

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

Date	Time	Venue
Monday, 19 November 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): Kenneth Lawrie
(Falkirk Council)

Sandra Black (Renfrewshire Council) - Chair

Video Conferencing

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

Telephone Conferencing

Should any member wish to participate using telephone conferencing please contact Lesley
Jones on 0141 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.

Conflicts of Interest

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

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|----------|--|----------------|
| 1 | Minute | 5 - 8 |
| | Minute of meeting of the Chief Executive Officers Management Group held on 27 August 2018. | |
| 2 | Update on CEOMG Membership/SOLACE Meeting | |
| | Verbal report. | |
| 3 | Funding 2019/20 Update | |
| | Presentation. | |
| 4 | Brexit Update | |
| | Presentation. | |
| 5 | Projects Update | |
| | Presentation. | |
| 6 | Directors Update Report | 9 - 14 |
| | Report by Director of Scotland Excel. | |
| 7 | Meeting Dates 2019 | 15 - 16 |
| | Report by Clerk. | |



Minute of Meeting Scotland Excel Chief Executive Officers Management Group

Date	Time	Venue
Monday, 27 August 2018	10:00	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

Present

Annemarie O'Donnell, Chief Executive (Glasgow City Council) and Clelland Sneddon, Chief Executive (Argyll & Bute Council).

By Video Conference

Angela Scott, Chief Executive (Aberdeen City Council).

Chair

In the absence of the Chair, Annemarie O'Donnell, the Chair's nominee, chaired the meeting.

In Attendance

J Welsh, Director, H Carr Head of Strategic Procurement, S Brannagan, Head of Customer and Business Services, A Richmond, Senior Procurement Manager, Z Brawn, Senior Procurement Specialist, I McNaught, Customer Development Manager, S Blackhall, Senior IT Specialist, and A Stewart, Senior Procurement Specialist (all Scotland Excel); and K Graham, Head of Corporate Governance (Clerk) and E Currie, Senior Committee Services Officer (both Renfrewshire Council).

Apologies

Sandra Black, Chief Executive (Renfrewshire Council); Joyce White, Chief Executive (West Dunbartonshire Council) and Kenneth Lawrie, Chief Executive and Stuart Ritchie, Head of Customer and Support Services (both Falkirk Council).

1 Minute

There was submitted the Minute of the meeting of the Chief Executive Officers Management Group held on 21 May 2018.

DECIDED: That the Minute be approved.

2 The Academy

I McNaught, Customer Development Manager, gave a presentation to the group in relation to the Scotland Excel Academy which included information on the vision for the Academy; the courses available; learning programmes in the Academy Portfolio; information on the flexible schedule of obtaining units and credits; information on the cost of delivering a Project Management course, 4 Foundations of Public Service Collaborative Innovative Change course, and information on non-accredited Customer and Supplier Management Scotland Excel qualification; and the Academy Roadmap.

It was proposed that the Director of Scotland Excel deliver this presentation to SOLACE to advise members of the work of the Scotland Excel Academy. This was agreed.

DECIDED:

(a) That the presentation be noted; and

(b) That the Director of Scotland Excel deliver this presentation to SOLACE to advise members of the work of the Scotland Excel Academy.

3 Digital Update

S Brannagan, Head of Customer and Business Services, Alistair Stewart, Senior Procurement Specialist and S Blackhall, Senior IT Specialist gave a presentation to the group in relation to the Spend Data Repository and Business Intelligence Projects which included information on the background to the projects; information on the technical and spend data storage requirements; the current status of the Spend Data Repository and Business Intelligence projects; market intelligence on care homes for older people which included the separate data sources of council/HSCP, CI data storage and Spikes Cavell observatory; and market information available in relation to the care home contract.

The presentation included a demonstration of the Business Intelligence reports

DECIDED: That the presentation be noted.

4 Care Update

A Richmond, Senior Procurement Manager gave a presentation to the group providing an update on Social Care.

The presentation included information on adult and older people services; care homes and associated challenges; and care and support and associated challenges.

DECIDED: That the presentation be noted.

