



# Leiths NEWS

The newsletter of Leiths (Scotland) Ltd

Produced for our Employees, Customers and Colleagues.

## New Wash Plant for Nether Park

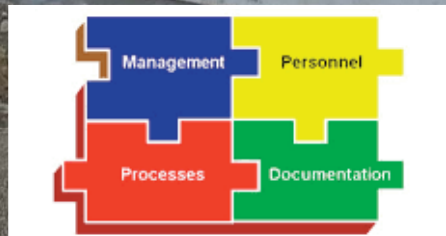
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### New Traffic Management Vehicles for Markon

Markon's Traffic Management Fleet continues to grow

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# Welcome to Leiths NEWS

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## Message from the Chairman

I am pleased to be able to report that 2015 proved to be a record year for the Group and we returned a healthy profit. Encouragingly, 2016 is also proving to be a busy year as our markets remain buoyant on the back of a number of infrastructure projects, a few of which are highlighted in this edition.

Our continuing investments in fleet and plant have enabled us to respond to these increases in demand and also reduce the average age of our asset portfolio.

A robust Integrated Management System is a cornerstone of how we monitor the performance of the business and the recent renaming of the Corrective Action Committee to the Integrated Management Meeting represents the first step towards refreshing how the Team and its agenda works going forward.

The health, safety and wellbeing of our people is at the forefront of our minds, and it is encouraging to see two initiatives in this edition aimed at improving our personal health, both inside and outside of the work environment.

It is fascinating to record how the Group has evolved and no more so than at Joss, where we can clearly demonstrate how our delivery vehicles have changed over time!

**Ian Leith**  
Chairman



## Get in Touch!

Leiths News is published for employees, customers and colleagues of the Leiths Group and its associated companies.

Leiths News will be published on a regular basis but we can only do this through the contributions of articles and features from our employees. If you have any comments, ideas for stories, or pictures for future issues, please get in touch.

I hope you enjoy this edition of Leiths News and thanks to everyone who has contributed so far.

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# NEW WASH PLANT FOR NETHER PARK



The first load arrives on site ready for the team to begin installation

**THE QUARRY DIVISION HAVE TAKEN DELIVERY OF A NEW TEREX AGGRESAND 165 WASH PLANT AT NETHER PARK, WHICH HAS JUST BEEN COMMISSIONED.**

The plant is capable of producing a range of aggregates and concrete sand to suit demand. It was supplied by Blue Machinery Scotland and has been described as a “fully modular system capable of processing in excess of 200 tonnes per hour of quarried sand and gravel feed material”.

Blue said, “The Terex Aggresand 165 Wash Plant installed at Nether Park Quarry is fitted with a 9m<sup>3</sup> feed hopper. The Material is fed onto an inclined conveyor which

delivers it to the first processing stage of the Aggresand 165 – a 4.8m x 1.5m triple deck rinsing screen box. Equipped with individually controlled spray bars on each deck, the two-bearing screens are fitted with polyurethane modular screen media on all three decks which wash and separate the material, leaving three sizes of high quality aggregates. The remaining fine material is pumped to a cyclone system which retains all material above 75 microns

and produces two grades of sand. Any residual material moves on to a lagoon to be filtered, with the resulting clean water recirculated into the system, improving water recycling and reducing waste in the process.”

The new plant has recently been commissioned and it will totally transform the capability of the site as demand for its products grows.



# Loch-hills Asphalt Plant Upgrades

AS PART OF THE COMPANY'S CONTINUED COMMITMENT TO INVEST IN PLANT AND EQUIPMENT, THE ASPHALT PLANT AT LOCH-HILLS UNDERWENT TWO WEEKS OF REFURBISHMENT TO ITS DUST COLLECTION SYSTEM AND DRIER.

The existing dust unit had suffered from years of exposure to the elements and had begun to deteriorate. The decision was made to replace the system with a new more efficient model. As well as this, a brand new dryer drum and chimney stack were also fitted.

As with any projects involving plant and equipment, the company is always looking to improve its energy usage and efficiencies and this project was no different. An inverter was fitted to the main exhaust fan, which reduces the amount of electrical energy used when operating the fan, compared to the existing system. The new dryer also had an extra 25mm of insulation, taking the total to 75mm. This will reduce the amount of gas oil used as the heat is



retained in the drum for longer allowing this to dry and heat the aggregates rather than having to use additional fuel.

The plant is now back in service and producing the full range of products as well as pre-coated chips, which is new for Leiths. Previously this material was purchased externally by our C&S Division. This means that this business is now retained within

the Group and we are looking at other Asphalt Plants to produce pre-coated chippings.

Site Manager, Scott Train, says the plant is now performing as well as it did when first erected and Plant Operator, Robert Bailey, is extremely pleased with the improvements made.

## NEW TIPPING TRAILERS WITH QUICKSILVER LININGS

THREE WEIGHTLIFTER TIPPING TRAILERS HAVE RECENTLY BEEN ADDED TO THE LEITHS HGV FLEET.

Manufactured in lightweight alloy, the trailers had been specified with alloy wheels and other weight-saving technology to maximise payload. Internally, they have been fitted with QuickSilver polymer linings which helps preserve the trailer body. Importantly, it reduces the friction between the load and the trailer floor meaning that loads slide off at lower angles, increasing stability and reducing the likelihood of toppling.

This is the first time this material has been used by Leiths and since the first trailer went into service in July all reports show that the product works well and that the trailers do not need to be raised fully to discharge. This has meant that we are able to use our new trailers on customer sites which previously did not allow such large vehicles to be used. Customers can get larger quantities of material, delivered



more quickly, without compromising safety. In addition, the use of larger vehicles allows a higher tonnage of material to be delivered using a smaller amount of fuel which reduces the impact our vehicles have on the environment.

