

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 08 December 2023	09:30	Remotely by MS Teams,

Present

Councillor David Keating (Aberdeenshire Council); Councillor Brenda Durno (Angus Council); Councillor Kenny Macleod (Comhairle Nan Eilean Siar); Councillor Carlyne Wilson (Dumfries & Galloway Council); Councillor Altany Craik (Fife Council); Councillor Derek Loudon (Highland Council); Councillor Dennis Leask (Shetland Islands Council), Councillor Chris Cullen (South Ayrshire Council); and Councillor John Shaw (Renfrewshire Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

J Welsh, Chief Executive, H Carr, Director of Strategic Procurement, S Brannagan, Director of Customer & Business Services, L Campbell, Customer Services Manager, M Mitchell, Strategic Procurement Manager, K Forrest, Office Manager, J Clark, Senior Procurement Specialist, K Nugent, Project and Accounts Manager, L Mooney, Senior Communications Specialist, M Boyle, Senior Business Services Specialist and N Hyde, Programme Manager (all Scotland Excel); and C McCourt, Head of Finance & Procurement, L Mitchell, Managing Solicitor (Contracts & Conveyancing), A Burns, Corporate Finance Manager, D Blackburn, Principal Accountant, E Currie and E Gray, both Senior Committee Services Officers and T McGowan, Senior Accountancy Assistant (all Renfrewshire Council).

Apologies

Councillor Michael McPake (North Lanarkshire Council) and Councillor Walter Brogan (South Lanarkshire Council).

Declarations of Interest and Transparency Statements

There were no declarations of interest or transparency statements 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 17 November 2023.

DECIDED: That the Minute be approved.

2 Contract for Approval: Grounds and Plant Equipment

The Convener advised that the report by the Chief Executive of Scotland Excel relative to the award of a third-generation renewal framework for grounds and plant equipment was withdrawn from the agenda.

DECIDED: That it be noted that the report had been withdrawn.

3 Request for Associate Membership: Scottish Society for the Prevention of Cruelty to Animals

There was submitted a report by the Chief Executive of Scotland Excel advising that the Scottish Society for the Prevention of Cruelty to Animals 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 the Scottish Society for the Prevention of Cruelty to Animals to become an associate member of Scotland Excel, with an annual membership fee of £1,100, be approved, subject to completion and signing of the agreement documentation.

4 Employee Supporting Attendance

There was submitted a report by the Chief Executive of Scotland Excel relative to supporting employee attendance, highlighting the absence rate in the organisation and the support mechanisms implemented to support staff members.

The report intimated that Scotland Excel worked to an absence rate of below 4% which aligned with partner organisations, supported good practice in this area and demonstrated the ongoing commitment to absence management as a key efficiency target.

The report advised of the absence levels for the 12-month period to October 2023 and provided a breakdown of the current month, the last six months and 12 months absence figures, together with an illustration of 12 months in days and percentages. Appendix 1 to the report detailed the rate of absence across the organisation, which had been maintained at below the 4% target, with one exception.

It was noted that, in addition to actively supporting members of staff absent through ill health, Scotland Excel continued to implement positive early intervention practices to maintain employee attendance; supported staff who might be experiencing difficulties whilst remaining at work; actively supported and encouraged positive mental health amongst staff members with 21 staff trained as accredited Mental Health First Aiders; and was implementing a programme of awareness and support for staff experiencing difficulties through menopause.

DECIDED: That the contents of the report be noted.

5 **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 26 January 2024.

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 26 January 2024	09:30	Remotely by MS teams,

Present

Councillor David Keating (Aberdeenshire Council); Councillor Brenda Durno (Angus Council); Councillor Kenny Macleod (Comhairle Nan Eilean Siar); Councillor Carlyne Wilson (Dumfries & Galloway Council); Councillor Ruairi Kelly (Glasgow City Council); Councillor Derek Loudon (Highland Council); Councillor Michael McPake (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); and Councillor Walter Brogan (South Lanarkshire Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

J Welsh, Chief Executive, H Carr, Director of Strategic Procurement, S Brannagan, Director of Customer & Business Services, L Campbell, Customer Services Manager, D Pettigrew, Category Manager, L Cairns, Assistant Category Manager, C Robertson, Senior Procurement Specialist, L Muir, Strategic Programme Manager, E Walker, Procurement Co-ordinator, S Roberts, Project & Accounts Manager, M Robertson, Marketing & Communications Manager, M Mitchell, Chief Procurement Officer, N Hyde, Skills Resources Manager, S Christie, Commercial Programme Manager and K Forrest, Office Manager (all Scotland Excel); and L Mitchell, Managing Solicitor (Contracts & Conveyancing), A Burns, Corporate Finance Manager, D Blackburn, Principal Accountant, R Devine, Senior Committee Services Officer, J Barron, Committee Services Officer and T McGowan, Senior Accountancy Assistant (all Renfrewshire Council).

Apologies

Councillor Altany Craik (Fife Council), Councillor Christina Larson (North Ayrshire Council), Councillor Dennis Leask (Shetland Islands Council) and Councillor Mandy Watt (Edinburgh City Council).

Declarations of Interest and Transparency Statements

There were no declarations of interest or transparency statements 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 8 December 2023.

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 for the period 1 April to 8 December 2023.

The report advised that the projected outturn, as at 31 March 2024, was a £35,000 underspend position for Core activities and an increase of £196,000 in terms of Project Reserves. Appendices to the report provided an analysis of the actual spend to date along with projected net expenditure for 2023/24 and included a summary of movement in both the revenue and project reserves.

DECIDED: That the report be noted.

3(i) Contract for Approval: Security Services and Cash Collection

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a fourth-generation renewal framework for Security Services and Cash Collection for a period of 48 months. It was noted that subject to approval and completion of a standstill period, the framework would commence in February 2024.

The report intimated that the framework would provide a mechanism for councils to procure a range of security services including cash collections.

The report summarised the outcome of the procurement process which contained four lots, as detailed in Table 1 of the report. The framework had been advertised at £17.5 million per annum, totalling an estimated spend of £70 million over the four-year period of the framework. This advertised spend allowed for increased participation from councils and associate members not currently utilising the framework. Appendix 1 to the report detailed the participation, spend and savings summary for those participating in the framework.

Tender responses had been received from 21 suppliers and, based on the criteria and scoring methodology set out in the tender documents, a full evaluation of all compliant offers had been carried out with the confirmed overall scoring achieved by each supplier detailed in Appendix 2 to the report.

