



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

## **NEATH PORT TALBOT COUNTY BOROUGH COUNCIL**

### **Streetscene and Engineering Cabinet Board**

**5<sup>th</sup> November 2021**

### **Report of the Head of Engineering & Transport (David W. Griffiths)**

#### **Matter for Decision**

**Wards Affected:** All

#### **List of Approved Contractors**

#### **Purpose of the Report:**

To seek Members' approval to amend the List of Approved Contractors.

#### **Executive Summary:**

To seek approval for Contractors to be included on the List of Approved Contractors, Contractor to add an additional category and Contractors who have not met with NPTCBC's criteria to be removed.

#### **Background:**

Members will be aware that on previous occasions, reports concerning the List of Approved Contractors have been presented to Cabinet Board.

The process gives local companies an opportunity to provide goods and services to the Council.

The full list of categories is set out in Appendix A for your information.

### **Financial Impacts:**

No implications.

### **Integrated Impact Assessment:**

A first stage Impact Assessment has been undertaken to assist the Council in discharging its legislative duties (under the Equality Act 2010, the Welsh Language Standards (No.1) Regulations 2015, the Well-being of Future Generations (Wales) Act 2015 and the Environment (Wales) Act 2016.

The first stage assessment, attached at Appendix B, has indicated that a more in-depth assessment is not required. A summary is included below:-

The report is seeking approval to include additional contractors onto the existing List of Approved Contractors.

This does not affect any group of people and or impact the Welsh language, biodiversity or the five ways of working.

### **Valleys Communities Impacts:**

No implications.

### **Workforce Impacts:**

No implications.

### **Legal Impacts:**

No implications.

### **Risk Management Impacts:**

No implications.

### **Consultation:**

There is no requirement for external consultation on this item.

## Recommendations:

Having had due regard to the Integrated Impact Assessment it is recommended that:-

The List of Approved Contractors is amended as follows:

### Companies to be **added** to the List of Approved Contractors

The following companies have applied to be included on the list and have passed the required assessments:-

<u>Company</u>	<u>Category</u>
Seven Sisters Sawmills (Sheds) Ltd (S098)	111
Allied Mechanical Engineering Ltd (A074)	39, 40, 45, 59
Warmserve Services Ltd (W035)	39, 40, 41, 42, 43, 44, 55, 68

### Company to **add an additional category** on List of Approved Contractors

The following company has applied to be included on the list for an additional category and has passed the required assessments:-

<u>Company</u>	<u>Category</u>
Quantum Traffic Management (Q003)	96

### Companies to be **removed** from List of Approved Contractors

The following companies have failed to meet NPTCBC criteria due to no Health & Safety assessment/accreditation and therefore, approval is required for removal from the List of Approved Contractors:-

<u>Company</u>	<u>Company</u>
A F Pool Services Ltd (A030)	Ascend (Cymru) Ltd (A034)
ABS Fencing (A037)	A J Services (Swansea) Ltd (A053)
Courtstall Services Ltd (C036)	Cotton & Sons Cleaning Supplies (C057)
Draigmor Ltd (D011)	Elite Landscaping (E015)
Electratest (UK) Ltd (E025)	Bowen Hopkins Ltd (H003)
Homesafe/Lindman Doors (H019)	Harsco Infrastructure Services Ltd (H025)