The trailers are also fitted with remote control sheeting systems and air operated rear tailgates. This means that all operations can be carried out without the need for the driver to work at height or be near the rear of the trailer thereby increasing personal safety.

# Bam Nuttall Highland Enhancement Project

## FORRES RAILWAY STATION

AS A RESULT OF OUR CLOSE INVOLVEMENT WITH THE SUPPLY OF 13,500M<sup>3</sup> OF STRUCTURAL CONCRETE TO THE BLACKHILLOCK SUB-STATION NEAR KEITH, WE WERE ASKED TO ASSIST BAM NUTTALL WITH THEIR TENDER SUBMISSION FOR THE £500M HEP PROJECT.

Our submission was in the form of a capability profile which detailed our previous experience in major works; our quarry resources and locations; a health and safety profile and our construction and surfacing capabilities.



December 2015 saw Network Rail award the contract to Bam Nuttall and one of the earliest phases of the scheme was to straighten the railway line at Forres Station and provide a new overbridge. We immediately became involved. As soon as structural designs were approved we began to produce

structural fills to meet a very tight programme which intensified as 40,000t were required to be delivered to site within a 4 week programme for a preload embankment. The stone was initially to compact the area of the overbridge by pre-loading the ground. The deliveries were substantially complete, ahead of programme, by late July. The ground levels were monitored and a compaction of 4-5mm per day was recorded until mid-August when the ground level reduction had decreased to less than 1mm. The stockpile, which became known locally as Ayers Rock, was then redistributed around the site as part of the works.

Our involvement with supplies to this site remains ongoing as we look to supply 50,000t of quarry materials for the road and rail permanent works which are to be undertaken in the later part of 2016.



# INVERNESS WEST LINK ROAD

Phase 1 of the Inverness West Link Road Contract was awarded earlier this year to Wills Brothers of Northern Ireland (with a value of £23.5m).

This followed the supply of 1,700t of quarry materials and 30m<sup>3</sup> of ready mix concrete to Morrison Construction in August 2015 for the relocation of the water main in preparation of the West Link Road Contract commencing.



Early contact was made as the low lying nature of the works adjacent to the Caledonian Canal and River Ness meant that an import of 165,000t of quarry materials was a sizeable order to pursue and secure.

Early June saw the arrival of the first quarry materials order to Mid Lairgs Quarry in Inverness, quickly followed by orders to the various sections of the site which all had their own requirements. First orders were to the new Rugby Clubhouse followed by structural fill orders to the north and south section of the works which are divided by the fast flowing River Ness. Further orders have been received for the structures and the icing on the cake has been the award of the complete surfacing works to our own Construction and Surfacing Division.

Recent developments on site have led to us being asked to provide our underwater concreting experience supplying 450m<sup>3</sup> of ready mix concrete which will be pumped into coffer dams on the bed of the River Ness and will provide the foundations of the new bridge.

# Volvo re-join Joss Fleet after many years

**JOSS (ABERDEEN) LTD HAVE RECENTLY TAKEN DELIVERY OF 3 VOLVO FMX 8X4 TIPPERS.**

Two vehicles are fitted with Aliweld insulated alloy bodies, while the other is fitted with an ABBA Hardox steel body.

The vehicles replace 3 older DAF tippers, and the new technology brings better fuel efficiency and lower emissions, together with increased payloads, and safety and comfort for the drivers.

To make the vehicles more visible, we have added front and rear LED strobe lights, as well as LED beacons, rear mounted high visibility markings, and have revised the traditional livery to make it more prominent.



1986 Volvo F7



30 years on ... 2016 Volvo FMX

# Leith's Past and Present, take 2!

In the last edition of Leiths News, we shared with you the history of Leiths through cashbooks found dating back to the 1940's. This time, Joanne McCrombie, Credit Control Assistant at Rigifa, came across the following article from 1954 in the Commercial Motor Magazine. Commercial Motor is still in print today but in 1954 it cost just ninepence.

July 2, 1954

THE COMMERCIAL MOTOR 21

## VARIATIONS ON A FAMILIAR THEME



Mileage to date 76,215... average fuel consumption 16.85 m.p.g.... never running empty... replacement costs to date, 13/9

Messrs. John Joss & Sons, Aberdeen, send these performance figures of their Comet '90'. The platform body of this truck carries as a fixture a tar tank, the average nett payload totalling close on 7 tons. Apart from general maintenance, filter cloths and injectors, the only cost to date is 13/9d. for a new design of fuel filter bracket. The customers end by writing "We are particularly well pleased with the economy and performance of the vehicle." And that, broadly speaking, goes for all Comet users!

# Leyland

# COMET '90'

FOR ECONOMICAL TRANSPORT

Head Office & Works: LEYLAND · LANCS · ENGLAND  
London Office & Export Division: HANOVER HOUSE, HANOVER SQUARE, LONDON, W.1

LEYLAND MOTORS LIMITED A21

The article shows a Joss & Sons Leyland Comet '90'. Apart from general maintenance, the running cost was 13 shillings/9d (around 69p in today's money). I bet our Chairman wishes costs were as low today?!

# Construction and Surfacing Update

## ALFORD TRANSPORT MUSEUM

Leiths Construction and Surfacing Division have recently completed works at Alford Transport Museum. The client is delighted with the new entrance which is a mixture of Leiths red **Rigapave** and contrasting pavior areas.