5 Early Learning and Childcare

Z Brawn, Senior Procurement Specialist gave a presentation to the group on the work undertaken by Scotland Excel in relation to the Early Learning and Childcare Expansion.

The presentation included the background and an overview of the project; upcoming changes; the size and shape of the current market; local authority commissioning; and an overview of the work undertaken by Scotland Excel.

The group discussed the challenges ahead, including a new stakeholder group and sustainability; issues around Funding Follows the Child including expectations and reality, fundamental change, and whether councils were ready for a 'blended' approach; and the current working models for Early Learning and Childcare and procurement.

DECIDED: That the presentation be noted.

6 Director's 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 21 May 2018.

The report detailed information in relation to work with the Local Government Digital Office; the Scottish Government projects on affordable housing, new build housing, care and support services, care home services for older people, and early learning and childcare; the Scotland Excel Academy; an update on the contract plan and contracts approved since June 2018; an update on new associate members; and the membership of this group.

DECIDED: That the report be noted.

7 Date of Next Meeting

DECIDED: That it be noted that the next meeting of the group would be held at 10.00 am on 19 November 2018 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.

Brexit

At the close of the meeting a discussion took place regarding Brexit. The Director of Scotland Excel advised that the Scottish Government held monthly conference calls to share practice.

The Head of Strategic Procurement advised that Scotland Excel had compiled a position paper broken down by category and that the risks would be reported to a future meeting of this group.

Valedictory

The Chair advised that this was Andrew Richmond's last CEOMG meeting before he retired from Scotland Excel. Members thanked him for his many years of hard work and contribution to Scotland Excel and wished him well for a long and happy retirement.



Scotland Excel

To: Chief Executive Officers Management Group

On: 19th November 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 27th August 2018.

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

Scotland Excel and the Digital Office are leading a technical panel currently creating a specification of requirements for a social care solutions framework. A collaborative approach has been taken to the requirements gathering with six Councils included in the project.

A prior information notice has been advertised to alert the market to this procurement opportunity, requirements will be published prior to the end of the calendar year, with evaluations being carried out in the spring of 2019.

2.1.2 Supplier Engagement

To support the wider foundations projects of the Digital Office, a register of interested suppliers, by project, has been created to enable project leads to engage with the market.

2.1.3 Information Gathering

We continue to collect information from the Digital Office Partnership to create a national view of software systems in use, supplier details with contract and cost information. This will allow us to identify short, medium and longer terms opportunities for collaborative procurement, contract management, community benefits and financial efficiencies.

2.1.4 Procurement Methods Event.

There has been comment at several Digital Office events that there is a need for a better understanding of procurement routes to market and associated options amongst ICT and transformation management who often find themselves leading in software and hardware procurements. We are currently canvassing all Councils to determine levels of interest in attending an event to highlight routes to market and methodologies available to inform as necessary.

2.1.5 Scottish Government Collaboration

Scotland Excel and the Digital Office are working with the Cyber Resilience Unit to assist in the evaluation of a Cyber Security Assessment toolkit that will be made available to the wider public sector to ensure suppliers have the appropriate level of Cyber accreditation in respect of services offered.

Scotland Excel are also engaged in early discussions around the demand from Council for procurement services that support Internet of Things projects. Scotland Excel have assisted in the distribution of a survey to identify demand and will contribute to the scoping exercise of a Dynamic Purchasing System if demand is established.

2.2 Funded projects

2.2.1 Affordable Housing

Scotland Excel have been working with sixty-six housing associations across Scotland as part of the fully funded Procurement Commercial Improvement Programme(PCIP). At the end of October 2018 there were 33 full day PCIPs completed, a further 15 scheduled by December 2018 with the remainder being scheduled this financial year. Scotland Excel have engaged with a further 31 housing associations resulting from attending conferences or as a follow up from the second Scottish Government letter in July to encourage participation in the programme. Scotland Excel are working with the Scottish Federation of Housing Associations(SFHA) to develop a guide for the sector on community benefits, using best practice examples provided to SFHA by the associations or to Scotland Excel at PCIP. Councils have benefited from the PCIP programme in several ways, including the newly awarded contract for gas & boiler maintenance which benefits both councils and housing associations due to the increased volumes and associated savings.

