

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Convener intimated that agenda 6(c) - Request for Associate Membership: Michelin Scotland Innovation Parc – had been withdrawn and consequently would not be considered by the Sub-committee.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

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 15 September 2023	09:30	Remotely by MS Teams,

Present

Councillor David Keating (Aberdeenshire Council); Councillor Brenda Durno (Angus Council); Councillor Carolyne Wilson (Dumfries & Galloway Council); Councillor Ian Cameron (substitute for Councillor Altany Craik) (Fife Council); Councillor Derek Loudon (Highland Council); Councillor Christina Larsen (North Ayrshire Council); Councillor Michael McPake (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Dennis Leask (Shetland Islands 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 Muir and L Richard, both Strategic Procurement Manager, K Forrest, Office Manager, L Mooney, Senior Communications Specialist, S Martin, Principal Project & Customer Account Manager, M Boyle and L Jones, both Senior Business Services Specialists and R Baird, Graduate Trainee (all Scotland Excel); C McCourt, Head of Finance & Procurement, A Burns, Corporate Finance Manager, L Mitchell, Managing Solicitor (Contracts & Conveyancing), E Currie, Senior Committee Services Officer, K O'Neill, Democratic Services Officer and T McGowan, Senior Accountancy Assistant (all Renfrewshire Council) and G Devlin, Audit Partner (Azets) (for items 1 and 2 only).

Apologies

Councillor Kenny Macleod (Comhairle Nan Eilean Siar); Councillor Altany Craik (Fife Council) and Councillor Ruairi Kelly (Glasgow City Council).

Declarations of Interest and Transparency Statements

There were no declarations of interest or transparency statements intimated prior to the commencement of the meeting.

1 **Minute**

There was submitted the Minute of the meeting of the Executive Sub-committee held on 18 August 2023.

DECIDED: That the Minute be approved.

2 **Annual Audit Report on the Annual Accounts 2022/23**

Under reference to item 4 of the Minute of the meeting of the Joint Committee held on 16 June 2023, there was submitted a report by the Treasurer relative to Azet's findings from the audit of Scotland Excel's financial statements for 2022/23.

The report intimated that The Local Authority Accounts (Scotland) Regulations 2014 required the audited accounts to be approved for signature no later than 30 September each year. Section 10 of the Regulations required the relevant committee to consider any report made by the appointed auditor before deciding whether to sign the audited accounts.

Azet's annual audit report formed Appendix 1 to the report and included their anticipated opinion that the annual accounts were free from material misstatement and presented a true and fair view of Scotland Excel's financial position at 31 March 2023 as well as details of adjustments made to the accounts during the course of the audit.

A copy of the audited annual accounts 2022/23 was attached as Appendix 2 to the report. Following approval, the audited accounts would be submitted to the Convener, Treasurer and Chief Executive of Scotland Excel for secure digital signature.

It was noted that there was no total detailed in the remuneration table in page 15 of the accounts and that this would be amended prior to sign-off. A copy of the amended annual audited accounts would be made available on both Renfrewshire Council's and Scotland Excel's website. The total should have stated 27 for 2022/23 and 13 for 2021/22.

Gary Devlin, Audit Partner (Azets) then presented the Annual Audit Report to members.

DECIDED:

(a) That the findings of the 2022/23 audit as contained in the external auditor's annual audit report, which formed Appendix 1 to the report, be noted;

(b) That the Scotland Excel 2022/23 audited annual accounts, which formed Appendix 2 to the report, be approved for signature; and

(c) That it be noted that there was no total detailed in the remuneration table in page 15 of the accounts and that this would be amended prior to sign-off. A copy of the amended annual audited accounts would be made available on both Renfrewshire Council's and Scotland Excel's website.

3(a) **Contract for Approval: Supply and Delivery of Fresh Bread, Rolls and Bakery Products**

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a second-generation renewal framework for the supply and delivery of fresh bread, rolls and bakery products for a period of 48 months from the commencement date. It was noted that subject to approval and completion of a standstill period, it was intended that the framework would commence on or around October 2023.

