

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

Date	Time	Venue
Monday, 26 February 2018	10:00	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

KENNETH GRAHAM
Clerk

Membership

Annemarie O'Donnell (City of Glasgow Council): Joyce White (West Dunbartonshire Council):
Cleland Sneddon (Argyll & Bute Council): Angela Scott (Aberdeen City Council): Mary Pitcaithly
(Falkirk Council)

Sandra Black (Renfrewshire Council) - Chair

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 www.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.

Video Conferencing

Should any member wish to participate using video conference, please contact Lesley Jones on 0141 618 7444.

Items of business

Apologies

Apologies from members.

- | | | |
|----------|---|----------------|
| 1 | Minute of the Chief Executive Officers Management Group | 5 - 8 |
| | Minute of meeting of the Chief Executive Officers Management Group held on 6 November 2017. | |
| 2 | Update from Joint Committee - Governance and Funding | |
| | Verbal Update | |
| 3 | New Build Housing Project | 9 - 10 |
| | Report by Director of Scotland Excel | |
| 4 | Procurement and Commercial Improvement Programme (PCIP) Update | |
| | Presentation | |
| 5 | Care Update | |
| | Presentation | |
| 6 | Contract and Supplier Management in Local Government | |
| | Presentation | |
| 7 | Directors Update | 11 - 14 |
| | Report by Director of Scotland Excel | |
| 8 | Meeting Schedule - 2018 | |
| | 21 May, 27 August and 19 November, 2018. | |
| 9 | AOB | |



Minute of Meeting Scotland Excel Chief Executive Officers Management Group

Date	Time	Venue
Monday, 06 November 2017	10:00	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

PRESENT

Joyce White, Chief Executive (West Dunbartonshire Council); and Annemarie O'Donnell, Chief Executive (City of Glasgow Council).

BY VIDEOLINK

J Orr, Head of Customer and Support Services (Argyll & Bute Council).

BY TELEPHONE

Angela Scott (Aberdeen City Council); Stuart Ritchie, Director of Corporate and Housing Services (Falkirk Council); and Valerie Andrews, Executive Director – Resources, Government and Organisation (South Ayrshire Council).

CHAIR

In the absence of the Chair, Joyce White, the Chair's nominee, chaired the meeting.

IN ATTENDANCE

Julie Welsh, Director, Hugh Carr Head of Strategic Procurement, Stephen Brannagan, Head of Customer and Business Services, Jennifer McKerrall, Christopher Gibson, Procurement Co-ordinator (Policy), and Charlotte Craig, Business Change Project Manager (all Scotland Excel); and Lynn Mitchell, Managing Solicitor (Contracts/Conveyancing) and Elaine Currie, Senior Committee Services Officer (both Renfrewshire Council).

APOLOGIES

Cleland Sneddon, Chief Executive (Argyll & Bute Council); Mary Pitcaithly, Chief Executive (Falkirk Council); Sandra Black, Chief Executive (Renfrewshire Council) and Annemarie O'Donnell, Chief Executive City of Glasgow Council) (for lateness).

ORDER OF BUSINESS

The Chair intimated that to facilitate the conduct of the meeting, item 3 of the agenda would be considered after item 1 of the agenda.

1 MINUTE

There was submitted the Minute of the meeting of the Chief Executive Officers Management Group held on 12 June 2017.

DECIDED:

- (a) That the Minute be approved; and
- (b) That Minutes of this Group be submitted to SOLACE.

2 SCOTLAND EXCEL'S FUTURE GOVERNANCE ARRANGEMENTS: INITIAL CONSIDERATIONS

Christopher Gibson gave a presentation to the group on the initial considerations on Scotland Excel's future governance arrangements which covered the aims of potential revision to Scotland Excel governance arrangements; the options, being (1) the current model, (2) a revised current model with wider powers, (3) adding a trading company under the current model or revised current model and (4) conversion into an arms-length external organisation with a trading subsidiary.

DECIDED:

- (a) That the presentation be noted;
- (b) That the Director of Scotland Excel prepare more detailed business cases on options (1) the current model, (2) a revised current model with wider powers, and (3) adding a trading company under the current model or revised current model and that these be submitted to the next meeting of the Group; and
- (c) That conversion into an arms-length external organisation not be considered further at present.

SEDERUNT

Annemarie O'Donnell entered the meeting during consideration of the following item of business.

3 ANNUAL CONFERENCE AND SUPPLIER AWARDS

Charlotte Craig gave a presentation to the group on the Scotland Excel Conference and Supplier Awards 2018 which covered the objectives of the conference and awards; the supplier award categories; and details of the theme for the conference 'Delivering Better Outcomes'.

