different-groups-of-people/>

<sup>5</sup> Falkirk Health and Social Care Partnership Locality Profiles, available at <https://falkirkhscp.org/wp-content/uploads/sites/9/2018/01/Locality-Profiles.pdf>



	urban and deprived areas experiencing higher unemployment rates among disabled individuals. The higher proportion of DLA claims in Falkirk compared to the national average suggests a potentially larger population relying on disability benefits. <sup>3</sup>
<b>Socio economic circumstances</b>	<p>Studies have shown that disabled households in Scotland are more likely to live in poverty than non-disabled households. For example, in 2019-22, just over half (51%) of people in relative poverty after housing costs lived in a household where someone is disabled. Disabled people are less likely to be employed, and when they are, they often face lower wages compared to non-disabled individuals. This can be due to discrimination, lack of accessible workplaces, and limitations caused by their disability. <sup>6</sup></p> <p>While benefits are available to support disabled individuals, they may not always cover all their needs or provide a sufficient standard of living. Additionally, navigating the benefits system can be complex and challenging. Deprived communities in Scotland often have higher rates of disability, creating a vicious cycle where poverty can lead to disability and vice versa. Lack of access to quality healthcare, education, and resources in these areas can exacerbate the situation. <sup>3</sup></p>
<b>Health and wellbeing</b>	<p>Increased air pollution, a consequence of emissions, can exacerbate respiratory issues, particularly for those with lung conditions like asthma or COPD. This is concerning in Scotland, where respiratory illnesses are already prevalent. Disabled individuals in deprived areas are more likely to experience:</p> <ul style="list-style-type: none"> <li>• Poorer physical and mental health outcomes: They may face higher rates of chronic illnesses, respiratory problems, and mental health conditions like depression and anxiety.</li> <li>• Barriers to healthcare access: Transportation challenges, lack of accessible facilities, and financial constraints can hinder access to essential healthcare services.</li> <li>• Social exclusion and isolation: Limited mobility and stigma surrounding disability can lead to social isolation, further impacting mental and physical health.<sup>4</sup></li> </ul>
<b>Gender reassignment</b>	<b>Key evidence</b>
<b>Demographics</b>	Approximately 0.5% of the Scottish population identifies as transgender (around 24,000 adults). This figure is expected to increase as understanding and data collection methods improve. <sup>7</sup>
<b>Employment and skills</b>	More than half (55 per cent) of trans people have experienced negative comments or behaviour at work because of being trans

<sup>6</sup> Scotland's Wellbeing: national outcomes for disabled people, Scottish Government, 2019, available at <https://www.gov.scot/publications/scotlands-wellbeing-measuring-national-outcomes-disabled-people/pages/13/>

<sup>7</sup> Community briefing paper, Scottish Trams, 2019, available at <https://www.scottishtrams.org/wp-content/uploads/2018/05/Community-briefing-paper.pdf>

	and one in four trans people report having been discriminated at work because of being trans. In an online survey of trans people in the UK in April 2011, difficulty in gaining and retaining employment was considered the most important challenge that trans people face. <sup>8</sup>
<b>Socio economic circumstances</b>	Information is not currently available on poverty relating to trans people, but there is evidence that trans people often face discrimination and harassment in the workplace. Employment status has a direct impact on poverty outcomes.
<b>Health and wellbeing</b>	A survey in 2012 found that trans people more frequently experience mental health issues with 55% of the sample size having been diagnosed with depression at some point. <sup>8</sup>
<b>Marriage or civil partnership</b>	<b>Key evidence</b>
<b>Demographics</b>	In 2021, there were 26,093 marriages registered in Scotland, with Falkirk recording 468 ceremonies, and 1,009 civil partnerships were registered in Scotland, with 29 in Falkirk. <sup>9</sup>
<b>Employment and skills</b>	There is limited data on this topic. Studies suggest that married individuals, on average, experience higher earnings compared to their unmarried counterparts. This "marriage premium" may be due to various factors like specialisation, household economies, and childcare support within marriages. <sup>10</sup>
<b>Socio economic circumstances</b>	Relevant evidence available for this group is relatively limited, however the available evidence demonstrates links between poverty and income inequality in Scotland based on marital status. Relative poverty rates are highest for single, divorced and separated adults, and lowest for married adults. In 2017-20, the relative poverty rate after housing costs was highest for single adults (27%) and divorced (or separated) adults (27%). Married adults were the least likely to be in poverty (13%), and widowed and cohabiting adults were in the middle (19% and 19%). <sup>11</sup>

<sup>8</sup> Trans Key Stats, Stonewall, available at [https://www.stonewall.org.uk/sites/default/files/trans\\_stats.pdf](https://www.stonewall.org.uk/sites/default/files/trans_stats.pdf)

<sup>9</sup> Marriages and Civil Partnerships – Time Series Data, National Records of Scotland, available at <https://www.nrscotland.gov.uk/statistics-and-data/statistics/statistics-by-theme/vital-events/marriages-and-civil-partnerships/marriages-and-civil-partnership-time-series-data>

<sup>10</sup> Marriage Premium and Class, R Bonilla, 2017, available at <https://core.ac.uk/download/pdf/327343043.pdf>

<sup>11</sup> Scotland's National Strategy for Economic Transformation Programme 5, Scottish Government, available at <https://www.gov.scot/publications/scotlands-national-strategy-economic-transformation-programme-5-fairer-more-equal-society-equality-impact-assessment-record-results/pages/15/>

<b>Health and wellbeing</b>	Research suggests that strong and supportive marriages and civil partnerships can contribute to better mental health and overall well-being for individuals. However, factors like relationship quality, financial stress, and social support networks can influence how marriage or a civil partnership impacts individual well-being. <sup>12</sup>
<b>Pregnancy or maternity</b>	<b>Key evidence</b>
<b>Demographics</b>	In 2023, there were approximately 2,000 live births in Falkirk, which was around 4% of total births in Scotland (this is more frequent than the national average as the size of the population of Falkirk as a percentage of the national population is 2.86%).
<b>Employment and skills</b>	Analysis of data from the Growing up in Scotland Study found that younger mothers (aged under 20) were less likely to have a qualification at Higher grade or above compared to mothers aged 25 and over. (17% vs. 80%). <sup>13</sup>
<b>Socio economic circumstances</b>	There is evidence that pregnancy is one of the key triggers that increase the risk of women living in poverty, particularly where they are lone parents. <sup>14</sup> The Fairer Falkirk report highlights that lone parent families are at significantly greater risk of entering or remaining in poverty. It also mentions that there are 4,443 children living in the 20% most deprived areas in Falkirk, and 4,680 children live in low-income families in Falkirk. These statistics indicate the vulnerability of lone parents and their children to poverty.
<b>Health and wellbeing</b>	Pregnant women are more vulnerable to the adverse effects of air pollution including an increasing risk of miscarriage as well premature births and low birth weights. <sup>15</sup> Poverty, lack of stable housing, and limited access to support networks can exacerbate feelings of insecurity and vulnerability for pregnant women.
<b>Race</b>	<b>Key evidence</b>

<sup>12</sup> Relationship and community: statistics, Mental Health Foundation, available at <https://www.mentalhealth.org.uk/explore-mental-health/statistics/relationships-community-statistics#:~:text=Being%20happily%20married%20or%20in,outcomes%20than%20unhappily%20married%20people>.

<sup>13</sup> Skills Development Scotland Equality and Diversity Mainstreaming Report 2019 – 2021, available at [https://www.skillsdevelopmentscotland.co.uk/media/43248/0892\\_equality-mainstreaming-report\\_updated-june-2019.pdf](https://www.skillsdevelopmentscotland.co.uk/media/43248/0892_equality-mainstreaming-report_updated-june-2019.pdf)

<sup>14</sup> Scottish Government Pregnancy and Maternity Evidence Review, 2013, available at <https://www.gov.scot/publications/scottish-government-equality-outcomes-pregnancy-maternity-evidence-review/>

<sup>15</sup> Leiser. C, Hanson. H, Sawyer, K, Steenblik, J, Al-Dulaimi, R, Madsen, T, Gibbins, K, Hotaling, J, Oluseye Ibrahim, Y, VanDerslice, J & Fuller, M (2019) Acute effects of air pollutants on spontaneous pregnancy loss: a case crossover study, Fertility and Sterility, Volume 111, Issue 2, 2019, Pages 341- 347

<b>Demographics</b>	White Scottish or British account for 95.8% of the Falkirk population. This is broadly similar to national demographics. <sup>16</sup>
<b>Employment and skills</b>	<p>Like the gender pay gap, Scotland has an ethnic pay gap, with individuals from some ethnic minority groups earning less (approximately 10%) than white counterparts. Data for Falkirk specifically is limited, but studies suggest similar disparities can exist in local contexts.<sup>17</sup></p> <p>Ethnic minorities are often overrepresented in low-paid and insecure jobs, impacting their economic opportunities and career progression. This issue is evident nationally across sectors like cleaning, care, and hospitality.<sup>17</sup></p> <p>Language barriers, discrimination, and lack of access to training and networks can hinder employment opportunities for certain ethnic groups in Scotland and Falkirk.<sup>17</sup></p>
<b>Socio economic circumstances</b>	Individuals from some ethnic minority groups in Scotland are more likely to live in poverty compared to the white Scottish population. poverty rates for people in minority ethnic backgrounds have been steadily increasing whilst the rate for white people has remained relatively constant, with more than two in five (44%) minority ethnic people living in poverty in 2017-20. Almost half of minority ethnic children in Scotland live in poverty to the national average of 25%. <sup>18</sup> While data for Falkirk is limited, similar trends likely exist within the local context.
<b>Health and wellbeing</b>	Ethnic minorities in Scotland often experience poorer health outcomes, with higher risks of chronic diseases, mental health issues, and maternal health complications. The reasons behind these disparities include social determinants like poverty and discrimination. Language barriers, cultural differences, and lack of understanding of healthcare systems can create barriers to accessing healthcare services for some ethnic minority communities in both Scotland and Falkirk. <sup>19</sup>

<sup>16</sup> 2011 Census, Falkirk Council, available at <https://www.falkirk.gov.uk/services/council-democracy/statistics-census/docs/census/2011/5%20Key%20Results.pdf?v=201906271131#:~:text=White%20Scottish%20or%20British%20account,up%2091.8%25%20of%20the%20population>.

<sup>17</sup> Scotland's minority ethnic labour market outcomes, Scottish Government, 2019, available at <https://www.gov.scot/binaries/content/documents/govscot/publications/strategy-plan/2022/12/fairer-scotland-anti-racist-employment-strategy2/documents/analysis-labour-market-outcomes-scotlands-minority-ethnic-population/analysis-labour-market-outcomes-scotlands-minority-ethnic-population/govscot%3Adocument/analysis-labour-market-outcomes-scotlands-minority-ethnic-population.pdf>

<sup>18</sup> Briefing – Ethnicity, poverty and the data in Scotland, Joseph Rowntree Foundation, available at

<sup>19</sup> An analysis of health inequality and ethnicity in Scotland, 2018, Scottish Government, available at <https://www.gov.scot/binaries/content/documents/govscot/publications/statistics/2015/08/ethnic-groups-poorest-health/documents/analysis-health-inequality-ethnicity-scotland/analysis-health-inequality-ethnicity-scotland/govscot%3Adocument/00484303.pdf>

Religion or belief	Key evidence
<b>Demographics</b>	According to the 2021 census, over 55% of the population identifies as Christian (primarily Church of Scotland and Catholic). Around 40% do not identify with any religion, with smaller communities representing Muslim, Hindu, Buddhist, and Jewish faiths. Falkirk reflects a similar trend, with a predominantly Christian population and smaller, growing minority faiths.
<b>Employment and skills</b>	In Scotland in 2018, the highest employment rates were seen for those with no religious beliefs (75.3 per cent) followed by Christians (74.1 per cent), Other religion (64.8 per cent), Buddhists (60.8 per cent), Hindus (54.8 per cent) and Muslims (52.3 per cent). The employment rate for Scotland was 74.1 per cent. Over the year, there were decreases in the employment rates for all religious groups except for the employment rate for Christians which remained unchanged. <sup>20</sup>
<b>Socio economic circumstances</b>	Nationally, Muslims and Buddhists are the most likely religious groups to have a low income, although this is associated with their young age profile. Roman Catholics are over-represented as residents in deprived areas. <sup>21</sup>
<b>Health and wellbeing</b>	Surveys show Hindus in Scotland as the religious group with the best self-reported health and the most positive mental health scores. Health behaviours are mixed across religious groups, but in general, Muslims, Hindus and Buddhists have better health than Christian groups. Language barriers, cultural differences, and specific religious beliefs around healthcare practices can pose obstacles to accessing healthcare services for some religious groups. <sup>21</sup>
Sex	Key evidence
<b>Demographics</b>	Both Scotland and Falkirk have higher proportions of women than men (around 51% women in Scotland and 52% in Falkirk). This aligns with the UK-wide trend. Life expectancy for women in Scotland is higher than for men (82.1 compared to 77.5 years in 2020). While Falkirk shows a similar disparity, the gap is slightly smaller (81.4 for women, 76.1 for men). <sup>1</sup>
<b>Employment and skills</b>	In Scotland, men have a slightly higher employment rate (76.4%) compared to women (71.7%). Falkirk reflects a similar trend with 77% of men and 72% of women employed. <sup>2</sup>  Women make up most part-time workers in Scotland (75%) with 41% of all women in employment working part-time, compared

<sup>20</sup> Regional employment patterns in Scotland, 2018, Scottish Government, available at <https://www.gov.scot/publications/regional-employment-patterns-scotland-statistics-annual-population-survey-2018/>

<sup>21</sup> Scottish Government Equality Outcomes: Religion and Belief Evidence review, 2013, available at <https://www.gov.scot/publications/scottish-government-equality-outcomes-religion-belief-evidence-review/>

	<p>to 13% of men. Economic inactivity rates are higher for women (16 to 64 years), than men. Three in five women are classed as economically inactive and inactivity rates continue to rise from pre-pandemic levels, alongside increases in the inactivity rate for men as a long-term post-pandemic legacy. Reasons for inactivity differ between men and women, with more women stating they were looking after family/ home than men, although the largest reason stated for both men and women is long-term sickness.<sup>22</sup></p> <p>Occupational segregation of men and women in certain kinds of jobs and in different levels of employment remains a key labour market issue. Women tend to be disproportionately affected by occupational segregation, impacting on their potential pay and career progression. Women are also more likely than men to be on zero-hours contracts across the UK, adding to issues of precarity in employment.<sup>22</sup></p>
<b>Socio economic circumstances</b>	<p>Women in Scotland are more likely than men to live in poverty (24.3% compared to 20.7%). This trend holds true in Falkirk as well, with 25% of women and 21% of men experiencing poverty.</p> <p>In Falkirk, lone parent families, who are predominantly female are at significantly greater risk of entering or remaining in poverty. There are 4,443 children living in the 20% most deprived areas in Falkirk, and 4,680 children live in low-income families in Falkirk. These statistics indicate the vulnerability of lone parents and their children to poverty. Additionally, 166 families who received debt advice from Falkirk Council or the Citizen's Advice Bureaus in 2017/2018 were lone parent families, further underscoring the financial challenges faced by this group.<sup>3</sup></p>
<b>Health and wellbeing</b>	<p>Women in Scotland generally have better overall health and lower mortality rates than men. However, they face higher risks of specific conditions like mental health issues and certain cancers. Falkirk exhibits similar tendencies, with some evidence suggesting higher rates of specific chronic diseases among men.<sup>5</sup></p>
<b>Sexual orientation</b>	<b>Key evidence</b>
<b>Demographics</b>	<p>In Scotland in 2019, 2.9% of the population identified as lesbian, gay, or bisexual. <sup>23</sup></p>

<sup>22</sup> Equality Evidence Review, 2013, Skills Development Scotland, available at <https://www.skillsdevelopmentscotland.co.uk/media/pzefcvl/equality-evidence-review-2023.pdf>

<sup>23</sup> Sexual minorities: Numbers in Scotland, Scotland's Public Health Office, available at <https://www.scotpho.org.uk/population-groups/sexual-minorities/data/number-in-scotland/#:~:text=In%20the%20same%20survey%2C%203.1,2.9%25%20as%20LGB%20or%20other.>