The report intimated that the framework would provide a mechanism for councils to procure a range of fresh bread, rolls and bakery products and that users of the framework were likely to include schools, nurseries, care homes, leisure centres, cafes and office units.

The report summarised the outcome of the procurement process which contained one lot, as detailed in table 1 of the report. The framework had been advertised at £2 million per annum, totalling an estimated spend of £8 million over the four-year period of the framework. This advertised spend allowed for increased participation from councils and associate members not currently utilising the framework. Appendix 1 to the report detailed the participation, spend and savings summary for those participating in the framework.

Tender responses had been received from four suppliers and, based on the criteria and scoring methodology set out in the tender documents, a full evaluation of all compliant offers had been carried out with the confirmed overall scoring achieved by each supplier detailed in Appendix 2 to the report.

Based on the evaluation undertaken, and in line with the advertised criteria and weightings set out in the report, it was recommended that a multi-supplier framework arrangement be awarded to all four suppliers, as outlined in Appendix 2 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 segmentation tool, the framework had been classified as class D.

It was noted that the reference to 'D. McGee and Sons Ltd' in Appendix 2 to the report should read 'D. McGee & Sons Ltd'.

DECIDED:

(a) That the award of the framework agreement for the supply and delivery of fresh bread, rolls and bakery products, as detailed in Appendix 2 to the report, be approved; and

(b) That it be noted that the reference to 'D. McGee and Sons Ltd' in Appendix 2 to the report should read 'D. McGee & Sons Ltd'.

3(b) **Contract for Approval: Supply, Delivery, Servicing and Maintenance of Fire Safety Products**

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a framework for the supply, delivery, servicing and maintenance of fire safety products for an initial period of 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. It was noted that subject to approval and completion of a standstill period, it was intended that the framework would commence on 1 October 2023.

The report intimated that the framework would provide a range of fire safety products and services.

The report summarised the outcome of the procurement process which had been divided into two lots, as detailed in table 1 of the report. The framework had been advertised at a total value of £1 million per annum, totalling an estimated spend of £4 million over the maximum four-year period of the framework, if the extension options were exercised. This advertised spend allowed for increased participation from councils and associate members not currently utilising the framework. Appendix 1 to the report detailed the participation, spend and savings summary for those participating in the framework.

Tender responses had been received from 15 suppliers and, based on the criteria and scoring methodology set out in the tender documents, a full evaluation of all compliant offers had been carried out with the confirmed the overall scoring achieved by each supplier detailed in Appendix 2 to the report.

Based on the evaluation undertaken, and in line with the advertised criteria and weightings set out in the report, it was recommended that a multi-supplier framework arrangement be awarded to eight suppliers, in whole or in part, as outlined in Appendix 2 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 segmentation tool, the framework had been classified as class D.

DECIDED: That the award of the framework agreement for the supply, delivery, servicing and maintenance of fire safety products, as detailed in Appendix 2 to the report, be approved.

4(a) **Request for Associate Membership: Accountant in Bankruptcy**

There was submitted a report by the Chief Executive of Scotland Excel advising that Accountant in Bankruptcy 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 Accountant in Bankruptcy to become an associate member of Scotland Excel, with no annual membership fee, be approved, subject to completion and signing of the agreement documentation.

4(b) **Request for Associate Membership: Knowes Housing Association Limited**

There was submitted a report by the Chief Executive of Scotland Excel advising that Knowes 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 Knowes Housing Association Limited to become an associate member of Scotland Excel, with an annual membership fee of £1,625, be approved, subject to completion and signing of the agreement documentation.

4(c) **Request for Associate Membership: University of Dundee**

There was submitted a report by the Chief Executive of Scotland Excel advising that the University of Dundee 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 the University of Dundee to become an associate member of Scotland Excel, with no annual membership fee, be approved, subject to completion and signing of the agreement documentation.

5 **Employee Supporting Attendance Report**

There was submitted a report by the Chief Executive of Scotland Excel relative to organisational supporting attendance highlighting the absence rate in the organisation and some of the support mechanisms implemented to support staff members.

The report intimated that the Joint Committee had agreed that Scotland Excel should work to an absence rate of below 4% which aligned Scotland Excel with partner organisations, supported good practice in this area and demonstrated the ongoing commitment to absence management as a key efficiency target.