## PRIME 4

The £700k hard landscaping package at Prime 4 (Plot 10) is underway with completion expected by the end of the year. As with previous Prime 4 packages, our

client, Sir Robert Macalpine procured Construction and Surfacing to guarantee the required 5 star finish expected in the prestigious development.



## KCA DEUTAG'S NEW HEADQUARTERS

Works have also been completed at KCA Deutag's new headquarters located at the Dandara City South development. The £900k hard landscaping package has been completed ahead of programme.



## ABERDEEN AIRPORT

Works have also taken off at Aberdeen Airport with the Surfacing division carrying out repairs to Babcock Helicopters hardstanding area. The works involve many challenges including milling out the area,

resurfacing and finally lining the area to strict timescales allowing the hectic helicopter flight schedule to continue without disruption.



## IKEA STORE ABERDEEN

The new IKEA store at Wellington circle has now had the carpark successfully resurfaced by Construction and Surfacing with a 6mm stone mastic asphalt.





# Parkmore Concrete Plant supply Blackhillock Sub-Station

Leiths concrete mixers have been a familiar site at Blackhillock Sub-Station over the last 18 months, having just completed the supply of 14,000m<sup>3</sup> of concrete to BAM Construction for the new sub-station located on the outskirts of Keith.

The quality and service provided by Parkmore Concrete Plant has helped Leiths secure our largest concrete supply contract to date with a further 16,000m<sup>3</sup> to Graham Construction for the HVDC Converter

Station. Concrete supply to the converter station has been ongoing for a number of months with concrete supplied daily for foundations and concrete bases and is due to be completed in Spring 2017. High Voltage Direct Current (HVDC) is the most efficient way to transport electricity over long distances, and is particularly beneficial for subsea transmission. The HVDC cable will run between two converter stations at Spittal in Caithness and Blackhillock with a

subsea link that will connect the electricity grid on either side of the Moray Firth. On completion this will have capacity to carry up to 1,200 MW (megawatt) of electricity, equivalent to the electricity needs of about 2,000,000 Scottish people.

This is the largest investment in the north of Scotland's electricity network since the hydro development era of the 1950s and once completed Blackhillock Sub-Station will be the largest substation in Europe.



## Volumetric Supplies the AWPR

**In April we received an order for 400m<sup>3</sup> of ST4 concrete for supply to the AWPR at the new Craibstone roundabout works, which has been supplied using our Volumetric Truck.**

As this supply was for the laying of the

concrete for kerbs and drainage, the Volumetric was ideally suited for this application due to its ability to batch exactly what the client requires onsite and being able to alter the consistency of the mixes, resulting in no wastage

for the client.

Using the volumetric on the AWPR will hopefully lead to other opportunities for supply to this contract with other sub-contractors requiring low grade blinding/drainage concrete.



# RNLI Stonehaven Sea Cadets Training Facility

**AFTER TEN YEARS OF FUNDRAISING, THE STONEHAVEN RNLI SEA CADETS REACHED THE TARGET FIGURE THAT ALLOWED THEM TO PROGRESS WITH THE UPGRADING OF THEIR TRAINING FACILITY.**

The first phase of the works was to appoint Lawrie Demolition to remove the roof which was a metal truss construction clad with asbestos cement roof sheets. The duration of the works took two weeks with Lawrie working in conjunction with the project engineers to leave some steel frame

in place to create stability during the construction of the new building.

Project Manager, Drew Lawson was very pleased with how the roof removal works went, even posting photographs and very complimentary comments on social media.



# NEW TRAFFIC MANAGEMENT VEHICLES FOR MARKON

**MARKON'S TRAFFIC MANAGEMENT SERVICE CONTINUES TO GROW!**

Markon has been offering existing and new clients a Temporary Traffic Management Service since 2012 and in that time has achieved significant and sustained growth each year.

With a 30% increase in turnover expected in 2016 we're delighted to introduce 4 brand new vehicles to the fleet to provide the platform for continued service delivery and future expansion.

The four Ford Transit Pick-ups will be put into service immediately across the country to help ensure continued excellence of our service.

Scott Yuill, Director/General Manager at Markon is delighted with the vehicles, commenting, "Since 2012, Andrew Bustard has built a strong and highly successful traffic management service to supplement our existing Road Marking, Road Planing and Specialist Surfacing operations. This investment is an endorsement of the hard work Andrew and his team have put in to date and confirms the confidence we and the Group have in the continued success of this operation."



# COVE IN BLOOM

## Beautiful Scotland 50th Anniversary (Silver Medal Winners)

Leiths have recently been involved in a further two projects with Cove in Bloom, who have been busy during the year working on four special projects within the community.

Roy Thomson and the team at Lochton Precast were approached by Wendy Sutter from Cove in Bloom earlier this year looking for decorative pre-cast concrete bases for their Oil Industry Ornaments in their Community Garden.

Cove in Bloom are using the display to

celebrate the heritage of Cove, commemorating the farming, fishing and quarrying industries that formed Cove and Altens. Over the past two years the construction and civil engineering company, Blackwells, have been clearing the tip in Cove and reinstating the land to provide good, useable building land. The ornaments have been welded from discarded oil industry parts found in the clearing of the land.

The ornaments (shown below) will be a

reminder of what changed the little fishing village of Cove into the expanding community it is today.

We, at Leiths, are very happy to support community projects to help fulfil these aims.

Leiths also supplied quarry dust from Blackhills to tidy up the two areas where planters are sited on Loirston Road near the football ground and at the junction with Loirston Avenue and Catto Place.