<b>Employment and skills</b>	LGBT+ individuals in Scotland can face discrimination in hiring, promotion, and workplace culture. This can lead to lower employment rates, career stagnation, and economic disadvantage. <sup>24</sup>
<b>Socio economic circumstances</b>	Studies suggest that LGBT+ individuals in Scotland are more likely to live in poverty compared to the general population. This may be due to various factors like discrimination, social exclusion, and limited access to support services. <sup>25</sup>
<b>Health and wellbeing</b>	<p>LGBT+ individuals in Scotland and Falkirk face higher risks of mental health issues like depression, anxiety, and suicidality compared to the general population. This can be attributed to social stigma, discrimination, and lack of access to mental health services.<sup>26</sup></p> <p>Healthcare access and discrimination: Concerns regarding confidentiality, lack of understanding from healthcare providers, and potential discrimination can create barriers to accessing healthcare services for some LGBT+ individuals.<sup>26</sup></p>
<b>Poverty</b>	<p><b>Key evidence</b></p> <p>Inequalities exist across Falkirk and benefits of economic development have not always been experienced equally. The Scottish Indices of Multiple Deprivation (SIMD) is a tool for identifying the places in Scotland where people are experiencing disadvantage across different aspects of their lives. Each of Scotland's 6,976 data zones are ranked from 1 to 6,976, with 1 being the most deprived and 6,976 the least deprived. The SIMD ranks all datazones in Scotland by a number of factors; Access, Crime, Education, Employment, Health, Housing and Income. Based on these ranks, each datazone is then given an overall deprivation rank, which is used to split datazones into Deprivation Quintiles which show the 5%, 10% and 20% most deprived areas. The most recent SIMD ranking was carried out in 2020.</p> <p>Datazones are a statistical geography with an average population of around 750. There are 214 datazones in the Falkirk Council area. Of these, 33 datazones are ranked in the 20% most deprived areas, an increase in deprivation when compared to the 2016 SIMD (33 datazones). Approximately 24,575 Falkirk residents, or 15% of Falkirk residents are living within the 20% most deprived areas in Scotland.</p>

<sup>24</sup> Work Report, Stonewall Scotland, 2012, available at [https://www.stonewall.org.uk/system/files/lgbt\\_in\\_scotland\\_work\\_report.pdf](https://www.stonewall.org.uk/system/files/lgbt_in_scotland_work_report.pdf)

<sup>25</sup> Sexual orientation in Scotland 2017: summary of evidence, Scottish Government, available at <https://www.gov.scot/publications/sexual-orientation-scotland-2017-summary-evidence-base/pages/6/>

<sup>26</sup> Health and social inequalities faced by Scotland's LGB community, LGBT Health and Wellbeing, available at <https://www.lgbthealth.org.uk/lgbt-health-news/health-needs-assessment-lgbt-scotland/>

	<p>A summary of Falkirk’s performance in the 2020 SIMD is given below:</p> <ul style="list-style-type: none"> <li>• 35 datazones in the worst 20% in Scotland, an increase of 2 from 2016</li> <li>• 5 datazones in the worst 5% - one more than 2016</li> <li>• 9 datazones in the worst 6-10% - one less than 2016</li> <li>• 11 datazones in the worst 16-20% - two more than 2016</li> </ul> <p>Additional indicators of poverty in Falkirk include:</p> <ul style="list-style-type: none"> <li>• 4,443 children live in the 20% most deprived areas in Falkirk, which is 14.8% of the children in the area.</li> <li>• 4,680 children live in low-income families in Falkirk.</li> <li>• 273 families received debt advice from Falkirk Council or the Citizen's Advice Bureaus in Falkirk in 2017/2018, with 166 of them being lone parent families.</li> <li>• 37% of older households in Falkirk experience fuel poverty.</li> <li>• 18.3% of people in Falkirk are below the 60% median after housing costs, and 16.7% are considered to be in material deprivation.<sup>3</sup></li> </ul>
<b>Younger people</b>	<p>Following the 2008 recession, there was a substantial decrease in the employment rate for people aged 16-24 and the COVID-19 pandemic has also adversely impacted this age group. The employment rate for young people had been gradually increasing since April 2013-March 2014 but decreased significantly between April 2018-March 2019 and April 2020-March 2021. Young people (16–24-year-olds) are more likely to be unemployed than older age groups and are vulnerable to long-term employment 'scarring'. They are more likely to earn less than the real Living Wage and are more likely to be financially vulnerable and in unmanageable debt. Whilst historically decreasing across all age groups, from April 2020 to March 2021, the underemployment rate was highest for young people (double the national average).<sup>27</sup></p> <p>“Towards a Fairer Falkirk” report shows that children and young people in Falkirk face significant challenges related to poverty. In 2017, one in five children lived in poverty in Falkirk. Approximately 4,443 children live in the 20% most deprived areas in Falkirk, which accounts for 14.8% of the children in the area. Additionally, 4,680 children live in low-income families. The impact</p>

<sup>27</sup> Supporting documents – Scotland’s labour market – protected characteristics, Scottish Government, available at <https://www.gov.scot/publications/scotlands-labour-market-people-places-regions-protected-characteristics-statistics-annual-population-survey-2021/documents/>



	<p>of poverty on children's lives is extensive, affecting their educational outcomes, health, and overall well-being. Many children living in poverty experience poor health, higher rates of absence from school, and are more likely to be overweight with poorer dental health.</p>
<b>Care experienced</b>	<p>Around half of mental health problems (excluding dementia) start before 15 years of age, and 75% before 18. Nine out of ten children who have been abused or neglected at a young age will develop a mental health problem by the age of 18.<sup>28</sup> Care experienced children and young people can also be affected by physical illness induced by stress including IBS, heart disease or high blood pressure. These physical and mental health difficulties impact their participation in social activities and their ability to maintain attendance in education or employment. Care experienced adults are twice as likely to have experienced homelessness, usually before their 30th birthday.<sup>29</sup></p> <p>In Scotland in 2020/21, 37% of school leavers who were looked after within the year left school in S4 or earlier, compared to 11% of all school leavers. Highers, sometimes along with Advanced Highers, are the Scottish qualifications required for entry into Higher Education. At the higher levels of qualification, 15% of looked after school leavers have at least one qualification at level 6 or better, compared with 66% of all leavers. The percentage of looked after school leavers achieving all SCQF qualification levels is consistently lower than all school leavers.<sup>30</sup></p> <p>86% of young people looked after within the last year went on to a positive destination after leaving school, compared with 95% of all school leavers in 2020/21. When the 'positive destination' information is analysed further only 8% of looked after children go on to Higher Education compared with 45% of all school leavers.<sup>31</sup></p> <p>Care experienced young people and care leavers are more likely to face challenges in the labour market than young people as a whole. They are over three times more likely not to have a job by the age of 26 and earn incomes which are 27% lower on average than their non-care experienced peers. They are also over one and a half times more likely to experience financial difficulties and are nearly twice as likely to have no internet access at home.<sup>32</sup></p>

<sup>28</sup> Sanders, R. (2020) Care experienced children and young people's mental health. Available at: <https://www.iriss.org.uk/resources/outlines/care-experienced-children-and-young-peoples-mental-health>

<sup>29</sup> Sanders, R. (2020) Care experienced children and young people's mental health. Available at: <https://www.iriss.org.uk/resources/outlines/care-experienced-children-and-young-peoples-mental-health>

<sup>30</sup> Scottish Government (2022) Education outcomes for looked after children 2020/21. Available at: <https://www.gov.scot/publications/education-outcomes-looked-children-2020-21/pages/3/>

<sup>31</sup> Scottish Throughcare Aftercare Forum (2022) Education outcomes for looked after children 2020/21. Available at: <https://www.staf.scot/education-outcomes-for-looked-after-children-20202021>

<sup>32</sup> Scotland's National Strategy for Economic Transformation Programme 5, Scottish Government, available at <https://www.gov.scot/publications/scotlands-national-strategy-economic-transformation->

<b>Employees</b>	<p>The exact numbers of staff and the specific types of roles that will be affected by the relocation have not yet been finalized. The assessment of impact is iterative and will be continuously updated as more detailed information becomes available.</p> <p>In general terms, moving offices can present various challenges depending on individual circumstances and protected characteristics, including:</p> <ul style="list-style-type: none"> <li>• <b>Commuting:</b> A new location might lengthen commutes, impacting those with limited mobility, childcare responsibilities, or reliance on specific public transport routes.</li> <li>• <b>Accessibility:</b> Physical barriers, lack of assistive technology, or unsuitable public transport options can hinder access for individuals with disabilities.</li> <li>• <b>Workplace Culture and Support Networks:</b> Established support networks might be disrupted, leading to feelings of isolation.</li> <li>• <b>Mental Health and Wellbeing:</b> The stress of relocation, combined with changes in routine and potential disruptions to familiar environments, can negatively impact mental health.</li> </ul>
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#### Best judgement:

<b>Has best judgement been used in place of data/research/evidence?</b>	No
<b>Who provided the best judgement and what was this based on?</b>	N/a
<b>What gaps in data / information were identified?</b>	Scotland's 2022 Census data has not been used for this assessment due to revisions to the project and subsequent time constraints. The 2011 data which has been used will be updated for a further iteration of this EPIA to be submitted with the Full Business Case. It is the opinion of Scottish Canals and Historic Environment Scotland that any update will not materially impact the EPIA for this project.

<b>Is further research necessary?</b>	As above.
<b>If NO, please state why.</b>	The evidence which has been produced provides a sound basis for assessing impact and additional evidence will be reviewed by the project team throughout the lifecycle.

<b>SECTION THREE: Engagement with individuals or organisations affected by the proposal must take place</b>		
<b>Has the proposal / policy / project been subject to engagement or consultation with service users taking into account their protected characteristics and socio-economic status?</b>	Yes	
<b>If YES, please state who was engagement with.</b>	Falkirk Council Fairer Falkirk Community Planning partnership Green Action Trust AOC Archaeology Canal College The Conservation Volunteers Forth Valley Sensory Centre The Canal Inn Falkirk District Scout Network Residents living near Lock 16 Cycling Without Age Our Place Camelon and Tamfourhill Arlink Camelon, Tamfourhill & Bantaskin Community Council	Bantaskin Residents Association Tamfourhill Tenants and Residents // Tamfourhill Community Hub Committee Tidy, Clean & Green Community Group The Friends of Easter Carmuir Park Group Falkirk Local History Society Camelon Local Learning Centre Camelon Community Project Camelon Community Sport Hub Tamfourhill Community Hub Committee Forth Environment Link / Forth Bike Forth Valley Orienteers Tangled Boots Line Dancing Forth Valley College Port Downie Community Action Rocket Science Lab

<b>If NO engagement has been conducted, please state why.</b>	N/a
<b>How was the engagement carried out?</b>	<b>What happened?</b>
<b>Social media</b>	<p>Social media was used as a promotional tool to advertise the Creative Vision Workshop 2 and the Mini Mural Making/Pop-up Community Event. The ad was run on Facebook and targeted areas neighbouring Lock 16, particularly Tamfourhill, Camelon, and Bantaskin. The ad reached a total of 6,956 people, with 129 people clicking on the link to know more. Additionally, New Practice posted about the workshop on their own social media and requested stakeholders to share the details of the workshop with their members and networks. The use of social media was aimed at increasing awareness and participation in the public consultation programme.</p>
<b>Surveys</b>	<p>A survey conducted for the Falkirk Wheel and Lock 16 areas in 2022 gathered insights and feedback from the local community and other stakeholders. It was conducted online and through in-person events, such as pop-up consultations and town centre events, to engage with the public. The survey included questions about the current use, experiences, and expectations of the Falkirk Wheel and its surrounding area, the Forth and Clyde Canal, and Lock 16. The questions covered various themes, including local access, community, general access, values, desires, and feedback. The survey also addressed safety concerns, accessibility, heritage, sustainability, and biodiversity. Additionally, the survey aimed to understand the interests and leisure activities that appeal to the respondents. To encourage participation, QR codes and incentives such as ice-cream vouchers were used. The survey received a total of 363 responses, with 65.6% of respondents living in the area surrounding the Falkirk Wheel and Lock 16.</p> <p>The survey revealed several prominent themes of interest to the community, including heritage, accessibility, sustainability, biodiversity, arts, culture, tourism, and the local economy. Respondents expressed a desire for improved signage about the area's history, more amenities such as cafes and toilets, and increased water-based activities to attract more visitors. Additionally, there was interest in exploring nature, increasing tourism in the ancient woodlands, and creating a sculpture park to attract more people to the area. The survey also highlighted concerns about safety, accessibility, and the need for more activities for families and young children.</p>

<b>Events</b>	<p>The Creative Vision Workshop 1 took place on Thursday, 1st September 2022, at the Falkirk Wheel. It was attended by 13 members of local community groups and residents. The workshop aimed to gather visions and thoughts on the regeneration of Lock 16, focusing on themes such as access and sustainability, current and future uses, and the needs of the local community. The participants engaged in activities related to these themes, including worksheets and creative tasks to understand perceptions of the area and community needs. The workshop was designed to encourage conversations and flexibility to foster qualitative results.</p> <p>The Creative Vision Workshop 2 was intended to be open to the public and family-friendly. It was scheduled for Sunday, 4th September 2022, at the Falkirk Wheel. However, despite seven participants signing up for the workshop, three cancelled their tickets on the morning of the event, and the remaining four did not attend without notice. As a result, the workshop did not go ahead.</p> <p>A pop-up event, known as "Mural Making Day," took place on Saturday, 10th September 2022, at Lock 16 along the Forth &amp; Clyde canal. The event was well received, with local residents showing interest in sharing their thoughts. It was advertised as part of the Creative Visions and Mural Making Workshop. During the event, New Practice engaged with a total of 15 people, including members of the active local community initiative Tidy, Clean and Green, who came specifically to share their thoughts and visions for the future of Lock 16. However, due to the lack of participants in the Creative Vision Workshop 2, the Mural Making exercise could not take place. The event was an important step in the public consultation program as it allowed engagement with the wider public and local residents who use the canal and the area surrounding Lock 16 on a daily basis.</p> <p>The key themes in stakeholder engagement include the need for more dynamic and colourful spaces, community engagement and safety, addressing employability and affordability, and ensuring that the development at Lock 16 does not conflict with neighbouring organisations. Additionally, there were discussions about the importance of incorporating nature, heritage, and community elements into the future vision for Lock 16. Participants also emphasised the need for promoting and supporting local businesses, community groups, and initiatives, as well as the desire for inclusive spaces and activities for people of all ages.</p>

<b>Has the proposal / policy/ project been reviewed / changed as a result of the engagement?</b>	Yes
<b>Have the results of the engagement been fed back to the consultees?</b>	Yes
<b>Is further engagement recommended?</b>	<p>Yes. Moving forward in the redevelopment, the future engagement strategy will be anchored in an iterative and responsive approach, adapting to the insights gained from past experiences and the evolving needs of the community. This approach will be integrated throughout the project lifecycle to ensure continuous alignment with community aspirations and project objectives. Strong community feedback has been received of a desire to see 'action' prior to further engagement, and this has been respected by the project partners. Now that National Lottery Heritage Fund investment has been secured for the project, with a outline activity plan in place, a new round of community engagement focused on what the 'offer' of Lock 16 is, will be undertaken towards end of summer 2025. This engagement will be aligned along the following themes and good practice.</p> <p>Digital Engagement Expansion: Given the success of social media in reaching a broad audience, future engagement will further leverage digital platforms. This includes more interactive online surveys, virtual workshops, and social media campaigns to continuously gauge community sentiment and gather fresh ideas.</p> <p>Diverse Event Planning: Learning from the varied attendance at past events, future engagement will focus on organising a wider range of events catering to different community groups. This includes smaller, more frequent workshops, pop-up events, and community meetings, ensuring multiple opportunities for participation and feedback.</p> <p>Feedback Integration in Design Phases: As the project progresses through its lifecycle, community feedback will be systematically integrated into the design and planning phases. Regular updates and feedback sessions will be conducted to ensure that the community's voice is continuously reflected in the redevelopment plans.</p>

