

## 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.