The report advised of the absence levels for the 12-month period to 31 July 2023 and provided a breakdown of the current month, the last six months and 12 months absence figures, together with an illustration of 12 months in days and the last 12 months in percentages.

The report noted that the rate of absence across the organisation had been maintained at below the 4% target, as detailed in Appendix 1 to the report.

It was noted that, in addition to actively supporting members of staff absent through ill health, Scotland Excel continued 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 might be experiencing difficulties whilst remaining at work. Scotland Excel continued to support a range of interventions for staff including occupational health referral, confidential counselling services and Cognitive Behavioural Therapy services, physio-therapy sessions and issued wellbeing emails with further information on health initiatives which could be

accessed independently by all staff.

The report intimated that Scotland Excel recognised that positive mental health amongst staff members was an area that should be actively supported and encouraged and, in addition to actively promoting good mental health practices and initiatives, had 15 staff from across all operational areas and grades who had trained as accredited Mental Health First Aiders. In providing this confidential opportunity to staff members, it was hoped that any personal difficulties experienced could be addressed at an early stage with appropriate signposting to professional support. Further training for those staff members wishing to become accredited Mental Health First Aiders had been arranged for November 2023 with The Scottish Association for Mental Health (SAMH).

DECIDED: That the contents of the report be noted.

6 **Date of Next Meeting**

DECIDED: That it be noted that the next meeting of the Executive Sub-committee would 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, 20 October 2023	09:30	Remotely by MS Teams,

Present

Councillor Colin Simpson (substitute for Councillor David Keating) (Aberdeenshire Council); Councillor Brenda Durno (Angus Council); Councillor Kenny Macleod (Comhairle Nan Eilean Siar); Councillor Carolyne Wilson (Dumfries & Galloway Council); Councillor Ruairi Kelly (Glasgow City Council); Councillor Derek Loudon (Highland Council); Councillor Michael McPake (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Dennis Leask (Shetland Islands Council) and Councillor Walter Brogan (South Lanarkshire Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

J Welsh, Chief Executive, S Brannagan, Director of Customer & Business Services, L Campbell, Customer Services Manager, M Mitchell, Strategic Procurement Manager, C Richardson, Senior Procurement Specialist, M Robertson, Marketing & Communications Manager, S Roberts and L Robertson, both Project & Accounts Managers, N French, Corporate Services Assistant, S Christie, Commercial Programme Manager and G Harkins, Assistant Procurement Specialist (all Scotland Excel); and L Mitchell, Managing Solicitor (Contracts & Conveyancing), A Burns, Corporate Finance Manager, D Blackburn, Principal Accountant, E Currie, Senior Committee Services Officer and T McGowan, Senior Accountancy Assistant (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.

1 Minute

There was submitted the Minute of the meeting of the Executive Sub-committee held on 15 September 2023.

DECIDED: That the Minute be approved.

2 Revenue Budget Monitoring

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 15 September 2023.

The report intimated that at the end of period 6, Scotland Excel was projecting an overspend of £89,000 by year-end in its Core activities and an increase of £169,000 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 Revenue and Project Reserves.

DECIDED: That the report be noted.

Sederunt

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

3 Contract for Approval: Asbestos related Works and Services

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a fourth-generation renewal framework for asbestos related works and services for a period of 48 months. It was noted that subject to approval and completion of a standstill period, it was intended that the framework would commence in November 2023.

The report intimated that the framework would provide a mechanism for councils to procure a range of asbestos related works and services including surveys, removal and disposal works and analytical services.

The report summarised the outcome of the procurement process which contained four lots and then subdivided by six geographical regions, as detailed in tables 1 and 2 of the report. The framework had been advertised at £7 million per annum, totalling an estimated spend of £28 million over the four-year period of the framework. This advertised spend allowed for increased participation from councils and associate members not currently utilising the framework. Appendix 1 to the report detailed the participation, spend and savings summary for those participating in the framework.

Tender responses had been received from 36 suppliers and, based on the criteria and scoring methodology set out in the tender documents, a full evaluation of all compliant offers had been carried out with the confirmed overall scoring achieved by each supplier detailed in Appendix 2 to the report.

