

# Contractors Selection and Appointment Policy



## Document Control

Responsible Person	Operations Director			
Review Frequency	5 Yearly			
Reviewed by	Board			
Date Approved	October 2024			
Next Review Due	October 2029			
Consultation Required	Yes		No	✓
Equalities Impact Assessment	Yes	✓	No	
Added to Company Website	Yes	✓	No	
Associated Documents Considered	Yes	✓	No	

## **1. Introduction**

- 1.1. Waverley Housing aims to ensure fairness and equality for all, operating with professionalism, integrity and openness. We aim to make sure we do not knowingly create an unfair advantage for anyone, directly or indirectly.
- 1.2. Through the principles of best practice we aim to ensure that the engagement of any contractor, agent or consultant provides “best value” to Waverley Housing and our tenants. Where we make reference to contractor in this document it also covers agents and consultants.

## **2. Purpose**

- 2.1. Before contractors can undertake works on our behalf they must apply and be approved for addition to our Approved Contractors List. This list has been established to ensure:

We have an adequate number of appropriately qualified contractors available to enable Waverley Housing to discharge its obligations, with regard to the maintenance and improvement of its properties, and/or to carry out other works/services on behalf of Waverley.

That contractors appointed to the Approved Contractors List possess the necessary technical competence, are able to satisfy the quality requirements of Waverley Housing, and exercise due regard to Health & Safety.

- 2.2. The purpose of this policy is to outline the requirements of contractors should they wish to be considered for addition to our Approved Contractor List.
- 2.3. Legal requirements relating to contracts over £50,000 exclusive of VAT will be followed. Contracts over these values will need to be advertised, processed and awarded in accordance with the Procurement Reform (Scotland) Act 2014.
- 2.4. Where a contractor is registered with an appropriate Framework Agreement e.g. Scottish Procurement Alliance or quality assurance scheme e.g. Constructionline then there will be no requirement for them to submit an application to go onto our Approved Contractors List.

In order to obtain entry onto these Framework Agreements and quality assurance schemes the contractors need to submit suitable evidence on a number of factors e.g. work experience, insurances, health and safety arrangements which correspond very closely to the information we request from contractors seeking to gain entry onto our Approved Contractors List.

As a result by meeting these criteria these contractors will only be requested to provide basic information in order to be considered for entry onto our Approved Contractors List.

## **3. Selection of Contractors**

- 3.1. For contracts outwith the requirements of the Procurement Reform (Scotland) Act 2014, we will normally offer opportunities to bid for such contracts to contractors from organisations that are based in or have operating divisions within the Scottish Borders.

The only exception being where there are insufficient organisations or companies with the required services in the Scottish Borders.

- 3.2. All contractors used by Waverley Housing will be selected after an assessment based on the following criteria:
- a) Technical Competence
  - b) Quality Assurance
  - c) Relevant Experience
  - d) Past Performance
  - e) Commitment to Customer Service
  - f) Organisational Capacity
  - g) Adequacy of Insurance Arrangements
  - h) Management Systems
  - i) Health & Safety
  - j) Equality & Diversity
  - k) Commitment to Sustainability
  - l) Financial status
  - m) References

Where appropriate Waverley Housing may use an external individual or organisation to assist with the evaluation of submissions received from contractors. All contractors who submit bids for works or services required by Waverley Housing will be notified of the outcome of their bids.

- 3.3. It should be noted that where a contractor sub-contracts any element of works, all sub-contractors used must be approved by Waverley Housing using the same assessment process that the main contractor has undertaken, and the sub-contractor cannot start works until their application has been approved and they have been added to our Approved Contractor List.
- 3.4. We will seek to have a reasonable geographic spread of contractors where this is practical and possible.
- 3.5. Waverley Housing wishes to encourage local contractors, and will offer assistance in completing the Contractors Application Form and associated documents. Both contractors and sub-contractors must provide written acceptance of the Contractors Code of Conduct before commencing any work on behalf of Waverley.
- 3.6. It is recognised that there may be occasions e.g. emergencies when Waverley Housing may need to use a contractor who is not on the Approved Contractors List and such use, which is likely to be minimal, will be acceptable. In these instances a contractor exception form must be completed and copies of relevant insurance certificates must be provided by the contractor.

3.7. Declarations of Interest

Where a contractor has an interest or relationship with an employee or Board Member of Waverley Housing they must declare this during the application process.

If they are in any doubt whether to declare an interest or relationship with an employee or Board Member of Waverley Housing they should discuss this with a senior member of staff in the first instance.

#### **4. Responsibilities**

- 4.1. The Operations Director has overall responsibility for the implementation and operation of this policy.
- 4.2. It is the responsibility of all employees to ensure that they adhere to this policy.

#### **5. Monitoring and Reviewing**

- 5.1. Contractors' performance will be monitored on an ongoing basis by the Head of Property & Assets and annually, prior to the start of each new financial year, the Head of Property & Assets will provide a report for the Management Team and Board which will encompass the following:
  - a) Information on inspections undertaken for work carried out by contractors or sub-contractors on the Approved Contractors List
  - b) Performance
  - c) Analysis of complaints
  - d) Value of work undertaken within the year
  - e) Need for retention of the contractor
  - f) Health & Safety compliance