

## **Notice of Meeting and Agenda Scotland Excel Executive Sub-committee**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Friday, 15 September 2023	09:30	Remotely by MS Teams,

MARK CONAGHAN  
Clerk

### **Membership**

Councillor John Shaw (Convener) and Councillor Altany Craik (Vice Convener).

Councillor David Keating (Aberdeenshire Council); Councillor Brenda Durno (Angus Council); Councillor Mandy Watt (City of Edinburgh Council); Councillor Kenny Macleod (Comhairle Nan Eilean Siar); Councillor Carlyne Wilson (Dumfries & Galloway Council); Councillor Ruairi Kelly (Glasgow City Council); Councillor Derek Loudon (Highland Council); Councillor Christina Larsen (North Ayrshire Council); Councillor Michael McPake (North Lanarkshire Council); Councillor Dennis Leask (Shetland Islands Council); Councillor Chris Cullen (South Ayrshire Council); and Councillor Walter Brogan (South Lanarkshire Council).

### **Further Information - online meetings only**

This meeting is on-line only but is a meeting which is open to members of the public by prior arrangement. A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>

For further information, please email [democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk)

## **Members of the Press and Public - contact details**

Members of the press and public wishing to attend the meeting should contact [democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk) to allow the necessary arrangements to be made.

## Items of business

### Apologies

Apologies from members.

### Declarations of Interest and Transparency Statements

Members are asked to declare an interest or make a transparency statement in any item(s) on the agenda and to provide a brief explanation of the nature of the interest or the transparency statement.

- |             |   |                |
|-------------|---|----------------|
| <b>1</b>    | <b>Minute</b>   | <b>5 - 10</b>  |
|             | Minute of meeting of the Executive Sub-committee held on 18 August 2023.  |                |
| <b>2</b>    | <b>Annual Audit Report on the Annual Accounts 2022/23</b>   |                |
|             | Report by Auditor. (not available - copy to follow).  |                |
| <b>3(a)</b> | <b>Contract for Approval: Supply and Delivery of Fresh Bread, Rolls and Bakery Products</b>                               | <b>11 - 20</b> |
|             | Report by Chief Executive of Scotland Excel.  |                |
| <b>3(b)</b> | <b>Contract for Approval: Supply, Delivery, Servicing and Maintenance of Fire Safety Products</b>                         | <b>21 - 32</b> |
|             | Report by Chief Executive of Scotland Excel.  |                |
| <b>4(a)</b> | <b>Request for Associate Membership: Accountant in Bankruptcy</b>   | <b>33 - 34</b> |
|             | Report by Chief Executive of Scotland Excel.  |                |
| <b>4(b)</b> | <b>Request for Associate Membership: Knowes Housing Association Limited</b>   | <b>35 - 36</b> |
|             | Report by Chief Executive of Scotland Excel.  |                |
| <b>4(c)</b> | <b>Request for Associate Membership: University of Dundee</b>   | <b>37 - 38</b> |
|             | Report by Chief Executive of Scotland Excel.  |                |
| <b>5</b>    | <b>Employee Supporting Attendance Report</b>  | <b>39 - 42</b> |
|             | Report by Chief Executive of Scotland Excel.  |                |
| <b>6</b>    | <b>Date of Next Meeting</b>   |                |
|             | Note that the next meeting of the Executive Sub-committee will be held remotely on MS teams at 9.30 am on 20 October 2023 |                |





## Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 18 August 2023	09:30	Remotely by MS Teams,

### Present

Councillor Brenda Durno (Angus Council); Councillor Kenny Macleod (Comhairle Nan Eilean Siar); Councillor Altany Craik (Fife Council); Councillor Carlyne Wilson (Dumfries & Galloway Council); Councillor Ruairi Kelly (Glasgow City Council); Councillor Derek Loudon (Highland Council); Councillor Christina Larsen (North Ayrshire Council); Councillor Michael McPake (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council) and Councillor Walter Brogan (South Lanarkshire Council).

### Chair

Councillor Shaw, Convener, presided.

### In Attendance

J Welsh, Chief Executive, H Carr, Director of Strategic Procurement, S Brannagan, Director of Customer & Business Services, L Campbell, Customer Services Manager, L Muir, Strategic Procurement Manager, S Christie, Commercial Programme Manager, N Hyde, Programme Manager, K Forrest, Office Manager, L Mooney, Senior Communications Specialist, K Farley, Procurement Co-ordinator, S Todd, Senior Procurement Specialist, S Martin, Principal Project & Customer Account Manager, A Park, Graduate Trainee and D Pettigrew, Category Manager (all Scotland Excel) and A Burns, Corporate Finance Manager, L Mitchell, Managing Solicitor (Contracts & Conveyancing), E Pinkerton, Assistant Managing Solicitor (Contracts & Procurement) and E Currie, Senior Committee Services Officer (all Renfrewshire Council).

## **Apology**

Councillor David Keating (Aberdeenshire Council).

## **Declarations of Interest and Transparency Statements**

There were no declarations of interest or Transparency Statements intimated prior to the commencement of the meeting.

Prior to the start of the meeting the Convener intimated that agenda 6(c) - Request for Associate Membership: Michelin Scotland Innovation Parc – had been withdrawn and consequently would not be considered by the Sub-committee.

### **1 Minute**

There was submitted the Minute of the meeting of the Executive Sub-committee held on 19 May 2023.

**DECIDED:** That the Minute be approved.

## **Sederunt**

Councillor Larsen joined the meeting during consideration of the following item of business.

### **2 Chief Executive's Update Report to Chief Officers Management Group - August 2023**

There was submitted a report by the Chief Executive of Scotland Excel relative to the Chief Executive's update report considered at the meeting of the Scotland Excel Chief Executive Officers Management Group (CEOMG) held on 9 August 2023.

The report intimated that the CEOMG met quarterly and that as part of the regular governance process, the Chief Executive of Scotland Excel provided an update on the work of Scotland Excel. Following discussions with the Convener, it had been agreed that future reports, be shared with members of the Scotland Excel Executive Sub-committee, following CEOMG meetings.

The report submitted to the CEOMG meeting held on 9 August 2023, which covered the period from May to July 2023, was appended to the report.

**DECIDED:** That the report be noted.

## **Sederunt**

Councillor Macleod joined the meeting during consideration of the following item of business.

### **3 Revenue Budget Report to 21 July 2023**

There was submitted a joint revenue budget monitoring report by the Treasurer and the Chief Executive of Scotland Excel for the period 1 April to 21 July 2023.

The report intimated that at the end of period 4, Scotland Excel was projecting an overspend of £192,000 by year-end in its core activities and an increase of £231,000 in project reserves. It was noted that both core and projects budgets would be monitored closely in order to mitigate any projected overspends against planned budgets by year-end. Further detail was provided in section 3 of the report.

The appendices to the report provided an analysis of the actual spend to date along with projected net expenditure for 2023/24 and included a summary of movement in both the revenue reserve and the project reserves.

**DECIDED:** That the report be noted.

## **Sederunt**

Councillor Brogan joined the meeting during consideration of the following item of business.

### **4 Contract for Approval: Provision of a Shared Alarm Receiving Centre (ARC) Technology Solution**

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a first-generation framework for provision of a shared alarm receiving centre (ARC) technology solution for a period of six years from the commencement date, unless terminated earlier in accordance with its terms (contractual break option after year four). It was noted that subject to approval and completion of a standstill period, it was intended that the framework would commence on 1 September 2023.

The report intimated that the single-supplier framework would provide members with a mechanism to procure a technology solution to contribute to a smooth transition from the current analogue connections to digital connections within their ARCs. It was anticipated that the analogue network would be permanently switched off in December 2025 and the proposed framework agreement for a single supplier would help to ensure that the solution being delivered was consistent and co-ordinated across Scotland.

The report summarised the outcome of the procurement process and advised that the framework had been advertised with an estimated spend of £15 million over its lifetime of six years, equating to approximately £2.5 million per annum.

Tender responses had been received from five suppliers. The report advised that two tenderers were deemed non-compliant as they did not accept the terms and conditions published with the tender documents.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the compliant offers had been carried out and Appendix 3 to the report confirmed the overall scoring achieved by each supplier.

Based on the evaluation undertaken, and in line with the advertised criteria and weightings set out in the report, it was recommended that the single-supplier framework arrangement be awarded to Chubb Fire & Security Limited, as outlined in Appendix 3 to the report.

The report detailed the approach taken by suppliers in relation to fair work practices and their position on the payment of the Real Living Wage together with the other benefits that would be achieved through the framework. The report intimated that, in accordance with Scotland Excel's established contract and supplier management programme, in terms of risk and spend, the framework had been classified as class B.

