

Notice of Meeting and Agenda Scotland Excel Chief Executive Officers Management Group

Date	Time	Venue
Wednesday, 15 May 2019	10:00	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

KENNETH GRAHAM
Clerk

Membership

Angela Scott (Aberdeen City Council): Margo Williamson (Angus Council): Cleland Sneddon (Argyll & Bute Council): Steve Grimmond (Fife Council): Annemarie O'Donnell (City of Glasgow Council):

Sandra Black (Renfrewshire Council) - Chair

Video Conferencing

Should any member wish to participate using video conferencing please contact Karen Forrest on 0141 618 7444.

Telephone Conferencing

Should any member wish to participate using telephone conferencing please contact Karen Forrest on 1041 618 7444.

Further Information

This is a meeting which is open to members of the public.

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 either email democratic-services@renfrewshire.gov.uk or telephone 0141 618 7112.

Members of the Press and Public

Members of the press and public wishing to attend the meeting should report to the customer service centre where they will be met and directed to the meeting.

Items of business

Apologies

Apologies from members.

Conflict of Interest

Members are asked to intimate any conflicts of interest in any item(s) on the agenda.

1 Minute 1 - 6

Minute of meeting of the Chief Executive Officers Management Group held on 27 February 2019.

2 Presentation: Care Update

3 Presentation/Discussion: Scotland-wide CMT

Engagement

- opportunity assessments
- care commissioning workshops
- projects costing model

4 Directors Update 7 - 12

Report by Director of Scotland Excel.

5 Date of Next Meeting

Note that the next meeting of the CEOMG will be held at 10.00 am on 28 August 2019 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.



Minute of Meeting Scotland Excel Chief Executive Officers Management Group

Date	Time	Venue
Wednesday, 27 February 2019	14:00	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

Present

Annemarie O'Donnell, Chief Executive (Glasgow City Council) and Sandra Black, Chief Executive (Renfrewshire Council).

By Video Conference

Angela Scott, Chief Executive (Aberdeen City Council) and Cleland Sneddon (Argyll & Bute Council).

By Tele Conference

Margo Williamson, Chief Executive (Angus Council) and Steve Grimmond, Chief Executive (Fife Council).

Chair

Sandra Black, Chair, presided.

In Attendance

J Welsh, Director, H Carr Head of Strategic Procurement, S Brannagan, Head of Customer and Business Services, J McKerrall, Strategic Programme Manager and L Richard, Strategic Procurement Manager (all Scotland Excel); and K Graham, Head of Corporate Governance (Clerk) and R Devine, Senior Committee Services Officer (both Renfrewshire Council).

Apology

Stuart Ritchie, Director of Corporate and Housing Services (Falkirk Council).

Conflict of Interest

There were no conflicts of interest intimated prior to the commencement of the meeting.

1 Minute

There was submitted the Minute of the meeting of the Chief Executive Officers Management Group (CEOMG) held on 19 November 2018.

DECIDED: That the Minute be approved.

2(a) Presentation: Consultancy with Councils Project Update

S Brannagan, Head of Customer and Business Services, gave a presentation to the Group in relation to Scotland Excel's consultancy work with Aberdeen City; Fife and East Renfrewshire Councils. Reference was made to the scope and nature of the respective projects, the goals to be achieved, resources utilised, the position prior to commencement of the project, the current position and the anticipated future position. The approaches employed by Councils and their implications were discussed. It was proposed that the knowledge and experience gained by undertaking the consultancy work be shared to facilitate adoption by others. It was noted that further updates regarding the consultancy work would be submitted to future meetings of the Group.

DECIDED: That the presentation be noted.

2(b) Presentation: Scottish Government Funded Projects Update

J Welsh, Director, gave a presentation to the Group in relation to the Scottish Government funded projects of Care and Support and the Affordable Housing Projects.

The presentation contained information in relation to Care and Support development work, the current position; the work being undertaken to progress the projects together with information on what stakeholders had identified and indicated was important to them. Reference was made during discussion to the challenges associated with development of the National Framework, anticipated benefits to communities and capacity for future provision.

