

Notice of Meeting and Agenda 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

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** 5 - 8
Minute of meeting of the Chief Executive Officers Management Group held on 12 June 2017.
- 2 **Options Appraisal for Scotland Excel Legal Entity**
Presentation.
- 3 **Annual Conference and Supplier Awards**
Presentation.
- 4 **Fife Proposal**
Presentation.
- 5 **New Build Housing Framework - Six months into Housing and Care**
Presentation.
- 6 **Directors Update** 9 - 12
Report by Director of Scotland Excel.
- 7 **Any Other Business**
- 8 **Meeting Schedule 2018**
Consider dates for meetings in 2018.



Minute of Meeting Scotland Excel Chief Executive Officers Management Group

Date	Time	Venue
Monday, 12 June 2017	14:30	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

PRESENT

A O'Donnell, Chief Executive (City of Glasgow Council) and S Black, Chief Executive (Renfrewshire Council).

BY VIDEOLINK

A Scott, Chief Executive (Aberdeen City Council) and J Orr, Head of Customer and Support Services (Argyll & Bute Council).

CHAIR

In the absence of the Chair, A 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 and E Kidd, Senior Procurement Specialist (all Scotland Excel); and K Graham, Head of Corporate Governance and E Currie, Senior Committee Services Officer (both Renfrewshire Council).

APOLOGIES

C Sneddon, Chief Executive (Argyll & Bute Council); M Pitcaithly, Chief Executive and S Ritchie, Director of Corporate and Housing Services (both Falkirk Council); S Black, Chief Executive (Renfrewshire Council) (for lateness) and J Whyte, Chief Executive (West Dunbartonshire Council).

1 **MINUTE**

There was submitted the Minute of the meeting of the Chief Executive Officers Management Group held on 20 February 2017.

DECIDED: That the Minute be approved.

CHAIR

S Black entered the meeting during consideration of the following item of business and assumed the Chair.

2 **INDEXATION**

H Carr gave a presentation to the group on indexation which covered the market in which the organisation operated in and the contract variances; key price drivers; the need to report information in a different way; market indices; and how the use of one toolkit across the sector would assist local authorities.

DECIDED:

(a) That the presentation be noted; and

(b) That the Director of Scotland Excel take this matter forward with local authority corporate procurement units.

3 **TELECARE**

E Kidd gave a presentation to the group on the development work for telecare and telehealth technologies which covered what analogue telecare currently looked like; problems with analogue telecare; what digital telecare would look like; the advantages of digital; and what telehealth would look like.

A discussion took place concerning who was leading on technology development and funding allocations – care or health and how to ensure an effective joined approach. It was proposed that the presentation be delivered to the Integrated Managers Network.

DECIDED:

(a) That the presentation be noted; and

(b) That the presentation be delivered to the Integrated Managers Network.

4 **EARLY YEARS STRATEGY**

A Richmond gave a presentation to the group on the expansion of early learning and childcare (ELC) which covered the increase in free ELC provision from the current 600 hours to 1140 hours by 2020; the funding local authorities would receive from the Scottish Government over six years to expand ELC; the Scottish Government's vision for the expansion of ELC underpinned by a set of four principals being quality, flexibility, accessibility and affordability; current ELC delivery; implementation challenges; and the role for Scotland Excel.

The group discussed this matter and noted that a number of councils were more cited on this matter than others and that development of a commissioning strategy would assist local authorities. A Scott advised that she was driving this matter at regional level and A O'Donnell advised that her local authority had two or three models depending on the size of the building and both agreed to share information with other Chief Executive's and the Director of Scotland Excel. It was noted that Scotland Excel had gathered some preliminary information on this matter. Scotland Excel was keen to understand from local authorities what support, if any, Scotland Excel could offer to assist with the planned ELC expansion.

DECIDED:

- (a) That the presentation be noted;
- (b) That A Scott and A O'Donnell share information with other Chief Executive's and the Director of Scotland Excel; and
- (c) That the Director of Scotland Excel establish what local authorities required from the organisation.

SEDERUNT

A Scott left the meeting during consideration of the following item of business.

5 HOW TO GROW SERVICES IN A CHALLENGING ENVIRONMENT

J Welsh gave a presentation to the group on the growth of the organisation since 2008 which covered why the organisation kept growing; the barriers to growth and the governance and funding opportunities for growth.

The group then discussed a possible change in the structure of the organisation.

DECIDED:

- (a) That the presentation be noted; and
- (b) That the Director of Scotland Excel submit a report to a future meeting of this group on a possible change of structure for Scotland Excel.