“ Our aim, as Cove in Bloom, is to improve and maintain the area of Cove and Altens, and to find ways to commemorate and celebrate our history in the way we do this. We now have something that highlights the ‘modern’ history of Cove. **Wendy Sutter, Cove in Bloom** ”



## Craigellachie Village Hall Car Park Improvements

**CRAIGELLACHIE VILLAGE HALL WAS BUILT BY PUBLIC SUBSCRIPTION USING STONE FROM BLUEHILL QUARRY AND OPENED IN 1932.**

The hall is used for a wide range of community events in the village and is used as a dinner hall and PE hall for the nearby primary school. Leiths recently hired the hall for a public consultation event for a planning application related to Bluehill quarry.

Following the public event, Leiths were contacted by the Craigellachie Village

Council, a registered charity who manage the hall on behalf of the community, enquiring if we were willing to improve the car park at the hall.

Leiths Construction and Surfacing Manager, Davy Lamb, assessed the car park and recommended improvements. Leiths Bluehill quarry provided asphalt and crushed rock chips to undertake the work. The job was supervised by Willie Mackenzie and everyone involved was thanked by the Village Council for the improvements made to the car park. Feedback from the public using the car park has also been very complimentary.



Before works commenced.



After works completed

# OFFICE Health & WELLBEING INITIATIVE



Workplace Wellbeing relates to all aspects of your working life, from the quality and safety of your physical environment, to how you feel about your work.

Alcohol consumption, poor diet and smoking have long been identified as having a significant impact on long-term health, but work-related stress and a lack of physical activity have been creeping up the agenda in recent years.

The Health and Safety Executive have recently launched a new five-year strategy Helping Great Britain Work Well which aims to tackle workplace ill health.

Leiths are keen to encourage and promote

a healthy lifestyle within our workforce and, as a result, a new Office Health and Wellbeing Committee has been created.

The members who are going to attempt to tackle these issues are:

**Dave Bremner, Gemma Anderson, Caroline Anderson, Pat Dunlop, Leisa Brock and Amanda Ross.**

As you will see on page 15, Markon have already committed to a programme

'Healthy Working Lives' and are currently working towards their silver award. The Leiths Committee will be looking at joining this programme in the near future so look out for emails from the team regarding future events!

**If you would like to be part of the team or have any ideas you would like to suggest for the initiative, please contact Caroline Anderson in the first instance.**

## SLIPS, TRIPS and FALLS Initiative

LEITHS SAFETY INITIATIVE FOR 2016  
FOCUSES ON SLIPS, TRIPS AND FALLS  
DUE TO AN INCREASE IN INJURIES  
REPORTED IN THE COMPANY  
DURING 2015.

A strategic message was needed in the form of a group wide initiative to raise awareness and change behavioural attitudes towards slip, trip and fall hazards as they account for around 40% of major injuries. They can also lead to other types of serious accidents - for example a fall from height.

A guidance document was issued earlier this year to provide Managers and Directors with a clear direction on this initiative during SHE Committee Meetings and whilst carrying out Site Safety Tours.

Slip, trip and fall incidents increase over the winter months as a result of weather and lighting conditions and we encourage all personnel to report unsafe conditions to their line manager.



## UPDATE

Following successful registration to this international standard through BSI, the Energy Management System is now fully embedded into our Integrated Management Systems.

One of the first areas identified was competence and we commissioned a campaign of training courses throughout the country to arm our Managers and Directors with the knowledge to identify energy reduction techniques and opportunities.

BSI audited Lugton Lime and M&M earlier this year and were suitably impressed with the hard work put in by the participants to move this system forward on their sites. Further audits took place at the end of August at Rigifa and at Parkmore and Bluehill quarries.

We have replaced the lighting system in the factory at Lochton Pre-cast which has seen a decrease in electricity consumption; this has prompted additional surveys to be carried out at some of our other sites.

We continue to deliver energy efficiency toolbox talks as part of our monthly requirement and would encourage our personnel to give us their ideas for energy savings – no matter how small.

Gaining this registration was the first part of the process – making it work for us is the most important part.

# CAC RELAUNCH

**NOTE TO ALL EMPLOYEES REGARDING THE NAME CHANGE OF THE CAC MEETING, THE REASONS WE ARE HAVING THE MEETING AND INFORMATION REGARDING THE RECENT ISSUE OF THE UPDATED IMS EMPLOYEE HANDBOOK.**

Going forward, the CAC meeting will be renamed IMM which stands for Integrated Management Meeting. We decided to change the name of this forum to more adequately reflect the meeting content.

The Title CAC (Corrective Action Committee) was used when we were only applying the ISO 9000 quality management standard as this was a requirement within that standard.

Our company is large and diverse enough to record procedures so that everyone is clear with regard to their responsibilities. This process of recording is known as the management system. We now apply four ISO standards to our management system and the IMS provides a model to follow when operating this system. The ISO standards employed all have the same structure and contain the same terms which is useful for our organisation because we operate within an



integrated management system. Some of the benefits of using an effective management system are:

- **More efficient use of resources**
- **Improved risk management**
- **Increased customer satisfaction**

Our monthly meeting covers all aspects of the IMS and minutes are produced to record discussions and to identify any actions. Actions for individuals are generated from audits and meeting minutes. A management system is only fully effective when there is full

participation by all those involved in the company.

We would urge all personnel to be active in following our management system.

## IMS EMPLOYEE HANDBOOK

The IMS employee handbook, which has recently been updated and circulated to all employees, describes how the Integrated Management System is applied to the company.

Since its inception in 2008 the handbook has evolved, expanding in content to reflect the changes to our Management Systems and legislation.

This handbook is provided to every employee at induction to the company and is also issued periodically upon review. Everyone is encouraged to follow the guidance in this handbook and apply its principles as part of their daily activities.