It was noted that the reference to 'call handlers' in the second paragraph of section 6 of the report should read 'connections'.

**DECIDED:**

(a) That the award of the single-supplier framework agreement for the provision of a shared alarm receiving centre (ARC) technology solution, as detailed in Appendix 3 to the report, be approved; and

(b) That it be noted that the reference to 'call handlers' in the second paragraph of section 6 of the report should read 'connections'.

## **5 Format of Contract Approval Reports**

Under reference to item 5 of the Minute of the meeting of this Sub-committee held on 21 April 2023, there was submitted a report by the Chief Executive of Scotland Excel providing details of the final revised format of contract approval reports.

The report provided detail on the proposed content and format of all future approval reports and a reworked copy of a previously approved contract report formed Appendix 1 to the report as an example of how the changes would be applied.

**DECIDED:** That the proposed changes to contract approval reports, as detailed in Appendix 1 to the report, be approved.

### **6(a) Request for Associate Membership: Blairtummock Housing Association Limited**

There was submitted a report by the Chief Executive of Scotland Excel advising that Blairtummock Housing Association Limited had submitted an application to become an associate member of Scotland Excel.



The report provided details of the organisation and the legislative position in relation to the application.

**DECIDED:** That the application by Blairtummock Housing Association Limited to become an associate member of Scotland Excel, with an annual membership fee of £1,090, be approved, subject to completion and signing of the agreement documentation.

**6(b) Request for Associate Membership: Cassiltoun Housing Association Limited**

There was submitted a report by the Chief Executive of Scotland Excel advising that Cassiltoun Housing Association Limited had submitted an application to become an associate member of Scotland Excel.

The report provided details of the organisation and the legislative position in relation to the application.

**DECIDED:** That the application by Cassiltoun Housing Association Limited to become an associate member of Scotland Excel, with an annual membership fee of £1,640, be approved, subject to completion and signing of the agreement documentation.

**6(c) Request for Associate Membership: Michelin Scotland Innovation Parc**

This report was withdrawn.

**6(d) Request for Associate Membership: New Gorbals Housing Association Limited**

There was submitted a report by the Chief Executive of Scotland Excel advising that New Gorbals Housing Association Limited had submitted an application to become an associate member of Scotland Excel.

The report provided details of the organisation and the legislative position in relation to the application.

**DECIDED:** That the application by New Gorbals Housing Association Limited to become an associate member of Scotland Excel, with an annual membership fee of £4,000, be approved, subject to completion and signing of the agreement documentation.

**7 Operating Plan Update 2023/24**

There was submitted a report by the Chief Executive of Scotland Excel providing an update on the Operating Plan 2023/24, a copy of which was appended to the report.

The report intimated that the new five-year Corporate Strategy, outlining the organisation's business goals and priorities for 2023/28, had been approved at the meeting of the Joint Committee held on 9 December 2022. This strategy had been developed around five corporate goals, being: journey towards a net zero Scotland; drive for efficiency to support the financial sustainability of local public service; community wellbeing with equal access to services, economic development and fair work jobs; resilient supply chains that maximise opportunities for Scottish businesses and the third sector; and advancement of skills to deliver Scotland's economic transformation, and it was noted that these corporate goals influenced all aspects of Scotland Excel's work.

The strategy was supported by annual operating plans and the plan covering the period for 1 April 2023 to 31 March 2024 had been approved at the meeting of the Joint Committee held on 9 December 2022. The report provided an update on operating plan activity between 1 April and 30 June 2023.

The report highlighted that, since approval of the operating plan, senior local authority stakeholders had indicated that one of the corporate goals, the drive for efficiency to support the financial sustainability of local public service, should be prioritised during 2023/24 and, in the first quarter, Scotland Excel had been working to understand how it could grow and accelerate deliverables against this key goal. A dedicated team had been established to manage this work and as a result, some of the other actions within the plan had not yet been scheduled and were likely to begin later in the financial year.

The report noted that progress reports were produced quarterly to track Scotland Excel's activity against operating plan commitments and at the end of each quarter reports were submitted to the Executive Sub-committee with the most recent quarterly report being submitted to the Joint Committee with recent updates noted.

**DECIDED:** That Scotland Excel's progress in delivering the actions contained within the Operating Plan 2023/24 be noted.

## 8 **Date of Next Meeting**

**DECIDED:** That it be noted that the next meeting of the Sub-committee would be held remotely on MS teams at 9.30 am on 15 September 2023.



## Scotland Excel

**To: Executive Sub-Committee**

**On: 15 September 2023**

**Report by:  
Chief Executive of Scotland Excel**

**Tender: Supply and Delivery of Fresh Bread, Rolls & Bakery Products**

**Schedule: 0723**

**Period: 48 months**

### 1. Introduction and Background

This recommendation is for the award of the second-generation renewal framework for the Supply and Delivery of Fresh Bread, Rolls & Bakery Products.

The framework will provide a mechanism for councils to procure a range of fresh bread, rolls & bakery products, which will include but is not limited to, brown bread, white bread, pittas, wraps, potato scones, cakes, pastries, and baguettes. Users of the framework are likely to include schools, nurseries, care homes, leisure centres, cafes, and office units.

The framework will be for a period of 48 months as advertised in the published tender documents. Subject to approval and completion of a standstill period, the framework is intended to commence on or around October 2023.

This report summarises the outcome of the procurement process for this national framework agreement and presents recommendations for award.

### 2. Scope, Participation and Spend

As part of the strategy development and through consultation with the User Intelligence Group (UIG), the inclusion of a single lot was endorsed as shown in Table 1. The framework structure remains unchanged from the previous generation of the framework and comprises a single requirement for “**Fresh Bread, Rolls & Bakery Products**” which represents all estimated spend through the framework.

As detailed in Appendix 1, 25 councils have confirmed their intention to participate in this framework, with all councils being named on the advertised contract notice.

The framework was advertised at £2 million per annum, which totals to an estimated spend of £8 million over the 4-year lifetime of the framework. This advertised spend allows for increased participation from councils and associate members not currently utilising the framework.

**Table 1: Framework Structure**

<b>Lot No.</b>	<b>Description</b>	<b>Estimated % Spend through lot</b>
1	Fresh Bread, Rolls & Bakery Products	100%

### **3. Procurement Process**

A Prior Information Notice (PIN) was published on the 12<sup>th</sup> April 2023 which resulted in the expressions of interest from nine suppliers. Supplier surveys were conducted alongside the Prior Information Notice to better understand the current market conditions, inform the supply base of Scotland Excels intentions and to generate interest from Small to Medium Enterprises (SMEs).

Thereafter, the Contract Notice was published via the Find a Tender and Public Contract Scotland (PCS) portal on the 4<sup>th</sup> July 2023, with the tender documentation being immediately available via the Public Contracts Scotland Tender (PCS-T) system. The tender exercise was conducted and concluded in accordance with the law and procedures currently in force.

A tender training webinar was held by the Supplier Development Programme on the 20<sup>th</sup> of July to encourage and support SMEs to participate in the tender to help increase coverage for local authorities.

The procurement exercise followed an open tender procedure to encourage maximum competition and participation.

The published tender documents anticipated the appointment to the framework of a range of tenderers with relevant and demonstrable experience and capabilities. There was no fixed number of tenderers to be awarded participation and no fixed score ensured success. The most economically advantageous tenderer or tenderers was to be identified once all of the bids had completed the evaluation in accordance with the requirements set down within the tender documents. Awards would be sufficient to meet council requirements.

The tender followed a two-stage tendering procedure. Stage one, Qualification, was conducted using the Single Procurement Document (SPD). Within the SPD, tenderers were required to answer a set of exclusionary questions along with providing details and/or acknowledgement of insurance, financial standing, quality management, health and safety, and environmental management policies and/or procedures.

At the second stage of the process, offers were evaluated against the criteria and weightings outlined in Table 2.

**Table 2: Evaluation Criteria/Weighting**

<b>Award Criteria</b>	<b>Total Available Scores</b>
Commercial Section	80
Technical Section	20

Tenderers were required to indicate which local authorities they had an ability to service.

Tenderers were invited to bid on the following basis:

- In the Commercial Section, tenderers were asked to offer a National Net Delivered Product Price for at least 70% of the basket of goods. Scotland Excel exercised its discretion to consider submissions in accordance with the published tender documents. No bids were excluded from further evaluation.
- In the Technical Section, as outlined in Table 3, by the evaluation of scored method statements on community benefits, customer service & contract management, servicing the contract, Fair Work First and sustainability.