6 CUSTOMER SATISFACTION SURVEY - SENIOR STAKEHOLDERS

There was submitted a report by the Director of Scotland Excel providing members of the group with the key findings of the customer satisfaction surveys undertaken in November 2016 and providing a brief overview of the results of the surveys sent to procurement and service stakeholders.

The report detailed the key findings of senior stakeholders and procurement leads and other officers and the full results of the senior stakeholder surveys were appended to the report.

DECIDED: That the report be noted.

7 **DIRECTORS UPDATE REPORT**

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 20 February 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.

8 **ANY OTHER BUSINESS**

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

9 **DATE OF NEXT MEETING**

DECIDED: That it be noted that the next meeting of the group would be held at 10.00 am on 9 August 2017 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.

Scotland Excel

To: Chief Executive Officers Management Group

On: 6 November 2017

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 12th June 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. In conjunction with the CDO, a procurement lead has been recruited on a fixed term basis from July, funded by the Digital Office, and will support the relevant Scottish Digital foundations and service projects assisted and supported by Scotland Excel.

The initial focus of the digital office initiative is an exploration of the social work management information functional capability from the supplier market. Several local authorities have expressed an interest in pursuing a collaborative solution for this project, and engagement has already begun.

An aligned exercise with the NHS to discover opportunities for the provision of more integrated case management solutions is also underway.

Additionally, a consultation exercise has been launched to establish the existing Scottish local authority landscape regarding current systems to identify collaborative opportunities. Acquiring an understanding of the existing position is a key element of future planning.

2.2. Scottish Government funded projects – Affordable Housing/Social Care

Affordable Housing

This government funded project was launched in April 2017 and aims to provide procurement support to the housing sector. The project includes assessment of the organisations' procurement capability using the same tool as used in councils (PCIP). The project has started well with over a one third of the 160 housing associations volunteering for assessment, representing over half of the £3bn (50,000) homes to be developed. Additional benefits to the local government sector include the addition of a new gas boiler maintenance framework at no extra cost to council members, increased contract spend and an opportunity for wider collaboration.

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.

2.3 Operational Supplies & Services

This project for small value procurement was approved by the Joint Committee in December 2016. The project proposed utilisation of funds from a new supplier rebate to provide a number of new frameworks for members. The forecast rebate of £135K was invested in a new team within Scotland Excel to deliver 11 new frameworks within the 1st year. The first two frameworks were approved at the October Executive Subcommittee, with combined forecast savings in excess of £230K. The next two frameworks will be presented at the November Executive Sub Committee Meeting, with the remaining 7 projects scheduled for delivery by the end of the financial year.

2.4 The Scotland Excel Academy

Scotland Excel has redeveloped its Learning & Development offering in response to the feedback from the sector. This has led to a more flexible, work-based accredited learning service. The new offering from Scotland Excel is branded as 'The Academy', and covers a number of areas including procurement, leadership, management, project management and commercial skills. Utilising a new platform to support wider geographic participation, the

Academy provides a more inclusive and participative model for learning. Provision of these learning services offers a significant financial saving on existing private sector provision. Scotland Excel can now provide courses accredited to SCQF Level 8 (HND level), through association with the Chartered Management Institute (CMI), and is the only public body in Scotland able to offer Chartered Manager accreditation.

2.5 Contracts approved since June 2017

A total of 5 contracts have been approved at Executive Sub Committee since June 17. These were two new contracts, for Bottled Gas and Laundry Equipment, and 3 renewal contracts for Recycle & Refuse Containers, Vehicle & Plant Hire and Tyres for Vehicles & Plant. The combined overall annual value of these contracts is c.£37m and the estimated overall saving is £620k.

2.6 General update

New Associate Members

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

- Abbeyfield Scotland Limited
- Bield Housing and Care
- Cadder Housing Association Limited
- Clydebank Housing Association Limited
- Dumfries and Galloway Housing Partnership Limited
- Ferguslie Park Housing Association Limited
- North Glasgow Housing Association Limited
- South East of Scotland Transport Partnership
- Viewpoint Housing Association Limited
- Weslo Housing Management

PCIP Status

- In 2016 we completed 16 PCIPs.
- In 2017 we completed 15 PCIPs.
- The 32nd PCIP is scheduled to take place on 29 November 2017.
- The average score for the sector is currently 64%.
- For all 31 PCIPs undertaken to date the lowest score is 44% and the highest score is 85%.