## auto enrolment

**IT IS NOW NEARLY THREE YEARS SINCE OUR INTRODUCTION TO THE PENSION REGULATOR'S AUTO-ENROLMENT SCHEME.**

Most of our Company employees have remained in the scheme, although there is the option to "opt-out".

Eligible job holders who opted out of the original auto-enrolment in 2014 will be re-enrolled unless they are already active members of a qualifying scheme.

The date of the re-enrolment will be published and circulated in early 2017 to enable any "opt out" employees time to

consider their own personal circumstances prior to the re-enrolment date.

Once re-enrolled, employees have the right (as before) to opt out within a statutory one month window.

**Should you have any queries with regard to any aspect of your workplace pension, please contact the payroll department at Rigifa.**



# Providing the tools for effective Management

People often find themselves promoted into management roles within an organisation due to their hard work and practical skills within the workplace.

However, it's easy to forget that being a manager in itself is a key skill that requires specific training and development to ensure individuals can perform this function effectively.

Management can be defined as the act of getting people together to accomplish desired goals and objectives using available resources efficiently and effectively. Management comprises planning,

organising, staffing, leading or directing, and controlling a group of one or more people for the purpose of accomplishing a goal.

As our organisation continues to grow and develop, we need to ensure our management team are given the necessary tools to achieve our business objectives.

Recognising this, our management team will be embarking on a journey of ongoing development starting with a course run by the Aberdeen Chamber of Commerce titled 'Essential Management Skills'

The course covers the following topics:

- What is management?
- What skills do we need to be an effective manager?
- Communication
- Considering personal differences
- Delegation
- Motivation
- Teams
- Giving criticism
- Dealing with difficult situations
- Change management
- Stress management
- Discipline and Grievance

On completion of the course, our management team will be equipped with the knowledge and skills required to perform their duties in a positive and productive manner.

The first 5 managers to attend are pictured below.

From L to R:

**Roy Thomson, Precast Manager; Bert Archibald, Blackhills Quarry Manager; Sheila Gunn, Purchasing Manager; Bob Campbell, Plant and Workshop Manager; Bob Adamson, Fleet Manager.**



## Employee Benefit for all Leiths' Employees

# CONSTRUCTION WORKER HELPLINE

## Here when times are tough...

Leiths are pleased to advise you that you now have access to the Construction Worker Helpline – a free, confidential service for workers like you in the construction industry. The Construction Worker Helpline was set up by B&CE's Charitable Trust to offer you support, advice and a guiding hand in times of need.

## What you can expect

The Helpline can help you explore your options to make the best decision, or direct you to the right service.

### Do you...

- Need help with debt or money worries?
- Think some counselling would benefit you?
- Want some guidance about housing and social welfare?
- Struggle with mental or physical health issues?

**Call in  
confidence  
FREEPHONE  
0808 801 0372  
Line are open  
8 am - 8 pm  
7 days a week**

B&CE's Charitable Trust set up the Construction Worker Helpline so you can feel confident speaking to a friendly voice, knowing they've the experience to point you towards the help you need.

B&CE is a not-for-profit organisation with a clear focus on its members.

The helpline was launched to help even more workers in construction.

B&CE has been providing financial products to the construction industry since 1942. We're pleased to offer our new Construction Worker Helpline service, a non-contractual benefit, set up by B&CE's Charitable Trust. (The Trust reserves the right to withdraw the service at any time.)



**Saturday,  
13 August  
2016**

**A GROUP OF LEITHS EMPLOYEES ENJOYED A DAY OUT AT THE BANCHORY BEER FESTIVAL ON A RARE SUNNY SATURDAY IN AUGUST.**

The day involved listening to live music from various artists throughout the day and evening whilst sampling a variety of beers, ciders and gin and trying to decide which award winning food stall to eat from.

Gemma Anderson, IMS Assistant, who organised the event on behalf of Leiths said, "The event was a huge success and was a great way to get the different departments in Leiths together!"



**Markon take part in Rough Runners as part of Healthy Working Lives**

Following on from their first bronze award through Healthy Working Lives, Markon are now working towards the second stage, silver award.

The Healthy Working Lives Award Programme is a NHS Scotland initiative to try to improve the health and wellbeing of staff in a wide range of organisations.

As part of working towards the silver award, four member of Markon staff completed Rough Runners, a 5km obstacle

course in the summer. The obstacles were inspired by famous TV challenge shows such as Gladiators, Takeshi's Castle, Wipeout and Ninja Warrior.

With health and wellbeing now being a major focus within the group and committees being established at both Markon and Leiths head office, we are sure this will be the first of many challenges undertaken by Leith's employees in the coming months.



L-R - Stephen McConville (Ellen's brother in law), Ellen Coffield (Markon), Mairi McNeil (Johns wife), Eloise Janczak (Markon), John Caulfield (Markon), Frank McMenemy (Markon)



L-R - Stephen McConville (Ellen's brother in law), Ellen Coffield (Markon), Eloise Janczak (Markon), Mairi McNeil (Johns wife), John Caulfield (Markon), Frank McMenemy (Markon)

Markon's team  
**"Markon Machines"**

who took part were:

**Ellen Coffield, Eloise Janczak  
Frank McMenemy, John Caulfield**

John Caulfield commented, "A great day was had by all and has pushed us to attempt the 10km assault course next year."

# Andrew Doherty – A Summer to Remember

## Summer Placement for the Quarries Division

IN THE EARLY PART OF 2016 WE WERE APPROACHED BY A NUMBER OF STUDENTS REQUESTING SUMMER PLACEMENTS.