	<p>Enhanced Stakeholder Collaboration: Strengthening partnerships with local organisations, youth groups, and businesses will be a key focus. This collaboration will ensure that the redevelopment not only benefits from diverse perspectives but also supports local initiatives and economic growth.</p> <p>Monitoring and Adapting Strategy: The engagement strategy will be closely monitored for effectiveness and adaptability. Regular reviews will be conducted to assess the impact of engagement activities and make necessary adjustments, ensuring the strategy remains relevant and effective throughout the project lifecycle.</p> <p>Inclusive and Accessible Engagement: Ensuring inclusivity and accessibility in all engagement activities will be a priority. This includes providing various means of participation to cater to different age groups, abilities, and preferences, making sure that every voice in the community has the opportunity to be heard.</p>
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SECTION FOUR: ASSESSING THE IMPACT				
Protected Characteristics:		What will the impact of implementing this proposal be on people who share characteristics protected by the Equality Act 2010 or are likely to be affected by the proposal / policy / project?.		
Protected Characteristic	Neutral Impact	Positive Impact	Negative Impact	Please provide evidence of the impact on this protected characteristic.
Age		✓		<p>This initiative could offer significant benefits to both younger and older age groups in Falkirk. For the younger demographic, particularly those facing higher unemployment rates, Lock 16 will provide essential job opportunities and skills development in canal maintenance and heritage skills. For the older population, the Centre could offer roles that use their experience and knowledge, fostering intergenerational collaboration and learning.</p> <p>The proposals could help address the educational and skills gap for younger individuals</p>

				<p>in Falkirk, particularly those from deprived areas. For older adults, lifelong learning opportunities will be included, promoting continuous personal development and engagement.</p> <p>The improvement and effective maintenance of the canal network could benefit residents of all ages by enhancing the accessibility and safety of these public spaces. For younger residents, this could mean safer areas for recreation and learning, and for older residents, it could provide easy access to leisurely activities and community engagement.</p>
<b>Disability</b>		✓		<p>The proposals could offer employment opportunities that are accessible and accommodating to individuals with disabilities. Lock 16 will have high levels of physical accessibility. Providing accessible learning environments can enhance skill development and employment prospects for disabled individuals. This approach aligns with the aim of advancing equality of opportunity.</p> <p>The improvement of infrastructure, including the canal network, will consider the accessibility needs of individuals with disabilities. Safe, accessible, and navigable public spaces are essential for the inclusion and wellbeing of disabled individuals, contributing to their ability to engage fully with community assets.</p>
<b>Gender reassignment</b>		✓		<p>Accessible and inclusive educational and vocational training can provide transgender individuals with essential skills and qualifications, enhancing their employment prospects and supporting their economic independence.</p> <p>Improved infrastructure and maintenance of community spaces can indirectly benefit transgender individuals by providing safe, accessible, and welcoming public areas.</p>
<b>Marriage and civil partnership</b>	✓			<p>The impact on this protected characteristic is comparatively remote and has been assessed as neutral. It is anticipated that there may be remote, indirect benefits, such as fostering community development which can enhance health and wellbeing.</p>



<b>Pregnancy / Maternity</b>		✓		<p>The focus on jobs for residents could reduce commuting stress for pregnant employees or new mothers.</p> <p>Given the lower likelihood of young mothers in Falkirk having higher qualifications, the provision of learning and training opportunities will help bridge the educational gap for young mothers, enhancing their employment prospects and supporting their long-term economic independence.</p> <p>The focus on net zero could indirectly benefit pregnant women and new mothers by contributing to the creation of a healthier environment, which is particularly important for this group due to their increased vulnerability to environmental pollutants and stressors.</p> <p>Improved maintenance of the canal network and related facilities could enhance the overall quality of community spaces. These improvements could provide safe, accessible, and pleasant environments for pregnant women and families with young children and contribute to their physical wellbeing and quality of life.</p>
<b>Race</b>		✓		<p>The proposals could enhance employment opportunities that may be particularly beneficial for ethnic minority groups, who are often overrepresented in low-paid and insecure jobs. The focus on canal maintenance operations and traditional skills will provide new avenues for secure and skilled employment, potentially helping to reduce the ethnic pay gap in the region.</p> <p>While the focus on energy efficiency primarily addresses environmental sustainability, it indirectly impacts ethnic minorities by contributing to the creation of a healthier environment in deprived areas, where ethnic minorities are more likely to reside. Improved environmental conditions can have a positive impact on the overall wellbeing of these communities.</p>

<b>Religion or belief</b>		✓		<p>Given the disparities in employment rates among different religious communities, skills development and employment will help in providing equitable job opportunities.</p> <p>Establishing new learning and employment pathways could be beneficial across all religious groups. Ensuring these opportunities are accessible and accommodating to different religious practices can enhance participation, particularly from minority faiths.</p> <p>Leveraging canal side investments could benefit communities in deprived areas, where certain religious groups might be overrepresented, indirectly addressing socio-economic disparities among these groups.</p>
<b>Sex</b>		✓		<p>Given the higher unemployment and part-time employment rates among women in Falkirk, the project's focus on job creation will help reduce this disparity. Efforts to promote skills for full-time, stable employment would be particularly beneficial to women, who are more likely to be in part-time or precarious employment.</p> <p>With women in Falkirk experiencing higher poverty rates, the project's potential to create local jobs could directly contribute to reducing poverty, especially among lone parent families, who are predominantly female. This could have a significant impact on the economic stability of these households.</p> <p>While women generally have better overall health, the project can contribute to both sex's wellbeing by providing a healthier public realm.</p>
<b>Sexual Orientation</b>		✓		<p>Increasing employment rates will provide inclusive employment opportunities, beneficial to LGBT+ individuals who face discrimination in the workplace.</p> <p>Leveraging canal side investments could indirectly benefit LGBT+ communities by enhancing the overall socio-economic environment, which can have positive knock-on effects on their living conditions and well-being.</p>

<b>Poverty</b>		✓		<p>The proposals aim to increase local employment opportunities, which is crucial in areas facing high levels of deprivation. By creating jobs in canal maintenance and related operations, the project will offer stable employment to residents living in the most deprived areas of Falkirk. This would not only help in reducing unemployment but also contribute to improving the overall economic status of these communities.</p> <p>The provision of new learning opportunities could be particularly impactful in addressing the educational disparities highlighted by the SIMD. By offering training and pathways for employment to residents of deprived areas, the project could help in reducing the education and skills gap. This is especially relevant for children living in low-income families and could lead to long-term improvements in socio-economic outcomes.</p> <p>While primarily environmental, energy-efficient buildings and renewable energy sources could help in reducing fuel poverty, particularly benefiting older households in Falkirk which experience a high rate of fuel poverty. This approach aligns with the objective of reducing material deprivation among vulnerable populations.</p> <p>Improved maintenance and development of the canal network could have wider economic benefits. By enhancing local infrastructure and public spaces, this objective could contribute to the overall attractiveness and livability of deprived areas, potentially encouraging further investment and community development.</p>
<b>Young people</b>		✓		<p>Given the higher unemployment and underemployment rates among young people, the project's job creation initiatives will provide crucial employment opportunities, helping to mitigate long-term employment 'scarring'.</p> <p>The emphasis on learning opportunities and skill development can be especially beneficial for young people, providing them with valuable experience and skills that</p>

				<p>enhance employability.</p> <p>The enhanced public realm and community spaces could offer recreational and social opportunities for young people, contributing positively to their mental health and overall wellbeing, while also addressing issues related to poverty and social exclusion.</p>
<b>Care experienced</b>	✓			<p>While the overall impact on care-experienced individuals is assessed as neutral, it's important to note the correlation with poverty and the positive impact the project may have in this area. Care-experienced individuals often face challenges in mental and physical health, education, and employment, which are compounded by poverty. By positively impacting poverty, the project could indirectly support care-experienced individuals, potentially improving their access to education and employment opportunities, and contributing to better health and social outcomes. This indirect benefit aligns with the aim to reduce inequalities and support vulnerable groups.</p>
<b>Employees</b>	✓			<p>The impact is assessed as neutral, considering the varied impacts across different protected characteristics. While the relocation presents challenges such as increased commuting difficulties and accessibility issues, particularly for those with disabilities or childcare responsibilities, these are not inherently discriminatory but rather logistical and environmental changes. The neutral alignment suggests that while the move does not directly advance equality objectives, it also does not significantly exacerbate existing inequalities, provided that mitigatory measures like flexible working arrangements and accessibility accommodations are effectively implemented.</p>

	<b>Evidence of due regard</b>
<b>Eliminate Unlawful Discrimination (harassment, victimisation and other prohibited conduct):</b>	<p>The proposals align with the duty to eliminate discrimination by offering equitable opportunities and addressing disparities across different protected characteristics. The initiative's focus on inclusive employment, learning pathways, and community engagement is designed to ensure that all groups, regardless of sex, religion or belief,</p>

	and sexual orientation, have equal access to the benefits of the project. This approach actively works to reduce existing gaps in employment, socioeconomic circumstances, and health and wellbeing, thereby supporting the goal of eliminating discrimination and advancing equality for all community members.
<b>Advance Equality of Opportunity:</b>	The proposals advance equality of opportunity by creating accessible and inclusive initiatives for all, particularly focusing on underrepresented or disadvantaged groups. Through targeted employment and training opportunities, the project aims to bridge gaps in workforce representation and skill development. This approach not only provides equitable access to economic and educational resources but also fosters an inclusive environment that respects and values diversity, thereby contributing to the broader goal of promoting equality of opportunity within the community.
<b>Foster Good Relations: (Promoting understanding and reducing prejudice)</b>	The proposals foster good relations by encouraging interaction and understanding among diverse groups within the community. Through the creation of a shared space for learning, engagement, and collaboration, the project enables different groups to come together, promoting mutual respect and understanding. This approach not only enhances social cohesion but also provides opportunities for different communities to contribute to and benefit from the project, strengthening community bonds and fostering positive relations among all members.
<b>Active consideration of reducing inequalities of outcome caused by socio-economic disadvantage (Fairer Scotland Duty)</b>	The proposals actively consider reducing inequalities of outcome caused by socio-economic disadvantage, in line with the Fairer Scotland Duty. By creating employment and learning opportunities in economically deprived areas, the project aims to directly address socio-economic disparities. This focus on inclusive development and community engagement is designed to provide tangible benefits to those most affected by socio-economic disadvantage, thereby contributing to the reduction of inequality and promoting a fairer, more equitable society.
<b>Inclusive growth</b>	<b>How will this be achieved?</b>
<b>Explore opportunities to maximise the impact of the</b>	To maximise the project's impact, a multifaceted approach focusing on robust

<b>project</b>	communication strategies and partnerships will be adopted. Effective communication, both internal and external, will ensure stakeholder engagement and public awareness. Collaborating with local partners, including community groups, educational institutions, and businesses, will leverage diverse expertise and resources. This collective effort should enhance the project's reach and efficacy, ensuring it addresses the varied needs of the community and aligns with the Public Sector Equality Duty and Fairer Scotland Duty, ultimately leading to a more significant and sustainable impact.
<b>Allow the benefits to be shared by all</b>	To ensure the benefits of the project are shared by all, specific measures will include targeted outreach to diverse community groups, collaboration with local organisations to identify and address specific needs, and the development of inclusive, accessible facilities. There will be active involvement of underrepresented groups in decision-making processes. Additionally, monitoring and feedback mechanisms will assess the equitable distribution of benefits. This focused approach will help in achieving widespread and inclusive community benefit.
<b>Advance overall equality of opportunity under the Equality Act 2010 and the Fairer Scotland Duty 2018</b>	To advance overall equality of opportunity in alignment with the Equality Act 2010 and the Fairer Scotland Duty 2018, the project will implement strategies that specifically address inequalities across all protected characteristics. This will involve designing initiatives that not only meet diverse needs but also proactively seek to reduce existing disparities. Emphasis will be placed on creating equitable access to employment, education, and community resources, alongside fostering an inclusive environment that values diversity. These efforts will contribute to building a fairer, more equitable community, embodying the spirit of both legislative frameworks.

## SECTION FIVE: ACTION PLANNING

<b>Actions(s)</b>	<b>Leads – Colin Tennant (HES)</b>	<b>Review date</b>
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	<b>Amelia Morgan (SC)</b>	
Community Engagement: Develop a plan for engaging with diverse communities, ensuring their voices and needs are integral to the project development.	SC/HES	Sept 2025
Impact Assessment Refinement: Continuously refine the EPIA to include emerging data and feedback.	SC/HES	On-going
Monitoring and Evaluation Framework: Establish a framework to monitor and evaluate the project's impact on equality and socio-economic disparities, with regular reporting mechanisms.	SC/HES	Will be integrated into benefits realisation framework, reporting to Growth Deal & NLHF. Reviewed and reported on Quarterly.
Stakeholder Collaboration: Foster collaborations with local organisations and groups that work directly with underrepresented or disadvantaged communities.	SC/HES	On-going. Refreshed engagement plan commencing Sept 2025
Staff Engagement: Regular consultation with staff who may be affected by relocation, to include understanding and addressing their specific needs and concerns related to the move.	SC/HES	Commencing April 2026
Capacity Building: Invest in capacity building within the project team to understand and address equality and socio-economic issues effectively.	SC/HES	Commencing April 2026
Transparent Reporting: Maintain transparency in reporting progress, challenges, and achievements in relation to equality and socio-economic goals.	SC/HES	Will be integrated into benefits realisation framework, reporting to Growth Deal & NLHF. Reviewed and reported on Quarterly.
Feedback Integration: Actively incorporate community and stakeholder feedback into the development of the full business case.	SC/HES	July 2025

Accountability Mechanisms: Set up clear accountability mechanisms for meeting the objectives related to the Public Sector Equality Duty and the Fairer Scotland Duty.	SC/HES	Sept 2025. Joint governance board between SC&HES established.
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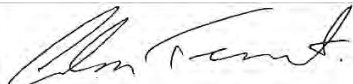
## SECTION SIX: ASSESSMENT OUTCOME

Only one of following statements best matches your assessment of this proposal / policy / project. Please select one and provide your reasons.

No major change required	Yes	Historic Environment Scotland and Scottish Canals are confident that the project as outlined in the Outline Business Case, with the NLHF approved Activity Plan, has been developed in such a way as to enable its delivery to have a positive impact on addressing the inequalities identified in this assessment. Both organisations are committed to operating for the benefit of all the people of Scotland and maximising their opportunities with the canal and wider historic environment. To that end this Assessment will be subject to regular review and enhancement as appropriate.
The proposal has to be adjusted to reduce impact on protected characteristic groups	No	
Continue with the proposal but it is not possible to remove all the risk to protected characteristic groups	No	
Stop the proposal as it is potentially in breach of equality legislation	No	

## SECTION SEVEN: LEAD SIGN OFF

Proposal Lead: Colin Tennant, Head of Technical Conservation, Historic Environment Scotland of behalf of HES and Scottish Canals.

Signature:		Date:	18-5-25
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## Appendix I – Subsidy Control Assessment

### Falkirk Growth Deal – Scotland's Canal Centre

The summary below provides an assessment of the subsidy control gateways as part of the Falkirk Growth Deal to determine whether the grant is permissible as an approved form of subsidy or not constituting a subsidy in the first place.

**Gateway 1** – Determine if the grant is a subsidy? There are 5 tests to consider. If any are answered "No" then the grant is not a subsidy and can proceed to be given.

- Is the grant given directly or indirectly from public resources by a public authority? **YES**
- Is the recipient an "enterprise"? **YES, SC are offering goods or services in a market (space for hire), and they are receiving the grant in that capacity**
- Does the grant confer an advantage? **YES, because nothing is received in return and it isn't available to others**
- Does the grant specifically benefit the recipient? **YES**
- Does the grant have the potential to affect competition or investment in the UK or trade with other countries? **YES, because there are other operators offering space for hire in the area**

If all answered "Yes" then proceed to Gateway 2. Note - Funding of public sector project can still be seen as a subsidy.

**Gateway 2** – Determine if the grant is a prohibited subsidy? If the answer to any of these questions is "Yes" then the grant cannot lawfully be given. If so, consider whether the grant can be redesigned in a way that means all of the Gateway 2 questions can be answered "No".