**Table 3: Method Statement Scoring**

<b>Section</b>	<b>Question</b>	<b>Maximum Score Available</b>
<b>Technical 20%</b>	Community Benefits	<b>4</b>
	Customer Service & Contract Management	<b>4</b>
	Servicing the Contract	<b>3</b>
	Fair Work First	<b>4</b>
	Sustainability	<b>5</b>

Following a full evaluation of all submissions, scoring was completed in accordance with the published tender evaluation methodology, and a score was calculated for each tenderer.

#### **4. Report on Offers Received**

The tender documents were downloaded by 9 suppliers, with 4 tender responses received by the specified closing date and time.

Based on the criteria and scoring methodology set out in the tender documents, a full evaluation of offers received was completed. A summary of all the offers received and the scoring achieved by each tenderer is set out in Appendix 2.

## **5. Recommendations**

Based on the evaluation undertaken, and in line with the advertised criteria and weightings summarised above, it is recommended that a multi-supplier framework arrangement is awarded to all 4 suppliers as outlined in Appendix 2.

The 4 recommended suppliers offer best value and represent a mix of small and medium organisations. By taking an inclusive approach this will provide members with a greater offering.

The range of suppliers recommended provides coverage and competitive options for all participating bodies as well as offering a degree of choice and capacity.

The Executive Sub Committee is accordingly requested to approve the recommendation to award this framework as detailed within Appendix 2.

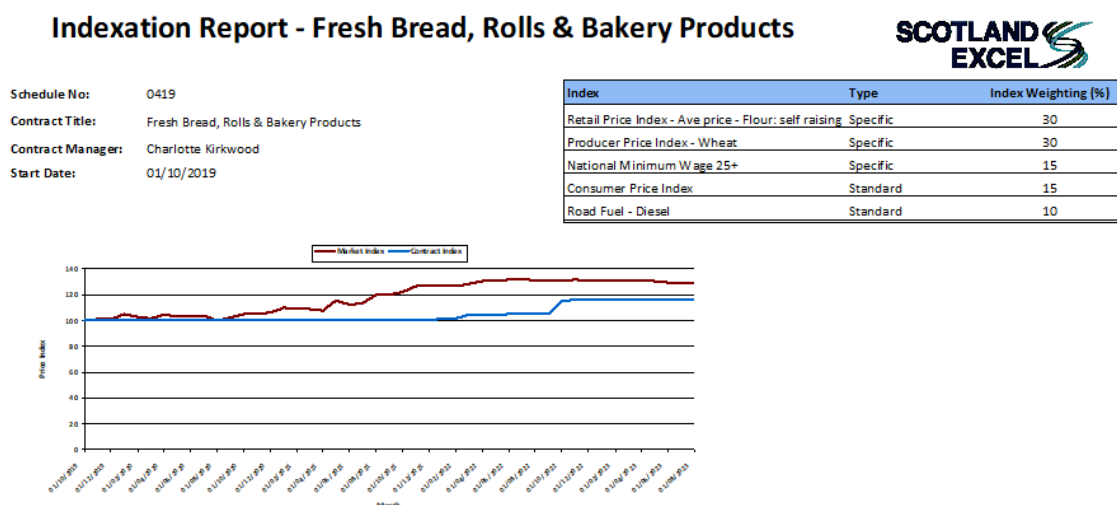
## **6. Benefits**

### **Savings**

Scotland Excel has conducted a benchmarking exercise comparing current pricing against the pricing submitted within the renewal tender. The result of this benchmarking is listed in Appendix 1. The projected average saving across all councils is 4.3%, which equates to an estimated total saving of approximately £84k per annum based on current forecast spend levels.

It should also be noted that the current framework contract is currently operating 12% under market conditions as detailed in Figure 1, indexation report.

## Figure 1: Indexation Report



These savings are summarised in Table 4 in accordance with the Scottish Government procurement benefits reporting guidance.

**Table 4: Savings Summary**

Reference	Type	Reportable Outcome
BT1	Direct price-based savings	£83,725
BT2	Price versus market savings	12%
BT3	Process savings from use of collaborative arrangements	£150,000

### Price Stability

Pricing is fixed for the initial 6-month period of the framework. Thereafter, all requests for price increases will be evaluated according to the Terms and Conditions of the framework and require to be supported by documentary evidence.

After the initial 6 months, suppliers may submit a request for a price variance on a 6-monthly basis. Suppliers may submit a price decrease at any time throughout the duration of the framework.

## **Rebate**

A rebate of 0.5% payable to Scotland Excel will be applied to framework spend above £75,000 and will be calculated based on all frameworks spend with the supplier reported through management information returns.

## **Sustainable Procurement Benefits**

### **Sustainability**

The following sustainability benefits represent the Scottish Government reporting guidance for sustainability-based benefits (BT14).

Within the technical section of the tender, Scotland Excel included a sustainability related method statement, which included, question around the following areas:

- Plastic Reduction
- Reusable, Returnable Packaging Solutions
- CO2 Emissions
- Food Miles

Responses received as part of the tender exercise are summarised, below:

One supplier uses stackable plastic trays in supply and delivery of products. These are reused to prevent the use of single-use plastic. Packaging of products is made up of 100% recycled plastic and they have made the commitment to encourage their own suppliers to move to bio-degradable plastic.

One supplier is using an on-site intelligent fuel tank partnered with a Quartix system to establish route planning in order to minimise the miles per delivery therefore also reducing CO2 emissions. This has resulted in an Eco Stars accreditation for the fleet.

### **Community Benefits**

Scotland Excel is committed to maximising community benefits delivery for members. Suppliers were asked to commit to the delivery of community benefit initiatives, against pre-agreed spend thresholds outlined within the community benefits method statement. These aim to be reflective of the National Indicators outlined within the Scottish Government's National Performance framework, and their underlying vision and goals. Councils will accrue 'community benefit points' based on their level of spending with a supplier. These 'points' correlate to a negotiable benefit that the council can elect to receive at any given point throughout the lifetime of the framework. Of the recommended suppliers, all four



have committed to delivering these benefits. Scotland Excel will continue to engage with all appointed suppliers to drive maximum adoption and delivery of community benefits where appropriate.

Within the published tender documents, suppliers were given a list of indicative community benefits that could be agreed with councils. Examples of these are:

- Fundraising (Events in the local authority area for charity)
- Community Volunteering (Community Projects e.g. food growing/allotment assistance)
- Work Experience (Placements for school students in the local authority)
- Training (Training sessions for wider community)
- Employability Workshops (Events in school, college, or community group)
- Material/Labour Donation (Help support community projects)
- Sponsorship (Local sports team or community event)

Scotland Excel will monitor delivery of these commitments during the lifetime of the framework, and this will also be reported through ongoing contract management returns.

### **Fair Work First Including the Real Living Wage**

Scotland Excel and its members are committed to the delivery of high-quality public services and recognise that this is dependent on a workforce that is well-rewarded, well-motivated, well-led, has access to appropriate opportunities for training and skills development, are diverse and is engaged in decision making. Within the technical section of the tender, suppliers were assessed on their approach to Fair Work First and payment of the Real Living Wage to their workforce. Of the four recommended suppliers, three pay the real living with one being an accredited Real Living Wage employer, as detailed in Appendix 2 – Scoring and Recommendations.

Scotland Excel will continue to monitor Fair Work First, including encouraging further uptake by suppliers committing to paying staff the Real Living Wage, during contract and supplier management activity.

## **7. Contract Mobilisation and Management**

As part of the mobilisation process, all suppliers will be offered a contract mobilisation meeting to outline the operation of the framework, including roles and responsibilities, management information and community benefit commitments. Suppliers and participating members will be issued with a mobilisation pack containing all required details to utilise the framework.

In accordance with Scotland Excel's established contract segmentation tool, this framework is classified as class D. As such, it will require annual supplier meetings and surveys, and annual user group reviews as appropriate. During the current market conditions Scotland Excel will continue to engage with suppliers on a regular basis to manage the response to the pandemic and ensure continuity of this essential service delivery for members.

## **8. Summary**

This second-generation framework for the Supply and Delivery of Fresh Bread, Rolls & Bakery Products continues to maximise collaboration, promote added value, and deliver best value. A range of benefits can be reported in relation to savings, price stability, sustainability, and community benefits.

The Executive Sub Committee is requested to approve the recommendation to award this framework agreement as detailed in Appendix 2.