Members were advised that recommendations in the report had been made on the outcome of the evaluation on the basis of the submitted tenders. For two bidders, Confida FM Limited and Profile Security Services Limited, the award would be subject to further investigation with the Regulator in respect of corporate restructures which had come to the attention of Scotland Excel after preparation of the report. In the circumstances approval was sought for delegated authority to be granted to the Chief Executive of Scotland Excel to determine whether the clarification obtained was to Scotland Excel's satisfaction before awarding to the bidders concerned. This was agreed unanimously.

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 the remaining 17 suppliers, as outlined in Appendix 2 to the report.

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 together with the other benefits that would be achieved through the framework. The report intimated that, in accordance with Scotland Excel's established contract segmentation tool, the framework had been classified as class C.

DECIDED:

(a) That further investigation be undertaken with the Regulator in respect of corporate restructures at two of the bidders, Confida FM Limited and Profile Security Services Limited;

(b) That delegated authority be granted to the Chief Executive of Scotland Excel to determine whether the clarification subsequently obtained was to Scotland Excel's satisfaction before proceeding to award to the bidders concerned; and

(c) That the award of the framework agreement for Security Services and Cash Collection to the remaining 17 suppliers, as detailed in Appendix 2 to the report, be approved.

3(ii) Contract for Approval: Grounds and Plant Equipment

Under reference to item 2 of the Minute of the meeting of this Sub-committee held on 8 December 2023, there was submitted a report by the Chief Executive of Scotland Excel relative to the award of a third-generation renewal framework for Grounds and Plant Equipment, bringing together two existing second-generation frameworks, Grounds Maintenance Equipment and Light and Heavy Plant, for a period of 48 months. It was noted that subject to approval and completion of a standstill period, the framework would commence in February 2024.

The report intimated that the framework would provide councils and other participating bodies with a mechanism to procure a range of grounds maintenance equipment including but not limited to handheld equipment, ride-on equipment, towed equipment, tractors and pedestrian sweepers, excavators, pedestrian operated plant, ride on rollers, static plant, dumpers, pavers and mobile pothole fillers.

The report summarised the outcome of the procurement process which contained 11 lots, as detailed in Table 1 of the report. The framework had been advertised at £8 million per annum, totalling an estimated spend of £32 million over the four-year period of the framework. This advertised spend allowed for increased participation from councils and associate members not currently utilising the framework. Appendix 1 to the report detailed the participation, spend and savings summary for those participating in the framework.

Tender responses had been received from 39 suppliers. It was noted that two tenderers withdrew from the evaluation process, leaving 37 tender responses to be evaluated. Based on the criteria and scoring methodology set out in the tender documents, a full evaluation of all compliant offers had been carried out with the confirmed overall scoring achieved by each supplier detailed in Appendix 2 to the report.

Members were advised that Scotland Excel had become aware, following preparation of the report, that one bidder, MTS Nationwide Limited T/A Carryway, who had bid in respect of lot 4 only, had been placed into administration and that accordingly, that bidder was no longer eligible for award as it no longer complied with the advertised selection criteria. It was highlighted that the removal of the bidder had resulted in minor variances to the commercial score and total score for other bidders within lot 4, that there were no other changes to the recommendations for lot 4 and details of the updated scores and lot placings were highlighted within the revised table which would be circulated following this meeting.

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 33 suppliers, as outlined in the amended Appendix 2 to the report.

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 together with the other benefits that would be achieved through the framework. The report intimated that, in accordance with Scotland Excel's established contract segmentation tool, the framework had been classified as class E.

DECIDED:

(a) That it be noted that one bidder for lot 4, MTS Nationwide Limited T/A Carryway, had been placed into administration and that the bidder was no longer eligible for award; and

(b) That the award of the framework agreement for Grounds and Plant Equipment to the remaining 32 suppliers, as detailed in the revised Appendix 2 of the report, be approved.

4 Consultation Response to proposed Wellbeing and Sustainable Development (Scotland) Bill

There was submitted a report by the Chief Executive of Scotland Excel relative to consultation being undertaken by the Scottish Government to help inform the scope of legislation for a proposed Wellbeing and Sustainable Development Bill.

The report indicated that the consultation covered a broad spectrum of considerations for public bodies, including how decisions taken would influence the wellbeing and sustainable development of those living in Scotland both currently and in the future. It was noted that with a £14.5 billion public procurement spend in 2020/21, any duties embedded by the proposed Bill would have relevance for improving outcomes for citizens, underpinning the National Performance Framework. A copy of the draft consultation response prepared on behalf of Scotland Excel and which had an emphasis on procurement was appended to the report.

Councillor Keating intimated that he had forwarded comments in respect of various elements of the proposed response prior to the meeting. The Convener intimated that these comments would be considered and incorporated, where appropriate, into the response to be submitted to the Scottish Government on behalf of Scotland Excel.

DECIDED: That the comments forwarded by Councillor Keatings be considered and incorporated, where appropriate, into the response to be submitted to the Scottish Government.

5 **Request for Associate Membership: Paragon Housing Association Limited**

There was submitted a report by the Chief Executive of Scotland Excel advising that Paragon Housing Association Limited 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 Paragon Housing Association Limited to become an associate member of Scotland Excel, with an annual membership fee of £2,240, be approved, subject to completion and signing of the agreement documentation.

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 16 February 2024.

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 16 February 2024	09:30	Remotely by MS teams,

Present

Councillor David Keating (Aberdeenshire Council); Councillor Kenny Macleod (Comhairle Nan Eilean Siar); Councillor Carlyne Wilson (Dumfries & Galloway Council); Councillor Altany Craik (Fife Council); Councillor Derek Loudon (Highland Council); Councillor Christina Larson (North Ayrshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Dennis Leask (Shetland Islands Council); Councillor Chris Cullen (South Ayrshire Council) and Councillor Walter Brogan (South Lanarkshire Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

J Welsh, Chief Executive, H Carr, Director of Strategic Procurement, S Brannagan, Director of Customer & Business Services, L Campbell, Customer Services Manager, M Mitchell, Chief Procurement Officer, L Muir, Strategic Programme Manager, E Walker, Procurement Co-ordinator, N Hyde, Skills Resources Manager, S Christie, Commercial Programme Manager, K Forrest, Office Manager, P Barnes, Project and Accounts Manager, H Wood, Business Intelligence Officer and J Weaver, Assistant Category Manager (all Scotland Excel); and L Mitchell, Managing Solicitor (Contracts & Conveyancing), A Burns, Corporate Finance Manager, D Blackburn, Principal Accountant and E Currie, Senior Committee Services Officer (all Renfrewshire Council).