One in particular, Andrew Doherty, stood out for both his knowledge and enthusiasm



and he was offered a placement which started in July.

Before starting with Leith's Andy spent a week on Skye carrying out Geological mapping work next to Torrin Quarry.

Here, in his own words, he shares his experience:

“ I am a full time student about to enter my final year at Glasgow University where I am studying Earth Science. I was keen to secure some work experience in a related industry during the summer holidays before I started back. I was put in touch with Kevin Sargant and arranged a 6 week work placement starting in July.

Overall, it has been a great opportunity for me to gain some experience of the quarrying industry. By being able to work closely with people in a variety of job roles, I have been able to get an overview of the quarrying operation right through the identification, planning, production and testing stages, and have also been able to attend a full day's geotechnical training course.

My time here has opened my eyes to the huge number of different career paths and opportunities within the industry and the areas in which my academic background can be directly used. I have been made to feel very welcome and have been impressed with how helpful and friendly everyone at Leith's has been. Quarrying is now definitely an industry I will be considering as a career next year when I have finished university. ”

Some of you will have met and helped Andy during his brief time with us. It was extremely encouraging to hear him talk this way and both Andrew and Kevin Sargant would like to thank everyone for making his summer placement so enjoyable.

## John Anderson joins the Concrete Division

John Anderson joined Leiths at the start of June as Concrete Production Manager.



John has been in the concrete and quarrying industry for over 25 years, starting in the industry with Morrison Quarries on a four-year apprenticeship as a Quarry Technician before progressing on to Senior Technician. During this time John successfully completed his DAPS. When Morrison Quarries was taken over by Tilcon/Caledonian Quarry Products, John moved over into a production role where he spent thirteen years working as the Depot Supervisor, looking after the Inverness and Cloddach Concrete Plants. For the last two years John has worked as a Unit Manager with Tarmac looking after two quarries and an Asphalt Plant.

John has been married to his wife Nicky for 15 years and they have 2 young children, Kyle (5) and Reiss (1). He has recently taken an interest in flying his drone and with the integrated HD camera he has captured some great shots of our amazing Scottish landscapes. John is also a keen football fan but, as his playing days are over, he is now spectating from the stands. He has been a member of the Tartan Army for the last 10 years and attends every home game and goes to one away fixture a year. In the last few years he has been to the Czech Republic, Germany and Georgia and is looking forward to a trip to Slovakia in October. Unfortunately during this time Scotland haven't qualified for any major tournaments but John's enjoyed visiting some nice cities!

John is looking forward to the new challenges here at Leiths and we are certain that his experience will be invaluable as we continue to grow our ready-mix business.



# M&M'S DEE MCGONIGAL RECEIVES CMPE SHIELD

M&M Road Surfacing Ltd employee, Dee McGonigal has been presented with the CMPE shield at Glasgow Kelvin College's summer awards ceremony which took place at Glasgow City Chambers.



Having just completed his apprenticeship in Construction Plant Mechanics at Glasgow Kelvin College, Dee was awarded the CMPE Shield, awarded by the Contractors Mechanical Plant Engineers (CMPE) to the apprentice who has shown outstanding achievement throughout the duration of his apprenticeship.

Dee had previously won the class prize for apprentice of the year last year, after being nominated by his lecturers. Having shown a willingness to learn, and enthusiasm and hard work in his role as apprentice fitter, it is no surprise to everyone at M&M Road Surfacing that Dee has now added the CMPE Shield to his list of achievements.

M&M Managing Director, Alistair McGowan was in attendance at the awards ceremony, along with Dee's Father, Grandfather and Fiancée and said "We are all very proud of Dee for his award and it's great for the company to have employees that are recognised for their hard work and a big benefit for Dee going forward in his chosen profession"

Dee will be in attendance at the CMPE Annual Dinner to collect the Apprentice of the Year Shield and all at M&M Road Surfacing would like to congratulate him on completing his apprenticeship and picking up the award for his outstanding achievement throughout his time at Glasgow Kelvin College.



Dee McGonigal with the CMPE Shield for outstanding achievement (above)

Dee collecting his award at Glasgow Kelvin College award ceremony in Glasgow City Chambers (left)

## Long Service Awards for Nick Tonge and David Mallan

IT IS WITH GREAT PLEASURE THAT WE RECENTLY PRESENTED NICK TONGE AND DAVID MALLAN WITH WELL-EARNED LONG SERVICE AWARDS OF 25 AND 40 YEARS RESPECTIVELY.

Nick started with the company at Blackhills Quarry back in September 1991 as a Trainee Weighbridge Operative. Throughout his career, he has worked in many roles and is currently the Quarry Manager at Blackhills.

David Mallan started his career back in September 1979 as an Admin Assistant with Robert Howie & Sons down in Ayrshire. David progressed his career by attaining his NEBOSH and CPC National Road Haulage qualifications which paved the way for taking up the position of Safety Advisor/Transport Manager. Leiths acquired the Howie business in April 2008 and David then moved to the role of Quarry and Transport Manager at Lugton Limeworks where he currently sits today.

David did pursue a second career in the reserve forces as a trained Combat Medical Technician which ran from 1985 until



Grant Milne (left) with David Mallan

2009. In that time David was promoted on several occasions receiving his royal warrant in 2001 and then commissioned as an officer in 2004. David retired from the reserve forces in 2009 in the rank of Captain (QM) V.

A fantastic achievement for both and we look forward to them both having many more years with the company. Thank you and well done.