- Does the grant involve any unlimited guarantees? **NO**
- Does the grant include any conditions relating to export performance? **NO**
- Does the grant include any conditions relating to relocation of existing operations or staff? **NO (the staff are already in the area)**
- Does the grant seek to rescue an ailing or insolvent business? **NO**

If the answer to all of these questions is "no" then proceed to consider Gateway 3.

**Gateway 3** – Consider what route Falkirk Council as Accountable Body is using to give the subsidy? This will determine which version of Gateway 4 gets used.

- The Council is giving the grant under an existing **approved subsidy scheme** – the grant must fit the scheme criteria (size of subsidy, purpose, aid intensity etc.) **Unlikely, but requires some research**
- The Council is giving the grant as **minimal financial assistance** – only suitable for low value subsidies below £315k and not exceeding this limit when added to other subsidies over the preceding two financial years plus the elapsed time of the current financial year. **NO**

- The Council is giving this as a **standalone grant** - This can be used for any grant but has further tests. **Probably, if no route via a scheme can be found. See below for further tests on this route.**

**Standalone Grant** – If the answer to any of these 8 tests is "no" then the grant cannot be given. The Council must be able to answer each question as "yes" and must evidence that answer.

Test 1. Does the grant pursue a common interest?	Subsidies should pursue a specific public policy objective either to remedy an identified market failure (for example where market incentives affecting an enterprise lead to negative externalities, such as adverse environmental impacts, on third parties) or to address an equity rationale (e.g. local or regional disadvantage, social difficulties or distributional concerns). <b>YES</b>
Test 2. Is the grant proportionate and necessary?	Subsidies should be proportionate to their specific policy objective and limited to what is necessary to achieve it. <b>THIS WILL NEED TESTING AT FBC</b>
Test 3. Is the grant designed to change the economic behaviour of the beneficiary?	Subsidies should be designed to bring about a change of economic behaviour of the beneficiary that is conducive to achieving the objective and would not be achieved otherwise. <b>YES, delivering regeneration/skills</b> <ul style="list-style-type: none"> <li>• Consider counterfactual</li> <li>• Consider how the grant will logically deliver the change required</li> <li>• Link change to the policy objective</li> </ul>
Test 4. Is the grant only supporting costs that would not be funded by the recipient anyway?	Subsidies should not compensate for costs the beneficiary would have funded in the absence of any subsidy. <b>YES as it's all capital.</b> <ul style="list-style-type: none"> <li>• Consider whether there is clear evidence that the beneficiary would not otherwise have a reason or intention to fund the cost itself and is reliant on a subsidy to do so.</li> <li>• This will generally rule out grants that support projects that are already underway unless it can be clearly demonstrated that completion of the project is not viable without the grant. <b>That is True</b></li> </ul>
Test 5. Is the grant the least distortive means of achieving the policy objective?	Subsidies should be an appropriate policy instrument to achieve their specific policy objective, and only where that objective cannot be achieved through other less distortive means. <b>YES. There would not be enough profit rental to repay the capital works.</b> <ul style="list-style-type: none"> <li>• Consider whether a repayable loan or a guarantee would achieve the same outcome as a grant.</li> </ul>
Text 6. Is the grant designed to minimise any negative effect on competition and/or investment <u>within the UK?</u>	Subsidies should be designed to achieve their specific policy objective while minimising any negative effects on competition or investment within the UK. <b><u>Yes. The space to let market is better served elsewhere. This space to let is specific to canalside operations. Products made /mended on site are likely to be difficult to transport over distances without undue costs.</u></b> <b><u>(n.b. This used to be a test between member states of the EU but is now internal to UK)</u></b>

Test 7. Do the beneficial effects of the grant outweigh any negative effects?	Subsidies' beneficial effects (in terms of achieving their specific policy objective) should outweigh any negative effects, in particular negative effects on intra-UK competition or investment / international trade or investment. <b>YES as there are few if any negative effects.</b>
Test 8. If the subsidy relates to "energy and environment" activities, does it also comply with the energy and environment principles?	<p>For example this would apply where the grant is supporting an energy development, environmental restoration project or similar. <b>N/A</b></p> <p>The energy and environment principles include:</p> <ul style="list-style-type: none"> <li>• The subsidy must deliver a secure, affordable and sustainable energy system and a well-functioning and competitive energy market, or increasing the level of environmental protection;</li> <li>• The subsidy must not relieve the beneficiary from legal liabilities as a polluter</li> <li>• Subsidies for electricity generation adequacy, renewable energy or cogeneration must generally be determined through a transparent and non-discriminatory competitive process;</li> <li>• Subsidies for electricity generation adequacy may be limited to installations that do not exceed specified CO2 emission limits;</li> <li>• Subsidies for renewable energy or cogeneration must not affect the beneficiary's obligations or opportunities to participate in electricity markets;</li> <li>• Subsidies for the decarbonisation of industrial emissions must achieve an overall reduction in emissions</li> </ul>

## Experience of Frameworks and open book Tendering and Lessons Learned

We understand the objective Frameworks and open book two-stage form of procurement is to obtain contractor input regarding buildability issues and to address risk transfer/allocation on an open basis whilst obtaining the most competitive price available from the market.

The key members of the Robertson team are involved in the tender exercise thus have an understanding and knowledge of the project and they are aligned to the project objectives and understand the client aspirations in terms of working effectively to deliver the project in relation to cost, programme and quality terms.

### Achieve the most competitive pricing within the work packages

Working collaboratively with the project team and our supply chain develop a project cost that delivers value for money and cost certainty at completion of the PCSA period. Cost certainty is achieved by ensuring robust and fully scoped tender enquiry packages are issued to the supply chain. The following processes describe how we manage the work package tender process.

**Project Launch** - At the beginning of the PCSA a 2<sup>nd</sup> Stage a launch workshop is held, to establish shared objectives, communication routes and agree roles and responsibilities. A key component of this workshop will be to agree with the team the cost management and reporting processes to deliver an agreed contract cost.

**Procurement Strategy** - In discussion with Currie and Brown we identified packages to be priced on a drawing and specification basis, those that require Bills of Quantities, or can be procured early to add value and de-risk the delivery of an agreed package value. These discussions are led by Andy Fleming, our Preconstruction Director.

**Procurement Schedule** - The outcomes of the launch workshop is captured on a Work Package Procurement Schedule (MPS) and on the Robertson Master Information Delivery Plan (MIDP). Both documents capture the milestone dates to manage and monitor each package during the PCSA period. The MPS details the package split and procurement timeline, whilst the MIDP details the information required from the Design Team to obtain robust responses from the tendering subcontractors.

### Achieving Competitive Pricing and Best Value from the Supply Chain

Identification and pre-tender engagement of work package subcontractors along with robust design information are fundamental in obtaining good responses from the market and provision of competitive pricing. We have provided a list of supply chain for key packages and have invited input from the Project Team. Selection will be based on suitability, resource availability, compliance with the project's social, environmental, and ethical aspirations in addition to any health and safety, quality, and sustainability requirements.

A minimum requirement of three tenders will be returned for each package, unless specialist and in agreement with the client team.

**Working in Collaboration with Currie and Brown** - Andy Fleming and our estimating team have worked closely with C&B during the PCSA period. The Robertson team will provide Work Package Tender reports once returns are checked, equalised and confirmed compliant.

**Elemental cost plan and Cost Checking** – Working in collaboration with the C&B QS team we have built an agreed cost plan to monitor against through the stages of project development.

**Tender Returns and Reports** – Tender reports will be compiled on receipt of tenders in conjunction with the C&B team. If required clarification meetings will be held prior to conclusion of the tender reports. The tender reports will advise of any reason for not recommending the appointment of the lowest tender price. This may relate to some or all the following risk factors: resources availability; health and safety concerns / performance; achieving the programme.

## **Appointment of the appropriate subcontractors.**

We have proposed a list of suitably qualified supply chain members for key packages with input from the client team. Selection will be based on suitability, resource availability, compliance with the project's social, environmental, and ethical aspirations in addition to any health and safety, quality, and sustainability requirements.

To select the most appropriate Supply Chain Partners (SCP) every project we implement our stringent due diligence process, using the two-stage approach detailed below.

### **Stage 1**

Stage 1 involves a review of client/stakeholder agreed project drivers and an initial assessment/shortlisting of our SCPs to determine the best fit. We select SCPs by mapping their capabilities to the agreed project drivers using data from our e-perform SCP management system. Drivers include project type, scale of package, existing workload, risk and location. We match these drivers to supplier capability/capacity, either selecting a list for competitive tender, or a single strategic supply chain partner to help us develop proposals or a combination of both.

### **Stage 2**

Stage 2 involves tendering using price and quality assessments. To reflect the scope and complexity of packages and their importance to the development, we set package specific price/quality assessment criteria. On straightforward work packages price may be the most important assessment criteria whereas a track-record of quality or innovating may have a greater importance. Using locally based SCPs is important to us as this generates social value and benefits projects through their local focus, knowledge and experience.

### ***Maintaining supply chain resilience through vetting and approval***

Maintaining resilience in our supply chain, we mandate that all potential new SCPs must achieve specified standards that includes financial strength. Given the current economic environment, we have recently enhanced our financial checks, reducing the risk to clients and ourselves before placing any orders. Prior to an SCP being appointed on a project, we repeat the financial checks to ensure that there are no changes in circumstance. Where appropriate we will also seek holding company guarantees or request bonds. Checks are also repeated during our annual refresh process which is automated using our e-perform SCP database. SCPs are approved to deliver up to a maximum value and scope of service based on the financial information and delivery evidence provided. This ensures that we don't stress or overload them through requirement to cash-flow or resource packages they can't cope with.

### ***Creating resilience by paying on-time or early and supporting development***

As signatories of the Construction Supply Chain Payment Charter Prompt Payment Code, we pay all our SCPs within the terms agreed or better; without changing conditions retrospectively and without modifying length of payment on unreasonable grounds. This ensures that our SCPs are as liquid as possible and able to function effectively in the market. We also support our supply chain through our EDEN (Engage, Develop, Enhance and Nurture) and One Team initiatives, providing training, mentoring support, access to our supplier discounts and early payment schemes, all of which enhance resilience.

Appendix 4M.2

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Stage 4 Market Test



WP Name [inc scope summary	Proposed Subcontractors (if known or confirmed)	Contract Name	Tender Invite	BoQ	Tender Issue	Returns	Contact Info
Utilities							
Demolitions							
Groundworks							
Structural Framing Systems (SFS)							
Secondary Steel							
Glazed Curtain Wall							
inc windows							
Cladding							
Masonry							
External Doors							
Partitions & Dry Linings							

WP Name [inc scope summary]	Proposed Tender Item (High Main - preferred)	Contract Name	Tender Invite	BoQ	Tender Issue	Returns	Contact Info
Folding /Sliding Partitions							
Ceilings							
Internal Doors							
Ironmongery							
Internal Glazed Screens							
General Joinerwork							
Cills, Skirtings, General							
Screeds							
Architectural Metalwork							
IPS / Toilet Cubicles							
Decoration & Ames Taping							



WP Name [inc scope summary	Proposed Tender Item (High/Mid/Low Cost)	Contract Name	Tender Invite	BoQ	Tender Issue	Returns	Contact Info
Soft Floor Finishes							
Hard Floor & Wall Tiling							
FF&E	General						
Various Review Spec							
Manifestations							
Signage							
Mechanical Installations							
Electrical Installations							
Fire Stopping							
BWICS							
Core Cutting							
Road Works							
Tarmac Surfacing (inc in Groudworks package also)							
Road Markings							
Soft Landscaping / Planting							

WP Name [inc scope summary	Proposed Tenderers (highlight preferred)	Contact Name	Tender Invite	BoQ	Tender Issue	Returns	Contact Info
Fencing							

## **0820 Engineering and Technical Consultancy**

### **Information and Instructions to Tenderers, Including Evaluation Methodology**

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# 1 Introduction and Explanatory Notes

## 1.1 Summary

This tender provides an opportunity to be awarded a place on a national framework agreement which will establish a 'Framework Contract' that can be used by Scottish councils and other bodies (listed in the Contract Notice) seeking engineering and related technical consultancy services. This is explained further at paragraph 1.4, below.

**To summarise: the tender contains nine lots.**

**What Tenderers must do to complete the tender, for each lot, and submit a bid that Scotland Excel can evaluate is set out below.**

In order to establish the most economically advantageous offers for Councils, Tenderers are asked to answer questions in relation to technical requirements, and to provide certain pricing information as part of their offer. Tenderers must ensure they provide the information in respect of each element for which they wish to offer. This affects whether their bid can be considered for the framework and it may affect the types of business they are able to be awarded under the framework. For more information about this please see section 3.5 Commercial Section Assessment below.

The definitions and interpretations set out in the Framework Contract shall apply to the Tender Documents including, and for the avoidance of any doubt, the Information and Instructions to Tenderers.

Further detail about the tender is set out below, and Tenderers must read this document carefully together with the other Tender Documents, before submitting their bids.

### **Coronavirus/Covid-19 outbreak**

In light of Scottish Government guidance relative to the current Coronavirus/COVID-19 outbreak, please note:-

Scotland Excel has taken cognisance of the current situation relative to the Coronavirus/COVID-19 outbreak. Balancing the current situation with the need to transition to re-open the economy and considering those Council projects that require to continue throughout this time and over the forthcoming period, Scotland Excel has determined to commence the tender exercise to establish the framework for Engineering and Technical Consultancy 0820. Scotland Excel will carefully monitor the situation throughout the period of the tender exercise and will continue to take cognisance of all relevant circumstances in coming to any decision to recommend the award of framework placings to successful tenderers.

Please note that Scotland Excel has adjusted its processes to facilitate more electronic communications that will allow normal business to continue during the current government restrictions in Scotland.

Importantly, this includes notices which require to be served under Scotland Excel contract conditions.

During the tender period, Tenderers are encouraged to use the PCS-Tender tendering system messaging facility dedicated to this ITT (the "Messaging Facility") should they have any questions regarding the content of the ITT and other Tender Documents. Where questions or requests for clarification are considered by Scotland Excel as of material significance, the query and response will

be communicated (in suitably anonymous form) to all Tenderers. For more information about this, please see section 2.2 - Answering Questions, within the ITT below.

## 1.2 How to complete this Tender

**ITT: itt\_35564 SXL 0820 Engineering and Technical Consultancy is contained within Project Code: project\_16346.**

A compliant offer comprises a completed qualification envelope, a completed technical envelope and a completed commercial envelope. Both the technical envelope and commercial envelope contain master sections and lot specific sections. Tenderers must complete both the commercial section and technical section for each lot that they intend to bid for. Tenderers are only required to complete the Qualification envelope, the master sections of the technical envelope and the master sections of the commercial envelope once irrespective of the number of lots that they are bidding for.

### **IMPORTANT:**

**Failure to fully complete and submit ITT: itt\_35564 SXL 0820 Engineering and Technical Consultancy WILL RESULT IN YOUR OFFER NOT BEING CONSIDERED. For more information about what constitutes a compliant bid, see later sections 2 (Tender Process Information and Guidance) and 4 (General Information for Tenderers), of this document.**

**ITT: itt\_35564 SXL 0820 Engineering and Technical Consultancy contains nine lots:**

- Lot 1 – Roads and Structures
- Lot 2 – Transportation and Traffic
- Lot 3 – Environmental
- Lot 4 – Land Surveying
- Lot 5 – Drainage and Flooding
- Lot 6 – Geoenvironmental and Geotechnical
- Lot 7 – Coastal and Maritime
- Lot 8 – Master Planning
- Lot 9 – Project and Commercial Management

### To bid for lots 1 - 9 you must:

- Complete the **Qualification Envelope**, which is based on the European Single Procurement Document (ESPD).
- Complete the **Technical Envelope**:
  - **Master Technical Questions, as described further at 3.4.1:**
    - Respond to scored and unscored master technical questions.
    - Respond by selecting one of the options related to the Real Living Wage.
    - Respond by selecting one of the options related to Community Benefits.
    - Respond to the question related to Fair Work Practices.
    - Respond to the question relating to Terms and Conditions.
  - **Lot Specific Technical Section, as described further at 3.4.1:**
    - Respond to lot specific technical questions.
  - **Commercial Section, as described further at 3.5.1:**
    - Complete the Professional Title Rates and Salary Banded Rates as instructed at 3.5.1.
    - Complete the fee percentages as instructed at 3.5.1.
    - Complete the overhead percentage as instructed at 3.5.1.