**Appendix 1 – Participation, Spend and Savings Summary**  
**0723 Supply and Delivery of Fresh Bread, Rolls & Bakery Products**

Member Name	Participation in Contract	Participation Entry Date	Estimated Annual Spend (£)	Source of Spend Data	Indexation (%)	% Estimated Forecast Savings	Estimated Annual Savings (£)	Basis of Savings Calculation
Aberdeen City Council	YES	01/10/2023	£50,000	Council Confirmed	12.0%	TBC*	TBC	Benchmark Current Contract
Aberdeenshire Council	YES	01/10/2023	£65,000	Council Confirmed	12.0%	TBC*	TBC	Benchmark Current Contract
Angus Council	YES	01/10/2023	TBC	MI Confirmed	12.0%	TBC*	TBC	Benchmark Current Contract
Argyll & Bute Council	YES	01/10/2023	£65,000	Council Confirmed	12.0%	TBC*	TBC	Benchmark Current Contract
Clackmannanshire Council	YES	01/10/2023	£1,781	Council Confirmed	12.0%	11.3%	£201	Benchmark Current Contract
Comhairle nan Eilean Siar	NO	N/A	-	Council Confirmed	12.0%	-	-	Benchmark Current Contract
Dumfries & Galloway Council	NO	N/A	-	Council Confirmed	12.0%	-	-	Benchmark Current Contract
Dundee City Council	YES	01/10/2023	£7,500	Council Confirmed	12.0%	TBC*	TBC	Benchmark Current Contract
East Ayrshire Council	YES	01/10/2023	£72,264	Council Confirmed	12.0%	-29.2%	-£21,079	Benchmark Current Contract
East Dunbartonshire Council	YES	01/10/2023	£103,875	Council Confirmed	12.0%	22.0%	£22,894	Benchmark Current Contract
East Lothian Council	YES	01/10/2023	£60,000	Council Confirmed	12.0%	7.2%	£4,332	Benchmark Current Contract
East Renfrewshire Council	YES	01/10/2023	£74,366	MI Confirmed	12.0%	18.9%	£14,063	Benchmark Current Contract
Edinburgh City Council	NO	N/A	-	Council Confirmed	12.0%	-	-	Benchmark Current Contract
Falkirk Council	YES	01/10/2023	£130,891	Council Confirmed	12.0%	17.5%	£22,906	Benchmark Current Contract
Fife Council	NO	N/A	-	Council Confirmed	12.0%	-	-	Benchmark Current Contract
Glasgow City Council	YES	01/10/2023	£600,000	Council Confirmed	12.0%	TBC*	TBC	Benchmark Current Contract
Highland Council	YES	01/10/2023	£60,000	Council Confirmed	12.0%	TBC*	TBC	Benchmark Current Contract
Inverclyde Council	YES	01/10/2023	TBC	MI Confirmed	12.0%	TBC*	TBC	Benchmark Current Contract
Midlothian Council	YES	01/10/2023	£61,000	Council Confirmed	12.0%	31.2%	£19,056	Benchmark Current Contract
Moray Council	YES	01/10/2023	TBC	MI Confirmed	12.0%	TBC	TBC	Benchmark Current Contract
North Ayrshire Council	YES	N/A	£140,000	Council Confirmed	12.0%	-37.8%	-£52,906	Benchmark Current Contract
North Lanarkshire Council	YES	01/10/2023	£12,500	Council Confirmed	12.0%	TBC*	TBC	Benchmark Current Contract
Orkney Islands Council	NO	N/A	-	Council Confirmed	12.0%	-	-	Benchmark Current Contract
Perth & Kinross Council	YES	01/10/2023	£2,000	Council Confirmed	12.0%	TBC*	TBC	Benchmark Current Contract
Renfrewshire Council	YES	01/10/2023	£111,415	Council Confirmed	12.0%	24.3%	£27,118	Benchmark Current Contract
Scottish Borders Council	NO	N/A	-	Council Confirmed	12.0%	-	-	Benchmark Current Contract
Shetland Islands Council	NO	N/A	-	Council Confirmed	12.0%	-	-	Benchmark Current Contract
South Ayrshire Council	YES	01/10/2023	£76,212	MI Confirmed	12.0%	-7.3%	-£5,541	Benchmark Current Contract
South Lanarkshire Council	NO	N/A	-	Council Confirmed	12.0%	-	-	Benchmark Current Contract
Stirling Council	YES	01/12/2023	£45,000	Council Confirmed	12.0%	27.5%	£12,384	Benchmark Current Contract
Tayside Contracts	YES	01/10/2023	TBC	Council Confirmed	12.0%	TBC*	TBC	Benchmark Current Contract
West Dunbartonshire Council	YES	01/10/2023	£49,452	MI Confirmed	12.0%	-0.7%	-£356	Benchmark Current Contract
West Lothian Council	YES	01/12/2023	£138,843	Council Confirmed	12.0%	29.3%	£40,653	Benchmark Current Contract
<b>Totals</b>			<b>£1,927,099</b>			<b>4.3%</b>	<b>£83,725</b>	

\*TBC - Scotland Excel will work with councils who have provided estimated spend but no line-item data during mobilization to conduct a bespoke benchmarking exercise.

Indexation – This column confirms the difference when the relevant market indices are compared with the relevant Contract indices derived from framework specific cost drivers.

Appendix 2 – Scoring and Recommendations

<u>FRAMEWORK NAME</u>	<u>TENDERER LEGAL NAME</u>	<u>SME STATUS</u>	<u>REAL LIVING WAGE STATUS</u>	<u>LOCATION</u>	<u>OVERALL RECOMMENDATION STATUS</u>	<u>PLACING</u>	<u>TOTAL COMMERCIAL SCORE</u>	<u>TOTAL TECHNICAL SCORE</u>	<u>TOTAL SCORE</u>	<u>RECOMMENDED FOR AWARD</u>
Fresh Bread, Rolls & Bakery Products	George Anderson & Sons	Medium	1	Tranent	SUCCESSFUL	1	80.00	18.63	98.63	Y
Fresh Bread, Rolls & Bakery Products	Fergusons Bakers Limited	Medium	5	Kilmarnock	SUCCESSFUL	2	71.17	13.25	84.42	Y
Fresh Bread, Rolls & Bakery Products	D. McGhee and Sons Ltd	Medium	3	Glasgow	SUCCESSFUL	3	70.86	11.00	81.86	Y
Fresh Bread, Rolls & Bakery Products	Black of Dunoon (Bakers) Ltd	Small	3	Dunoon	SUCCESSFUL	4	63.64	14.75	78.39	Y

Note: a key for Real Living Wage Status Reference and Descriptions is included below.

**Key:** Real Living Wage Status Reference and Descriptions

<b>Real Living Wage Status Reference</b>	<b>Real Living Wage Status Description</b>
1	An accredited Living Wage Employer.
2	Currently going through the process of becoming an accredited Living Wage Employer.
3	Not an accredited Living Wage Employer but commit to gaining accreditation over the initial two-year contract period.
4	Not an accredited Living Wage Employer but pay the Living Wage to all employees (except volunteers, apprentices and interns).
5	Not an accredited Living Wage Employer and do not currently pay the Living Wage to all employees (except volunteers, apprentices and interns) but commit to paying the Living Wage to all employees within initial two-year contract period.
6	Not an accredited Living Wage Employer and do not currently pay the Living Wage to all employees.



## **Scotland Excel**

**To: Executive Sub-Committee**

**On: 15 September 2023**

**Report by:  
Chief Executive of Scotland Excel**

**Tender: Supply, Delivery, Servicing and Maintenance of Fire Safety Products**

**Schedule: 1122**

**Period: The initial period of the Framework Contract is 24 months from the commencement date with an option to extend for up to a further two 12-month periods subject to satisfactory operation and performance.**

### **1. Introduction and Background**

This recommendation is for the award of a framework for the Supply, Delivery and Maintenance of Fire Safety Products.

The scope encompasses the provision of a range of fire safety products and services, including but not limited to fire extinguishers, fire blankets and associated products, as well as a range of services which will ensure that relevant fire safety equipment and products are suitably maintained which Councils may require.

The proposed framework will be for a period of two years from the commencement with an option to extend for two twelve-month periods. Subject to approval and completion of a standstill period, the framework is intended to commence on 1<sup>st</sup> October 2023.

This report summarises the outcome of the procurement process for this national framework arrangement and presents recommendations for award.

### **2. Scope, Participation and Spend**

As part of the strategy development, the commercial user intelligence group steering group (CUIG-SG) endorsed the inclusion of two lots as summarised in Table 1.

**Table 1: Lotting Structure**

<b>Lot No.</b>	<b>Description</b>	<b>Estimated % Spend through lot</b>
1	Supply and Delivery of Fire Safety Equipment including Signage	65 %
2	Service, Repair and Maintenance of Fire Safety Equipment	35 %

As detailed in Appendix 1, 22 councils plus Tayside Contracts have confirmed their intention to participate in this framework, with all councils included in the advertised contract notice.