Apologies

Councillor Brenda Durno (Angus Council), Councillor Ruairi Kelly (Glasgow City Council) and Councillor Michael McPake (North Lanarkshire Council).

Declarations of Interest and Transparency Statements

There were no declarations of interest or transparency statements 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 26 January 2024.

In relation to item 3(i) - Contract for Approval: Security Services and Cash Collection - members were advised that following approval of the recommendations, further investigations were undertaken with the Regulator in respect of two bidders. The outcome was that one of the bidders, Profile Security Services Limited, was successful and could participate in the framework as the Chief Executive was satisfied with clarifications provided. The Chief Executive found that the other bidder, Confida FM Limited, no longer complied with the advertised selection criteria and as a result the bidder was not eligible for award and was no longer recommended for award to Lot 1.

Members were further advised that this outcome necessitated approval of an updated Appendix 2 for lot 1 to record the new outcome for Confida FM Limited and related minor variances to the commercial score, total score and placing for other bidders within lot 1. It was noted that no other changes to the recommendations for the lot arose and that updated scores and lot placings were highlighted in the revised table which would be circulated to members following the meeting.

DECIDED:

(a) That the Minute be approved; and

(b) That the update in relation to item 3(i) - Contract for Approval: Security Services and Cash Collection – be noted and that the updated Appendix 2 for lot 1 be approved.

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Councillor Macleod and Councillor Cullen joined the meeting during consideration of the following item of business.

2 Contract for Approval: Supply and Delivery of Civic Supplies

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a second-generation renewal framework for the supply and delivery of civic supplies for a period of 48 months, comprising a period of 36 months with the option to extend for up to an additional 12-month period. It was noted that subject to approval and completion of a standstill period, the framework would commence in April 2024.

The report intimated that the framework would allow Councils to procure a range of beverages including kegs of beer, wine, soft drinks and spirits for civic functions and sites that had bar facilities.

The report summarised the outcome of the procurement process and it was noted that the framework agreement would be awarded to a single supplier with an estimated spend of around £1.25 million over the maximum four-year period and as a single requirement with no individual lots. Appendix 1 to the report detailed the participation, spend and savings summary for those participating in the framework.

Tender responses had been received from three suppliers, two of which were non-compliant, and their offers were subsequently withdrawn. Based on the criteria and scoring methodology set out in the tender documents, a full evaluation of the compliant offer had been carried out with the confirmed overall scoring achieved by the supplier detailed in Appendix 2 to the report.

Based on the evaluation undertaken, and in line with the advertised requirement, criteria and weightings set out in the report, it was recommended that the framework be awarded to a single operator, as outlined in Appendix 2 to the report.

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 together with the other benefits that would be achieved through the framework. The report intimated that, in accordance with Scotland Excel's established contract segmentation tool, the framework had been classified as class D.

DECIDED: That the award of the framework agreement for the supply and delivery of civic supplies, as detailed in Appendix 2 to the report, be approved.

3 **Update on the Contract Delivery Plan**

There was submitted a report by the Chief Executive of Scotland Excel providing a progress update on the Contract Delivery Plan.

The report intimated that the Contract Delivery Plan detailed new framework developments and renewals, flexible frameworks, framework extensions and frameworks with ongoing contract management only and appendices 1 to 4 to the report provided further details. The report highlighted that, at any given point, there were around 70 frameworks in the Scotland Excel contract portfolio. It was intended that a further five frameworks would be developed and added to the portfolio, 20 frameworks would be renewed, and 12 frameworks had extension options that were available to be exercised, with six of these extensions already approved.

The report noted that the estimated forecast value of the Scotland Excel framework portfolio was approximately £2 billion and that overall, efficiencies created by frameworks awarded so far during 2023/24 were benchmarked at 1.59%. Appendix 5 to the report summarised the savings in accordance with the Scottish Government procurement benefits reporting guidance and Appendix 6 to the report detailed a summary of spend per Council across the portfolio between October 2022 and September 2023.

DECIDED: That the progress made to date be noted.

4 **Project Proposals**

There was submitted a report by the Chief Executive of Scotland Excel relative to projects being proposed on the use of reserves as a result of surpluses which would be generated by pension fund changes.

The report intimated that when considering the Revenue Estimates for 2024/25 at the meeting of the Joint Committee held on 8 December 2023 it was noted that Strathclyde Pension Fund had advised that, as a result of higher than anticipated returns from investments, the fund was 147% funded against current and anticipated future commitments. At that meeting it was agreed that the anticipated operating surplus be retained, ring-fenced within reserves with any draw down to be approved by the Executive Sub-committee.

The report provided detail on two projects, namely the provision of free commercial training to Councils and the extension of the national savings team. The report highlighted that the funding requirement for the provision of free commercial training to Councils would be £65k for 2024/25 and £65k for 2025/26, a total draw down of £130k from reserves to fund a full-time resource within the Academy team to develop and deliver the service. The funding requirement for the extension of the national savings team would be £150k for 2024/25 and £150k for 2025/26, a total draw down of £300k from reserves over two years to fund two full time resources on fixed term contracts within the team to deliver cashable financial savings. It was noted that sustainability for these services beyond the two years would be a key target for the teams.

In relation to the three projects detailed in sections 4.5.1, 4.5.2 and 4.5.3 of the report, the Chief Executive advised that further detail in relation to the spend and the financial impact on Councils would be issued to members.

DECIDED:

(a) That the project funding and draw down from agreed reserves for 2024/25 and 2025/26 of £65k per annum for the provision of free commercial training to members and £150k per annum for the provision of the national savings team be approved; and

(b) That it be noted that in relation to the three projects detailed in sections 4.5.1, 4.5.2 and 4.5.3 of the report, the Chief Executive would provide further detail in relation to the spend and the financial impact on Councils to members.

5 **Business Intelligence Strategy and Action Plan**

There was submitted a report by the Chief Executive of Scotland Excel relative to Scotland Excel's approach to developing business intelligence within the organisation from 2024 to 2026.

The report intimated that the Business Intelligence Strategy and Action Plan had been developed following approval of Scotland Excel's Corporate Strategy 2023/28 and Operating Plan by the Joint Committee on 8 December 2023. The Strategy, which formed Appendix 1 to the report, outlined the organisation's vision of, and approach to, maximising the impact of data analysis and reporting to the organisation and its members. The Action Plan, which formed Appendix 2 to the report, outlined the key focus areas for development of business intelligence within Scotland Excel.