2.2.2 New Build Housing

The main aspects of the strategy for the New Build Residential Construction framework have now been agreed with councils. The strategy documents are being finalised and are scheduled to be circulated in November.

In developing the strategy, Scotland Excel have undertaken a significant stakeholder engagement exercise to ensure that the framework is an effective and efficient route to market for both purchasers and contractors.

A wide range of sustainability and social benefits will be incorporated into the arrangement including: a flexible specification based on a high standard of energy efficiency, community benefits (based on employment and training to address specific gaps in the construction sector), fair work practice considerations and fair payment practices for sub-contractors. In addition, the framework will also support the use of local sub-contractors, social enterprises and supported businesses.

Scotland Excel will tender under a restricted procure with the first stage being the Invitation to Participate (ITP) scheduled to be released to the market by the end of November. The framework is expected to go live in August 2019.

2.2.3 Care and Support Services

Scotland Excel has been working with provider representative bodies, CCPS and Scottish Care to address concerns raised over the development of a national framework. Scotland Excel has reviewed and incorporated feedback into the procurement strategy.

The Scottish Government has agreed a revised project timetable and confirmed in principle that they will continue to fund the care and support project for a further year April 2019 to March 2020. The revised project plan will include additional time for stakeholder engagement prior to issuing the tender and for the period after the national framework goes live to ensure a robust mobilisation phase.

In addition, the Scottish Government are developing a national programme for Adult Social Care reform and Scotland Excel have been working with them to ensure that the work to develop a national framework for care and support complements the work of this programme.

Scotland Excel are also reviewing the current project governance with reference to the proposed technical groups, User Intelligence Groups (UIGs) and the potential development of an Adult Social Care strategic steering group. An Adult Social Care strategic steering group will provide a forum for partners to input and be kept informed of developments in Scotland Excel work streams and for partners to influence the direction of the projects. It is intended that the group will cover the range of projects in the Adult Social Care portfolio and include Local Authorities/HSCPs, Scottish Government, COSLA, the Care Inspectorate and provider representative bodies.

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

Scotland Excel is providing a range of services to support the local commissioning of care home services for older people.

We continue to expand and improve our web-based market intelligence reports to councils to assist with assessing choice of homes, identifying where quality incentive payments are in place and managing risk through the provision of financial health reports. We are now looking to include trend data, sourced via the Information Services Department (ISD)

Scotland Excel, COSLA and Scottish Care are still seeking an agreed position on benchmarks for capital value and percentage return.

Work continues in the development of a sourcing strategy building on current best practice, and furthers compliance with EU principles by introducing advertisement, minimum standard checks and potential national monitoring of elements such as Scottish Living Wage.

The transfer of operational management for the National Care Home Contract (NCHC) to Scotland Excel is complete. The current service offering being accessed by the participating councils is now extended to include NCHC activities.

NHS Highland has now joined the collaborative and a meeting has been arranged with North Lanarkshire Council. Should North Lanarkshire join this will mean that all mainland councils / partnerships are participating members in the project.

2.2.5 Early Learning and Childcare

Scotland Excel has recently undertaken extensive engagement with councils and with provider bodies to develop the guidance and supporting material for the Early Learning and Childcare project for 2020.

All 32 councils have been contacted to provide feedback on the direction and scope of the guidance. Three focus groups have been held to date, which were attended by 18 councils, with further meetings scheduled to engage with remaining councils.

In addition, national provider bodies were engaged to gather feedback on key issues and themes relevant to the guidance that affect current and potential providers. The provider bodies contacted were National Day Nursery Association (NDNA), Early Years Scotland (EYS), Care and Learning Alliance (CALA), Scottish Childminding Association (SCMA) and Partners for 2020.

This month, a survey will be issued to individual providers to seek their views on the guidance.

As the documentation develops, updates will be regularly shared with councils and provider bodies for further feedback and consideration.

Regular updates are also scheduled with the Scottish Government and the Service Model Working Group, as well as ad-hoc arrangements with other forums

and groups, to ensure that project progress is communicated to relevant stakeholders.