The framework was advertised at a total value of £1m per annum, which equates to an estimated spend of £4 million over the maximum 4-year term of the framework if the extension options are exercised. This advertised spend allows for increased participation from councils and associate members not currently utilising the framework. A number of associate members have reported spend through this framework and it is anticipated that Advanced Procurement for Universities and Colleges (APUC) will actively encourage use of this framework.

### **3. Procurement Process**

A Prior Information Notice (PIN) was published in July 2022 which resulted in expressions of interest from 32 companies. Scotland Excel held supplier engagement meetings with 5 suppliers in August 2022. Scotland Excel also met with prospective suppliers during a Meet the Buyer event held in Edinburgh in April 2023.

Thereafter, the Contract Notice was published via the Find a Tender and Public Contracts Scotland (PCS) portal on 26 June 2023, with the tender documentation being immediately available via the Public Contracts Scotland Tender (PCS-T) system. The tender exercise was conducted and concluded in accordance with the law and procedures currently in force.

As a matter of best practice and to ensure that the framework aligned with councils' requirements, a programme of consultation was conducted to understand service requirements, the technical aspects of these services, current purchasing practices and the future requirements that could be covered by this framework. This information was used to generate the specifications and selection/award criteria. Scotland Excel also engaged with Scottish Fire and Rescue Service to review and revise the proposed specifications of the goods and services.

Scotland Excel took cognisance of the situation relative to the Coronavirus pandemic in considering this tender exercise. Balancing the current situation with the need to provide a route to market for councils to obtain fire safety goods and their servicing and maintenance, Scotland Excel determined to proceed with the tender exercise to establish this framework. Scotland Excel has carefully monitored the situation throughout the period of the tender exercise and has determined it is appropriate to recommend the establishment of the framework as set out in this report.

The procurement exercise followed an open tender procedure to encourage maximum competition and participation.

The published tender documents anticipated the appointment to the framework of a range of tenderers with relevant and demonstrable experience and capabilities. There was no fixed number of tenderers to be awarded participation and no fixed score ensured success. The most economically advantageous tenderer or tenderers was to be identified once all of the bids had completed the evaluation in accordance with the requirements set down within the tender documents. Awards would be sufficient to meet council requirements.

The tender followed a two-stage tendering procedure. Stage one, Qualification, was conducted using the Single Procurement Document (SPD). Within the SPD, tenderers were required to answer a set of exclusionary questions along with providing details and/or acknowledgement of insurance, financial standing, quality management, health and safety, and environmental management policies and/or procedures.

At the second stage of the process, offers were evaluated against the following criteria and weightings:

**Table 2: Weightings**

For All Lots	Total Available Scores
Technical	20
Commercial	80

Within the technical section, suppliers were required to evidence their knowledge and experience by responding to a series of technical areas which are detailed within table 3 below:

**Table 3: Technical Criteria**

Description	Weighting
Contract Management and Customer Service	5
Sustainability	5
Fair Work First	5

Community Benefits	5
<b>Total Score</b>	<b>20</b>

The commercial section of the tender was worth 80 points. Points were awarded in the commercial section based on comparison of all offers received, whilst accounting for the tenderer's response to the commercial award criteria. For lot 1 tenderers were required to provide pricing for a minimum number of goods as stated in the methodology as set out in the published tender documents. The minimum threshold was set at 80 % of the listed goods. All offers met this threshold.

For lot 2 tenderers were required to provide prices for servicing of fire safety equipment as stated in the methodology set out in the published tender documents.

Following a full evaluation of all compliant offers, scoring was completed in accordance with the published tender evaluation methodology, and a score was calculated for each tenderer.

#### **4. Reports on Offers Received**

The tender document was downloaded by 45 organisations, with 15 tender responses received by the specified closing date and time.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of all compliant offers received was completed. A summary of all the offers received and the scoring achieved by each bidder is set out in Appendix 2.

#### **5. Recommendations**

Based on the evaluation undertaken, and in line with the advertised criteria and weightings summarised above, it is recommended that a multi-supplier framework arrangement is awarded to 8 suppliers (in whole or in part) as outlined in Appendix 2.

The 8 recommended suppliers offer best value and represent a mix of small and medium organisations.

The range of suppliers recommended provides coverage and competitive options for all participating bodies as well as offering a degree of choice and capacity.

The Executive Sub Committee is accordingly requested to approve the recommendation to award this framework as detailed within Appendix 2 (Scoring and Recommendations).



## 6. Benefits

### Savings

Scotland Excel has conducted a benchmarking exercise comparing current pricing against the pricing submitted within the renewal tender. The result of this benchmarking is listed in Appendix 1. The projected average on cost across all councils is 7.7%, which equates to an estimated total increase of approximately £9,742 per annum based on current forecast spend levels. Given the market movement forecast of 22% over the period of the current framework as demonstrated in figure 1, the impact through transition to the new framework is more tangible estimate at a saving of circa. 14%, or c.£81,600 across all councils.

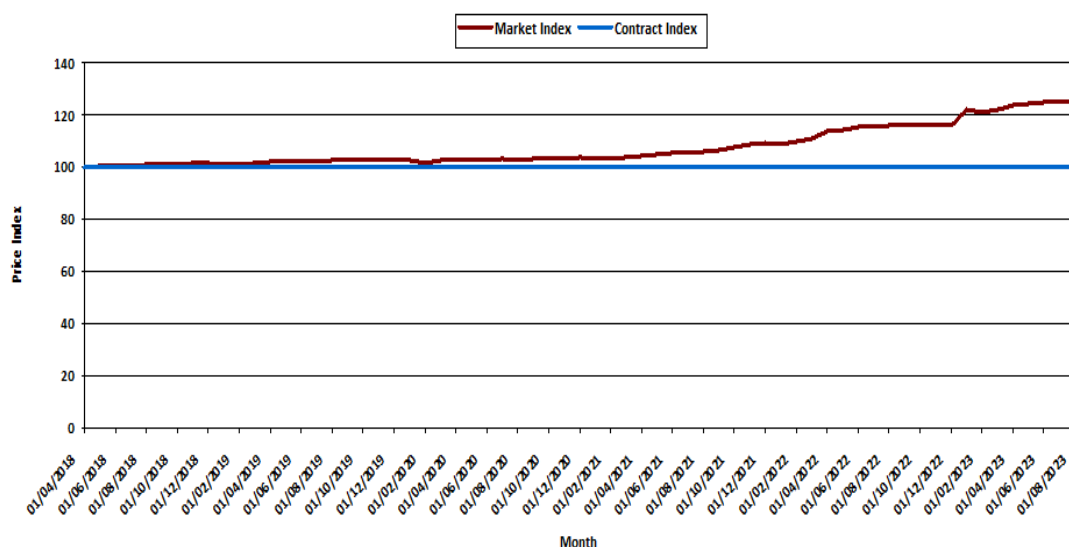


Figure 1 Indexation Report August 2023

These savings are summarised in Table 4 in accordance with the Scottish Government procurement benefits reporting guidance.

**Table 4 Savings Summary**

Reference	Type	Reportable Outcome
BT1	Direct price-based savings	£-9,742
BT2	Price versus market savings	22%
BT3	Process savings from use of collaborative arrangements	£62,500

## **Price Stability**

The framework applies 12 months fixed pricing to all lots. Thereafter, all requests for price increases will be evaluated according to the Terms and Conditions of the framework and require to be supported by documentary evidence.

## **Rebate**

A rebate of 0.5% payable to Scotland Excel will be applied to framework spend above £75,000 (excluding the initial £75,000) and will be calculated based upon all framework spend with the supplier reported through management information returns.

## **Sustainable Procurement Benefits**

### **Sustainability**

The following sustainability benefits represent the Scottish Government reporting guidance for sustainability-based benefits (BT14).

Within the technical section of the tender, Scotland Excel included a sustainability related method statement, which included, amongst other questions the following:

- Waste reduction
- Environmental impact of transportation
- Supply Chain and its impact on the environment

Some of the sustainable elements that will be delivered by this framework include an increase in the number of electric vehicles being used in its delivery and the re-use and refurbishment of fire extinguishers. One of the recommended suppliers also has its own CO2 filling plant which reduces the need for products to be decommissioned.

### **Community Benefits**

Scotland Excel is committed to maximising community benefits delivery for our members. Suppliers were asked to commit to the delivery of community benefit initiatives, against pre-agreed spend thresholds outlined within the community benefits method statement. These aim to be reflective of the National Indicators outlined within the Scottish Government's National Performance framework, and their underlying vision and goals.

Councils will accrue 'community benefit points' based on their level of spend with a supplier. These 'points' correlate to a negotiable benefit that the council can elect to receive at any given point throughout the lifetime of the framework. All of the recommended suppliers have committed to the 'community benefits points'-based approach. Scotland Excel will continue to engage with all

appointed suppliers to drive maximum adoption and delivery of community benefits where appropriate.