The report advised that business intelligence involved transforming data into insights that could inform decision making and planning and the sharing of these insights could support Scotland Excel and its members to be proactive to the changing demands within local authorities and the public sector.

DECIDED: That the Scotland Excel Business Intelligence Strategy and Action Plan 2024/26 be approved.

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 15 March 2024.

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 15 March 2024	09:30	Remotely by MS teams,

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 Christina Larson (North Ayrshire Council); Councillor Michael McPake (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Dennis Leask (Shetland Islands Council); Councillor Chris Cullen (South Ayrshire Council) and Councillor Walter Brogan (South Lanarkshire Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

J Welsh, Chief Executive, H Carr, Director of Strategic Procurement, S Brannagan, Director of Customer & Business Services, L Campbell, Customer Services Manager, M Mitchell, Chief Procurement Officer, L Muir, Strategic Programme Manager, N Hyde, Skills Resources Manager, S Christie, Commercial Programme Manager, K Forrest, Office Manager, J McKerrell, Strategic Commissioning Manager, J Weaver, Assistant Category Manager, R Baird and G Maxwell, both Procurement Co-ordinators, L Mooney, Senior Communications Specialist and J Campbell, Category Manager, Social Care (all Scotland Excel); L Mitchell, Managing Solicitor (Contracts & Conveyancing), A Burns, Corporate Finance Manager, D Blackburn, Principal Accountant, A Anwar, Solicitor, R Devine, Senior Committee Services Officer and T McGowan, Senior Accountancy Assistant (all Renfrewshire Council) and A Kilodziej, Senior Manager (Azets).

Declarations of Interest and Transparency Statements

There were no declarations of interest or transparency statements 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 16 February 2024.

In relation to item 4 – Project Proposals – it was agreed that the Minute be amended to reflect that the posts created within the National Savings Team were fixed term contracts.

DECIDED: That the Minute, as amended, 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 2023 to 2 February 2024.

The report advised that at the end of period 11, Scotland Excel was projecting a £57,000 underspend by year-end in its Core activities and an increase of £358,000 in Project income..

DECIDED: That the report be noted.

3 Annual Audit Plan 2023/24

There was submitted a report by the Treasurer relative to the Annual Audit Plan 2023/24 for Scotland Excel which outlined Azets timescales and planned audit activity during the audit of the 2023/24 Annual Accounts, a copy of which was appended to the report.

The report intimated that Azets had submitted an Audit Plan which outlined the approach to the audit of the 2023/24 Annual Accounts to assess whether the accounts provided a true and fair view of the organisation's financial position and also whether the accounts had been prepared in accordance with proper accounting practice, the Code of Practice on Local Authority Accounting in the UK 2023/24.

The Audit Plan outlined the responsibilities of Scotland Excel and Azets; the assessment of key challenges and risks; and the approach and timetable for completion of the audit. The report advised that the statutory deadline for the approval of the audited accounts for 2023/24 was 30 September 2024 and that the Annual Audit Report was planned to be reported to the meeting of the Executive Sub-committee scheduled to be held on 20 September 2024.

The report noted that the proposed audit fee was indicated at £9,790 for the current financial year.

Adrian Kolodziej, Senior Manager, Azets, presented the Audit Plan to members.

DECIDED:

(a) That the Annual Audit Plan 2023/24 by Azets, appended to the report, be noted; and

(b) That the proposed audit fee of £9,790 be approved.

4 Operating Plan Update 2023/24

There was submitted a report by the Chief Executive of Scotland Excel providing an update on the Operating Plan 2023/24, a copy of which was appended to the report.

The report intimated that the new five-year Corporate Strategy had been approved at the meeting of the Joint Committee held on 9 December 2022. The Strategy was supported by Annual Operating Plans and the report provided an update on operating plan activity between 1 April 2023 to 31 March 2024.

The report highlighted that, since approval of the Operating Plan, senior local authority stakeholders had indicated that one of the corporate goals, the drive for efficiency to support the financial sustainability of local public service, should be prioritised during 2023/24 and Scotland Excel had been working to understand how it could grow and accelerate deliverables against this key goal. A dedicated team had been established to manage this work.

The report noted that progress reports were produced quarterly to track Scotland Excel's activity against Operating Plan commitments and at the end of each quarter reports were submitted to the Executive Sub-committee.

It was proposed that, in order to facilitate improved governance, completion dates be included in future reports. This was agreed.

DECIDED:

(a) That Scotland Excel's progress in delivering the actions contained within the Operating Plan 2023/24 be noted; and

(b) That, in order to facilitate improved governance, completion dates be included in future reports.

5(a) Contract for Approval: Residential Rehabilitation (Alcohol and Drugs) Services National Flexible Framework Agreement

There was submitted a report by the Chief Executive of Scotland Excel relative to the Residential Rehabilitation (Alcohol and Drugs) Services National Flexible Framework Agreement for a period of 48 months with the option to extend on two occasions, each for a period of up to one year, up to a maximum duration of four years. It was noted

that subject to approval and completion of a standstill period, the flexible framework would commence on 1 April 2024.

The report intimated that there was a wide diversity of types and models of rehabilitation services, including supported accommodation or housing support models, care homes and private hospitals. The flexible framework would provide a new national purchasing and contracting agreement to support national objectives, priorities and ongoing improvement work in Scotland and had been developed to take account of the views and contributions of a wide range of partners and stakeholders. The services covered by the proposed framework agreement fell within the 'Social and Other Specific Services' category as defined in Schedule 3 of the Public Contracts (Scotland) Regulations 2015 and therefore the flexibilities under the 'light touch' procurement regime could be applied. A flexible framework agreement was proposed to enable growth and the admission of new entrants continuously once established. Providers on the flexible framework agreement would also be able to add new services and vary their service offerings and section 3 of the report provided further detail.

The report summarised the outcome of the procurement process for the flexible framework and advised that the advertised value of the proposed flexible framework was approximately £60 million over the four-year period. Appendix 1 to the report detailed the participation summary of those participating in the flexible framework.

Tender responses had been received from 11 applicants. Two applicants were not eligible for admission at this time as they did not have formal confirmation from the Scottish Government that their rehabilitation services met the Scottish Government's national definition of residential rehabilitation and one provider, who offered three services, had their submission in respect of one service excluded from their application for the same reason. Appendix 2 to the report provided a summary of the offers received.

Based on the criteria and scoring methodology set out in the published application documents, a full evaluation of the compliant offers had been completed and Appendix 2 to the report confirmed the scoring achieved by each applicant for each rehabilitation service.

