Scotland Excel

To: **Chief Executive Officers Management Group**

On: **27th February 2019**

Directors Update Report

1. Introduction

The purpose of this report is to provide the group with an update on key developments within Scotland Excel since the last meeting of the Chief Executive Officers Management Group on 19th November 2019.

2. Summary

Since the group last met there have been a number of new developments

2.1 Scotland Excel and Local Government Digital Office (LGDO) update

2.1.1 Social Care System

Six Councils are included on the technical panel which have now completed around 80% of the requirements specification, evaluation criteria and scoring methodology for a framework for care case management.

A commodity strategy for the procurement has been drafted and will be submitted to the Scotland Excel contract steering group for consideration in March.

2.1.2 Information Gathering

In partnership with South Lanarkshire Council an information repository software tool has been designed and built to store each Council's information.

The tool will provide Scotland wide visibility of current software contract content and value to all local authorities. This will, in turn, identify collaborative procurement opportunities, minimise the need for external consultancy and improve supplier engagement.

Scotland Excel and the Digital Office marketing & comms staff have collaborated to develop a web-based animation demonstrating how the tool works, highlighting the benefits and detailing how councils can support this initiative.

Scotland Excel and South Lanarkshire are currently conducting demonstrations and discussions with all Council ICT or Transformation leads.

2.1.3 Scottish Government Collaboration

Scotland Excel and the Digital Office continue working with the Cyber Resilience Unit to assist in the evaluation of a Cyber Security Assessment toolkit.

Scotland Excel have participated in the User Intelligence Group (UIG) to undertake an opportunity assessment on the potential demand, supply, scope and feasibility of setting up a collaborative arrangement for the provision of Internet of Things technologies and services. An appropriate route to access suppliers in this market will be the next stage.

2.2 Funded projects

2.2.1 Affordable Housing

Scotland Excel has been active in conducting on-site visits to housing associations to conduct PCIP's, pre-assessments and to increase awareness and access to the support programme.

The current status of the programme is as follows :-

Completed PCIP (up to end Jan19)	45
Upcoming PCIP (up to Mar 19)	10
Provisional (reschedules tbc etc)	6
Total potential	61

Engagement has taken place with a further 32 associations who have either had a pre-assess meeting and not taken it any further or have declined the opportunity after initial contact. Scottish Government sent a recent communication for anyone who would still like to join the programme via SFHA and Scottish Housing News. This has generated an interest from a further 6 HA's bringing SXL total engagement with the sector to 99.

Scotland Excel have partnered with SFHA to provide the housing sector with a guide for community benefits. Modern apprenticeships and work placements have been defined and provided within contracts but the "softer" offerings/opportunities on lower value contracts are being missed. The initiative between SXL & SFHA will be to highlight areas of good practice from PCIP and to draw on associations own experiences to share with the community. This was launched to the sector at the SFHA procurement conference in February 19.

Summary affordable programme highlights since the last report:-

- Scotland Excel continuing to develop the contract for New Build housing and have been engaging with housing associations to raise awareness of the opportunity.
- Gas & Boiler Maintenance is now live contract will provide housing associations with a collaborative contract

- Continue to develop a community benefits guide to the housing sector as a Joint initiative with SFHA.

  The first draft guidance and support, including for transitional arrangements, sustainable rates and business sustainability criteria, will be available by the end of the year. Further guidance is to be delivered in March and May 2019.

2.2.3 Care and Support Services

Scotland Excel held three stakeholder engagement events with providers, local authorities and representative organisations in November to begin work on the development of the specification for care & support services. The output from these sessions has been collated and shared with the sector and will now be reviewed by a small technical group comprising purchaser and provider representatives to collaboratively produce a specification for the services.

Scotland Excel will also be undertaking work to develop the approach to rates for the framework as well as call off options and terms and conditions in the next few months.

The first meeting of the Adult Social Care Strategic Steering Group took place in February. This group provides a forum for a wide range of senior stakeholders to be kept informed of developments in Scotland Excel work streams and to influence the direction of the projects. The care & support project was discussed at this first meeting and is likely to be included as a standing item on the agenda during the remainder of the complex development.

The proposed go live date for the national framework is now January 2020. Further stakeholder engagement on the specification of requirements and approach to rates is now scheduled to take place from November 2018 - February 2019.

2.2.4 Care Home Services for Older People

Work continues in the development of a process that will facilitate compliance with EU principles by introducing advertisement, minimum standard checks and potential national monitoring of elements such as Scottish Living Wage. However, Scottish Care have expressed concerns of inadequate engagement with them, as sector representatives, and consequently are advising their members not to participate until further discussion takes place.

