

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.