Within the published tender documents, suppliers were given a list of indicative community benefits that could be agreed with councils. Examples of these are:

- Employability workshop or events in schools, college or community groups
- Sponsorship of local sports teams and community events
- Donations of products and vouchers
- Recruitment of apprentices and full-time employees

Scotland Excel will monitor delivery of these commitments during the lifetime of the framework, and this will also be reported through ongoing contract management returns. Results reported on community benefits will be disseminated to councils on a 6 monthly basis.

### **Fair Work First Including the Real Living Wage**

Scotland Excel and its members are committed to the delivery of high-quality public services and recognise that this is dependent on a workforce that is well-rewarded, well-motivated, well-led, has access to appropriate opportunities for training and skills development, are diverse and is engaged in decision making. Within the technical section of the tender, suppliers were assessed on their approach to Fair Work First and payment of the Real Living Wage to their workforce. Of the eight recommended suppliers, all pay the real living wage, with 3 being accredited Real Living Wage employers, as detailed in Appendix 2 – Scoring and Recommendations.

Scotland Excel will continue to monitor Fair Work First, including encouraging further uptake by suppliers committing to paying staff the Real Living Wage, during contract and supplier management activity.

## **7. Contract Mobilisation and Management**

As part of the mobilisation process, all suppliers will be offered a contract mobilisation meeting to outline the operation of the framework, including roles and responsibilities, management information and community benefit commitments. Suppliers and participating members will be issued with a mobilisation pack containing all required details to utilise the framework.

In accordance with Scotland Excel's established contract segmentation tool, this framework is classified as class D. As such, it will require annual supplier meetings and surveys, and annual user group reviews as appropriate. During the current market conditions Scotland Excel will continue to engage with suppliers on a regular basis to manage the response to the pandemic and ensure continuity of this essential service delivery for members.

## **8. Summary**

This second-generation framework for the Supply, Delivery, Servicing and Maintenance of Fire Safety Products continues to maximise collaboration, promote added value, and deliver best value. A range of benefits can be reported in relation to savings, price stability, sustainability, and community benefits.

The Executive Sub Committee is requested to approve the recommendation to award this framework agreement as detailed in Appendix 2.

## Appendix 1: Participation, Spend and Savings Summary

### 1122 Supply, Delivery, Servicing and Maintenance of Fire Safety Products

Member Name	Participation in Contract	Participation Entry Date	Estimated Annual Spend (£)	Source of Spend Data	Indexation (%)	% Estimated Forecast Savings	Estimated Annual Savings (£)	Basis of Savings Calculation
Aberdeen City Council	No	N/A	-	MI Confirmed	22%	-7.7%	-	Benchmark Current Contract
Aberdeenshire Council	No	N/A	-	MI Confirmed	22%	-7.7%	-	Benchmark Current Contract
Angus Council	No	N/A	-	MI Confirmed	22%	-7.7%	-	Benchmark Current Contract
Argyll and Bute Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
Clackmannanshire Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
Comhairle nan Eilean Siar	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
Dumfries and Galloway Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
Dundee City Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
East Ayrshire Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
East Dunbartonshire Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
East Lothian Council	Yes	01-Oct-23	£8,899	MI Confirmed	22%	-7.7%	£-685	Benchmark Current Contract
East Renfrewshire Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
Falkirk Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
Fife Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
Glasgow City Council	No	N/A	-	MI Confirmed	22%	-7.7%	-	Benchmark Current Contract
Inverclyde Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
Midlothian Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
North Ayrshire Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
North Lanarkshire Council	Yes	01-Oct-23	£2,321	MI Confirmed	22%	-7.7%	-£179	Benchmark Current Contract
Orkney Islands Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
Perth and Kinross Council	No	N/A	-	MI Confirmed	22%	-7.7%	-	Benchmark Current Contract
Renfrewshire Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
Scottish Borders Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
Shetland Islands Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
South Ayrshire Council	Yes	01-Oct-23	£47,780	MI Confirmed	22%	-7.7%	-£3679	Benchmark Current Contract
South Lanarkshire Council	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract

Stirling Council	Yes	01-Oct-23	£14,674	MI Confirmed	22%	-7.7%	-£1130	Benchmark Current Contract
Tayside Contracts	Yes	01-Oct-23	TBC	MI Confirmed	22%	-7.7%	TBC	Benchmark Current Contract
The City of Edinburgh Council	No	N/A	-	MI Confirmed	22%	-7.7%	-	Benchmark Current Contract
The Highland Council	No	N/A	-	MI Confirmed	22%	-7.7%	-	Benchmark Current Contract
The Moray Council	No	N/A	-	MI Confirmed	22%	-7.7%	-	Benchmark Current Contract
West Dunbartonshire Council	No	N/A	-	MI Confirmed	22%	-7.7%	-	Benchmark Current Contract
West Lothian Council	No	N/A	-	MI Confirmed	22%	-7.7%	-	Benchmark Current Contract
<b>Totals</b>			<b>£73,673</b>				<b>-£5673</b>	
Associate Members	Yes	01-Oct-23	£52,843.00	MI Confirmed	22%	-7.7%	-£4069	Benchmark Current Contract
<b>Totals</b>			<b>£126,516</b>				<b>-£9742</b>	

Indexation – This column confirms the difference when the relevant market indices are compared with the relevant Contract indices derived from framework specific cost drivers

## Appendix 2 - Scoring and Recommendations

<u>LOT NUMBER</u>	<u>LOT NAME</u>	<u>TENDERER LEGAL NAME</u>	<u>SME STATUS</u>	<u>REAL LIVING WAGE STATUS</u>	<u>LOCATION</u>	<u>NUMBER OF LOTS BID FOR</u>	<u>NUMBER OF LOTS RECOMMENDED</u>	<u>OVERALL RECOMMENDATION STATUS</u>	<u>PLACING</u>	<u>TOTAL COMMERCIAL SCORE</u>	<u>TOTAL TECHNICAL SCORE</u>	<u>TOTAL SCORE</u>	<u>RECOMMENDED FOR AWARD FOR LOT/SUB- LOT?</u>
1	Fire Safety equipment including Signage	Bell Fire And Security Limited	Small	4	Glasgow	2	2	SUCCESSFUL	1	80.00	14.25	94.25	Y
1	Fire Safety equipment including Signage	Core Fire Ltd	Small	4	Glasgow	2	2	SUCCESSFUL	2	64.22	19.38	83.60	Y
1	Fire Safety equipment including Signage	M & S Fire Protection (Glasgow) Limited	Small	1	Glasgow	2	2	SUCCESSFUL	3	65.60	17.00	82.60	Y
1	Fire Safety equipment including Signage	Lion Safety Limited	Small	1	Falkirk	1	1	SUCCESSFUL	4	62.58	18.75	81.33	Y
1	Fire Safety equipment including Signage	Churches Fire Security Ltd.	Medium	3	Chandlers Ford	2	1	PART-SUCCESSFUL	5	60.88	17.50	78.38	Y
1	Fire Safety equipment including Signage	Boyd Group (Scotland) Limited	Micro	4	Dumfries	2	1	PART-SUCCESSFUL	6	59.24	17.50	76.74	Y
1	Fire Safety equipment including Signage	Caledonia Fire And Security Limited	Small	4	KIRKCALDY	2	2	SUCCESSFUL	7	59.61	14.13	73.74	Y
1	Fire Safety equipment including Signage	Tyco Fire & Integrated Solutions (Uk) Limited	Large	1	Manchester	2	2	SUCCESSFUL	8	52.05	17.50	69.55	Y
1	Fire Safety equipment including Signage	Spie Scotshield Limited	Medium	4	Glasgow	2	0	UNSUCCESSFUL	9	48.56	18.13	66.69	N
1	Fire Safety equipment including Signage	Dm Integrated Limited	Small	1	Airdrie	2	0	UNSUCCESSFUL	10	46.12	19.50	65.62	N
1	Fire Safety equipment including Signage	Graham Fire Protection Ltd.	Micro	4	Blairgowrie	2	0	UNSUCCESSFUL	11	52.94	12.25	65.19	N
1	Fire Safety equipment including Signage	Walker Fire (Uk) Limited	Medium	4	Preston	2	0	UNSUCCESSFUL	12	46.03	17.50	63.53	N
1	Fire Safety equipment including Signage	Firemark Ltd	Small	4	Bridgwater	2	0	UNSUCCESSFUL	13	44.20	16.50	60.70	N
1	Fire Safety equipment including Signage	Invincible Security Ltd.	Small	4	Ardrossan	2	0	UNSUCCESSFUL	14	44.18	16.50	60.68	N
1	Fire Safety equipment including Signage	Chubb Fire & Security Limited	Medium	4	Blackburn	2	0	UNSUCCESSFUL	15	41.18	18.75	59.93	N
2	Service, Repair and Maintenance of Fire Safety Products	Tyco Fire & Integrated Solutions (Uk) Limited	Large	1	Manchester	2	2	SUCCESSFUL	1	80.00	17.50	97.50	Y
2	Service, Repair and Maintenance of Fire Safety Products	M & S Fire Protection (Glasgow) Limited	Small	1	Glasgow	2	2	SUCCESSFUL	2	76.89	17.00	93.89	Y
2	Service, Repair and Maintenance of Fire Safety Products	Bell Fire And Security Limited	Small	4	Glasgow	2	2	SUCCESSFUL	3	35.88	14.25	50.13	Y
2	Service, Repair and Maintenance of Fire Safety Products	Caledonia Fire And Security Limited	Small	4	KIRKCALDY	2	2	SUCCESSFUL	4	27.84	14.13	41.97	Y
2	Service, Repair and Maintenance of Fire Safety Products	Core Fire Ltd	Small	4	Glasgow	2	2	SUCCESSFUL	5	22.12	19.38	41.50	Y
2	Service, Repair and Maintenance of Fire Safety Products	Spie Scotshield Limited	Medium	4	Glasgow	2	0	UNSUCCESSFUL	6	15.12	18.13	33.25	N
2	Service, Repair and Maintenance of Fire Safety Products	Walker Fire (Uk) Limited	Medium	4	Preston	2	0	UNSUCCESSFUL	7	14.25	17.50	31.75	N
2	Service, Repair and Maintenance of Fire Safety Products	Churches Fire Security Ltd.	Medium	3	Chandlers Ford	2	1	PART-SUCCESSFUL	8	10.98	17.50	28.48	N
2	Service, Repair and Maintenance of Fire Safety Products	Dm Integrated Limited	Small	1	Airdrie	2	0	UNSUCCESSFUL	9	8.39	19.50	27.89	N
2	Service, Repair and Maintenance of Fire Safety Products	Chubb Fire & Security Limited	Medium	4	Blackburn	2	0	UNSUCCESSFUL	10	8.29	18.75	27.04	N
2	Service, Repair and Maintenance of Fire Safety Products	Firemark Ltd	Small	4	Bridgwater	2	0	UNSUCCESSFUL	11	8.73	16.50	25.23	N
2	Service, Repair and Maintenance of Fire Safety Products	Boyd Group (Scotland) Limited	Micro	4	Dumfries	2	1	PART-SUCCESSFUL	12	7.63	17.50	25.13	N
2	Service, Repair and Maintenance of Fire Safety Products	Invincible Security Ltd.	Small	4	Ardrossan	2	0	UNSUCCESSFUL	13	6.99	16.50	23.49	N
2	Service, Repair and Maintenance of Fire Safety Products	Graham Fire Protection Ltd.	Micro	4	Blairgowrie	2	0	UNSUCCESSFUL	14	8.93	12.25	21.18	N