# Spotlight on the Rigifa Finance Department

Words by **Graeme Kinghorn**, Group Finance Director

I OFTEN HEAR A LOT OF COMMENTS FROM STAFF THAT THE MAIN FINANCE OFFICE IS QUIET AND, DARE I SAY, A LITTLE BORING. WELL, ONLY ONE OF THESE MIGHT HAVE A DEGREE OF TRUTH IN IT BUT I CAN GUARANTEE THAT "BORING" IS NOT THE ADJECTIVE TO DESCRIBE THE DAY TO DAY RUNNING OF THE FINANCE DEPARTMENT!

If you consider that almost every action that takes place within the Leiths Group has a financial consequence, it's small wonder that there are significant amounts of "paper" created to record all the transactions that take place and keep every member of the finance team busy.

Most importantly, sales and purchase documentation dominates the paper mountain.

## Starting with Sales . . .

Annual group turnover is circa £70 million, and within the quarries division of the Group alone, approximately 60,000 individual invoices per year are raised from in excess of 120,000 delivery tickets. This feat is impressive but even more so when you consider that the invoicing process itself is primarily carried out by Jamie Glendinning, Assistant Accountant, and Danielle Cowie, Junior Accounts Assistant, with the aid of software and computers. There is, of course, significant input from all the Weighbridges, Asphalt and Concrete plants and the Sales office before invoicing takes place and the contracting elements of the Group are responsible for issuing their own applications or invoices.

Then the job of chasing the cash falls to the Credit Control department which is headed by Katrina Castles supported by Joanne McCombie and Heather McLean, who joined Leiths in March this year. You may have heard the term "Cash is King", well it certainly is for this department and if every customer paid in full and on time then this

team would be much quieter! Unfortunately, a little - or a lot - of persuasion is needed to ensure full payment.

With the exception of the construction and surfacing division, all credit control is administered through this team. Katrina is famous not only for her ability to keep us fed with all manner of tasty snacks, but she is also well known for her admiration of a certain retired F1 driver...

## Purchase Ledger . . .

The purchase ledger department, headed by Leisa Mitchell, has to deal with the other big paper pile in Finance. Aply supported by Mandy Ross and Amiee Robertson (together with Gillian Youngson) the team plough their way through approximately 36,000 purchase invoices a year, a lot of these having been initiated by the purchasing department. These have to be approved, coded and posted to the accounting system. They then have to be paid timeously, all part of Leisa's remit.

## Payroll . . .

You wouldn't expect me to class HMRC as a member of the Finance team but the administrative burden that acting as an "unpaid" tax collector for HMRC brings is frankly staggering. PAYE, National Insurance, Subcontractor tax, VAT and Aggregates Levy are all complicated taxes that have to be accurately administered and paid. This happens on a weekly, monthly, quarterly and annual basis and the Group would ordinarily submit and pay a significant eight figure amount of tax on an annual basis. Unfortunately, the legislation doesn't allow us to bill HMRC for the cost of administering this "service" but it's a thought! The bulk of work in this area relates to Payroll taxes and the Payroll team overseen by Pat Dunlop and headed by Nichola Greig, assisted by Alison Farrell and



Trudie Leask. It's complicated and detailed work which is carried out with the minimum of issues.

## Finally, Accounts Preparation . . .

The culmination of all the previous processes is the production of the monthly management accounts which inform all areas of the business on financial and other performance aspects.

This is an intricate procedure, part of a detailed monthly timetable that requires real team work from all areas of the Finance team as well as the Surveying and Commercial teams.

Malcolm McSporryan, Financial Director; Sam Leith; Carolyn Lamb and Cheryl Bisset, Financial Controllers; Lois Gray (who joined in April this year) and Laura Bisset, Management Accountants; and Jamie Glendinning are all involved in some aspect of the accounts production, assisted by Amanda Stephen, Accounts Assistant (currently on Maternity leave). Craig Miller handles this for Markon on site at Cumbernauld.

All of the above help the Leiths Group to fulfill its statutory obligations contained in a raft of companies, accounting and tax legislation. As Jimmy Cricket would say, "There's more!" .....but that's enough finance excitement for the time being.

# CONSTRUCTION QUIZ

What is **YOUR**  
**CONSTRUCTION**  
**KNOWLEDGE?**

This is a tough one guys! Let's see if your knowledge of the construction industry can help!?

To be in with a chance of winning **£100.00**, complete the following questions:

1. How thick is a number 12 piece of rebar?
2. What is a nail with a double head called?
3. If I have a pad that is 12 feet long, 20 feet wide and is 7 inches thick, how many cubic yards of concrete will I need?
4. What is the actual size of a 2 x 4?
5. What are the structural part of stairs called?
6. What would the width of a window that is a 4 x 6?
7. How is insulation rated or measured?
8. On a set of electrical plans, what would a triangle represent?
9. What is the stud called that is placed under a header to support it?
10. On a set of plans, if they call for something to be 16oc, what does 'oc' stand for?

Entrants should send their answers, including name, place of work and contact details to **Caroline Anderson** ([canderson@leiths-group.co.uk](mailto:canderson@leiths-group.co.uk)). Those who answer all questions correctly will be entered into a draw.

The closing date is **Monday 16 January 2017** and the winner will be featured in the next edition of Leiths News.  
**Good Luck!**

## COMPETITION WINNER - Edition 6

Thanks to everyone who entered the last Leiths News Competition in edition 6.

The competition gave employees an opportunity to win £100.00 by answering the following question:

**To qualify for ESOS, Companies should have submitted their notification of compliance by what date?**

**Answer: 5 December 2015.**

We had a number of correct entries and the lucky draw winner was:

**NICHOLA GREIG, HR CO-ORDINATOR BASED AT HEAD OFFICE IN COVE.**

Well done Nichola.