### 1.3 Introduction to Scotland Excel

Scotland Excel is the Centre of Procurement Expertise for the local government sector in Scotland. Established in 2008, our remit is to work collaboratively with members and suppliers to raise procurement standards, secure best value for customers and to improve the efficiency and effectiveness of public sector procurement in Scotland.

Scotland Excel develops and manages collaborative contracts for products, services and works where a strategic requirement is identified across our sector. For further information about our governance and set up, suppliers are referred to the following page of our website:

<http://www.scotland-excel.org.uk/home/Aboutus/Governance-new.aspx>

Currently, all 32 Scottish local authorities are members and *circa* 90 organisations are associate members.

Tenderers should note that Renfrewshire Council is the lead authority for Scotland Excel and is the legal person who concludes agreements for Scotland Excel. Tenderers should note that some of the documentation during the tender process will come from Renfrewshire Council on behalf of Scotland Excel.

Please ensure that you have read and taken full account of all the Tender Documents, including this entire document, in preparing your Tender.

To access any relevant attachments required to be read in relation to the Invitation to Tender (ITT), please click on the Buyers Attachments area. This gives you access to all attachments to the ITT and these can be downloaded either individually or as a mass download.

In addition, please read and follow the instructions both at the beginning of the ITT and at those points in the ITT where there are particular requirements.



## 1.4 Framework Contract

As referred to above, this Tender will establish a new Framework Contract for the provision of engineering and technical related consultancy services intended to meet the needs of Scotland Excel's members.

This Framework Contract will provide an efficient method of engaging external consultants (hereinafter "Suppliers") for services commonly used across councils, associate members and other bodies participating in this procurement.

Tenderers should note that any reference to Council includes any associate member of Scotland Excel as well as any other bodies named in the contract notice for this procurement exercise.

As successor to the existing framework agreement for 06-16 Engineering and Technical Consultancy Services it is anticipated that both Councils and Suppliers will continue to benefit from having a standard method of engagement, including:

- a clear and flexible process for the selection of a suitable Supplier,
- a clear procedure and standardised conditions for instructing individual Work Orders, and
- a simple and transparent pricing mechanism which achieves best value.

The Scope encompasses a range of engineering and technical related consultancy services and is divided into nine lots as follows:

- Lot 1 – Roads and Structures Engineering and Technical Related Consultancy services (Lot 1- Roads and Structures)
- Lot 2 – Transportation and Traffic Engineering and Technical Related Consultancy services (Lot 2 - Transportation and Traffic)
- Lot 3 – Environmental Engineering and Technical Related Consultancy services (Lot 3 – Environmental Engineering)
- Lot 4 – Land Surveying Engineering and Technical Related Consultancy services (Lot 4 – Land Surveying)
- Lot 5 – Drainage and Flooding Engineering and Technical Related Consultancy services (Lot 5 – Drainage and Flooding)
- Lot 6 – Geoenvironmental and Geotechnical Engineering and Technical Related Consultancy services (Lot 6 – Geoenvironmental and Geotechnical)
- Lot 7 – Coastal and Maritime Engineering and Technical Related Consultancy services (Lot 7 – Coastal and Maritime)
- Lot 8 – Master Planning Relating to Engineering and Technical Related Consultancy services (Lot 8 – Master Planning)
- Lot 9 – Project and Commercial Management Relating to Engineering and Technical Related Consultancy services (Lot 9 – Project and Commercial Management)

Each lot contains a range of services and associated indicative activities. The ITT requires Tenderers to indicate those services it is offering under each lot. Tenderers are required to offer at least 70% of the services under each lot. Scotland Excel reserve the right to reject Tenders that do not offer at least 70% of the services in a lot.

It is anticipated that a range of Tenderers will be appointed to each lot within the Framework Contract with the relevant and demonstratable experience and capabilities bid for ensuring sufficient capacity, geographic and service coverage. There is no fixed number of Tenderers that

may be awarded participation on any individual lot. This will only be known once all the bids have completed the evaluation in accordance with the requirements set down within the Tender Documents. Scotland Excel reserves the right to appoint a single Supplier to any lot where this provides best value for the Councils.

Tenderers may bid for one, some or all lots.

A Tenderer's submission for each lot will be scored on a standalone basis and will be independent of a Tenderer's decision to submit for one, some or all lots.

A detailed description of the Work Order award procedures is included in section 4. Framework Information of the 0820 Engineering and Technical Consultancy Framework Contract document located within the Buyers Attachment area of the ITT.

If any services are to be instructed by a Council under the Framework Contract, it will be instructed via the issue of an individual Work Order using the procedures in the Framework Contract. The conditions applicable to Work Orders are based on the *work order conditions* as listed below, with bespoke Z Clauses as required:

- NEC4 Professional Service Contract, June 2017 as amended by section 6 of the document 0820 Engineering and Technical Consultancy Framework Contract; or
- NEC4 Professional Service Short Contract, June 2017 as amended by section 7 of the document 0820 Engineering and Technical Consultancy Framework Contract.

The Council will select the appropriate *work order conditions* for each Work Order based on their requirement. It is likely that the Council may supplement or refine the *conditions of contract* to reflect the requirements of a particular Work Order, insofar as this is compatible with the Public Contracts (Scotland) Regulations 2015.

The Framework Contract will be available for use by all of Scotland Excel's member councils, associate members and other bodies named in the contract notice. Tenderers should note that some Councils have current arrangements in place for part or all of the Scope or Services. This Framework Contract does not prevent Councils from utilising the Framework Contract as an alternative to any existing agreements.

An anticipated participation profile is provided below, however, this is for information only. It does not oblige or preclude any Council from utilising the Framework Contract and does not constitute a commitment to award any work, any level or volume of business, or any continuity of business under the Framework Contract.

Scotland Excel Member/ Associate Member	Anticipated Participation
Aberdeen City Council	Yes
Aberdeenshire Council	Yes
Angus Council	Yes
Argyll & Bute Council	Yes
City of Edinburgh Council	Yes
Clackmannanshire Council	Yes
Comhairle Nan Eilean Siar	Yes
Dumfries & Galloway Council	Yes
Dundee City Council	Yes
East Ayrshire Council	Yes
East Dunbartonshire Council	Yes
East Lothian Council	Yes
East Renfrewshire Council	Yes
Falkirk Council	Yes
Fife Council	Yes
Glasgow City Council	Yes
Highland Council	Yes
Inverclyde Council	Yes
Midlothian Council	Yes
North Ayrshire Council	Yes
North Lanarkshire Council	Yes
Orkney Islands Council	No
Perth & Kinross Council	Yes
Renfrewshire Council	Yes
Scottish Borders Council	Yes
Shetland Islands Council	Yes
South Ayrshire Council	Yes
South Lanarkshire Council	Yes
Stirling Council	Yes
The Moray Council	Yes
West Dunbartonshire Council	Yes
West Lothian Council	Yes
Other Associate Members	Yes

## 1.5 Value of Work

The maximum estimated total value of business that may be awarded under this Framework Contract is advertised at £18.1 million per annum (£72.5 million total over four years). This figure has been derived based on historic information and future plans as confirmed by Scotland Excel's members.

This is, however, a maximum value which is estimated to ensure that there is sufficient capacity within the Framework Contract to accommodate any unforeseen peaks in demand and should not be relied upon as an indication of the likely value of services that may be awarded.

Tenderers should note that there is no guarantee that any level or volume of business or any continuity of business will be awarded under the Framework Contract.

## 1.6 Duration

The Framework Contract will be for a period of up to four years.

# 2 Tender Process Information and Guidance

## 2.1 Tender Process

The Tender process is conducted under the Open Procedure specified in the Public Contracts (Scotland) Regulations 2015.

The Tender process will be conducted through the Public Contracts Scotland Tender module (PCS-Tender) and all Tender Documents must be submitted electronically through the system by the closing date and time for submissions in accordance with the information and instructions within the Tender Documents.

The electronic form of tender is divided into qualification and technical and commercial envelopes. Failure to fully complete and submit ITT: itt\_35564 SXL 0820 Engineering and Technical Consultancy **WILL RESULT IN YOUR OFFER NOT BEING CONSIDERED**. For more information about what constitutes a compliant bid, see later section 4.3 below.

Tenderers should carefully read the specific instructions contained within the following envelopes.

- Qualification envelope - Tenderers must note that in order to be eligible for award to the Framework Contract, they must pass bidder selection, the criteria for which is contained in the qualification envelope of the Tender, ITT: itt\_35564 which is in the format of the European Single Procurement Document (ESPD).
- Technical envelope – Tenderers must complete the technical envelope within ITT: itt\_35564, including the master technical questions and lot specific technical questions.
- Commercial envelope – Tenderers must complete the commercial envelope within ITT: itt\_35564.

## 2.2 Answering Questions within the ITT

### Tenderers must:

- Read each question carefully and respond in accordance with instructions given.
- Complete each question in full.
- Ensure that all answers provided are relevant, in particular by including details in the reply to specific point or points forming part of the question or requirement.
- Provide information in English only.
- Respond on the basis that Scotland Excel has no prior knowledge of the Tenderer, even if your organisation has an existing relationship with Scotland Excel.
- Check that all responses to requirements are accurate.
- Pay specific attention to all sections that allow documents to be uploaded and ensure that any required documents or permitted documents that are required by you to provide a complete answer, are correctly uploaded.

- Pay specific attention to any character count limitations set for responses to specific questions and ensure that their response falls within the character count limit which has been set.

Only information provided as a direct response to the questions contained in the ITT will be evaluated.

### **Mandatory Responses**

Certain documents and responses which are designated as “mandatory” have to be submitted by uploading or answering as instructed to at the designated part of the ITT before the Tender will be accepted for submission as a valid Tender by the PCS-Tender tendering system. Please allow ample time to complete these questions.

This is an aspect of the functionality of the PCS-Tender tendering system. Tenderers must not assume that they must answer only those questions marked as “mandatory” on the PCS-Tender tendering system. You must fully answer ALL questions asked by Scotland Excel in order for you to provide a full and compliant Tender (i.e. even if they are not marked “mandatory” by the PCS-Tender tendering system).

### **Supplementary Documentation**

Supplementary documentation may be uploaded as part of your Tender where you have been directed to do so. Such materials must be clearly marked and named in accordance with any instructions. Other information such as general company literature or promotional brochures will not form part of the evaluation process and should not be included in your Tender. Please see below for further information regarding the provision of documents by Tenderers.

### **Inappropriate Responses**

In the event that a Tenderer is unable to provide an appropriate response to any of the questions, or a detailed reason as to why an appropriate response cannot be given, Scotland Excel may either exclude the Tenderer from further participation in the selection process or reject a Tenderer from the award process, or, at its discretion, may seek clarification. In the event that Scotland Excel requests clarification from the Tenderer, a failure by a Tenderer to provide a satisfactory response within the deadline specified for receipt of a clarification response may result in the Tenderer being disqualified from the selection process or having its Tender rejected.

### **Tenderer Queries/ Requests for Clarification Relating to the ITT**

All questions regarding the content of the ITT and other Tender Documents should be directed to Scotland Excel through the PCS-Tender tendering system messaging facility dedicated to this ITT (**Messaging Facility**). No approach of any kind in connection with the ITT and other Tender Documents should be made to any person within, or associated with, Scotland Excel. Scotland Excel will not respond to any queries or requests for clarification in relation to the terms of the ITT and other Tender Documents which are not directed through the Messaging Facility.

If Scotland Excel considers any questions or requests for clarification to be of material significance, both the query and the response will be communicated, in a suitably anonymous form, to all Tenderers that have expressed interest in the ITT.

Any queries or requests for clarification in relation to the terms of the ITT and other Tender Documents must be made a minimum number of days before the deadline for submission of the Tenders to allow sufficient time for Scotland Excel to respond and for Tenderers to consider that response in their submission. Tenderers can find the information regarding the deadline for queries within this document, the ITT or on the ITT settings page on the PCS-Tender tendering system. Scotland Excel will **NOT RESPOND** to any queries after the stated deadline has elapsed.

## Pricing Schedules

Tenderers must make sure that all rates are completed for all items mandatory for a compliant bid. If any rates are left blank Tenderers are asked to note the way in which unpriced items are scored by Scotland Excel and **the consequences for a Tenderer who leaves an item unpriced**. This is explained further in the Evaluation Methodology in section 3 of this document.

### 2.3 Submitting Your Completed Tender and Deadline for Submission

The Tender must be completed and submitted electronically on the relevant PCS-Tender project for this proposed procurement before **12 noon on 16 October 2020**.

**TENDERS SUBMITTED AFTER THE CLOSING DATE AND TIME AS SPECIFIED ABOVE ARE LATE BIDS AND WILL NOT BE CONSIDERED BY SCOTLAND EXCEL.**

Your completed Tender may be submitted at any time prior to the final date for submission. Prior to this date, the Tenderer will be able to amend and re-submit their Tender. Any previous version of the completed Tender submitted will be overwritten by the most recent submission and cannot be retrieved. The Tenderer should note that submissions made after the deadline will overwrite any previous submissions made prior to the deadline and may result in a late submission.

Please note that a button named “Validate response” is available in the PCS-Tender system for your assistance in checking that all requirements have been completed before you submit your Tender. However, Scotland Excel recommends that the Tenderer does not only rely upon this button but manually checks for itself that they have met all requirements of the ITT as set out in the ITT itself and not just in relation to the questions marked “mandatory” by the PCS-Tender Tendering system (see section 2.2 above for an explanation of the PCS-Tender “mandatory” questions).

### 2.4 Acknowledgement of Receipt

Once you have submitted your Tender you will receive an automated system e-mail confirming receipt of your Tender.

**THIS RECEIPT IS ISSUED AUTOMATICALLY BY THE PCS-TENDER TENDERING SYSTEM AND, THEREFORE, SHOULD NOT BE TAKEN AS AN INDICATION THAT THE TENDER IS ACCEPTED BY SCOTLAND EXCEL AS TIMEOUS OR COMPLIANT WITH THE ADVERTISED REQUIREMENTS.**

### 2.5 Bravo Solutions Guidance

To assist the Tenderer with the basic operation of the PCS-Tender system the Bravo Solution System Guide is included in the “Supplier Response Guide” folder on the relevant PCS-Tender project. Please note that this guidance should not be regarded as the definitive source of help for the operation of the system. If you have any queries or are unsure about any aspect of the system please consult Bravo Education Network (BEN), the online help system. Alternatively, all queries of a technical nature regarding the use of the PCS-Tender system should be directed to the Bravo Solution helpdesk.

Scotland Excel have available for viewing online a tenderer information webinar. Please feel free to use this tool to familiarise yourself with participation in a Scotland Excel national framework. You can find the webinar at: <http://www.scotland-excel.org.uk/home/Suppliers/Tendering-process.aspx>

### 3 Evaluation Methodology

The following evaluation methodology details how the qualification, technical and commercial criteria will be applied to offers received in relation to the Scotland Excel 0820 Engineering and Technical Consultancy tender, itt\_35564.

#### 3.1 Structure of the Tender

The tender is divided into 3 sections:

- **qualification section**, containing bidder selection criteria which must be passed for the Tenderer to be eligible for award. This is included within the qualification envelope of ITT: itt\_35564.
- **technical section**, containing technical award criteria that will form the basis of assessing the Tenderer’s technical quality in respect to the service. This is included within the technical envelope of ITT: itt\_35564.
- **commercial section**, containing commercial award criteria that will form the basis of assessing the competitiveness of the Tenderer’s submitted commercial offer. This is included within the commercial envelope of ITT: itt\_35564.

A compliant offer comprises a completed qualification, technical and commercial envelope within the ITT: itt\_35564– SXL 0820 Engineering and Technical Consultancy. The ITT must be submitted in accordance with the instructions provided and before the closing date and time. ITT: itt\_35564 is contained within Project Code – project\_16346. **Non-compliant offers will not be considered.**

Tenderers may bid for one, some or all of the lots.