In relation to the Affordable Housing Projects, the presentation provided background information on the Affordable Housing Procurement Commercial Improvement Programme (PCIP), an overview of the PCIP Programme, its aims and the anticipated benefits; together with information on how the sector had performed identifying good practice and areas for improvement; and future cation. It was agreed that the information be shared with wider forums.

DECIDED: That the presentation be noted.

2(c) Presentation: Other Income Streams Including New Build Project Update

H Carr, Head of Strategic Procurement, gave a presentation to the Group in relation to potential 'other' income streams for Scotland Excel which included strategic partnerships with the Scottish Local Government Digital Partnership and the SEEMiS Group. Reference was made to projects being progressed with City Property and Cycling Scotland and the new build housing tender which was currently out to tender with a value of £1.5 billion and was scheduled to commence during August 2019.

There followed discussion in connection with the challenges which had resulted in the strategic partnerships not having progressed as expected, the service agreements entered into, benefits, and their future shape and focus. The potential risk of duplication of effort and activity was noted.

DECIDED: That the presentation be noted.

3 SEEMIS/Digital Office Engagement

There was submitted a briefing note by the Director of Scotland Excel providing an update on Scotland Excel's engagement with the Local Government Digital Office and SEEMiS Group.

The note detailed the background to the establishment of Scotland Excel, outlined the services provided to members and advised that the organisation had been working with other shared service partners to provide commercial support across a range of projects. Specific detail was provided in respect of the Digital Office project and the SEEMiS project.

The Group was advised that (i) Scotland Excel had seconded a member of staff to the Digital Office to provide procurement advice, guidance and support where this was required. Information was provided in relation to foundation projects, supplier engagement, the 'Delivering on Digital' event, social care, information gathering, collaboration with Scottish Government and CoSLA/Scottish Government Management Consultancy work; and (ii) Scotland Excel had supported SEEMiS with procurement projects with a value of almost £2 million and had enabled savings of £547,000 for members. Appendix 1 of the note summarised the value of the work undertaken to date. Current projects included phase 1 of the next generation SEEMiS; a new Early Learning and Childcare Management Information System; a text messaging facility; and a new data hosting facility. Future projects included the procurement projects for an Early Learning and Childcare MIS platform and System Integrator which would be concluded by mid-2019 followed by phase 2 of the next generation school platform and a refresh of the platform's text messaging facilities. It was noted that the SEEMiS management team were keen to continue working in collaboration with Scotland Excel to support these projects.

DECIDED: That the Director would continue to examine and identify more strategic opportunities with SEEMiS and the Digital Office and provide regular updates to this Group.

4 Presentation: Early Years and Childcare

J McKerrall, Strategic Programme Manager, gave a presentation to the Group which provided an overview of activity undertaken by Scotland Excel in relation to the

expansion of early learning and Childcare, following publication of the 'National Standard' and 'Funding Follows the Child' approaches, advised of progress achieved to date, detailed the key themes and identified challenges and the next steps.

During discussion mention was made to challenges associated with payment of the living wage in some areas, the requirement to balance national policy and local decisions and the desirability of standardisation of service provision at a high level.

DECIDED: That the presentation be noted.

5 Presentation: Brexit

L Richard, Strategic Procurement Manager gave a presentation to the Group on Brexit.

The presentation detailed the current position and potential future options/scenarios, advised of collaborative actions taken by Scotland Excel and estimated impacts on food prices of a no-deal scenario, outlined contingency planning arrangements and highlighted required policy interventions. Mention was made during discussion to the recently published Government White Paper entitled "Economic Assessment for Business and Trade of a No-Deal Exit on 29 March 2019", the perceived lack of contingency arrangements put in place by the retail sector and the position in terms of suppliers claiming 'force majeure' in respect of fulfilling existing contracts.

DECIDED: That the presentation be noted.

Sederunt

Angela Scott, Chief Executive (Aberdeen City Council) left the meeting during consideration of the following item of business.