Note: a key for Real Living Wage Status Reference and Descriptions is included below.

**Key:** Real Living Wage Status Reference and Descriptions

Real Living Wage Status Reference	Real Living Wage Status Description
1	An accredited Living Wage Employer.
2	Currently going through the process of becoming an accredited Living Wage Employer.
3	Not an accredited Living Wage Employer but commit to gaining accreditation over the initial two-year contract period.
4	Not an accredited Living Wage Employer but pay the Living Wage to all employees (except volunteers, apprentices and interns).
5	Not an accredited Living Wage Employer and do not currently pay the Living Wage to all employees (except volunteers, apprentices and interns) but commit to paying the Living Wage to all employees within initial two-year contract period.
6	Not an accredited Living Wage Employer and do not currently pay the Living Wage to all employees.



## Scotland Excel

**To: Executive Sub-Committee**

**On: 15 September 2023**

**Report by:  
Chief Executive of Scotland Excel**

**Request for Associate Membership of Scotland Excel by:  
Accountant in Bankruptcy**

### **1. Background**

- 1.1 Scotland Excel operates an Associate programme to allow access to its frameworks and services to a wide range of other public service orientated bodies. Applications can be made for Associate Membership by organisations such as council arm's length organisations, community groups, charities, housing associations and voluntary organisations which are a public body or a body that engages in activities of a public nature.

Organisations apply to Scotland Excel for Associate Membership to allow them to access the frameworks for goods and services which are in place for our members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

Associate membership supports the wider aims of Scotland Excel by increasing overall spend against frameworks, providing additional income and supporting the goals of promoting excellent public procurement across Scottish organisations.

### **2. Organisation Background**

- 2.1 Accountant in Bankruptcy is an executive agency of the Scottish Government and is responsible for administering the process of personal bankruptcy and recording corporate insolvencies in Scotland.

It is responsible for the determination of personal and entity bankruptcy applications, making decisions on debt payment programme applications under the Debt Arrangement Scheme and protecting trust deeds.

All bankruptcies, trust deeds and statutory debt payment programmes are recorded in public registers maintained by the Agency along with details of corporate liquidations and receiverships

2.2 Accountant in Bankruptcy is an accredited real living wage employer.

### **3. Associate Membership Process**

3.1 Before any application is submitted for approval, a number of validation checks on the organisation are carried out. These include a review of the Memorandum & Articles of Association, the financial position and the type of contracts that the organisation is likely to access. It is confirmed that satisfactory validation checks have been completed in relation to this application.

3.2 Scotland Excel monitors all requests from applicants to become associate members to ensure that any legal requirements are met. In this case, Accountant in Bankruptcy can be recommended for associate membership access in accordance with the Local Authorities (Goods and Services) Act 1970 section 1 (1B)(b) as a public authority or body.

3.3 Fees are determined in a number of ways:

Arms Length External Organisations (ALEOs) related to local authority members pay no fee as this is covered within requisition fees.

National Health Service (NHS) bodies, Colleges and Universities, and Non departmental bodies of the Scottish Government pay no fee under a reciprocal agreement that allows local authorities to utilise contracts created by the relevant procurement centres of expertise.

All other associate fees are calculated on a standard methodology agreed by committee. e.g. Housing Associations pay based on the number of houses within their portfolio.

### **4 Recommendations**

4.1 It is recommended to committee that Accountant in Bankruptcy application to join Scotland Excel as an associate member be approved, with no annual fee as part of the reciprocal agreement and subject to the agreement document.

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## **Scotland Excel**

**To: Executive Sub-Committee**

**On: 15 September 2023**

**Report by:  
Chief Executive of Scotland Excel**

**Request for Associate Membership of Scotland Excel by:  
Knowes Housing Association Limited**

### **1. Background**

- 1.1 Scotland Excel operates an Associate programme to allow access to its frameworks and services to a wide range of other public service orientated bodies. Applications can be made for Associate Membership by organisations such as council arm's length organisations, community groups, charities, housing associations and voluntary organisations which are a public body or a body that engages in activities of a public nature.

Organisations apply to Scotland Excel for Associate Membership to allow them to access the frameworks for goods and services which are in place for members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

Associate membership supports the wider aims of Scotland Excel by increasing overall spend against frameworks, providing additional income and supporting the goals of promoting excellent public procurement across Scottish organisations.

### **2. Organisation Background**

- 2.1 Knowes Housing Association Limited was formed on 1st March 1998 following a large scale voluntary transfer of 1,115 properties in the Faifley and Duntocher area of Clydebank from the former Scottish Homes.

Knowes provides good quality affordable homes and services which meet the needs and aspirations of the community they serve, to ensure customer involvement in current and future housing and to drive positive change in their local community and environment.

Knowes Housing Association Limited is a Registered Society (under the Co-operative and Community Benefit Societies Act 2014 and the Housing (Scotland) Act 2010), a Registered Social Landlord and is registered as a Scottish charity.

- 2.2 Knowes Housing Association Limited is a real living wage employer.

### **3. Associate Membership Process**

- 3.1 Before any application is submitted for approval, a number of validation checks on the organisation are carried out. These include a review of the Memorandum & Articles of Association, the financial position and the type of contracts that the organisation is likely to access. It is confirmed that satisfactory validation checks have been completed in relation to this application.

- 3.2 Scotland Excel monitors all requests from applicants to become associate members to ensure that any legal requirements are met. In this case, Knowes Housing Association Limited can be recommended for associate membership on the basis of the Local Authorities (Goods and Services) Act 1970 section 1 (1B)(c). Namely, that it has functions that are public in nature or engages in activities of that nature so long as the purpose or effect of access to Scotland Excel's services is to facilitate its discharge of those functions or activities.