Tenderers should note that Scotland Excel associate members and other public bodies named in the contract notice have access to this Framework Contract and may wish to use it.

#### 3.2 Overall Weighting

The overall assessment and weighting which will be applied for award to the Framework Contract is as follows:



Award Criteria	Total Available Scores
Qualification Section (ESPD)	Pass/ Fail
Technical Section	60
Commercial Section	40

The methodology that will be used to assess Tenderer's responses for each element is stated below and within Appendix 2 - Scoring Matrix. Further guidance notes are also contained within PCS-Tender.

### 3.3 Qualification Section Assessment

To be eligible for award to the framework, Tenderers must pass the bidder selection criteria which are contained in the qualification section of the tender. This is in the format of the European Single Procurement Document ESPD (Scotland). Detailed information on what is included within the ESPD (Scotland) and the criteria which will be applied is located within section 5.5 of this document.

### 3.4 Technical Section Assessment

The technical section within the technical envelope makes up 60 points of the overall score. In this section Tenderers are required to complete questions relating to how the Tenderer will carry out the services under the Framework Contract. Technical questions will consist of master technical questions, scored and unscored, and scored lot specific technical questions.

#### 3.4.1 Technical Questions

The methodology that will be used to assess Tenderer's responses for each element is described below and detail within Appendix 2 - Scoring Matrix.

#### **Master Technical Question – Real Living Wage**

Tenderers will be required to advise their commitments to paying the Real Living Wage by selecting one of the following options:

- Option 1 – I am an accredited Real Living Wage Employer and commit to maintaining this for the duration of the Framework Contract.
- Option 2 – I am currently going through the process of becoming an accredited Real Living Wage Employer and commit to gaining accreditation over the initial two year period of the Framework Contract.
- Option 3 – I am not an accredited Real Living Wage Employer but commit to gaining accreditation over the initial two year period of the Framework Contract.
- Option 4 – I am not an accredited Real Living Wage Employer but pay the Real Living Wage to all employees (except volunteers, apprentices and interns) and commit to maintaining this for the duration of the Framework Contract.
- Option 5 – I am not an accredited Real Living Wage Employer and do not currently pay the Real Living Wage to all employees (except volunteers, apprentices and interns) but commit to paying the Real Living Wage to all employees (except volunteers, apprentices and interns) within the initial two year period of the Framework Contract.
- Option 6 – I am not an accredited Real Living Wage Employer and do not currently pay the Real Living Wage to all employees.



Tenderers will be awarded one point for selecting options 1, 2, 3, 4 or 5 and zero points for selecting option 6, scores will be applied to all lots for which the Tenderer is bidding.

Tenderers should refer to the document entitled, 0820 Engineering and Technical Consultancy Fair Work Practices + Community Benefits for further guidance.

Tenderers need only submit itt\_35564 question: Real Living Wage once, regardless of the number of lots being offered for.

Scored questions must be completed.

#### **Master Technical Question – Fair Work Practices**

This question will be assessed in accordance with the Five Point Scoring Methodology detailed in section 3.4.2 by a panel of suitably qualified individuals who may be council officers or others acting on behalf of Scotland Excel who shall score by consensus.

Tenderers should refer to the document entitled, 0820 Engineering and Technical Consultancy Fair Work Practices + Community Benefits for further guidance and details on Fair Work Practices.

Tenderers need only submit itt\_35564 question: Fair Working Practices once, regardless of the number of lots being offered for.

All questions must be completed.

#### **Master Technical Question – Community Benefits**

Tenderers must provide a single yes or no response to this question. The response will be scored once. Tenderers that respond “YES” to this question will receive two points across all lots and Tenderers that respond “NO” to this question receive zero points across all lots.

Tenderers should refer to the document entitled, 0820 Engineering and Technical Consultancy Fair Work Practices + Community Benefits for further guidance and details on community benefits.

Tenderers need only submit itt\_35564 master technical section question: Community Benefits once, regardless of the number of lots being offered for.

Scored questions must be completed.

#### **Master Technical Question – Management Arrangements**

This technical question will be assessed in accordance with the five point scoring methodology detailed in section 3.4.2 by a panel of suitably qualified individuals who may be council officers or others acting on behalf of Scotland Excel who shall score by consensus.

Tenderers need only submit itt\_35564 question: Management Arrangements once, regardless of the number of lots being offered for.

Scored questions must be completed.

#### **Master Technical Question – Terms and Conditions**

Tenderers must provide a single yes or no response to this question. The response will be on a pass/fail criterion. Tenderers should note that if they respond “NO” to this question tenders will receive a fail.

Tenderers need only submit itt\_35564 question: Terms and Conditions once, regardless of the number of lots being offered for.

This question must be completed.

### **Master Technical Section – Non-Scored Questions**

Tenderers need only submit the following itt\_35564 questions once, regardless of the number of lots being offered for:

- Ability to Service
- Company Pending Changes
- Certificates

This completes the master technical questions.

### **Lot Specific Technical Questions**

Tenderers must submit separate responses to the following questions for each lot they are offering for;

- Technical Ability,
- Innovation, and
- Sustainability (applicable to Lot 1, 2, 3, 5, 6, 7 and 8 only)

These technical questions will be assessed against the five point scoring methodology detailed in section 3.4.2 by a panel of suitably qualified individuals who may be council officers or others acting on behalf of Scotland Excel who shall score by consensus.

This completes the Lot Specific Technical questions.

### 3.4.2 Five Point Scoring Methodology

% of Points	Categorisation	Evaluation Description
0%	Failed to Respond	Tenderer has failed to provide a submission or provided limited relevant detail or evidence.
15%	Poor	The submission demonstrated only minimal technical and professional ability relevant to the requirements and has provided little satisfactory supporting evidence.
50%	Satisfactory	The submission demonstrates reasonable technical and professional ability relevant to the requirements and has provided satisfactory supporting evidence.
75%	Good	The submission demonstrates good technical and professional ability relevant to the requirements and has provided good supporting evidence relating to similar projects.
100%	Excellent	The submission demonstrates a market leading level of technical and professional ability which identifies the use of innovative techniques to ensure successful project delivery. Supporting evidence provided demonstrates successful delivery of similar projects with improved outcomes due to the particular market leading technical and professional ability.

Where a Tenderer is awarded a score of 15% or less on any one or more questions in the technical envelope under the five point scoring methodology, then Scotland Excel may reject the Tenderers' offer.

### 3.5 Commercial Section Assessment

The commercial section within the Commercial Envelope makes up 40 points of the overall score. This is made up of rates for professional titles and salary bands.

The methodology that will be used to assess Tenderers' responses for each element is described below and detailed within Appendix 2 - Scoring Matrix.

All numbers will be rounded to two decimal places.

#### 3.5.1 Master Commercial Section

##### **Salary Banded Rates**

Tenderers are required to submit an hourly rate for each salary band. The Salary Banded Rates will be applied to each lot for which the Tenderer is bidding.

Tenderers need only submit *itt\_35564* Salary Banded Rates once, regardless of the number of lots being offered for. This question must be fully completed.

Tenderers must provide an hourly rate for all salary bands regardless of whether they have staff that fall into the band or not.

For the purpose of the evaluation, the hourly rates submitted for all salary bands will be multiplied by the volumes indicated within the "Quantity" column to give a quantity base price for each line item. All quantity base prices for each line item shall then be added together to give a total cost. (Please note the quantities inserted in the "Quantity" column are indicative and for evaluation purposes only and are no guarantee of business or volume of business, through this Framework Contract).

The Tenderer with the lowest total cost (as detailed in the above paragraph) will be awarded two points, whilst the Tenderer with the second lowest total cost will be calculated on the basis of the percentage difference between the total cost of the second lowest Tenderer offer and the total cost of the lowest Tenderer offer. The method of subtracting the difference between the Tenderers total cost and the lowest total cost offered will continue until all Tenderers offers have received a score.

Salary Banded Rates will remain fixed for the full term of the framework.

##### **Fee percentages**

Tenderers are required to submit a *fee percentage* applicable to work under:

- NEC4 Professional Services Contract pricing option A
- NEC4 Professional Services Contract pricing option E
- NEC4 Professional Services Short Contract

The *fee percentage* will be applied to each lot for which the Tenderer is bidding.

Tenderers need only submit *itt\_35564 fee percentages* once, regardless of the number of lots being offered for. This question must be fully completed.

Tenderers must provide all *fee percentages* requested.

For the purpose of the evaluation, the Tenderer with the lowest *fee percentage* under NEC4 Professional Services Contract pricing option E will be awarded one point, whilst the Tenderer with

the second lowest *fee percentage* offer will be calculated on the basis of the percentage difference between the *fee percentage* of the second lowest Tenderer offer and the *fee percentage* of the lowest Tenderer offer. The method of subtracting the difference between the Tenderers *fee percentage* and the lowest *fee percentage* offered will continue until all Tenderers offers have received a score.

Tenderer's submitted *fee percentages* under NEC4 Professional Services Contract pricing option A and NEC4 Professional Services Short Contract will not be scored.

*Fee percentages* will remain fixed for the full term of the framework.

### **Overhead percentage**

Tenderers are required to submit an *overhead percentage* applicable to work under NEC4 Professional Services Contract pricing option E.

The *overhead percentage* will be applied to each lot for which the Tenderer is bidding.

Tenderers need only submit *itt\_35564 overhead percentage* once, regardless of the number of lots being offered for. This question must be fully completed.

For the purpose of the evaluation, the Tenderer with the lowest *overhead percentage* (as detailed in the above paragraph) will be awarded one point, whilst the Tenderer with the second lowest *overhead percentage* offer will be calculated on the basis of the percentage difference between the *overhead percentage* of the second lowest Tenderer offer and the *overhead percentage* of the lowest Tenderer offer. The method of subtracting the difference between the Tenderers *overhead percentage* and the lowest *overhead percentage* offered will continue until all Tenderers offers have received a score.

*Overhead percentages* will remain fixed for the full term of the framework.

## **3.5.2 Lot Specific Section**

### **Professional Title Rates**

Tenderers are required to submit hourly rates for each of the Professional Titles detailed in the commercial section in each lot-specific section.

Where a Tenderer cannot offer for any line item, a value of "0" must be entered in the "Rate" field and "no offer" must be entered in the corresponding "Comments" field. Where a tenderer submits "no offer", for the purposes of evaluation, the highest value submitted for that line offer by the other Tenderers bidding for that lot shall be inserted.

For the purpose of the evaluation, the hourly rates submitted for all Professional Titles will be multiplied by the volumes indicated within the "Quantity" column to give a quantity base price for each line item. All quantity base prices for each line item shall then be added together to give a total cost. (Please note the quantities inserted in the "Quantity" column are indicative and for evaluation purposes only and are no guarantee of business or volume of business, through this Framework Contract).

For the purposes of evaluation, where any line item has been deemed not to meet the specification, for the purposes of evaluation, the highest value submitted for that line offer by the other Tenderers shall be inserted. In the event of no bid being made for a line item across all Tenderers, the item will remain at zero value.

The Tenderer with the lowest total cost within the lot will be awarded 36 points for that offer whilst the Tenderer's score for the second lowest total cost offer will be calculated on the basis of the percentage difference between the total cost of the second lowest Tenderer offer and the total cost of the lowest Tenderer offer. The method of subtracting the difference between the Tenderers total cost and the lowest total cost offered will continue until all Tenderers offers have received a score.

As a minimum, rates must be fixed for 12 months and thereafter increases will only be considered on a 12 monthly basis.

### 3.6 Award

For each lot, the master technical question score, lot specific technical question score will be combined with the master commercial section score and the lot specific commercial section score to provide a final score per Tenderer. This score will be rounded to two decimal places to provide the "final score".

The 'final score' will determine the most economically advantageous offers, where the highest value shown represents the most economically advantageous tender. The Framework Contract will be awarded to sufficient Tenderers to ensure that Councils receive best value and to ensure geographic and service coverage within each lot. This may mean that a number of Tenderers may be awarded participation on each lot. There is no fixed number of Tenderers who may be awarded participation on any one of the lots. This will only be known once all the bids have completed evaluation in accordance with the requirements set down within the tender documents.

## 4 General Information for Tenderers

### 4.1 Implicit in the Framework Contract

Tenderers must read the Scope for each lot they are submitting a bid for. Tenderers are required to agree that they will conform to the requirements within the Scope for each lot.

### 4.2 Electronic Tenders

The complete electronic tender with no pages omitted must be submitted in accordance with instructions given and signed by an authorised representative, i.e. company director or secretary or by a person authorised by the Tenderer. If the signatory is not the Director, then the Tenderer must provide, at time of Tendering, written confirmation of the signatory's authority to bind the Tenderer.

Any clauses, conditions, amendments to specification or other qualifications which a Tenderer wishes to make conditional to an offer MUST be entered by the Tenderer in the spaces provided. Any clauses, conditions, amendments to specification or other qualifications entered elsewhere on the Tender shall be invalid, unenforceable and shall not form part of any contract which may follow upon this Tender.

### 4.3 All Tenders

Tender Documents issued to the Tenderer may only be passed on to other parties associated with the Tenderer for the purposes of the proposed Tender submission.

The Rates quoted on the Tender must be stated in pounds sterling and strictly net prices, exclusive of Value Added Tax.

The Rates will be deemed to include an allowance for all matters in respect of safety, health and welfare and the conditions of employment of work people and all matters relating to the satisfactory execution of the Framework Contract and for insurance.

Completed Tenders must be submitted to arrive before 12 noon on the closing date stated on the contract notice and Invitation to Tender. For further information see earlier section 2.3 Submitting your completed Tender and deadline for submission.

Tenderers must submit a compliant Tender. A compliant Tender consists of a completed Qualification Envelope, Technical Envelope and Commercial Envelope, submitted in accordance with the instructions provided in the ITT: itt\_35564 SXL 0820 Engineering and Technical Consultancy.

**NON-COMPLIANT OFFERS WILL NOT BE ACCEPTED.**

**LATE SUBMISSIONS WILL NOT BE ACCEPTED.**

No promotional material or other documentation may be enclosed with any Tender unless required by Scotland Excel. Answers to the questions in the Qualification, Technical and Commercial sections of the tender should answer the questions specifically and should not be in the form of promotional material.

Scotland Excel takes no responsibility for identifying any clerical errors or misunderstanding in any tenders submitted. Tenderers must therefore ensure that the content of any tender submitted is complete and accurate.

Without prejudice to the last paragraph, where examination of a tender reveals obvious errors or discrepancies which would affect the tender figures, these errors will be dealt with in the following manner:

1. Any obvious arithmetical errors will be rectified by Scotland Excel checking the tenders and the amount of tender shall be held to be the amount so rectified and the Tenderer informed in writing of the corrected amount.
2. Where there is an obvious and genuine error in the Rates occurring, the Tenderer will be given the opportunity of either confirming that they agree to their Tender being considered with the error remaining or withdrawing their tender. This procedure shall be undertaken in writing. If the Tenderer decides to withdraw its Tender, it will not be considered for acceptance. The Tenderer will not be given the opportunity to submit an amended Tender.

#### 4.4 Entries on the Tender

All responses and submissions required in the Tender Documents must be provided at the points in the Tender Documents set aside for them, in the English language and in any format stipulated within the Tender Documents. Where a Tenderer fails to comply with this requirement, Scotland Excel shall be entitled to treat the Tender as invalid. Certain responses designated on PCS-Tender as “mandatory” must be submitted by uploading or answering as instructed to the designated part of the ITT before the Tender will be accepted for submission by the PSC-Tender Tendering system. Please allow ample time to complete these questions. Please note however that successful submission of a Tender does not mean it is accepted by Scotland Excel as a compliant response. Tenderers must follow the instructions and guidance provided in the Tender Documents to ensure they submit a compliant response.

#### 4.5 Environmental Policy

Tenderers are requested to satisfy themselves that no services provided under any Work Order issued under the Framework Contract will endanger the health of any person, will cause significant damage to the environment during delivery, will consume a disproportionate amount of energy during delivery, will cause unnecessary waste or makes use of materials derived from threatened species or threatened environments.

#### 4.6 Validity Period

All tenders submitted to Scotland Excel must remain open for acceptance for a period of one hundred and ninety (190) days from the Tender closing date.