Based on the evaluation undertaken, and in line with the criteria and weightings set out in the report, it was recommended that nine providers and 13 rehabilitation services be awarded to the flexible framework from its commencement, as outlined in Appendix 2 to the report, subject to satisfactory conclusion of insurance checks.

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 together with the other benefits that would be achieved through the flexible framework. The report intimated that, in accordance with Scotland Excel's established contract and supplier management programme, the framework had been classified as Class A.

DECIDED:

(a) That the award of the flexible framework for Residential Rehabilitation (Alcohol and Drugs) Services, as detailed in Appendix 2 to the report, be approved;

(b) That authority be delegated to the Chief Executive of Scotland Excel, or Director of Strategic Procurement in the Chief Executive's absence, to approve recommendations following the evaluation of offers received during the lifetime of the flexible framework,

or following the consideration of formal requests from existing providers for the addition of new services and/or variation of existing services; and

(c) That it be noted that the Executive Sub-committee would be updated on the appointment of any new providers to the flexible framework agreement on an annual basis via incorporation to the Annual Procurement Report

5(b) **Contract for Approval: Supply and Delivery of Road Signage Materials**

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a fourth-generation renewal framework for the Supply and Delivery of Road Signage Materials for a period of 48 months, comprising an initial period of 24 months with the option to extend for up to a further two 12-month periods, subject to satisfactory operation and performance. It was noted that subject to approval and completion of a standstill period, the framework would commence on or around 1 April 2024.

The report intimated that the framework would allow Councils to procure a range of road signage materials including permanent and temporary road signage, signposts, electric road signage and associated products.

The report summarised the outcome of the procurement process which contained four lots, as detailed in Table 1 of the report. The framework had been advertised at a value of £1.25 million per annum, totalling an estimated spend of £5 million over the maximum four-year period of the framework. This advertised spend allowed for increased participation from Councils and associate members not currently utilising the framework. Appendix 1 to the report detailed the participation, spend and savings summary for those participating in the framework.

Tender responses had been received from 10 suppliers and, based on the criteria and scoring methodology set out in the tender documents, a full evaluation of the offers had been carried out with the confirmed overall scoring achieved by each supplier detailed in Appendix 2 to the report.

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 agreement be awarded to all 10 suppliers, as outlined in Appendix 2 to the report, subject to satisfactory conclusion of insurance checks.

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 together with the other benefits that would be achieved through the framework. The report intimated that, in accordance with Scotland Excel's established contract classification tool, the framework had been classified as class D. It was noted that Stocksigns Limited were now an accredited Living Wage employer.

DECIDED: That the award of the framework agreement for the Supply and Delivery of Road Signage Materials, as detailed in Appendix 2 to the report, be approved.

6 **Project Proposal**

There was submitted a report by the Chief Executive of Scotland Excel relative to an additional project being proposed on the use of reserves as a result of surpluses which would be generated by pension fund changes.

The report intimated that when considering the Revenue Estimates for 2024/25 at the meeting of the Joint Committee held on 8 December 2023 it was noted that Strathclyde Pension Fund had advised that, as a result of higher than anticipated returns from investments, the fund was 147% funded against current and anticipated future commitments. At that meeting it was agreed that the anticipated operating surplus be retained, ring-fenced within reserves with any draw down to be approved by the Executive Sub-committee.

The report provided detail on a project to fund an additional Contracts Solicitor within Renfrewshire Council's Legal and Democratic Service to support Scotland Excel in the expansion of the collaborative contract portfolio. The report provided further detail on the project and highlighted that the funding requirement for this project would be £67,214 for year 1 and £70,574 for year 2.

DECIDED: That the project funding and draw down from agreed reserves for 2024/25 of £67,214 and £70,574 for 2025/26 be approved.

7 **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 19 April 2024.

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 19 April 2024	09:30	Remotely by MS teams,

Present

Councillor David Keating (Aberdeenshire Council); Councillor Brenda Durno (Angus Council); Councillor Kenny Macleod (Comhairle Nan Eilean Siar); Councillor Carlyne Wilson (Dumfries & Galloway Council); Councillor Altany Craik (Fife Council); Councillor Derek Loudon (Highland Council); Councillor Christina Larson (North Ayrshire Council); Councillor Michael McPake (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Dennis Leask (Shetland Islands Council) and Councillor Walter Brogan (South Lanarkshire Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

J Welsh, Chief Executive, H Carr, Director of Strategic Procurement, S Brannagan, Director of Customer & Business Services, L Campbell, Customer Services Manager, M Mitchell, Chief Procurement Officer, L Muir, Strategic Programme Manager, N Hyde, Skills Resources Manager, K Forrest, Office Manager, R Baird, Procurement Co-ordinator, L Mooney, Senior Communications Specialist, L Cairns, Assistant Category Manager, C Richardson, Senior Procurement Specialist, M Boyle, Senior Business Services Specialist, C Kirkwood, Assistant Procurement Specialist, S Roberts, Projects & Accounts Manager and S Christie, Commercial Programme Manager (all Scotland Excel); and L Mitchell, Managing Solicitor (Contracts & Conveyancing), A Burns, Corporate Finance Manager, D Blackburn, Principal Accountant and E Currie, Senior Committee Services Officer (all Renfrewshire Council).

Apology

Councillor Ruairi Kelly (Glasgow City Council).

Declarations of Interest and Transparency Statements

There were no declarations of interest or transparency statements 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 15 March 2024.

DECIDED: That the Minute be approved.

2 Chief Executive's Update Report to Chief Officers Management Group

There was submitted a report by the Chief Executive of Scotland Excel relative to the Chief Executive's update report considered at the meeting of the Scotland Excel Chief Executive Officers Management Group (CEOMG) held on 18 March 2024.

The report intimated that the CEOMG met quarterly and that, as part of the regular governance process, the Chief Executive of Scotland Excel provided an update on the work of Scotland Excel. These reports would also be shared with members of this Sub-committee, following CEOMG meetings.

The report submitted to the CEOMG meeting held on 18 March 2024, which covered the period between November 2023 and March 2024, was appended to the report.

DECIDED: That the report be noted.

3(a) Contract for Approval: Supply and Distribution of Fresh Fruit and Vegetables

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a second-generation renewal framework for the Supply and Distribution of Fresh Fruit and Vegetables for a period of up to 48 months. It was noted that subject to approval, it was intended that the framework would commence on or around June 2024.

The report intimated that the framework would allow Councils to procure a range of fresh fruit and vegetable products and other associated products.