It was proposed that commercialisation be included in the Innovation theme; that inclusive growth be included in the Stronger, Fairer, Inclusive theme; that consideration be given to the Sustainability theme and how elected members may view this as meaning procure more locally; that the outline programme be circulated to members of the group. This was agreed.

DECIDED:

(a) That the presentation be noted; and

(b) That commercialisation be included in the Innovation theme; that inclusive growth be included in the Stronger, Fairer, Inclusive theme; that consideration be given to the Sustainability theme and how elected members may view this as meaning procure more locally; and that the outline programme be circulated to members of the group.

4 FIFE PROPOSAL

Stephen Brannagan gave a presentation to the group on the work undertaken by Scotland Excel for Fife Council which included the background to the proposal; strategic commissioning; developing capability and capacity; details of the programme and project portfolio; the challenges and opportunities; and the next steps.

DECIDED:

(a) That the presentation and progress made be noted;

(b) That it be noted that this matter would be taken to the Joint Committee for noting; and

(c) That a progress update be submitted to the next meeting of this Group.

SEDERUNT

Angela Scott and Stuart Ritchie left the meeting prior to consideration of the following item of business.

5 NEW BUILD HOUSING OPPORTUNITY

Jennifer McKerrall gave a presentation to the group on the new build housing opportunity providing background details; national procurement solution benefits; details of the two year proposal; other potential new low carbon projects being district heating and electric vehicle charging.

DECIDED:

(a) That the presentation be noted; and

(b) That Scotland Excel seek funding of £500,000 over two years to develop a national framework for new build housing; £250,000 over two years for a district heating framework; and £140,000 over two years for electric vehicle charging framework.

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 last meeting of this group held on 12 June 2017.

The report detailed information in relation to LGDT; the Scottish Government projects on social care and housing; the careers event held on 7 March 2017 in Glasgow; contracts approved by the Executive Sub-committee in March 2017; an update on new associate members; the PCIP status and the work being undertaken to contact and meet with Joint Committee members.

In relation to the careers event held in Glasgow, it was proposed that consideration be given to hosting a joint career recruitment event with local authorities. It was noted that candidates were signposted to procurement positions within local authorities.

DECIDED:

(a) That the report be noted; and

(b) That consideration be given to hosting a joint career recruitment event with local authorities.

7 ANY OTHER BUSINESS

DECIDED: That it be noted that there were no other items of business for consideration.

8 DATE OF NEXT MEETING

DECIDED: That the next meeting of the group be held at 10.00 am on 26 February 2018 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.

Scotland Excel

To: Chief Executive Officers Management Group

On: 26 February 2018

**Report
by
Director of Scotland Excel**

New Build Housing Project

1. Summary

To provide CEOMG members with an update on the proposal for Scotland Excel's to a national new build housing framework to support local authorities meet their targets in relation to provision of affordable housing.

2. Recommendations

Members are asked to note the proposals outlined in sections 4 and 5.

3. Background

- 3.1 The Scottish Government has set a target to deliver at least 50,000 homes by 2021, backed by over £3 billion in funding. It is anticipated that to meet future demand for affordable housing across Scotland, there will be an ongoing need for a national framework solution.
- 3.2 Local government and the affordable housing sector will be required to undertake considerable procurement activity to meet this ambitious house building programme. Elected members and housing associations have called for a national solution to be implemented as generally the sector undertakes individual procurement exercises for each new housing project.
- 3.3 A national procurement approach will generate significant operational efficiencies, particularly around developing technical specifications, as well as mitigating potential bottlenecks within the procurement process. A national approach would also facilitate monitoring and reporting of additional benefits delivered through the new build programme, including social value.
- 3.4 To pursue a national framework for new build housing, Scotland Excel would need additional investment to increase the size of its small construction category team and bring in the necessary skills and experience.

4. Funding Proposals

- 4.1 Scotland Excel requires one-off project funding to the amount of £500k to establish the framework. All future contract management and re-tendering costs are built into the proposed rebate model so that the project is self-funding in the long-term.
- 4.2 Scotland Excel has shared two possible models to enable local authorities to fund the initial project start-up costs. Model 1 is based on the standard Scotland Excel funding model based on population size and model 2 is based on participating local authorities funding an equal share of the costs.
- 4.3 Local authorities have been asked to confirm their interest and preferred funding model option by 22 February 2018.
- 4.5 Frameworks established under either initial funding model would include a 0.5% supplier rebate. From this amount Scotland Excel would retain the operating costs associated with the contract management and future re-tendering of the framework. The remaining rebate amount would be distributed amongst those initial funders.
- 4.7 Scotland Excel believe the remaining rebate amount has the potential to reflect a significant return on investment for those initial funders with a rebate amount of at least £930k anticipated following the first year of activity.

