

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 27 January 2023	09:30	Remote using Microsoft Teams Platform,

Present

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 Altany Craik (Fife Council); Councillor Ruairi Kelly (Glasgow City Council); Councillor Derek Loudon (Highland Council); Councillor Michael McPake (North Lanarkshire Council); Councillor Dennis Leask (Shetland Islands Council) and Councillor Peter Henderson (South Ayrshire Council).

Chair

Councillor Craik, Vice Convener, presided.

In Attendance

J Welsh, Chief Executive, H Carr, Director of Strategic Procurement, S Brannagan, Director of Customer & Business Services, I McNaught, Strategic Organisational Manager, A McCarty, Senior Procurement Specialist, E Hay, Strategic Procurement Manager, L Campbell, Customer Services Manager, L Muir, Category Manager, G Sutherland, Assistant Category Manager, D Doonan, Assistant Procurement Specialist, P Barnes, Project and Account Manager, K Forrest, Office Manager, and L Mooney, Senior Communications Specialist (all Scotland Excel); and C McCourt, Head of Finance & Business Services, T McGowan, Senior Accountancy Assistant, L Mitchell, Managing Solicitor (Contracts & Conveyancing), L Belshaw, Democratic Services Manager and K O'Neill, Assistant Democratic Services Officer (all Renfrewshire Council).

Apologies

Councillor Christina Larsen (North Ayrshire Council), Councillor John Shaw (Renfrewshire Council) and Councillor Walter Brogan (South Lanarkshire Council).

Declarations of Interest

There were no declarations of interest 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 9 December 2022.

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 9 December 2022.

The report intimated that at the end of period 9, Scotland Excel was projecting a breakeven position by year-end in its core activities and a planned £0.043 million increase in committed project reserves by year-end. It was noted that both core and projects budgets would be monitored closely over the remainder of the financial year, targeted at a break-even position for core operations by March 2023. 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 2022/23 and included a summary of movement in both the revenue reserve and the project reserves.

DECIDED: That the report be noted.

Sederunt

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

3(a) Contract for Approval: Supply and Delivery of Janitorial Products

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a renewal framework for the supply and delivery of janitorial products for a period of four years from 1 March 2023 until 28 February 2027. It was noted that subject to approval and completion of a standstill period, it was anticipated that the framework agreement would commence on 1 March 2023.

The framework would provide members with a mechanism to procure a range of janitorial products including, but not limited to, paper-towels, cleaning chemicals, hand-soap, refuse sacks and cleaning equipment.

The report summarised the outcome of the procurement process for this national framework which had been divided into four lots, as detailed in table 1 of the report.

The report advised that the framework had been advertised with a potential value of £14 million per annum and Appendix 1 to the report detailed the participation and spend summary of those participating in the framework.

Tender responses had been received from 20 suppliers and Appendix 2 to the report provided a summary of the offers received. 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 scoring achieved by each bidder.

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 12 suppliers across the four lots, as outlined in Appendix 3 to the report.

Appendix 4 to 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.

The report intimated that, in accordance with Scotland Excel's established contract and supplier management programme, the framework had been classified as class D in terms of risk and spend, as detailed in Appendix 5 to the report.

DECIDED: That the award of the multi-supplier framework for supply and delivery of janitorial products, as detailed in Appendix 3 to the report, be approved.

3(b) **Contract for Approval: Building Construction Consultancy**

Under reference to item 3(a) of the Minute of the meeting of this Sub-committee held on 21 October 2022, there was submitted a report by the Chief Executive of Scotland Excel relative to the award of the first national framework for building construction consultancy services for a period of two years from the commencement date with an option to extend for up to a further 24-month period. It was noted that subject to approval and completion of a standstill period, the framework was intended to commence around 1 December 2022.

