

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
----------------------------------	----

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)