Based on the evaluation undertaken, and in line with the advertised criteria and weightings set out in the report, it was recommended that a multi-supplier framework arrangement be awarded to 34 suppliers, as outlined in Appendix 2 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 segmentation tool, the framework had been classified as class C.

It was noted that in the Community Benefits paragraph of the report, the reference to 'Of the recommended suppliers, all four have committed to delivering these benefits.' should read 'Of the recommended suppliers, all 34 have committed to delivering these benefits.'

DECIDED:

(a) That the award of the framework agreement for asbestos related works and services, as detailed in Appendix 2 to the report, be approved; and

(b) That it be noted in the Community Benefits paragraph of the report, the reference to 'Of the recommended suppliers, all four have committed to delivering these benefits.' should read 'Of the recommended suppliers, all 34 have committed to delivering these benefits.'

4(a) Request for Associate Membership: Clydesdale Housing Association Limited

There was submitted a report by the Chief Executive of Scotland Excel advising that Clydesdale 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 Clydesdale Housing Association Limited to become an associate member of Scotland Excel, with an annual membership fee of £1,160, be approved, subject to completion and signing of the agreement documentation.

4(b) **Request for Associate Membership: Irvine Housing Association Limited**

There was submitted a report by the Chief Executive of Scotland Excel advising that Irvine 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 Irvine Housing Association Limited to become an associate member of Scotland Excel, with an annual membership fee of £3,875, be approved, subject to completion and signing of the agreement documentation.

4(c) **Request for Associate Membership: Linstone Housing Association Limited**

There was submitted a report by the Chief Executive of Scotland Excel advising that Linstone 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 Linstone Housing Association Limited to become an associate member of Scotland Excel, with an annual membership fee of £2,435, be approved, subject to completion and signing of the agreement documentation.

4(d) **Request for Associate Membership: Lochfield Park Housing Association Limited**

There was submitted a report by the Chief Executive of Scotland Excel advising that Lochfield Park 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 Lochfield Housing Association Limited to become an associate member of Scotland Excel, with an annual membership fee of £930, be approved, subject to completion and signing of the agreement documentation.

4(e) **Request for Associate Membership: The Jane Moore Trust**

There was submitted a report by the Chief Executive of Scotland Excel advising that the Jane Moore Trust 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 the Jane Moore Trust to become an associate member of Scotland Excel, with an annual membership fee of £550, be approved, subject to completion and signing of the agreement documentation.

5 **Procurement Reform Act Consultation Response**

There was submitted a report by the Chief Executive of Scotland Excel relative to the organisation's response to the consultation on 'Assessing the impact of the Procurement Reform Act' published by the Economy and Fair Work Committee in June 2023.

The report intimated that the Procurement Reform (Scotland) Act 2014 introduced a range of duties on public bodies to consider how procurement could be used to improve the wellbeing of local areas including the impact on the economic, social and environmental health of the area. The Act also sought to reduce barriers to entry for small businesses, third sector organisations and supported businesses to participate in public procurement.

The report advised that the consultation sought views on a broad range of themes covered by the Act to assess whether it was achieving these aims. The draft response to the consultation was appended to the report.

It was noted that, since publication of the report, further feedback had been received and would be included in the response to the Economy and Fair Work Committee.

It was proposed that the following wording be added to question 10 of the response: 'That as part of the UK's exit from the EU the opportunity to simplify procurement mechanisms relating to the creation of contracts for alternative energy sources be considered.'. This was agreed.

DECIDED:

(a) That the content of the report be noted;

(b) That it be noted that the further feedback received would be included in the response to the Economy and Fair Work Committee;

(c) That the following wording be added to question 10 of the response: 'That as part of the UK's exit from the EU the opportunity to simplify procurement mechanisms relating to the creation of contracts for alternative energy sources be considered.'; and

(d) That the response, as amended, be submitted to the Economy and Fair Work Committee.

6 **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 had been approved at the meeting of the Joint Committee held on 9 December 2022. The strategy was supported by annual operating plans and the report provided an update on operating plan activity between 1 July and 30 September 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 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.