The report summarised the outcome of the procurement process. The framework had been advertised with a value of up to £6 million per annum, totalling an estimated spend of £24 million over the maximum four-year period of the framework. Appendix 1 to the report detailed the participation, spend and savings summary for those participating in the framework.

Tender responses had been received from 10 suppliers and the scoring achieved by the recommended suppliers was set out in Appendix 2 to the report.

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 all 10 suppliers, as outlined in Appendix 2 to the report, subject to satisfactory conclusion of insurance checks. Members were advised that, since publication of this report, it had been noted on companies house that McLays Limited were overdue to submit a Confirmation Statement. Scotland Excel was working with the supplier to ensure that all companies house statements were up to date and intended to proceed to issue standstill notices based on these recommendations but in this supplier's case, award would be subject to satisfactory resolution of outstanding companies house statements.

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 together with the other benefits that would be achieved through the framework. The report intimated that, in accordance with Scotland Excel's established contract segmentation tool, the framework had been classified as class D.

DECIDED:

(a) That the award of the framework agreement for the Supply and Distribution of Fresh Fruit and Vegetables, as detailed in Appendix 2 to the report, be approved; and

(b) That it be noted that the award to McLays Limited would be subject to satisfactory resolution of outstanding companies house statements.

3(b) Contract for Approval: Supply, Delivery, Maintenance and Repair of Cleaning Equipment

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a second-generation renewal framework for the Supply, Delivery, Maintenance and Repair of Cleaning Equipment for a period of up to 48 months, comprising an initial period of 36 months from the commencement date with an option to extend for a single 12-month period, subject to satisfactory operation and performance. It was noted that subject to approval and completion of a standstill period, it was intended that the framework would commence on or around early May 2024.

The report intimated that the framework would allow Councils to procure a range of cleaning equipment which would include floor sweepers, scrubbers, vacuum cleaners and associated products.

The report summarised the outcome of the procurement process which contained two lots, as detailed in Table 1 of the report. The framework had been advertised at a total value of £1 million per annum, totalling an estimated spend of £4 million over the maximum four-year period of the framework. This advertised spend allowed for increased participation from council and associate members not currently utilising the framework. Appendix 1 to the report detailed the participation, spend and savings summary for those participating in the framework.

Tender responses had been received from 13 suppliers and, based on the criteria and scoring methodology set out in the tender documents, a full evaluation of the offers had been carried out with the confirmed overall scoring achieved by each supplier detailed in Appendix 2 to the report.

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 three suppliers as outlined in Appendix 2 to the report, subject to satisfactory conclusion of insurance checks. Members were advised that the recommendation to appoint three suppliers overall, and a single supplier on lot 2, reflected best value considerations and was in line with the commercially focussed approach approved by councils, and previously reported to this Sub-committee. The recommendations offered competitive options on lot 1, and provided the required coverage, capacity and capabilities for councils for these supplies and services and represented a mix of small and medium organisations.

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 together with the other benefits that would be achieved through the framework. The report intimated that, in accordance with Scotland Excel's established contract classification tool, the framework had been classified as class D.

DECIDED: That the award of the framework agreement for the Supply, Delivery, Maintenance and Repair of Cleaning Equipment, as detailed in Appendix 2 to the report, be approved.

3(c) **Contract for Approval: Supply and Delivery of Construction Materials**

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a consolidated renewal framework for the Supply and Delivery of Construction Materials for a maximum period of three years from the commencement date with an option to extend for up to a further 12 months, subject to satisfactory operation and performance. It was noted that subject to approval, it was intended that the framework would commence in May 2024.

The report intimated that this framework brought together six separate construction and roads related materials frameworks and would allow Councils and other participating bodies to procure a range of materials including electrical, building and timber, plumbing and heating, road maintenance and trade materials that supported construction projects, ongoing maintenance schedules and ad-hoc repairs.

The report summarised the outcome of the procurement process which contained five lots and 13 sub-lots, as detailed in Table 1 of the report. The framework had been advertised at £70 million per annum, totalling an estimated spend of £280 million over the maximum four-year period of the framework. Appendix 1 to the report detailed the participation, spend and savings summary for those participating in the framework.

Tender responses had been received from 70 suppliers. One tenderer subsequently withdrew its offer, and two tenderers were deemed non-compliant in part and advised that their offers for the relevant sub-lots would not be considered. Based on the criteria and scoring methodology set out in the tender documents, a full evaluation of the offers had been carried out with the confirmed overall scoring achieved by each supplier detailed in Appendix 2 to the report.

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 54 suppliers, as outlined in Appendix 2 to the report, subject to final clarification.

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 together with the other benefits that would be achieved through the framework. The report intimated that, in accordance with Scotland Excel's established contract segmentation tool, the framework had been classified as class C.

DECIDED: That the award of the framework agreement for the Supply and Delivery of Construction Materials, as detailed in Appendix 2 to the report, be approved.

4 **Request for Associate Membership: The National Records of Scotland**

There was submitted a report by the Chief Executive of Scotland Excel advising that The National Records of Scotland had applied 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 The National Records of Scotland 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 **Academy Strategy**

There was submitted a report by the Chief Executive of Scotland Excel relative to the new strategy for the Scotland Excel Academy for 2024 to 2026, a copy of which was appended to the report.

The report intimated that the Academy Strategy and Action Plan had been developed in response to commitments made within Scotland Excel's Corporate Strategy 2023/28 and Operating Plan, approved by the Joint Committee on 8 December 2023, and outlined Scotland Excel's vision of, and approach to, maximising the value the Academy could deliver to Councils whilst continuing to adapt to changing needs within the sector.

The report advised that since its creation, the Academy had developed a range of accredited and non-accredited training and development courses, workshops and sessions across Procurement and in leadership development to support the local government community.

The report noted that the Academy would continue to deliver its existing comprehensive range of learning and development packages over the next two years whilst looking at opportunities to diversify and grow. The Academy would launch and deliver a free of charge Commercial Improvement training package specifically

designed to assist the local government community to make a shift into a more commercial mindset and was investigating a social care commissioning training option.

DECIDED: That the Scotland Excel Academy Strategy for 2024 to 2026 be noted.

6 **Buy Social Scotland Business Pledge**

There was submitted a report by the Chief Executive of Scotland Excel relative to the Buy Social Scotland Business Pledge.

The report intimated that Scotland Excel had been approached by Social Enterprise Scotland and invited to be an early adopter of their new 'Buy Social Scotland' programme, providing an opportunity for Scotland Excel to both demonstrate its social value commitment and increase its visibility within the wider third sector landscape.