5. Conclusion

Members will be updated verbally on 26 February 2018 on the level of local authority interest, preferred funding model option and associated funding contributions for confirmed participants.

Scotland Excel

To: Chief Executive Officers Management Group

On: 26 February 2018

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 6th November 2017.

2. Summary

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

2.1 LGDT update

Scotland Excel continues to work closely with the Chief Digital Officer to ensure alignment with the LGDT Board, and to provide procurement support as appropriate.

The procurement of a replacement for the SEEMIS system is almost complete, with best and final offers due on 16 February, and the new contract is scheduled to start in April 2018.

A PIN Notice has been issued to facilitate better engagement with IT and digital suppliers.

2.2 Scottish Government funded projects – Affordable Housing/Social Care

Affordable Housing

Scotland Excel continue to support the housing sector with the Scottish Government funded programme assessing housing associations procurement capability(PCIP). Scotland Excel are working with fifty three associations who volunteered for the programme and all have engagement with the team. It is anticipated that by April 18 there will be 35 full day pre-assessments and 15 full day PCIP's completed. A benefit to local government with this programme is that housing associations active in Scotland Excel contract technical panels are working alongside council colleagues and developing collaborative relationships.

Social Care – Adult Supported Living/ Care at Home

Adult supported living and care at home services are estimated to cost local government £850m per annum. Scotland Excel recognises that social care reform is now urgent, particularly with the demographic challenges the nation faces from its aging population. Scotland Excel approached the Scottish Government for financial investment to expand its social care procurement shared services in order to develop solutions in these areas. The resultant two year funding has allowed Scotland Excel to commence an ambitious work programme that will ensure procurement plays its part in supporting the Scottish Government's flagship reform of health and social care. This project has a number of potential benefits including improved governance, operational efficiencies and supporting local economies. The procurement strategy for adult supported living and care at home are in development and due for completion by the end of February.

2.3 Operational Supplies & Services

This project for small value procurement was approved by the Joint Committee in December 2016 funded by a forecasted supplier rebate of £135k. Operational Supplies and Services have delivered seven frameworks to date, with combined forecast savings in excess of £850k per annum. A further two frameworks are currently at tender stage and will be presented at the March and April Executive Sub Committee Meetings. 9 frameworks are scheduled to be delivered in the financial year 2018/19.

2.4 The Scotland Excel Academy

The Scotland Excel Academy supports accredited work-based-learning, collaborating with 3 professional bodies and 7 Scottish university business school partners. The Academy delivers professional qualifications in procurement, leadership & management and project management.

The procurement qualification (MCIPS) is accredited by the Chartered Institute of Procurement and Supply (CIPS), whilst the leadership and management qualifications are accredited by the Chartered Management Institute (CMI). In addition, Scotland Excel is the only public body in Scotland able to assess and award Chartered Manager.

The work-based-learning methodology provides a quick return for both the individual and the employer, where the learner directly applies new knowledge to their work-based-practice through project work.

The Academy delivers qualifications up to degree level, at a significant financial saving over existing private sector provision.

The Academy supports a community of practice nationally, delivering regional practitioner workshops sharing best practice and masterclasses sharing thought leadership.

2.5 Contracts approved since June 2017

The following contracts have been approved at Executive Sub Committee since November 2017:

Heavy and Municipal Vehicles
Pest Control Services and Associated Products)
Steeplejacks and Associated Services
Supply & Distribution of Milk
Supply and Delivery of Trade Materials
Supply, Delivery, Installation and Maintenance of Water Coolers and Associated Consumables
Pest Control Services and Associated Products
Catering Machine Repairs
Swimming Pool Chemicals
Library Books and Textbooks

2.6 General update

New Associate Members

There have been seven new associate members since the last CEOMG.

- Kingdom Housing Association (17th Nov Committee)
- Oak Tree Housing Association (17th Nov Committee)
- West of Scotland Housing Association (17th Nov Committee)
- Caledonia housing Association (26th January 2018 Committee)
- Routes to Work (8th December Committee)
- Design Dundee (8th December Committee)
- Scottish Children's Reporter Administration (8th December Committee)

Scottish Public Service Awards

We were delighted to receive The Commercial Partnership Award at the Scottish Public Service Awards held at The Scottish Parliament in December 2017.

This was for our Domestic Furniture and Furnishings framework, which is the primary means by which local authorities in Scotland spend their allocation of the government's Scottish Welfare Fund to furnish temporary homes for those in need.

10 Year Anniversary

The organisation will celebrate it's 10 year anniversary in April this year, and plans are underway to mark the occasion in a suitable manner.