IMI Independent Memorial Inspection (I008)	Inspace Systems Ltd (I009)
Just In Time Ltd (J015)	Selwyn Jones Stonemasons Ltd (J017)
Tarmac Aggregates Ltd (L007)	Landscape Wales (L024)
Mechurion Ltd (M019)	McCarthy Contractors (Bridgend) Ltd (M031)
Memsafe Ltd (M032)	Merthyr Tydfil CBC (M039)
Morgan Powered Access (M040)	W J Owen (Electrical) Ltd (O006)
Oakdale Fencing Ltd (O008)	Zig Zag Water Ltd (P024)
Phoenix Partitioning Ltd (P026)	Pauls Plant Hire (P034)
Pathfinders Countryside Ltd (P036)	P & T Ltd (P039)
Ken Parfitt (PAT Testing) (P043)	Reeslectrics Ltd (R022)
RJG Carpentry Services (R023)	REC Asbestos Ltd (R031)
Siemens Building Technologies Security Systems Ltd (S007)	Stay Safe Inspection & Testing (S024)
Storage Design Ltd (S034)	Solar Sunshades Ltd (S037)
SGMS Building Services Maintenance (S041)	Site Heat Treatment Services Ltd (S042)
Showmaster Solutions (S046)	Space Plan Interiors Ltd (S052)
South Wales UPVC Ltd (S057)	L H Snow & Son Ltd (S066)
Trac International Ltd (T016)	Transformations Wales Ltd (T027)
3 Steps Gardening & Landscaping Services (T031)	The Secret Ingredient (Swansea) Ltd (T034)
Work-Tool Hire Ltd (W024)	Welsh Glass Window Door Repair (W025)
G Wood Flooring (W030)	

### **Reasons for Proposed Decision:**

To keep the List of Approved Contractors up to date and as far as possible, ensure a competitive procurement process.

These recommendations to be adopted for the purpose of supplying a List of Approved Contractors for invitation to tender within the relevant category.

### **Implementation of Decision:**

The decision is proposed for implementation after the three day call in period.

### **Appendices:**

Appendix A - Categories for List of Approved Contractors

Appendix B - First Stage IIA

## **List of Background Papers**

None

## **Officer Contact**

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## **Appendix A**

### **Categories for List of Approved Contractors**

#### **General Services**

1. Signs
2. Plant Hire
3. Security
4. Clinical Waste
5. Pest Control
6. Re-Cycling
7. Waste Disposal (e.g. Car, Computers, Steel)
8. Crowd Control
9. Traffic Management
10. Portable Buildings
11. Scaffolding

#### **Building Construction / Maintenance**

12. Building Construction £50,000 - £200,000
13. Building Construction £200,000 - £1m
14. Building Construction over £1m
15. Minor Building Works below £50,000
16. Works of Adaptation below £5,000
17. Re-Roofing
  - a) Felt & Asphalt below £10,000 / above £10,000
  - b) Tiles & Slate below £10,000 / above £10,000
  - c) GRP
  - d) High Performance Coverings
  - e) Sheeting & Cladding
18. Supply & Installation of Floor Finishes
  - a) Flexible Sheet, Tiles, Carpets
  - b) Jointless
  - c) Rigid Tiles, Slabs, Mosaics
  - d) Wood
19. Plastering
20. Painting & Decorating
21. Supply & Installation of Windows/Doors (Windows to BS 7412, Doors to PAS 23/1, PAS 24/1 to BS 7950 Kitemark Scheme)
  - a) PVCU (using Aluplast System)
  - b) Timber
  - c) Aluminium

- d) Steel
- e) Roller Shutter
- f) Security Doors
- g) Automatic Doors
- 22. Suspended Ceilings
- 23. Welding / Fabrication below £5,000
- 24. Welding / Fabrication above £5,000
- 25. Stonework Repair / Restoration / Cleaning
- 26. Glazing & Safety Filming
- 27. Wall Tie Replacement
- 28. External Wall Insulation
- 29. Damp Proofing / Dry Rot / Woodworm Treatment
- 30. Cavity Wall and / or Loft Insulation
- 31. Asbestos Handling & Removal, Asbestos Surveys & Asbestos Consultancy Services
- 32. Window Blinds
- 33. Shop Fitters – Specialist Joinery
- 34. Refurbishment of Laboratories
- 35. Clearance of Void properties
- 36. Works to Listed Buildings