7 **Date of Next Meeting**

DECIDED: That it be noted that the next meeting of the Executive Sub-committee would be held remotely on MS teams at 9.30 am on 17 November 2023.

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 17 November 2023	09:30	Remotely by MS Teams,

Present

Councillor David Keating (Aberdeenshire Council); Councillor Brenda Durno (Angus Council); Councillor Kenny Macleod (Comhairle Nan Eilean Siar); Councillor Carlyne Wilson (Dumfries & Galloway Council); Councillor Altany Craik (Fife Council); Councillor Derek Loudon (Highland Council); Councillor Christina Larsen (North Ayrshire Council); Councillor Michael McPake (North Lanarkshire Council); and Councillor John Shaw (Renfrewshire 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, M Mitchell and L Muir, both Strategic Procurement Managers, S Christie, Commercial Programme Manager, P Barnes, Project and Accounts Manager and K Forrest, Office Manager (all Scotland Excel); and C McCourt, Head of Finance & Procurement, L Mitchell, Managing Solicitor (Contracts & Conveyancing), K Campbell, Assistant Chief Auditor, A Burns, Corporate Finance Manager, D Blackburn, Principal Accountant, E Gray, Senior Committee Services Officer and T McGowan, Senior Accountancy Assistant (all Renfrewshire Council).

Apologies

Councillor Ruairi Kelly (Glasgow City Council), Councillor Dennis Leask (Shetland Islands Council), Councillor Chris Cullen (South Ayrshire Council) and Councillor Walter Brogan (South Lanarkshire Council).

Declarations of Interest and Transparency Statements

There were no declarations of interest or transparency statements intimated prior to the commencement of the meeting.

1 Minute

There was submitted the Minute of the meeting of the Executive Sub-committee held on 20 October 2023.

In relation to item 3 of the Minute - Contract for Approval: Asbestos related Works and Services - it was noted that prior to bidders being notified of the outcome an error was identified where the final line had been omitted for the Lot 4 Region 6 (L4R6) table. A revised Appendix 2 rectified this and the missing "." for both DNKA LTD. and E.D.P. Health, Safety and Environment Consultants Limited for approval. The overall outcome for bidders had not changed. The revised Appendix would be circulated following the meeting.

DECIDED:

(a) That the Minute be approved; and

(b) That the update in relation to item 3 - Contract for Approval: Asbestos related Works and Services – be noted.

2 Draft Revenue Estimates 2024/25

There was submitted a joint report by the Treasurer and the Chief Executive of Scotland Excel presenting the Revenue Estimates of Scotland Excel, including the requisition of the constituent authorities, for the financial year 2024/25 along with indicative planning figures for 2025/26 and 2026/27.

The report intimated that the annual Revenue Estimates process outlined the summary revenue budget position for the organisation and the budget estimates provided in Appendix 1 to the report outlined the projected position for 2024/25 and an indicative position for 2025/26 and 2026/27. Appendix 2 to the report detailed the proposed requisitions for 2024/25 with the assumptions used in developing these projections being outlined in sections 4 and 5 of the report.

The report noted that Scotland Excel had provided an update on the proposed 0% increase to requisition for 2024/25 and 2025/26 to stakeholders.

DECIDED:

(a) That the Revenue Estimates of Scotland Excel for the financial year 2024/25, as detailed in Table 1 of Appendix 1 to the report, be noted;

(b) That the requisitions from constituent authorities and total estimated savings for 2022/23, as detailed in Appendix 2 to the report, be noted; and

(c) That the indicative estimates for 2025/26 and 2026/27 be noted.

3 Chief Executive's Update Report to Chief Officers Management Group - November 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 8 November 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 Subcommittee, following CEOMG meetings.

The report submitted to the CEOMG meeting held on 8 November 2023, which covered the period between August to October 2023, was appended to the report.

DECIDED: That the report be noted.

4 Internal Audit Engagement - Social Care Contracts

There was submitted a report by the Chief Auditor, Renfrewshire Council, relative to Internal Audit's report summary on social care contracts processes.