- 3.3 Fees are determined in a number of ways:

Arms Length External Organisations (ALEOs) related to local authority members pay no fee as this is covered within requisition fees.

National Health Service (NHS) bodies, Colleges and Universities, and Non departmental bodies of the Scottish Government pay no fee under a reciprocal agreement that allows local authorities to utilise contracts created by the relevant procurement centres of expertise.

All other associate fees are calculated on a standard methodology agreed by committee. e.g. Housing Associations pay based on the number of houses within their portfolio.

### **4. Recommendations**

- 4.1 It is recommended to committee that Knowes Housing Association Limited application to join Scotland Excel as an associate member be approved, with an annual fee of £1,625 subject to the agreement document.

## **Scotland Excel**

**To: Executive Sub-Committee**

**On: 15 September 2023**

**Report by:  
Chief Executive of Scotland Excel**

**Request for Associate Membership of Scotland Excel by:  
University of Dundee**

### **1. Background**

- 1.1 Scotland Excel operates an Associate programme to allow access to its frameworks and services to a wide range of other public service orientated bodies. Applications can be made for Associate Membership by organisations such as council arm's length organisations, community groups, charities, housing associations and voluntary organisations which are a public body or a body that engages in activities of a public nature.

Organisations apply to Scotland Excel for Associate Membership to allow them to access the frameworks for goods and services which are in place for our members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

Associate membership supports the wider aims of Scotland Excel by increasing overall spend against frameworks, providing additional income and supporting the goals of promoting excellent public procurement across Scottish organisations.

### **2. Organisation Background**

- 2.1 University of Dundee's vision is to be globally renowned for their social purpose, delivered through intensity and excellence in research, education and engagement. They will be agile and globally connected, focused on what they do best and where they can most effectively transform lives. The universities students will be recognised as talented contributors to the work force that is urgently needed to address the most pressing problems facing the world.

University of Dundee's mission is to build on their history and the world-changing heritage of Dundee, their mission continues to be to 'transform lives through the creation, sharing and application of knowledge'.

University of Dundee is also a registered charity.

- 2.2 University of Dundee is an accredited real living wage employer.

### **3. Associate Membership Process**

- 3.1 Before any application is submitted for approval, a number of validation checks on the organisation are carried out. These include a review of the Memorandum & Articles of Association, the financial position and the type of contracts that the organisation is likely to access. It is confirmed that satisfactory validation checks have been completed in relation to this application.
- 3.2 Scotland Excel monitors all requests from applicants to become associate members to ensure that any legal requirements are met. In this case, University of Dundee can be recommended for associate membership access in accordance with the Local Authorities (Goods and Services) Act 1970 section 1 (1B)(b) as a public authority or body.
- 3.3 Fees are determined in a number of ways:

Arms Length External Organisations (ALEOs) related to local authority members pay no fee as this is covered within requisition fees.

National Health Service (NHS) bodies, Colleges and Universities, and Non departmental bodies of the Scottish Government pay no fee under a reciprocal agreement that allows local authorities to utilise contracts created by the relevant procurement centres of expertise.

All other associate fees are calculated on a standard methodology agreed by committee. e.g. Housing Associations pay based on the number of houses within their portfolio.

### **4 Recommendations**

- 4.1 It is recommended to committee that University of Dundee application to join Scotland Excel as an associate member be approved, with no annual fee as part of the reciprocal agreement and subject to the agreement document.



## **Scotland Excel**

**To: Executive Sub-Committee**

**On: 15 September 2023**

**Report by:  
Chief Executive of Scotland Excel**

### **Employee Supporting Attendance Report**

#### **1. Introduction and purpose of the report**

- 1.1. In response to the Renfrewshire Council Internal Audit team recommendation, this report on organisational supporting attendance is submitted on a quarterly basis highlighting the absence rate in the organisation. The report also highlights some of the support mechanisms that the organisation has implemented to support staff members.

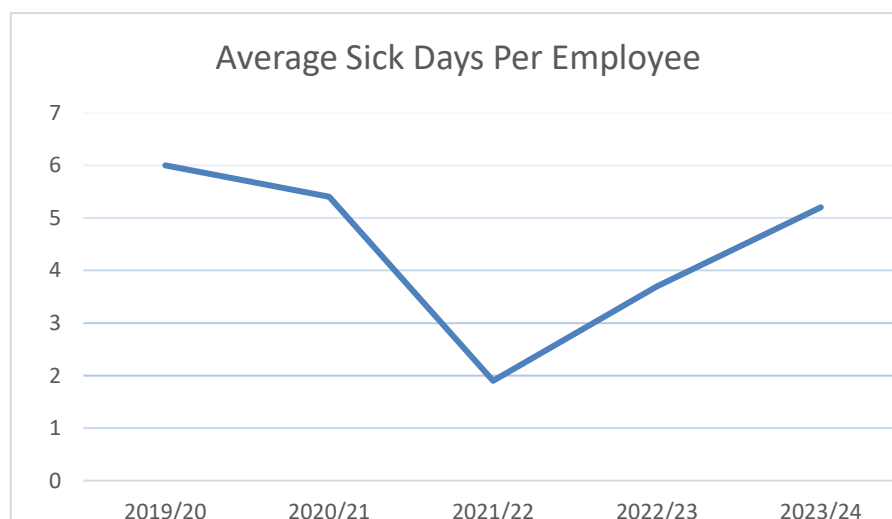
#### **2. Scotland Excel Absence Management Target**

- 2.1 The Joint Committee has previously agreed that Scotland Excel should work to an absence rate of below 4%. This target aligns Scotland Excel with partner organisations, supports good practice in this area and demonstrates the ongoing commitment to absence management as a key efficiency target.

#### **3. Overview of Attendance**

- 3.1 In line with audit recommendations, the attached report has been prepared for the Executive Sub Committee. The report details:
- Breakdown of current month, last six months and last 12 months absence figures
  - Illustration of 12 months in days
  - Illustration of last 12 months in percentages
- 3.2 The report includes the latest absence details for the 12-month period to 31 July 2023 in which the rate of absence across the organisation has been maintained below the 4% target.
- 3.3 During the reporting period a number on long-term absences have had a significant effect on the % absence rate. These reached a peak in March 2023 when the rate reached 3.8% as illustrated in Appendix 1.

- 3.4 During this period, short-term absences have been comparatively low with effective, early intervention and supporting attendance procedures put in place to support staff members in maintaining attendance at work.
- 3.5 Overall, the rolling 6 and 12 month average absence rates have been maintained at or below 2.9%. The absence rates for the reporting periods as shown in appendix 1 are:
- previous 1 month to 2.8% (58 days)
  - previous 6 months to 2.9% (337.5 days)
  - previous 12 months to 2.4% (568 days)
- 3.6 The graph below shows average sickness days per employee within Scotland Excel over the past 5 years.
- 3.7 Average sickness days reached a peak of 6 days per employee in 2019/20 which coincided with the rise of the Covid-19 pandemic and a number of long-term absences related to mental ill health. The rate decreased to 1.9 days in 2021/22 due to a reduction in Covid-related illnesses and the successful return to work of those on long-term absences. The rate shows an increase to 3.7 days in 2022/23 and 5.2 days in July 2023, primarily due to additional long-term absences for a number of conditions. The initiatives described below, however, will continue to be utilised to support staff in maintaining attendance at work.



#### 4. Overview of supporting attendance initiatives

- 4.1 In addition to actively supporting members of staff absent through ill health, Scotland Excel continues to implement positive early intervention practices including working with Occupational Health and other support services to maintain employee attendance and to support members of staff who may be experiencing difficulties while remaining at work. Scotland Excel continues to support a range of interventions for staff including Occupational Health referral, confidential counselling services (Time For Talking), Cognitive Behavioral



Therapy (CBT) sessions, Physio-therapy sessions and, issuing wellbeing emails which provide information on health initiatives that can be accessed independently by all staff.

- 4.2 Scotland Excel recognises that positive mental health amongst staff members is an area that should be actively supported and encouraged. In addition to actively promoting good mental health practices and initiatives, the organisation has a number of staff (15) from across all operational areas and grades who have trained as accredited Mental Health First Aiders. In providing this confidential support opportunity to staff members it is hoped that any personal difficulties they may be experiencing can be addressed at an early stage with appropriate signposting to professional support.
- 4.3 Given the growing interest among staff members on the subject of mental health, further training has been arranged for November 2023 from The Scottish Association for Mental Health (SAMH) for those wishing to become accredited Mental Health First Aiders and also as a refresher for those who are already accredited. Currently there are 18 members of staff registered for this training.

## **5. Recommendation**

- 5.1 The Executive Sub Committee is requested to note the contents of this report.

## Appendix 1.