### **Mechanical & Electrical Engineering**

- 37. Domestic (including Housing) Plumbing & Central Heating below £50,000
- 38. Domestic (including Housing) Plumbing & Central Heating above £50,000
- 39. Commercial Heating & Ventilating below £100,000
- 40. Commercial Heating & Ventilating above £100,000
- 41. Domestic (including Housing) Electrical Installation below £50,000
- 42. Domestic (including Housing) Electrical Installation above £50,000
- 43. Commercial Electrical Installations below £100,000
- 44. Commercial Electrical Installations above £100,000
- 45. Gas Boiler Maintenance
- 46. Maintenance of Building Management Systems for Heating & Ventilation

### **Mechanical & Electrical Specialist Services**

- 47. CCTV
- 48. Intruder Alarms
- 49. Fire Alarms
- 50. Warden Call System
- 51. Lifts

52. Swimming Pool Plant Equipment
53. Water Systems Cleaning & Chlorination
54. Ductwork System Cleaning & Sterilisation
55. Domestic & Commercial Kitchen Equipment Maintenance
56. Supply & Installation of Specialist Kitchen Equipment / Fittings
57. Installation, Testing & Maintenance of Local Exhaust Ventilation (LEV)
58. Water Systems – Risk Assessment
59. Supply & Installation of Pipework & Ductwork Installation
60. Supply, Installation and / or Servicing of Automatic Door Systems
61. PA Systems / Sound Systems
62. Stage Lighting
63. Service / Repair of Kilns
64. Supply, Installation & Servicing of Leisure Services Equipment
65. Specialist Steelwork (stainless Steel & Fabricated Works)
66. Lightning Conductors
67. Fire Fighting Equipment including Hose Reels
68. Smoke / Fire Detectors
69. Stage Equipment including Curtains, Gantry, Special Effects etc.
70. Computer / Telephone Cabling

### **Civil Engineering**

71. Civil Engineering £0 – £25,000
72. Civil Engineering £25,000 – £250,000
73. Civil Engineering £250,000 – £1m
74. Civil Engineering over £1m
75. Land Reclamation
76. Sewers & Drainage
77. Hard & Soft Landscaping
78. Ground Investigation
79. Demolition
80. Surfacing, Carriageway & Footways
81. Surface Dressing
82. Road Markings & Reflective Road Studs
83. Carriageway Slurry Surfacing & Footways
84. Fencing
85. Gabion & Blockstone
86. Steel Fabrication below £25,000
87. Steel Fabrication above £25,000
88. Bridge Works, New & Maintenance

### **Civil Engineering Specialists**



89. Concrete Repairs
90. Diving Inspections & Works within Water
91. Bridge Deck Expansion Joints
92. Bridge Deck Water Proofing
93. Soil Nailing
94. Sewer Relining
95. Sewer Surveys
96. Safety Fencing
97. Bridge Parapets (Manufacture & Installation)
98. Access Plant for Inspection
99. Bridge Parapet Painting
100. Painting of Structural Steelwork
101. Arboriculturalist
102. Weed-spraying
103. Weather Forecasting
104. Playground Equipment
105. Specialist Cleaning
106. Synthetic Pitches and Sports Facilities
107. Bus/Cycle Shelters
108. Traffic Signals
109. Street Lighting
110. Street Furniture
111. Specialist Contractor not listed above – please specify type of work



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## **Appendix B**

### **Integrated Impact Assessment (IIA)**

This Integrated Impact Assessment considers the duties and requirements of the following legislation in order to inform and ensure effective decision making and compliance:

- Equality Act 2010
- Welsh Language Standards (No.1) Regulations 2015
- Well-being of Future Generations (Wales) Act 2015
- Environment (Wales) Act 2016

#### **Version Control**

<b>Version</b>	<b>Author</b>	<b>Job title</b>	<b>Date</b>
Version 1	Amanda Phillips	Programme & Commissioning Manager	April 2021