#### 4.7 Post Tender Negotiation

After the closing date and time, Tenderers may not supply any unsolicited information. Following evaluation of the Tenders received, Scotland Excel reserves the right subject always to the Public Contract (Scotland) Regulations 2015, to clarify any information supplied by Tenderers or to enter into negotiations, including negotiations on Rates, with the Tenderer who has submitted the most economically advantageous tender or, where the contract will be awarded on a shared basis, with the Tenderers who have submitted the most economically advantageous tenders.

#### 4.8 Acceptance of tenders and the mandatory standstill period

1. Scotland Excel is not bound to accept the lowest or any Tender and reserves the right to accept any Tender in whole or in part. Any acceptance will be by the issue of a letter of acceptance on behalf of Scotland Excel.
2. Where a decision is taken to accept a Tender, Scotland Excel is required to implement a mandatory standstill period of a minimum of 10 days between notification to Tenderers concerned of that decision and the date when the acceptance is issued.
3. Where the mandatory standstill period is required, notification of the decision will be issued on behalf of Scotland Excel to Tenderers in accordance with Regulation 85 of the Public Contracts (Scotland) Regulations 2015.



4. Tenderers must note that Scotland Excel reserves the right to provide to every Tenderer a list of the names of all who tendered and, where appropriate, the scores each Tenderer obtained against the award criteria.
5. At the end of the standstill period, provided that there has been no judicial interruption of the decision in the form of an order from a court of competent jurisdiction that either the decision should be set aside or its implementation suspended pending a full hearing of the matter, Scotland Excel may proceed to issue a letter of acceptance to the successful Tenderer(s) and shall confirm to all other Tenderers that their Tenders have been unsuccessful.

#### 4.9 Estimated Quantities

Any quantities stated in the Tender Documents are for evaluation purposes only and do not form a commitment to award any work under the Framework Contract.

#### 4.10 Equivalents and Alternatives

Any requirement or specification in the Tender Documents shall be deemed to be accompanied by the words “or equivalent” in accordance with Regulation 43 of the Public Contracts (Scotland) Regulations 2015.

If a Tenderer offers equivalents to the requirements specified in the Tender Document, it will be the Tenderer’s responsibility to demonstrate to Scotland Excel that the equivalents meet the specification/ scope.

#### 4.11 Public access to information

Tenderers are reminded that Scotland Excel and Councils require to comply with the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004. Further, Scotland Excel and the Council may share any information contained in a tender with any relevant government regulators

#### 4.12 Data Protection

The information you have provided/ will provide is being collected by Scotland Excel (the data controller for the purposes of the Data Protection Law) on behalf of its member Councils in Scottish local government and other Participating Contracting Authorities for use in connection with a public task. If your Tender is successful, our members will use the information to adopt your organisation onto their eProcurement systems and Scotland Excel will use it for planning and contact purposes. The information will be held securely and will be treated as confidential although it may be shared with other public sector organisations when required to prevent or detect crime, to protect public funds or to improve Scotland Excel’s service to you.

#### 4.13 Collusion

Scotland Excel reserves the right not to consider a Tender and to terminate the Framework Contract if the Tenderer (or its representative, whether or not with the Tenderer’s knowledge) has colluded in tendering for the Framework Contract or in tendering or refraining from tendering for any other contract or has used corrupt or illegal practices either in obtaining or executing the Framework Contract or any other contract with Scotland Excel.



Tenderers must complete the NO COLLUSION CERTIFICATE in the Buyers Attachment Area of the Tender Documents.

#### 4.14 Prevention of Corruption

1. Scotland Excel shall be entitled not to consider a Tender and to terminate the Framework Contract if the Tenderer, or any person employed by or acting on behalf of the Tenderer (whether or not with the Tenderer's knowledge), has offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or refraining from doing or for having done or refrained from doing any action in relation to the obtaining or execution of the Framework Contract or any other contract with Scotland Excel or for showing or refraining from showing favour or disfavour to any person in relation to the Framework Contract or any other contract with Scotland Excel, or if in relation to any contract with Scotland Excel, the Tenderer or any person employed by or acting on behalf of the Tenderer has committed an offence under the Prevention of Corruption Acts 1889 to 1916 or shall have given any fee or reward, the receipt of which is an offence under Sub-Section (2) of Section 68 of the Local Government (Scotland) Act 1973.
2. The Tenderer shall comply with all the requirements of the Bribery Act 2010 and any formal guidance issued in respect of the Bribery Act 2010 in all matters relating to the Framework Contract.

#### 4.15 Conditions submitted by Tenderer

Tenders made subject to conditions which are additional or alternative to the conditions of contract as defined in the Tender Documents may not be considered and may be refused on the grounds of such conditions alone.

#### 4.16 Change in Tenderer's Tender Declaration

If at any time after the Tenderer has submitted a Tender to Scotland Excel, the information submitted by the Tenderer in the tender declaration changes, the Tenderer shall advise Scotland Excel of the changed information immediately. Scotland Excel shall not be responsible for any failure to intimate or delay in intimation arising out of or in consequence of a Tenderer's omitting to advise Scotland Excel of a change under this paragraph.

#### 4.17 Tenderer Framework Operation

Each Council using the Framework Contract will determine which method of procuring will best suit their needs in accordance with the terms laid down in the Tender Documents and the Public Contracts (Scotland) Regulations 2015. The conditions that will apply to Work Orders instructed under the Framework Contract will be the Council's selection from one of the *work order conditions* stated in Section 1 of the 0820 Engineering and Technical Consultancy Framework Contract within the Buyer Attachments area. Contract Data and any amendments or supplemental conditions will be specified by the Council to the extent permitted by the Public Contracts (Scotland) Regulations 2015 at the time of issuing a Work Order.

Under the Framework Contract, the Work Order must be awarded using the *selection procedure* or the *competitive selection procedure*. Once the location and *work order conditions* have been selected, the Council will then determine whether a Work Order issued under the Framework Contract should be issued by means of either the *selection procedure* or the *competitive selection procedure* in accordance with the terms laid down in the Tender Documents and the Public Contracts (Scotland) Regulations 2015. Full details of the *selection procedure* or the *competitive selection procedure* can be found in Section 4 of the 0820 Engineering and Technical Consultancy Framework Contract within the Buyer Attachments area.

## 5 Appendix 1 - The ESPD (Scotland)

It is mandatory for Scotland Excel to use the European Single Procurement Document (Scotland) or ESPD (Scotland) or ESPD (Scotland Qualification Envelope) where the estimated value of the proposed Framework Contract is equal to or greater than the relevant OJEU threshold. It replaces the requirement for Tenderers to provide up-front evidence or certificates by allowing them to self-declare that they;

- do not fall within a ground for exclusion (or, if they do, they can demonstrate that they have taken self-cleansing measures);
- can meet the relevant conditions for participation/ selection criteria as set out in the relevant OJEU contract notice; and
- (where applicable) fulfil the objective rules and criteria for reduction of candidates invited to Tender/ negotiate/ dialogue. (Not applicable in this procurement process).

### 5.1 General guidance on completing your ESPD (Scotland) Qualification Envelope

You must submit an ESPD (Scotland) response as part of the qualification/ selection process of this proposed procurement process.

You may reuse information that you have provided in response to another ESPD (Scotland) which has been used in a previous procurement procedure, as long as the information remains current and continues to be pertinent to this procurement process.

You are not required to provide any supporting documentation/ certificates as part of your ESPD (Scotland) response until you are requested to do so by Scotland Excel. However, you must provide the web address(es) where Scotland Excel can access the relevant supporting documentation/ certificates if freely and publicly available online. If the supporting documents/ certificates are not available electronically and freely to Scotland Excel, you must provide them separately when requested by Scotland Excel.

Since Scotland Excel is running this procurement procedure according to an 'open' procedure, Tenderers must submit an ESPD (Scotland) response as part of their full Tender. Please note that a Tenderer may have to complete multiple ESPD (Scotland) responses (or relevant parts) where it: relies upon other entities to satisfy the selection criteria; or intends to sub-contract work under a Call-off under the proposed Framework Contract.

## 5.2 Guidance regarding the capacity of other entities (including consortium members, members of a group of economic operators and sub-contractors)

If you are **relying on the capacities of other entities in order to meet the selection criteria** set out under Part 4 of the ESPD (Scotland) Qualification Envelope, each other entity must provide a separate ESPD (Scotland) response covering the following Parts;

- i. all of Part 2.A (Information concerning the Tenderer: Information about the Tenderer);
- ii. all of Part 2.B (Information concerning the Tenderer: Information about representatives of the Tenderer);
- iii. all of Part 3 (Exclusions grounds);
- iv. the relevant sections of Part 4 (Selection criteria) relating to the specific capacity or capacities on which the Tenderer relies; and
- v. all of Part 6 (Concluding statements).

Note: regarding the ‘educational and professional qualification’ or ‘relevant professional experience’ selection criteria (if required by Scotland Excel), a Tenderer may only rely upon the capacities of other entities to satisfy these selection criteria where these other entities will actually perform the works or services for which these capacities are required.

If you intend to **subcontract any share of the Framework Contract to third parties on whose capacity you do not rely to satisfy the selection criteria**, you must ensure that each such subcontractor completes a separate ESPD (Scotland) response for all Parts of the ESPD (Scotland) Qualification Envelope, except Part 4 (Selection criteria).

### Exclusion of Tenderers

- a. Tenderers may be excluded from the procurement procedure in cases;
  - of serious misrepresentation in filling in the ESPD (Scotland) Qualification Envelope, or
  - of serious misrepresentation of, or withholding, the information required for;
    - o the verification of the absence of grounds for exclusion, or
    - o the fulfilment of the selection criteria, or
  - where the Tenderer is unable to submit the supporting documents.
- b. Further, there are circumstances in which a Tenderer must be excluded from the procurement process (known as mandatory grounds for exclusion), and there are other circumstances in which a Tenderer may be excluded from the procurement process (known as discretionary grounds for exclusion). (Please see Regulation 58 of the Public Contracts (Scotland) Regulations 2015 (“the Regulations”) for details of the operation of the mandatory and discretionary grounds for exclusion).

## 5.3 Exclusion of ‘other entities’ (including consortium members, members of a group of economic operators and sub-contractors)

- c. As regards to all ‘other entities’ (upon whose capacity the Tenderer relies or does not rely), Scotland Excel:
  - o must require the Tenderer to replace the other entity(ies) where;
    - the other entity(ies) does (do) not meet a selection criterion relevant to it; or
    - there are mandatory grounds for exclusion of the other entity(ies); and

- may require the Tenderer to substitute the other entity(ies) in respect of which there are discretionary grounds for exclusion.

## 5.4 Provision of Evidence by Tenderers

You are NOT required to provide any supporting documentation/ certificates as part of your ESPD (Scotland) response until you are requested to do so by Scotland Excel. If the supporting documents/ certificates are not available electronically, free of charge and directly to Scotland Excel, or if this information is not completed by you in your ESPD (Scotland) response, you must provide them when requested by Scotland Excel.

Tenderers are referred to Regulations 59(17), 61 and 63 of the Public Contracts (Scotland) Regulations 2015 for the types of supporting documents/ evidence that Scotland Excel may request. Scotland Excel may request you to submit all or any supporting documents/ evidence (as proof as to the accuracy of your ESPD (Scotland) responses) at any point during the procurement procedure where this is necessary to ensure the proper conduct of the procedure. Such requests for evidence may be made before Scotland Excel makes a decision as to whom to award the proposed Framework Contract(s). Such “request for evidence” correspondence from Scotland Excel must neither be interpreted by Tenderers as an award to it of a Framework Contract, an award letter, nor a standstill letter of intention to award.

The information provided by Tenderers will be used to ensure compliance with the stated requirements and may be shared. Scotland Excel, regulatory bodies, law enforcement agencies and other bodies will share information as deemed necessary to; check the accuracy of information, prevent or detect fraud or crime, protect public funds and for consultation. No other disclosures will be made unless the law permits the disclosure.

## 5.5 ESPD Evaluation Methodology

Part 2 – Information Concerning the Bidder	
Criteria	<p>A: Information About the Bidder.</p> <p>B: Information About Representatives of the Bidder</p> <p>C: Information About Reliance on the Capacities of Other Entities</p> <p>D: Information Concerning Sub-contractors on Whose Capacity the Bidder Does Not Rely</p>
Minimum Requirements	<p>The information required in Part 2 of the ESPD is for information only and therefore will not be assessed however Scotland Excel may choose not to select Tenderers that cannot provide basic company information.</p> <p>The Tenderer must ensure that they submit appropriate ESPDs completed by other members of the group, if they are bidding as part of a group, others on whose capacity they rely, and known subcontractors on whose capacity they do not rely.</p>

## Part 3 – Exclusion Grounds

Criteria	<p>A: Grounds Relating to Criminal Convictions.</p> <p>B: Grounds Relating to the Payment of Taxes or Social Security Contributions.</p> <p>C: Blacklisting.</p> <p>D: Grounds Relating to Insolvency, Conflicts of Interests or Professional Misconduct.</p>
Minimum Requirements	<p>This section sets out the grounds on which a Tenderer, sub-contractors and/or consortium members may be excluded from the process.</p> <p>Tenderers must not be subject to any of the mandatory exclusion grounds.</p> <p>Tenderers should not be subject to any of the discretionary exclusion grounds.</p> <p>Requirements for Tenderers in this section also apply to other members of the group, if they are bidding as part of a group, others on whose capacity they rely, and known subcontractors on whose capacity they do not rely.</p>
Assessment	<p>Subject to Regulation 58(13) of the Public Contracts (Scotland) Regulations 2015, Tenderers will be assessed as a FAIL and will be excluded from the competition where any of the compulsory grounds referred to in Regulation 58 apply.</p> <p>Tenderers may be assessed as a FAIL and may be excluded from the competition where any of the discretionary grounds for exclusion referred to in Regulation 58 apply.</p> <p>Scotland Excel will require the Tenderer to replace any subcontractor, or participant in a group of organisations, who declares that they meet (or Scotland Excel determines by any other means that they meet) any of the compulsory ground for exclusion in the relevant ESPD attachment.</p> <p>Scotland Excel may require the Tenderer to replace any subcontractor, or participant in a group of organisations, who declares that they meet (or Scotland Excel determines by any other means that they meet) any of the discretionary grounds for exclusion in the relevant ESPD attachment.</p> <p>Should any entity meet any of the mandatory or discretionary ground for exclusion, they may provide evidence that they have subsequently taken measures to improve (self-cleansing) despite the ground for exclusion.</p> <p>Tenderers should note that it is for Scotland Excel to decide whether self-cleansing is appropriate in the particular circumstances and whether sufficient evidence has been provided, by taking into account the particular circumstances of the offence or misconduct.</p> <p>Should Scotland Excel consider the evidence provided as above to be insufficient, the Tenderer will be excluded from the process.</p>

	In addition, any Tenderer unable to provide a positive response to Question 3D.15.1-4 (Misrepresentation) will be excluded from the process.
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Part 4 – Selection Criteria	
Criteria	B: Economic and Financial Standing
Question Ref	4B.5
Minimum Requirements	<p>Tenderers must confirm they already have or commit to obtain prior to the commencement of the Framework Contract, the following levels of insurance on terms compatible with the requirements of the Framework Contract for:</p> <ul style="list-style-type: none"> <li>• <b>Employers' Liability</b> – in accord with Regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (as amended) to a minimum indemnity limit of £5 million GBP for each and every claim and in the aggregate.</li> <li>• <b>Public Liability</b> to a minimum of £5 million GBP for each and every claim and in the aggregate.</li> <li>• <b>Professional Indemnity</b> to a minimum of £2 million GBP for each and every claim and an overall aggregate liability of £5m.</li> <li>• <b>Third party motor vehicle insurance</b> of £5million in respect of each and every claim without limit to the number of claims</li> </ul> <p>Tenderers must note that this level of insurance is required to be awarded onto the framework, however, the Council may request an increase to the minimum level of insurance cover required or request additional insurance cover when awarding a Work Order under the Framework Contract.</p>
Assessment	<p>Tenderers must self-declare as part of the ESPD (Scotland), as contained in the Qualification Envelope that they will have the requested insurance cover as detailed in the Contract Notice or commit to obtain the insurance prior to the commencement of the Framework Contract. Tenderers will be required to provide evidence of this cover in the form of the following:</p> <ul style="list-style-type: none"> <li>• A copy of the insurance certificate or a letter from the Tenderer's insurance broker confirming the insurances the insurance broker has arranged on their behalf. This is normally referred to as a "to whom it may concern" letter and includes summary details of the insurance cover held including; <ul style="list-style-type: none"> <li>• the name of the insurer or underwriter;</li> <li>• the policy number;</li> <li>• the date cover begins and ends;</li> <li>• the extent of the cover, including indemnity limits;</li> <li>• excess levels; and</li> <li>• any special conditions, exclusions or warranties applicable.</li> </ul> </li> </ul> <p>The letter must be provided in electronic format.</p>