6 Directors Update

There was submitted a report by the Director of Scotland Excel providing an update on key developments within Scotland Excel since the meeting of the Group held on 19 November 2018.

The report provided information in relation to work with the Local Government Digital Office on the Social Care System; information gathering, collaboration with the Scottish Government; the Scottish Government projects on affordable housing, care and support services, care home services for older people, and early learning and childcare; the Scotland Excel Academy; together with updates on the contract plan and contracts approved since September 2018 and new associate members.

During discussion reference was made to the position in terms of Care Home Services for Older People and, in particular, the risk of dispute resulting from the impasse reached in respect of the benchmark for capital value and percentage return. The desirability of using appropriate language to inform the general public of the position was highlighted and it was agreed that appropriate arrangements be made in this connection.

DECIDED: That the report be noted.

7 Date of Next Meeting

DECIDED: That it be noted that the next meeting of the CEOMG would be held at 10.00 am on 15 May 2019 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.



Scotland Excel

To: Chief Executive Officers Management Group

On: 15th May 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 27th February 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

The tender strategy document for the replacement social work care case management system was finalised, with input from colleagues within the social care field. The specification of requirements has been completed, and tender documents will be published by 15 May 2019.

2.1.2 Information Gathering

Scotland Excel continue to support the Digital Office (DO) and councils in the submission of information to the software capture tool that has been developed. Demonstrations to lead ICT council contacts have taken place and information is now being collected. A meeting to agree project activity for 2019 – 2021 has taken place and a statement of works is being developed for formal agreement with the Digital Office.

The tool will provide all local authorities with 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.

2.1.3 Scottish Government Collaboration

Scotland Excel have participated in the Scottish Government's User Intelligence Group in relation to the procurement strategy for 'Internet of Things' (IoT) Technologies and Services. The strategy proposes that Scottish Procurement establishes a single lot Dynamic Purchasing System (DPS) for a range of IoT technologies and services. Scottish Procurement intend to issue the Contract Notice in June 2019 with the DPS being established by August 2019.

2.2 Funded projects

2.2.1 Affordable Housing

At the end of March 19, Scotland Excel completed the last of the on-site visits to housing associations to conduct PCIP's as part of the fully funded Government programme.

The final status of the programme is as follows: -

Completed PCIP (up to end Mar19)	53
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Over the two year programme, engagement took place with a further 43 associations who either had a pre-assessment meeting and decided or declined the opportunity for an assessment. As this was a voluntary programme, Scotland Excel encouraged participation, provided signposting and offered information sharing to everyone in the sector who made contact.

Scotland Excel are working with Scottish Government to shape the future programme and will continue to support the PCIP requirements of the sector. However, at this stage, it is not anticipated that Scotland Excel will receive a high volume of requests from associations requiring a PCIP.

Summary affordable programme highlights since the last report: -

- Scotland Excel is continuing to develop the contract for new build housing and has been engaging with housing associations to raise awareness of the new contract.
- Energy Advice is now a live contract and will provide councils and housing associations with a collaborative contract suitable for both sectors. Scotland Excel has been asked to promote the contract with a speaking slot at the Scottish Federation of Housing Associations (SFHA) Energy conference in Glasgow on May 23rd.
- Launch of the community benefits guide to the housing sector as a joint initiative with SFHA.

2.2.3 Care and Support Services

Following the successful consultation events on the development of the service specification for care and support, a smaller technical group has been established to assist in the development of the procurement documents. The specification is expected to be finalised in May with input from a range of stakeholders.

The technical group are scheduled to meet in April, May and June to continue the framework development including the call off options, terms and conditions and approach to rates.

The second meeting of the Adult Social Care Strategic Steering Group is scheduled to take place in May with the agenda focused on care & support to enable senior stakeholders to input into this important work.

The Scottish Government have confirmed funding to cover the core project costs in 2019/20.