The report intimated that in line with the Public Sector Internal Audit Standards, Internal Audit must communicate the results of each engagement to the Executive Subcommittee. It was noted that the Chief Auditor would report summaries of completed audit engagements on the conclusion of each engagement for formal consideration by members in line with best practice.

The report provided detail of the audit engagement completed in September 2023 with the overall assurance rating and the number of recommendations in each category. The detailed committee summary for the engagement was appended to the report.

DECIDED: That the summary for the Internal Audit engagement of social care contracts processes be noted.

5 Update on the Contract Delivery Plan

There was submitted a report by the Chief Executive of Scotland Excel providing a progress update on the 2023/24 contract delivery plan.

The report intimated that the contract delivery plan detailed new framework developments and renewals, flexible frameworks, framework extensions and frameworks with ongoing contract management only and appendices 1 to 4 to the report provided further details.

The report highlighted that, at any given point, there were around 70 frameworks in the Scotland Excel contract portfolio. In 2023/24, it was intended that a further five frameworks would be developed and added to the portfolio, 13 frameworks would be renewed and 14 frameworks had extension options that were available to be exercised, with six of these extensions already approved.

The report noted that the estimated forecast value of the Scotland Excel framework portfolio was approximately £2 billion and that overall, efficiencies created by frameworks awarded so far during 2023/24 were benchmarked at 1.61%. Appendix 5 to the report summarised the savings in accordance with the Scottish Government procurement benefits reporting guidance and Appendix 6 to the report detailed a summary of spend per council across the portfolio between July 2022 and June 2023.

DECIDED: That the progress made to date be noted.

6 Strategic Risk Register Update

There was submitted a report by the Chief Executive of Scotland Excel providing an update on the Strategic Risk Register maintained to assess threats and risks that could impact on the delivery of Scotland Excel's five-year strategy and to identify controls that were in place to mitigate these risks. A copy of the Strategic Risk Register was appended to the report.

The report intimated that the Strategic Risk Register had been developed using methodology set out in the Strategic Risk Strategy approved by the Joint Committee in December 2022. Currently there were 12 strategic risks ranging in assessed risk score from 9 to 20 and a summary of key elements in relation to each identified risk was detailed in the Register.

It was noted that the strategic direction of Portfolio segmentation was not reflected within the Risk Register. The Director of Customer & Business Services confirmed that this approach would impact a number of strategic risks and that the Register would be updated accordingly.

DECIDED:

(a) That it be noted that the Strategic Risk Register would be updated to reflect the implementation of Portfolio segmentation; and

(b) That the Strategic Risk Register be otherwise noted.

7 Draft Operating Plan for 1 April 2024 to 31 March 2025

There was submitted a report by the Chief Executive of Scotland Excel which provided the Executive Sub-committee with an opportunity to review the proposed operating plan for 2024/25 in advance of its submission to the Joint Committee on 8 December 2023.

The report intimated that in December 2022, the Joint Committee approved a five-year strategy covering the period 1 April 2023 to 31 March 2028. This strategy was supported by annual operating plans which provided more detailed information on the actions and activities that Scotland Excel would undertake each year to deliver the strategy.

DECIDED: That the proposed Operating Plan 2024/25 be noted prior to submission to the Joint Committee on 8 December 2023.

8 **Request for Associate Membership: Capability Scotland**

There was submitted a report by the Chief Executive of Scotland Excel advising that Capability Scotland 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 Capability Scotland to become an associate member of Scotland Excel, with an annual membership fee of £550, be approved, subject to completion and signing of the agreement documentation.

9 **Meetings of Scotland Excel Executive Sub-committee in 2024**

There was submitted a report by the Clerk relative to proposed dates for meetings of the Executive Sub-committee during 2024.

DECIDED: That, if required, meetings of the Executive Sub-committee be held remotely using the Microsoft Teams platform at 9.30 am on 26 January, 16 February, 15 March, 19 April, 17 May, 21 June, 23 August, 20 September, 18 October, 15 November and 6 December 2024

10 **Date of Next Meeting**

DECIDED: That it be noted that the next meeting of the Executive Sub-committee would be held remotely on MS teams at 9.30 am on 8 December 2023.