## 1. Details of the initiative

	<b>Title of the Initiative: List of Approved Contractors – Approval to add Contractor/add Categories for Contractor /remove Contractor</b>
<b>1a</b>	<b>Service Area:</b> Procurement
<b>1b</b>	<b>Directorate:</b> All
<b>1c</b>	<p><b>Summary of the initiative:</b>          Approving additional Contractors onto the Approved list of Contractors will enable NPT to procure works with these companies. This will allow the companies to provide employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.</p> <p>The Approved List of Contractors gives Local companies the opportunity to be contracted by NPT to undertake works.</p>
<b>1d</b>	<b>Is this a ‘strategic decision’?</b> No.
<b>1e</b>	<b>Who will be directly affected by this initiative?</b> Internal administrative process only.
<b>1f</b>	<p><b>When and how were people consulted?</b></p> <p>The Approved List is available for all construction companies to apply to be included. Various checks are undertaken on applicants to ascertain their suitability for inclusion, these checks are undertaken in the form of references, technical, quality, environmental and Health and Safety checks. Checks are performed in consultation with other departments in the Authority. Due to the nature of the process there is no requirement to consult with external groups on this matter, consultation will be undertaken for the individual schemes procured using contractors on the Approved List.</p>
<b>1g</b>	<p><b>What were the outcomes of the consultation?</b></p> <p>Consultation with other departments in the Authority has supported the recommendations within the report.</p>

## 2. Evidence

### What evidence was used in assessing the initiative?

Applicants wishing to be included on the List of Approved Contractors need to demonstrate their suitability on the application form. The application is checked by various departments to determine the suitability of the applicant to be included on the Approved List prior to approval being sort by Members.

## 3. Equalities

a) How does the initiative impact on people who share a **protected characteristic**?

Protected Characteristic	+	-	+/-	Why will it have this impact?
Age			x	
Disability			x	
Gender reassignment			x	
Marriage & civil partnership			x	
Pregnancy and maternity			x	
Race			x	
Religion or belief			x	
Sex			x	
Sexual orientation			x	

**What action will be taken to improve positive or mitigate negative impacts?**

Applications to be included on the List of Approved Contractors are welcomed from all construction companies.

b) How will the initiative assist or inhibit the ability to meet the **Public Sector Equality Duty**?

<b>Public Sector Equality Duty (PSED)</b>	<b>+</b>	<b>-</b>	<b>+/-</b>	<b>Why will it have this impact?</b>
To eliminate discrimination, harassment and victimisation			x	
To advance equality of opportunity between different groups			x	
To foster good relations between different groups			x	

**What action will be taken to improve positive or mitigate negative impacts?**

The approved list is open to applications from all construction companies.

#### 4. Socio Economic Duty

Impact	Details of the impact/advantage/disadvantage
Positive/Advantage	
Negative/Disadvantage	
Neutral	

What action will be taken to reduce inequality of outcome

#### 5. Community Cohesion/Social Exclusion/Poverty

	+	-	+/-	Why will it have this impact?
Community Cohesion			x	
Social Exclusion			x	
Poverty			x	

**What action will be taken to improve positive or mitigate negative impacts?**

The List of Approved Contractors facilitate the procurement of local construction companies to secure work with NPT. This will allow local companies to provide employment opportunities allowing people to secure decent work.

**6. Welsh**

	+	-	+/-	Why will it have this effect?
What effect does the initiative have on: - people's opportunities to use the Welsh language			x	
- treating the Welsh and English languages equally			x	

**What action will be taken to improve positive or mitigate negative impacts?**

N/A

## 7. Biodiversity

How will the initiative assist or inhibit the ability to meet the **Biodiversity Duty**?

Biodiversity Duty	+	-	+/-	Why will it have this impact?
To maintain and enhance biodiversity			x	
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.			x	

**What action will be taken to improve positive or mitigate negative impacts?**

N/A



## 8. Well-being of Future Generations

How have the five ways of working been applied in the development of the initiative?