2.2.4 Care Home Services for Older People

Scotland Excel has now taken over operational control of the national care home contract (NCHC) from COSLA and will lead on the next phase of negotiations to conclude the outstanding elements of the Care Cost Model ©. This work will begin in May, with a September deadline for completion, to enable the final model to be used in the fee setting process for 2020.

Work to implement the sourcing strategy and the process which will facilitate compliance with EU principles by introducing advertisement and minimum standard checks has been delayed to enable further discussion with the sector. Scotland Excel, Scottish Care and the Care Inspectorate are working to ensure the checks set out in the sourcing strategy are conducted by the most appropriate organisation.

2.2.5 Early Learning and Childcare

Scotland Excel has concluded the first phase of work to support local authorities' delivery of the new funded entitlement from 2020. Three guidance documents were published at the end of April covering:

- Setting sustainable rates
- Assessing business sustainability
- Contracting options

Scotland Excel will be working with Scottish Government colleagues to determine how best to support the roll out of the new guidance with the local authority regional improvement collaboratives.

The next phase of work to develop template procurement documents and contract terms and conditions is underway. The documents are expected to be published in August/September.

2.3 The Scotland Excel Academy

The Academy is engaging 138 active learners in work-based learning programmes delivering procurement, leadership & management and project management expertise, across 12 cohorts. These programmes span 21 councils and 14 public-sector organisations.

Active programmes (accredited qualifications)

1. Procurement (CIPS Practitioner)	- 2 cohorts
2. Procurement (Advanced Practitioner)	- 2 cohorts
3. Leadership & Management (Diploma)	- 4 cohorts
4. Project Management (PDA)	- 4 cohorts

Scheduled programmes (accredited qualifications)

1. Project Management (HND-level) C#5	starts 09 May 2019
2. Leadership & Management (Degree-level) C#1	starts 13 May 2019
3. Strategic Leadership (Masters-level) C#1	starts 21 May 2019
4. Project Management (HND-level) C#6	starts 30 May 2019
5. Management Coaching & Mentoring (HND-level) C#1	starts 18 June 2019
6. Business Analysis & Innovation (HND-level) C#1	starts 20 Aug 2019

The Academy is actively recruiting learners for these 6 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>

Practice Workshops

A series of non-accredited practice workshops are being created. 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 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.

A series of 25 practice workshops are being created over FY 2019/20. The Academy is actively recruiting for these workshops.

Academy Qualifications Aligned to the Scottish Government (SG) Procurement Development Framework

We are scoping an opportunity to create a portfolio of qualifications that will support development gaps identified from the SG Procurement Directorate's

competency/development framework. This is an identified need from our community.

There is an opportunity for The Academy to undertake an assessment to become a credit rating body of the Scottish Credit and Qualifications Partnership, leading to Scotland Excel being able to design and deliver nationally recognised qualifications fully aligned to the development framework.

This is a significant piece of work which is being scoped for a potential November 2019 or February 2020 application.

These SCQFP accredited qualifications will complement the professional body accredited qualifications, and will run in parallel.

2.4 Update on the Contract Plan and Contracts approved since February 2019

There are 68 current frameworks in the Scotland Excel contract portfolio, with 12 of these frameworks to be renewed by 31 March 2020. It is also planned that a further 8 new frameworks will be added to the portfolio during that period. Four of these new frameworks are being coordinated through the operational supplies and services team.

Sixteen of the frameworks on the current portfolio have extension options that are likely to be exercised in 2019/ 2020 with two of these extensions already approved.

The overall efficiencies delivered in 2018/ 2019 of 4.2% is above the 2.5% forecast range; this figure will continue to be monitored throughout 2019/ 2020

The following contracts have been approved at Executive Sub Committee since February 2019:

Supply, Delivery & Maintenance of Vending Machines
Supply, Delivery, Maintenance & Repair of Cleaning Equipment
Supply & Delivery of Building & Timber Materials

Care Home Services for Older People – Scotland Excel took over operational contract management on 1 April 2019

2.5 General update

New Associate Members

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

Cycling Scotland
The Highlands and Islands Transport Partnership (HITRANS)