The report detailed the five key commitments of the Buy Social Pledge and noted that Scotland Excel already adhered to the first four elements through ongoing operations and in its wider attitude and support across its portfolio. The fifth element of the pledge would be a new commitment and was similar to the type of information contained within the existing annual procurement report.

DECIDED: That the adoption of the Buy Social Scotland Business Pledge be approved.

7 **Employee Supporting Attendance Report**

There was submitted a report by the Chief Executive of Scotland Excel relative to supporting employee attendance, highlighting the absence rate in the organisation and the support mechanisms implemented to support staff members.

The report intimated that Scotland Excel worked to an absence rate of below 4% which aligned with partner organisations, supported good practice and demonstrated the ongoing commitment to absence management as a key efficiency target.

The report advised of the absence levels for the 12-month period to March 2024 and provided a breakdown of the current month, last six months and 12 months absence figures, together with an illustration of 12 months in days and percentages. Appendix 1 to the report detailed the rate of absence across the organisation, which had been maintained below the 4% target, with one exception. However, the reported period showed an average rate of 2.5% which was within the target of 4% with a low of 1.3% recorded in January 2024.

It was noted that, in addition to actively supporting members of staff absent through ill health, Scotland Excel continued to implement positive early intervention practices to maintain employee attendance; supported staff who might be experiencing difficulties whilst remaining at work; actively supported and encouraged positive mental health amongst staff members with 21 staff trained as accredited Mental Health First Aiders; and was implementing a programme of awareness and support for staff experiencing difficulties through menopause.

DECIDED: That the contents of the report be noted.

8 **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 May 2024.

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 17 May 2024	09:30	Remotely by MS teams,

Present

Councillor Colin Simpson (substitute for Councillor David Keating) (Aberdeenshire Council); Councillor Brenda Durno (Angus Council); Councillor Kenny Macleod (Comhairle Nan Eilean Siar); Councillor Carolyne Wilson (Dumfries & Galloway Council); Councillor Ruairi Kelly (Glasgow City Council); Councillor Derek Loudon (Highland Council); Councillor Christina Larsen (North Ayrshire Council); Councillor Michael McPake (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council) and Councillor Dennis Leask (Shetland Islands Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

J Welsh, Chief Executive, H Carr, Director of Strategic Procurement, S Brannagan, Director of Customer & Business Services, L Campbell, Customer Services Manager, M Mitchell, Chief Procurement Officer, L Muir and J McKerrell, both Strategic Programme Managers, N Hyde, Skills Resources Manager, K Forrest, Office Manager, G Montgomery, Category Manager, G Maxwell, Procurement Co-ordinator, H Wood, Business Intelligence Officer, L Robertson, Project and Accounts Manager, P Raymond, Assistant Category Manager, S Whitehead, Category Manager – ICT and S Christie, Commercial Programme Manager (all Scotland Excel); and A McMahon, Chief Internal Auditor, L Mitchell, Managing Solicitor (Contracts & Conveyancing), A Burns, Corporate Finance Manager, D Blackburn, Principal Accountant, T McGowan, Senior Accountancy Assistant and E Currie, Senior Committee Services Officer (all Renfrewshire Council).

Apologies

Councillor David Keating (Aberdeenshire Council), Councillor Altany Craik (Fife 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.

Transparency Statements

Councillor Shaw indicated that he had a connection to item 7 by reason of him holding the position of President of the Students Union of the University of Paisley, now the University of the West of Scotland. However, he indicated that he had applied the objective test and did not consider he had an interest to declare.

1 Minute

There was submitted the Minute of the meeting of the Executive Sub-committee held on 19 April 2024.

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 2023 to 31 March 2024.

The report advised that at the end of financial year 2023/24, Scotland Excel had generated a small surplus of £0.80 million in its Core activities and an increase of £0,853 million in committed Project Reserves. Further detail was provided in section 3 of the report.

It was noted that the date referred to in paragraph 3.1 of the report should read 31 March 2024.

DECIDED: That the report, as amended, be noted.

Sederunt

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

3 **Internal Audit Annual Report 2023/24**

There was submitted a report by the Chief Auditor, Renfrewshire Council, relative to the Internal Audit Annual Report on Scotland Excel 2023/24.

The report intimated that the Public Sector Internal Audit Standards required that the Chief Auditor prepare an annual report on the internal audit activity's purpose, authority and responsibility as well as performance relative to its plan. The report must also provide an audit opinion on the overall adequacy and effectiveness of the internal control environment of the audited body.

The Annual Report for Scotland Excel formed the appendix to the report and outlined the role of internal audit, the performance of the Internal Audit Team, the main findings from the internal audit work undertaken in 2023/24 and contained an audit assurance statement.

DECIDED: That the Internal Audit Annual Report 2023/24 be noted.

Sederunt

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

4 **Update on the Contract Delivery Plan**

There was submitted a report by the Chief Executive of Scotland Excel providing a progress update on the 2024/25 Contract Delivery Plan.

The report intimated that the Contract Delivery Plan detailed new framework developments and renewals, flexible frameworks, framework extensions and frameworks with ongoing contract management only and appendices 1 to 4 to the report provided further details. The report highlighted that, at any given point, there were around 70 frameworks in the Scotland Excel contract portfolio. It was intended that a further two frameworks would be developed and added to the portfolio, 20 frameworks would be renewed, and 14 frameworks had extension options that were available to be exercised, with three of these extensions already approved.

The report advised that the estimated forecast value of the Scotland Excel framework portfolio was approximately £2.14 billion and that overall, efficiencies created by frameworks awarded so far during 2024/25 were benchmarked at 1.67% of the value of those frameworks. Appendix 5 to the report set out Scotland Excel's updated methodology for calculating efficiencies in accordance with the Scottish Government procurement benefits reporting guidance and Appendix 6 to the report detailed a summary of spend per Council across the portfolio between January and December 2023.

DECIDED: That the progress made to date be noted.

5 **Contract for Approval: Supply and Delivery of Technology Enabled Care Goods**

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 Technology Enabled Care Goods for a period of up to 24 months with an option to extend for a further two 12-month periods subject to satisfactory operation and performance.

The report intimated that the framework would allow Councils to procure a range of technology enabled care goods including digital dispersed alarms, alarm triggers, health and care peripherals, smoke alarms, GPS devices with ancillary monitoring, phones and key storage compartments and other associated products.