Scotland Excel, COSLA and Scottish Care continue to seek an agreed position on benchmarks for capital value and percentage return. The commissioned work to provide an independent view and evidence for these outstanding areas of the cost model has been returned. The COSLA-led negotiating team will meet with sector representatives on 18th February to finalise the cost model. Given the concerns already raised by Scottish Care, there remains a risk that they will not accept the

work. Scottish Care have already indicated that they may go down a route of commissioning their own piece of work.

North Lanarkshire has confirmed membership of the project from April this year bring total membership to 30 councils.

2.2.5 Early Learning and Childcare

Scotland Excel has continued to engage and gather feedback from stakeholders to shape the guidance and supporting material for the Early Learning and Childcare project for 2020.

In December 2018, Scotland Excel held seven focus groups across Scotland with local authority representatives, providers and provider bodies to gather further information and best practice regarding the guidance on transition options, sustainable rates and business sustainability.

The output and feedback gathered from these focus groups has been used to shape the guidance. Drafts of the guidance are now with Scottish Government for review, prior to them being issued to the Service Model Working Group for review later in February.

Due to the extensive engagement required, the guidance will be published in March 2019. Further guidance documents and supporting materials will be published later in 2019 including template tender documentation and model terms and conditions.

Regular updates are scheduled with the Scottish Government, the Service Model Working Group, and COSLA as well as ad-hoc arrangements with other forums and groups, to ensure that project progress is communicated to relevant stakeholders.

2.3   The Scotland Excel Academy

The Academy has engaged 131 learners in work-based learning programmes delivering procurement, leadership & management and project management expertise, across 10 cohorts. These programmes span 19 councils and 8 public-sector organisations, awarding 32 qualifications to date with a pass rate of 94%.

Active programmes (accredited qualifications)
1. Leadership & Management   - 3 cohorts
2. Procurement (CIPS Practitioner)   - 1 cohort
3. Procurement (Advanced Practitioner)   - 1 cohort
4. Project Management   - 3 cohorts

Scheduled programmes (accredited qualifications)
1. Procurement Practitioner (HNC-level)   starts 28 March 2019
2. Procurement Advanced Practitioner (HND & Degree-level)   starts 09 April 2019

3. Management Coaching & Mentoring (HND-level)	starts 09 April 2019
4. Strategic Leadership (Masters-level)	starts 18 April 2019
5. Leadership & Management (HND-level)	starts 25 April 2019
6. Leadership & Management (Degree-level)	starts 02 May 2019
7. Project Management (HND-level)	starts 09 May 2019
8. Business Analysis (HND-level)	starts 30 May 2019

The Academy is actively recruiting learners for these 8 scheduled programmes. Additional details and programme flyers can be viewed on the open Academy at https://academy.scotland-excel.org.uk/course/view.php?id=12

In addition to accredited learning programmes, the Academy delivers a series of non-accredited workshops supporting outcomes from PCIP assessments, practice sharing and our community's developmental needs –

1. Indexation masterclass	03 December 2018
2. Indexation model workshop	14 February 2019
3. Introduction to procurement	tbc
4. Introduction to strategic procurement	tbc
5. Contract and Supplier Management Fundamentals	tbc March 2019

An expanded series of non-accredited workshops are being scoped to support our community's development needs. These workshops will teach specific skills and expertise through a work-based-learning methodology in a time efficient focused manner, allowing each learner to apply gained knowledge to their work-practice immediately, for a quick return. Scotland Excel will also issue a certificate of CPD hours to each learner.

These non-accredited workshops will complement the broader-based more in-depth accredited work-based-learning programmes.

2.4 Update on the Contract Plan and Contracts approved since September 2018

There are 65 current frameworks in the Scotland Excel contract portfolio, with 1 of these frameworks to be renewed before 31 March 2019. It is also planned that a further 2 new frameworks will be added to the contract portfolio by 31 March 2019. These new frameworks are being coordinated through the operational supplies and services team.

All of the frameworks on the current portfolio have exercised their extension options in 2018/ 2019.

The overall, efficiencies delivered in 2018/ 2019 of 4.2% is above the 2.5% forecast range

The following contracts have been approved at Executive Sub Committee since November/December 2018:

Supply, Delivery and Installation of Hot Beverage Machinery and Supplies

Provision of Energy Advice
Supply & Delivery of Grounds Maintenance Equipment
Supply & Delivery of Light & Heavy Plant
Supply & Delivery of Janitorial Products
Supply, Delivery & Installation of Audio Visual Equipment
Treatment & Disposal of Recycle & Residual Waste (Paper)

2.5   General update

New Associate Members

There has been two new associate members since the last CEOMG:

Link Group Ltd
East Kilbride and District Housing Association Ltd