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.

2.3 The Scotland Excel Academy

Our leadership and management cohort#1 were awarded their level 5 (HND) and level 6 (Degree) certificates in management and leadership on 10 October 2018; with a 91% pass rate at level 5 and 73% pass rate at level 6.

The Academy has delivered 32 workshops, engaging 87 learners across 7 cohorts through the current active programmes –

1. Leadership and Management - 3 cohorts
2. CIPS Practitioner – 2 cohorts
3. PDA Project Management – 2 cohorts

The Practitioner cohort#1 programme has now been delivered and is entering the final assessment phase.

The following programmes are tentatively scheduled -

1. PDA Project Management cohort#3	SCQF8	06 Nov 2018
2. Advanced Practitioner cohort#1	SCQF8 & 9	27 Nov 2018
3. Strategic Leadership cohort#1	SCQF11 [Masters level]	22 Jan 2019
4. Leadership and management flexible schedule	SCQF8 & SCQF9	31 Jan 2019
5. Practitioner cohort#3		13 Feb 2019
6. Advanced Practitioner cohort#2		28 March 2019
7. Introduction to strategic procurement	1day non-accredited	tbc
8. CSM fundamentals	1day non-accredited	tbc

We are scoping some new delivery opportunities -

1. Management coaching and mentoring programme at level 3 (Higher) and level 5 (HND)
2. Leadership coaching and mentoring at level 7 (Masters)
3. Commercial Innovation and Implementation programme at SCQF8 (HND) and SCQF9 (Degree)

From a sharing practice perspective, the Academy has delivered -

- | | |
|---|--------------|
| 1. P2P process and automation teleconference | 26 Sept 2018 |
| 2. CSM practitioner workshop | 02 Oct 2018 |
| 3. Find your path to procurement success at Procurex 2018 | 23 Oct 2018 |

A thought leadership masterclass on indexation is scheduled to be delivered in Stirling on 03 December 2018.

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

There are 64 current frameworks in the Scotland Excel contract portfolio, with 9 of these frameworks to be renewed before 31 March 2019. It is also planned that a further 4 new frameworks will be added to the contract portfolio by 31 March 2019. Three of these are being coordinated through the operational supplies and services team.

One contract extension has been exercised and a further 3 of the frameworks on the current portfolio have extension options that are likely to be exercised in 2018/2019

The overall, efficiencies delivered to date of 4.3% is above the 2-4% forecast range

The following contracts have been approved at Executive Sub Committee since September 2018:

Domestic Gas Boiler Maintenance
Supply, Delivery & Installation of Commercial Catering Equipment
Supply and Delivery of Road Signage Materials
Technology Enabled Care

2.5 General update

New Associate Members

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

Homes for Life Housing Partnership Ltd
The Wise Group
Advice Direct Scotland
SESTran (South East of Scotland Transport Partnership)
Cairn Housing Association Ltd



Scotland Excel

To: Chief Executive Officers Management Group

On: 19 November 2018

**Report
by
the Clerk**

Meetings of the Chief Executive Officers Management Group in 2019

1. Summary

- 1.1 The purpose of this report is to seek approval for the proposed dates for meetings of the Chief Executive Officers Management Group in 2019.

2. Recommendation

- 2.1 That meetings of the Chief Executive Officers Management Group be held on:-

Date	Time	Venue
27 February 2019	10.00 am	Scotland Excel Meeting Room 1, Renfrewshire House
15 May 2019	10.00 am	Scotland Excel Meeting Room 1, Renfrewshire House
28 August 2019	10.00 am	Scotland Excel Meeting Room 1, Renfrewshire House
13 November 2019	10.00 am	Scotland Excel Meeting Room 1, Renfrewshire House

3. Background

- 3.1 In terms of the Chief Executive Officers Management Group Procedures:-

- 4.2 The Group shall meet not less than 4 times in each calendar year. Other than the first meeting arranged in terms of paragraph 4.1 the dates, times and venues for meetings of the Group shall be decided by the Group. Meetings organised in terms of paragraphs 4.1 and 4.2 shall be Ordinary Meetings of the Group.