The report summarised the outcome of the procurement process which contained nine lots as detailed in Table 1 of the report. The framework had been advertised with a value of up to £6.25 million per annum, totalling an estimated spend of £25 million over the maximum four-year period of the framework. Appendix 1 to the report detailed the participation, spend and savings summary for those participating in the framework.

Tender responses had been received from 22 suppliers and, based on the criteria and scoring methodology set out in the tender documents, a full evaluation of the offers had been carried out with the confirmed overall scoring achieved by each supplier detailed in Appendix 2 to the report. One bidder was partially non-compliant with the published specification and was not able to be evaluated for lot 2 as a result.

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 18 suppliers across 8 lots, as outlined in Appendix 2 to the report, subject to satisfactory conclusion of insurance checks.

The report advised that lot 9 (Warden Call Systems) was not recommended for award as part of the establishment of this framework due to telecare being in a transitional period, with significant innovation providing new ways of working, driven by the change from analogue to digital technology. Bids received for this lot were sufficiently diverse that they could not be equally evaluated on a like-for-like basis, as per the evaluation methodology.

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 together with the other benefits that would be achieved through the framework. The report intimated that, in accordance with Scotland Excel's established contract segmentation tool, the framework had been classified as class D.

DECIDED: That the award of the framework agreement for the Supply and Delivery of Technology Enabled Care Goods, as detailed in Appendix 2 to the report, be approved.

6 **Net Zero Strategy Update 2023/24**

There was submitted a report by the Chief Executive of Scotland Excel detailing Scotland Excel's progress in delivering the objectives contained within the Net Zero Strategy for 2023/204, a copy of which was appended to the report.

The report intimated that at a meeting of the Executive Sub-committee held on 17 March 2023, Scotland Excel's Net Zero Strategy 2023/28 had been approved. This strategy would be used to support Scotland Excel member councils in the delivery of their individual and collective net zero goals linked to Scottish Government 'climate emergency' policy and legislation. The strategy was supported with a detailed action plan with objectives to deliver on short and medium-term (2023/25) and longer-term (2025/28) net zero related priorities.

The report advised that an internal Net Zero Working Group met monthly to identify and deliver actions identified in the strategy. A progress tracker managed Scotland Excel's activity against the Net Zero Strategy Objectives and a commitment of the strategy was that a progress report would be submitted to the Executive Sub-committee at the end of each financial year.

DECIDED: That Scotland Excel's progress in delivering the objectives contained within the Net Zero Strategy for 2023/24 be noted.

Sederunt

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

7 Request for Associate Membership: The University of the West of Scotland

There was submitted a report by the Chief Executive of Scotland Excel advising that the University of the West of Scotland had applied 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 the University of the West of Scotland to become an associate member of Scotland Excel, with no annual membership fee, be approved, subject to completion and signing of the agreement documentation.

8(a) Project Proposal: Commercial Analysis

There was submitted a report by the Chief Executive of Scotland Excel relative to a project being proposed to be funded from the use of reserves as a result of surpluses which would be generated by changes to the Strathclyde Pension Fund employer's contributions.

The report intimated that when considering the Revenue Estimates for 2024/25 at the meeting of the Joint Committee held on 8 December 2023 it was noted that Strathclyde Pension Fund had advised that, as a result of higher than anticipated returns from investments, the fund was 147% funded against current and anticipated future commitments. At that meeting it was agreed that the anticipated operating surplus be retained, ring-fenced within reserves with any draw down to be approved by the Executive Sub-committee.

The report provided detail on a project to fund the appointment of a dedicated resource to manage detailed commercial analysis required to ensure that the local government community was furnished with appropriate information, extracted from the analysis of markets and suppliers' responses, to enable councils to drive great efficiency from procurement work. The project would develop business cases for improving data analysis activity and, where beneficial, make recommendations on the use of additional digital tools. The report provided further detail on the project and highlighted that the funding requirement for the addition of a Lead Commercial Analyst at Grade 11 for a period of 12 months, on a fixed-term contract, would be a total commitment of £68,497, being an estimated cost of £54,798 for year 1 (10 months) and £13,699 for year 2 (2 months).

DECIDED: That the project funding and draw down from agreed reserves for 2024/25 and 2025/26 of a total commitment of £68,497, being £54,798 for year 1 (10 months) and £13,699 for year 2 (2 months) be approved.

Sederunt

Councillor Durno and Councillor McPake left the meeting during consideration of the following item of business.

8(b) Project Proposal: Capital Project Procurement Support

There was submitted a report by the Chief Executive of Scotland Excel relative to a project being proposed to be funded from the use of reserves as a result of surpluses which would be generated by changes to the Strathclyde Pension Fund employer's contributions.

The report intimated that when considering the Revenue Estimates for 2024/25 at the meeting of the Joint Committee held on 8 December 2023 it was noted that Strathclyde Pension Fund had advised that, as a result of higher than anticipated returns from investments, the fund was 147% funded against current and anticipated future commitments. At that meeting it was agreed that the anticipated operating surplus be retained, ring-fenced within reserves with any draw down to be approved by the Executive Sub-committee.

The report provided detail on a project to provide support to members' technical and procurement teams to make the most effective use of collaborative procurement routes when managing capital projects. The proposal expanded the capability of Scotland Excel to include call-off support to aid Councils, Housing Associations and other members to make call-offs from frameworks for complex project work, most commonly capital investment projects. The project would develop business cases for improving data analysis activity and, where beneficial, make recommendations on the use of additional digital tools. The report provided further detail on the project and highlighted that the funding requirement for the addition of a Senior Procurement Specialist at Grade 10 for a period of 24 months, on a fixed-term contract, would be a total commitment of £138,378, being an estimated cost of £67,118 for year 1 and £71,249 for year 2.

DECIDED: That the project funding and draw down from agreed reserves for 2024/25 and 2025/26 of a total commitment of £138,378 be approved

Sederunt

Councillor Kelly left the meeting during consideration of the following item of business.

9 Strategic Risk Register

There was submitted a report by the Chief Executive of Scotland Excel providing an update on the Strategic Risk Register maintained to monitor threats and risks that could impact on the delivery of Scotland Excel's strategic objectives and to identify controls that were in place to mitigate these risks. A copy of the Strategic Risk Register was appended to the report.

The report intimated that the Strategic Risk Register had been developed using methodology set out in the Strategic Risk Strategy approved by the Joint Committee in December 2022. Currently there were 12 strategic risks ranging in risk evaluation score from 8 to 20 and a summary of key elements in relation to each identified risk was detailed in the Register.

DECIDED: That the Strategic Risk Register be noted.

10 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 21 June 2024.