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## 3 Joss

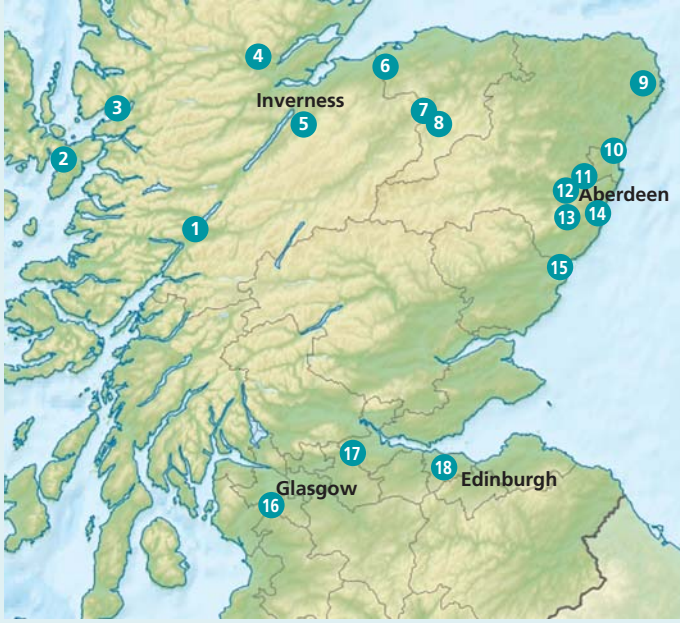
Joss (Aberdeen) Ltd  
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Fax: 01224 772444

## 6 Ross

A Ross & Sons Ltd  
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Fax: 01463 772321



## Group Resources



## 1. Highland Lime

Torlundy  
Fort William  
Inverness-shire, PH33 6SQ  
T: 01397 702227  
F: 01397 702308

SERVICES (See Key)

A B E F J I K N O

## 2. Torrin Quarry

Leiths (Scotland) Ltd  
Broadford  
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T: 01471 822265  
F: 01471 822266

SERVICES (See Key)

A D F J K N

## 3. Kishorn Quarry

Nr Strathcarron  
Ross-shire  
IV54 8XF  
United Kingdom  
T: 01471 822265  
F: 01471 822266

SERVICES (See Key)

D F J N

## 4. Achilty Quarry

Leiths  
Contin, Strathpeffer  
Ross-shire, IV14 9EG  
T: 01997 421122  
F: 01997 421145

SERVICES (See Key)

C D F K R

## 5. Mid Lairgs Quarry

A Ross & Sons Ltd  
Daviot, Inverness  
Inverness-shire, IV2 6XN  
T: 01463 772211  
F: 01463 772321

SERVICES (See Key)

C D F J K N O

## 6. New Forres Quarry

Leiths (Scotland) Ltd  
Rafford  
Forres  
Moray, IV36 2RQ  
T: 01309 671188  
F: 01309 671199

SERVICES (See Key)

C D F K N

## 7. Bluehills Quarry

Leiths (Scotland) Ltd  
Craigellachie  
Moray, AB55 4BW  
T: 03301 190627  
F: 01340 820890

SERVICES (See Key)

C D F K N

## 8. Parkmore Quarry

Leiths (Scotland) Ltd  
Dufftown, Keith  
Moray, AB55 4DL  
T: 01340 820200  
F: 01340 820890

SERVICES (See Key)

A D F J R

## 9. Longside Concrete Plant

Faichfield  
Longside  
Peterhead, AB42 3ED  
T: 01779 821466  
F: 01779 821354

SERVICES (See Key)

J

## 10. Loch Hills Quarry

Joss (Aberdeen) Ltd  
Parkhill, Dyce  
Aberdeen, AB21 7AT  
T: 01224 774422  
F: 01224 772444

SERVICES (See Key)

C D G J K O

## 11. North Lasts Quarry

Leiths (Scotland) Ltd  
Peterculter, Aberdeen  
Aberdeenshire, AB14 0PE  
T: 01224 732690  
F: 01224 876332

SERVICES (See Key)

C D F K N

## 12. Nether Park Quarry

Joss (Aberdeen) Ltd  
Drumoak, Banchory  
Kincardineshire, AB31 5AD  
T: 01224 660468  
F: 01224 772444

SERVICES (See Key)

D O

## 13. Lochton Precast Concrete

Leiths (Scotland) Ltd  
Slug Road, Durris  
Banchory, AB31 6DD  
T: 01330 844444  
F: 01330 844417

SERVICES (See Key)

I J

## 14. Blackhills Quarry

Cove, Aberdeen  
Aberdeenshire  
AB12 3LR  
T: 01224 897568  
F: 01224 897590

SERVICES (See Key)

C D F J K N

## 15. Montrose Concrete Products

Leiths (Scotland) Ltd  
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Montrose, DD10 8SY  
T: 01674 677037  
F: 01674 672809

SERVICES (See Key)

I J

## 16. Lugton Lime

Lugton  
Kilmarnock  
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T: 01505 850435  
F: 01505 850590

SERVICES (See Key)

A F H K

## 17. Markon Office

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SERVICES (See Key)

L M Q

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SERVICES (See Key)

P

## KEY

A Agricultural Lime  
B Animal Feed  
C Asphalt Products  
D Decorative Stone  
E Filler  
F Hardrock Quarry

G Inert Landfill Site  
H Limestone Filler  
I Precast Concrete Products  
J Ready-Mix Concrete  
K Recycling Facilities  
L Road Marking

M Road Planning  
N Rock Armour  
O Sand and Gravel Quarry  
P Surfacing and Construction  
Q Traffic Management  
R UKAS Accredited Laboratory

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