The report intimated that following approval of this national framework at the meeting of the Executive Sub-committee held on 21 October 2022, updates were required to reflect the evaluation outcome and specific changes were required to lots 5 and 11 to correct formatting errors and these were identified in appendices 2 and 3, highlighted yellow. The Executive Sub-committee was further advised that Appendix 2 required to be amended to correct a typographical error relative to the entry for Savills (UK) Ltd such that reference to lot 14, all regions, should be removed from the "lots/regions awarded" information, as this part of their bid was not successful. The report had been brought back to the Sub-committee for fresh approval and superseded previous reports. Subject to this approval, the standstill period would be commenced with the framework commencing in February 2023.

As previously advised, the framework would provide members with a mechanism to procure services relating to buildings and their surrounding grounds. The report advised that, following delivery of Scotland Excel's New Build Residential Construction (NBRC) framework in 2019, there had been growing demand to deliver a consultancy framework to support the NBRC framework. Scotland Excel operated frameworks for other building construction works such as demolition, asbestos removal and energy efficiency contractors which this framework would also support.

The report summarised the outcome of the procurement process for this national framework which had been divided into 14 lots, as detailed in table 1 of the report. All lots were sub-divided by eight regions, as detailed in table 2 of the report, and it was noted that suppliers could opt to offer for one, some or all regions.

The report advised that the framework had been advertised with an estimated spend of £100 million over the maximum four-year period and Appendix 1 to the report detailed the participation and spend summary of those participating in the framework.

Tender responses had been received from 137 suppliers and Appendix 2 to the report provided a summary of the offers received. Suppliers who were deemed non-compliant were advised that their offer or part of their offer would not be considered further. One supplier was non-compliant for all lots as they rejected the advertised terms and conditions, and one supplier was partly non-compliant as they failed to submit a required element of their commercial submission.

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 scoring achieved by each bidder.

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 93 suppliers across the 14 lots, as outlined in Appendix 3 to the report.

Appendix 4 to 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.

The report intimated that, in accordance with Scotland Excel's established contract and supplier management programme, the framework had been classified as class B in terms of risk and spend, as detailed in Appendix 5 to the report.

DECIDED:

(a) That the updated report for the award of the multi-supplier framework for building construction consultancy services, including amendments as detailed in appendices 2 and 3 to the report, be approved; and

(b) That Appendix 2, once amended, be reissued to members of Scotland Excel Executive Sub-committee.

4 Request for Associate Membership: Moray College UHI

There was submitted a report by the Chief Executive of Scotland Excel advising that Moray College UHI, part of the University of the Highlands and Islands, 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 Moray College UHI 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 **Overview of the Scotland Excel Academy**

There was submitted a report by the Chief Executive of Scotland Excel presenting an overview of the Scotland Excel Academy and which identified development opportunities for the future.

The report intimated that the Academy provided an award-winning multi-disciplinary development portfolio as detailed in figure 1 of the report; delivered learning which was typically 40-50% below market pricing; and spanned accredited learning, leading to a qualification, and unaccredited learning. Further detail was provided in the report.

The report advised that local authorities had requested lower cost and shorter duration development programmes and the Academy had explored a range of development programme options that would be achieved in a much quicker timeframe, remain of high academic standard, and be more cost effective for members. The new strategy would support lifelong development to ensure the right people could be hired and retained, addressing the current challenges in the labour market and aimed to offer learners a choice in the way that they become lifelong learners in the field of procurement.

The report noted that the new Academy Strategy would be based on responses to the questionnaire issued to Councils in December 2022 and would be presented to a future meeting of the Executive Sub-committee for consideration.

DECIDED:

(a) That Scotland Excel's work-based-learning Academy be noted as a core people and organisational development solution across the Scottish public-sector, providing high quality, cost-effective useful learning;

(b) That Scotland Excel provide members of the Executive Sub-committee with a login to access the Academy; and

(c) That it be agreed that members be ambassadors for the Academy, promoting the depth and breadth of its portfolio and innovative cost-effective approach to work-based learning.

Sederunt

Councillor Kelly left the meeting prior to consideration of the following item of business.

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 17 February 2023.