	<p>If Tenderers do not currently hold this level of cover they may in the ESPD (Scotland) state that in the event of being successful in the procurement process for a Framework Contract, the required insurance cover will be put in place. Evidence of the required insurance cover will be a condition of entering into a Framework Contract. It is condition of the Framework Contract that these minimum indemnity levels be held for the duration of the Framework Contract and updated evidence will be required on the insurance renewal date.</p> <p>Tenderers unable to commit to obtain the levels of insurance detailed above will be assessed as a FAIL and be excluded from the competition.</p>
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Part 4 – Selection Criteria	
Criteria	B: Economic and Financial Standing
Question Ref	4B.6
Minimum Requirements	<p>A search of the Tenderer against Equifax's Protect will not return a 'Warning' or 'Caution' returnable code or any neutral code, and if a 'Warning' or 'Caution' returnable code or any neutral code is returned, the Tenderer confirms that it can provide any other document which Scotland Excel considers appropriate to prove to Scotland Excel (acting within its permitted discretion under the applicable public procurement rules) that the Tenderer does/ would not present an unmanageable risk should it be appointed on to the proposed Framework Contract.</p>
Assessment	<p>Tenderers who return a 'Warning' or 'Caution' returnable code or any neutral code, and who cannot provide any alternative acceptable additional explanation or supporting information will be assessed as a FAIL and will be excluded from the competition. It is at the sole discretion of Scotland Excel as to whether to accept any explanation or supporting information as a suitable alternative.</p> <p>Tenderers relying on the financial standing of a parent company who are unable to commit to obtaining a parent company guarantee will be assessed as a FAIL and will be excluded from the competition.</p>

Part 4 – Selection Criteria	
Criteria	C: Technical and Professional Ability
Question Ref	4C.1
Minimum Requirements	<p>Tenderers are required to provide three examples of works carried out in the past five years, with one example being from the past year in respect of each lot they are submitting an ITT for. Examples must demonstrate that they have the relevant experience/ competence to deliver works similar in scope to that described in each Lot.</p>



	<p>Examples should include;</p> <ul style="list-style-type: none"> <li>• name of project with brief description and duration, including start and end dates (month/ year) it was carried out;</li> <li>• name of Client;</li> <li>• name of contact within the Client's organisation and their contact details, who may be contacted for further information; and</li> <li>• brief description of whether, or not, the project was completed on time and within budget.</li> </ul>
Assessment	Tenderers unable to submit three projects relative to the scope will be excluded from the competition.
Part 4 – Selection Criteria	
Criteria	C: Technical and Professional Ability
Question Ref	4C.10
Minimum Requirements	Tenders are required to confirm whether they intend to subcontract and if so, provide detail on the proportion (percentage) of the Framework Contract they intend to subcontract, and this must be broken down by subcontractor.
Assessment	Tenderers must provide a percentage, otherwise Scotland Excel may consider their offer as non-compliant and the Tenderer may be excluded from the competition.

Part 4 – Selection Criteria	
Criteria	D: Quality Assurance Schemes and Environmental Management Standards
Question Ref	4D.1 (Quality Assurance)
Minimum Requirements	<p>Tenderers must hold a UKAS (or equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent).</p> <p>OR</p> <p>The Tenderer must have a documented policy regarding quality management. The policy must set out responsibilities for quality management demonstrating that the bidder has, and continues to implement, a quality management policy that is authorised by their Chief Executive, or equivalent, which is periodically reviewed at a senior management level. The policy must be relevant to the nature and scale of the work to be undertaken and set out responsibilities for quality management throughout the organisation.</p>



Assessment	Tenderers unable to meet the minimum requirements for quality management system certification or equivalent will be assessed as a FAIL and will be excluded from the competition.
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Part 6 Concluding statements	
Assessment	<p>Tenderers unable to complete this part of the ITT may be excluded from the competition.</p> <p>The ITT must be submitted by a person who has suitable authority on behalf of their organisation to enter into a contract.</p>

## 6 Appendix 2 - Scoring Matrix

Appendix 2 below confirms the maximum points available for each question within ITT: itt\_35564 and the scoring methodology applied.

Question	Scoring Methodology	Lot 1	Lot 2	Lot 3	Lot 4	Lot 5	Lot 6	Lot 7	Lot 8	Lot 9
<b>Qualification - ESPD</b>	Pass/ Fail	Pass/ Fail	Pass/ Fail	Pass/ Fail	Pass/ Fail	Pass/ Fail	Pass/ Fail	Pass/ Fail	Pass/ Fail	Pass/ Fail
<b>Master Technical Questions</b>		<b>24</b>	<b>24</b>	<b>24</b>	<b>26</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>26</b>
Real Living Wage	Refer to section 3.4.1 – Real Living Wage	1	1	1	1	1	1	1	1	1
Fair Working Practices	five point scoring methodology	1	1	1	1	1	1	1	1	1
Community Benefits	Yes = 2 points No = 0 points	2	2	2	2	2	2	2	2	2
Management Arrangements	five point scoring methodology	20	20	20	22	20	20	20	20	22
Terms and Conditions	pass/ fail	Pass/ Fail	Pass/ Fail	Pass/ Fail	Pass/ Fail	Pass/ Fail	Pass/ Fail	Pass/ Fail	Pass/ Fail	Pass/ Fail
Ability to Service	non scored	0	0	0	0	0	0	0	0	0
Company Pending Changes	non scored	0	0	0	0	0	0	0	0	0
Certificates	non scored	0	0	0	0	0	0	0	0	0
<b>Lot Specific Technical Questions</b>		<b>36</b>	<b>36</b>	<b>36</b>	<b>34</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>34</b>
Technical Ability	five point scoring methodology	20	20	20	21	20	20	20	20	21
Innovation	five point scoring methodology	12	12	12	13	12	12	12	12	13

Sustainability	five point scoring methodology	4	4	4	0	4	4	4	4	0
<b>Master Commercial Questions</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
Salary Banded Rates	Refer to section 3.5.1	2	2	2	2	2	2	2	2	2
<b>Lot Specific Commercial Questions</b>		<b>38</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>38</b>
Professional Titles	Refer to section 3.5.1	36	36	36	36	36	36	36	36	36
NEC4 PSC Option A <i>fee percentage</i>	non scored	0	0	0	0	0	0	0	0	0
NEC4 PSC Option E <i>fee percentage</i>	Refer to section 3.5.1	1	1	1	1	1	1	1	1	1
Option E <i>overhead percentage</i>	Refer to section 3.5.1	1	1	1	1	1	1	1	1	1
NEC4 PSSC <i>fee percentage</i>	Non scored	0	0	0	0		0	0	0	0
<b>Total</b>		<b><u>100</u></b>	<b><u>100</u></b>	<b><u>100</u></b>	<b><u>100</u></b>	<b><u>100</u></b>	<b><u>100</u></b>	<b><u>100</u></b>	<b><u>100</u></b>	<b><u>100</u></b>

## 7 Framework Guidance Note

### Public Contracts (Scotland) Regulations 2015 (the “Regulations”)

1. This Framework Guidance Note forms part of the Tender documents issued by Scotland Excel for the purpose of inviting economic operators to make an offer in respect of the Engineering and Technical Consultancy Framework Contract.
2. Participation on the Framework Contract will be awarded on the basis of the criteria detailed in the OJEU notice and the Tender Documents. These criteria have been chosen and weighted to identify the most economically advantageous tender (MEAT) on the basis of the best price/ quality ratio, which shall be assessed using criteria linked to the subject-matter of the Framework Contract and shall include the price or cost, using a cost-effectiveness approach.

If any Works are to be instructed by a Council under the Framework Contract the Council will instruct a Work Order using the procedures set out in the Framework Contract.

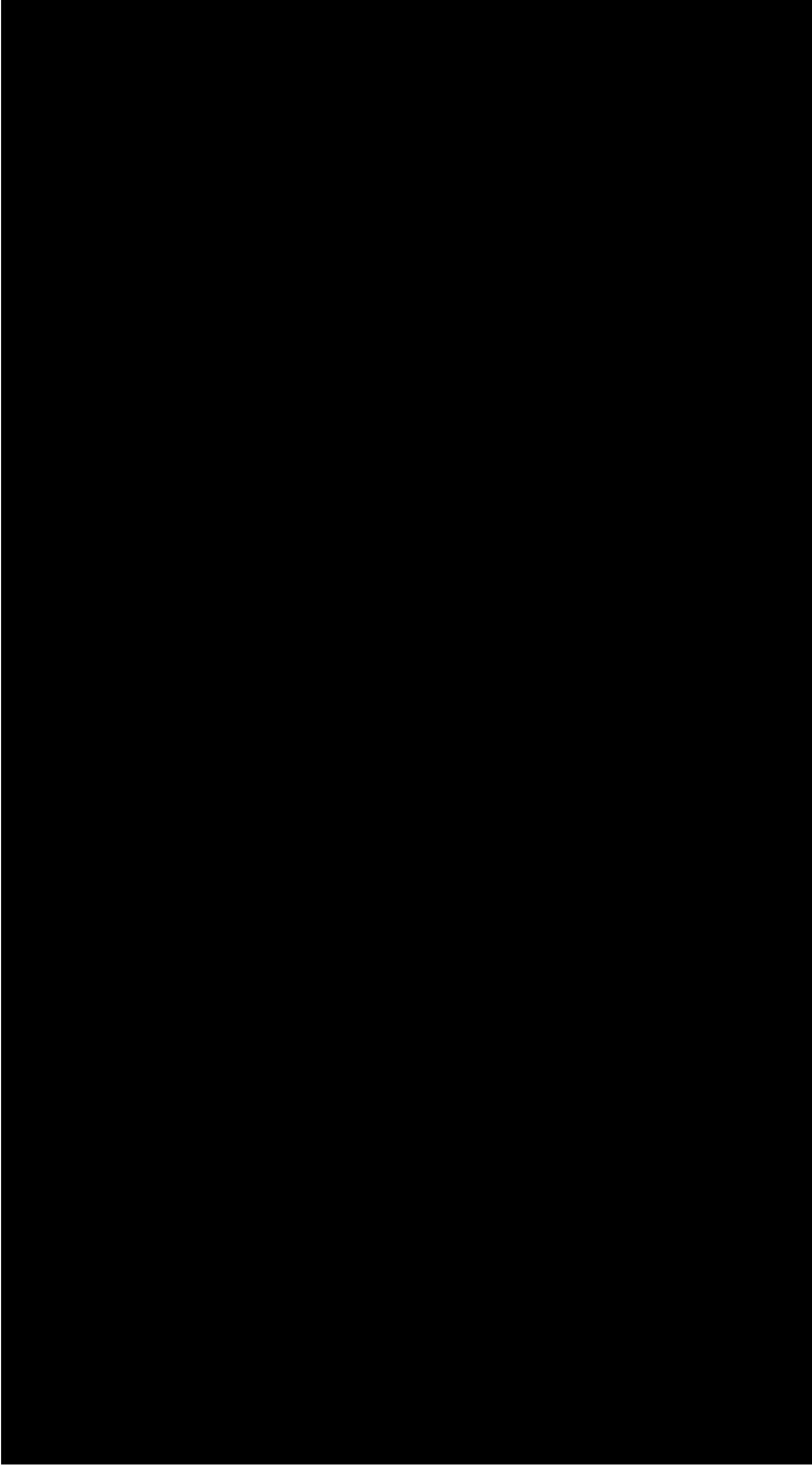
3. Contracts based on the Framework Contract shall be awarded in accordance with the procedure laid down in Regulation 34 of the Public Contracts (Scotland) Regulations 2015. Contracts for Works can be awarded by either;

- a. a direct award call-off, where permitted in accordance with the Framework Contract (following the *selection procedure*) made to an eligible identified Contractor on the Framework by following the terms and conditions of the Framework;
- b. a call-off by mini competition (following the *competitive selection procedure*) of all Contractors on the Framework which are capable of meeting the requirement; or
- c. partly by a direct award call off and partly by a call off by mini competition where this option has been stated in the Tender Documents.

The procedural rules for these procedures are fully described within the document “0820 Engineering and Technical Consultancy Framework Contract”.

- 4. The award procedures referred to in paragraph 3, above, may only be used between those Councils clearly identified for that purpose in the OJEU notice and those Contractors that are party to a concluded Framework Contract in accordance with the applicable Law.
- 5. When a direct award using the selection procedure is made it will be on the terms and conditions set down in the 0820 Engineering and Technical Consultancy Framework Contract forming part of these Tender Documents.
- 6. For the avoidance of doubt, neither the Council making the direct award nor the Tenderer shall include in the contract terms that are substantially different from those laid down in the 0820 Engineering and Technical Consultancy Framework Contract forming part of these Tender Documents.
- 7. The objective conditions for determining which of the Contractors that are party to the Framework Contract is chosen to perform the Work Order is fully described within the 0820 Engineering and Technical Consultancy Framework Contract forming part of these Tender Documents.

Scottish Canals	Stage 4
Lock 16	Market Test





Scottish Canals

Scotland's Centre of Excellence  
for Canals & Traditional Skills

Tender Report

2 October 2025



Revision control

Rev	Date	Description of revision	Prepared by	Checked by	Authorised by
0.0	25/09/25	Draft	JE	KS	KS
1.0	02/10/25	Final	JE	KS	KS

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Appendices

## Executive Summary

[REDACTED]

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## 1. Introduction

The Scottish Centre of Excellence for Canals and Traditional Skills project involves the repurposing of a canal-side former factory at Lock 16, Falkirk. The project will provide operational and maintenance space, as well as support and training facilities for Scottish Canals and their project partner Historic Environment Scotland.

Robertson Construction Central East were appointed under the MPF2 Framework agreement to develop the design to meet Scottish Canals' requirements, and pursuant to this, submitted their tender for the project, incorporating value engineering, on 11 September 2025. Following this, a further adjustment was made and the final figure submitted on 2 October 2025.

Throughout the tender submission process, Currie & Brown (UK) Ltd carried out an evaluation of the information provided – this included a review of subcontract tenders provided and resolution of tender queries raised during the review process.

This report comprises a summary of Currie & Brown's review of the tender information received, and our recommendations to Scottish Canals.

## 2. Commercial Overview

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## Reconciliation with Cost Plan

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### 3. Tender Price Review

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## 4. Value Engineering

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Age Group	Percentage of Respondents Vaccinated
18-24	25%
25-34	85%
35-44	95%
45-54	90%
55-64	88%
65-74	92%
75-84	98%
85+	99%

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5.      Warranties

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6. Technical Review

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7. Recommendation

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Appendix A - Contract Sum Analysis

Appendix B - Work Package Tracker

## Appendix C - Value Engineering Schedule

**Client Project Name**

## Scottish Canals - Lock 16

Work Package Report / Cost Summary



"Target" WP Batch Release Nr	"Target" WP Release Date	Robertson Work Package Reference	Work Package	Number of Enquiries Issued	Number of Quotes Returned	Recommended Tier 2 Contractor (Provisional name)	CDP (YES/NO)	TIER 2 Contractor's Submission							Proposed Stage 4 Tender	Total Cost Plan Stage 3 Including VE Sum	Difference to Budget	Comments
								Gross (Value of Tender Sum)	Preliminaries & Attendances	Nett Value of Tender Sum	Additional Items required not billed / omitted	Total exc Risk and Inflation	Risk	Inflation				