Ways of Working	Details
i. <b>Long term</b> – looking at least 10 years (and up to 25 years) ahead	The addition of Contractors onto the List of Approved Contractors will enable these companies to be procured in accordance with NPT's Procurement Rules.
ii. <b>Prevention</b> – preventing problems occurring or getting worse	The List of Approved Contractors allows local contactors the opportunity to undertake works for NPT.
iii. <b>Collaboration</b> – working with other services internal or external	Several departments have been involved in checking that Contractors are suitable to undertake works for the category/ies. The Approved list is available for use by all departments in the Authority wishing to undertake works.
iv. <b>Involvement</b> – involving people, ensuring they reflect the diversity of the population	The companies have been assessed to determine their suitability to be included on the approved list. External financial checks have been undertaken. Various departments have undertaken checks on the companies for Insurance, Technical ability, Quality, Environmental and Health & Safety.
v. <b>Integration</b> – making connections to maximise contribution to:	Approving additional Contractors onto the List of Approved Contractors will enable NPT to procure works with these companies. This will allow the companies to provide employment opportunities, allowing people to take advantage of the wealth generated through securing decent work. The List of Approved Contractors gives local companies the opportunity to be contracted by NPT to undertake works.

<b>Council's well-being objectives</b>	The List of Approved Contractors gives local companies the opportunity to be contracted by NPT to undertake works. This will allow local companies to provide employment opportunities allowing people to secure decent work.
<b>Other public bodies objectives</b>	The List of Approved Contractors gives local companies the opportunity to be contracted by NPT to undertake works. This will allow local companies to provide employment opportunities allowing people to secure decent work.

### **9. Monitoring Arrangements**

Provide information on the monitoring arrangements to:

Monitor the impact of the initiative on Equalities, Community Cohesion, the Welsh Measure, Biodiversity Duty and the Wellbeing Objectives.

Regular checks in accordance with the Authority's Corporate Procurement Rules are undertaken on the companies on the List of Approved Contractors to ensure they are compliant.

## 10. Assessment Conclusions

Please provide details of the conclusions reached in relation to each element of the assessment:

	<b>Conclusion</b>
<b>Equalities</b>	Applications to be included on the approved list of contractors are welcomed from all construction companies.
<b>Socio Economic Disadvantage</b>	
<b>Community Cohesion/ Social Exclusion/Poverty</b>	The List of Approved Contractors facilitate the procurement of local construction companies to secure work with NPT. This will allow local companies to provide employment opportunities allowing people to secure decent work.
<b>Welsh</b>	N/A
<b>Biodiversity</b>	N/A
<b>Well-being of Future Generations</b>	<p>Approving additional Contractors onto the List of Approved Contractors will enable NPT to procure works with these companies. This will allow the companies to provide employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.</p> <p>The List of Approved Contractors gives local companies the opportunity to be contracted by NPT to undertake works.</p> <p>Several departments have been involved in checking that Contractors are suitable to undertake works for the category/ies. The approved list is available for use by all departments in the Authority wishing to undertake works.</p>

## Overall Conclusion

Please indicate the conclusion reached:

- **Continue** - as planned as no problems and all opportunities have been maximised
- **Make adjustments** - as potential problems/missed opportunities/negative impacts have been identified along with mitigating actions
- **Justification** - for continuing with the initiative even though there is a potential for negative impacts or missed opportunities
- **STOP** - redraft the initiative as actual or potential unlawful discrimination has been identified

Please provide details of the overall conclusion reached in relation to the initiative

## 11. Actions

What actions are required in relation to obtaining further data/information, to reduce or remove negative impacts or improve positive impacts?

Action	Who will be responsible for seeing it is done?	When will it be done by?	How will we know we have achieved our objective?
N/A			

## 12. Sign off

	Name	Position	Signature	Date
<b>Completed by</b>	Amanda Phillips	Programme & Commissioning Manager	AJP	14/10/21
<b>Signed off by</b>	David Griffiths	Head of Engineering & Transport	DWG	18/10/21