

## Notice of Meeting and Agenda Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 19 March 2021	09:30	Remotely by MS teams,

KENNETH GRAHAM  
Clerk

### Membership

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Altany Craik (Fife Council); Councillor Ruairie Kelly (Glasgow City Council); Councillor Alister Mackinnon (Highland Council); Councillor Joe Cullinane (North Ayrshire Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Amanda Hawick (Shetland Islands Council) and Councillor Collette Stevenson (South Lanarkshire Council)

Councillor John Shaw (Convener): Councillor Paul Di Mascio (Vice Convener)

### Further Information

If you require any information in relation to this meeting please contact [elaine.currie@renfrewshire.gov.uk](mailto:elaine.currie@renfrewshire.gov.uk)

## Items of business

### Apologies

Apologies from members.

### Declarations of Interest

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

- |             |   |                |
|-------------|---|----------------|
| <b>1</b>    | <b>Minute</b>   | <b>5 - 8</b>   |
|             | Minute of meeting of the Executive Sub-committee held on 19 February 2021.                |                |
| <b>2</b>    | <b>Revenue Budget Monitoring</b>  | <b>9 - 16</b>  |
|             | Joint report by Treasurer and Chief Executive of Scotland Excel.                          |                |
| <b>3</b>    | <b>Contract for Approval: Booking of Public Sector Employees (Supply Teacher Booking)</b> | <b>17 - 28</b> |
|             | Report by Chief Executive of Scotland Excel.  |                |
| <b>4(a)</b> | <b>Request for Associate Membership: Ruchazie Housing Association Limited</b>             | <b>29 - 30</b> |
|             | Report by Chief Executive of Scotland Excel.  |                |
| <b>4(b)</b> | <b>Request for Associate Membership: University of Glasgow</b>                            | <b>31 - 32</b> |
|             | Report by Chief Executive of Scotland Excel.  |                |
| <b>5</b>    | <b>Care Update</b>  | <b>33 - 36</b> |
|             | Report by Chief Executive of Scotland Excel.  |                |

### EXCLUSION OF PRESS AND PUBLIC

The Sub-committee may by resolution exclude the press and public from the meeting during consideration of the following item of business as it is likely, in view of the nature of the business to be transacted, that if members of the press and public are present, there could be disclosure to them of exempt information as defined in paragraph 1 Part I of Schedule 7A of the Local Government (Scotland) Act 1973.

- |          |  |  |
|----------|--|--|
| <b>6</b> | <b>Scotland Excel Workforce Plan</b>   |  |
|          | Exempt report by Chief Executive of Scotland Excel. (Report issued to members under separate cover). |  |

## **7 Date of Next Meeting**

Note that the next meeting of the Executive Sub-committee will be held at 9.30 am on 23 April 2021.





## Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 19 February 2021	09:30	Remotely by MS teams,

### Present

Provost Bill Howatson (Aberdeenshire Council); Councillor Graham Hutchison (City of Edinburgh Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Alister MacKinnon (Highland Council); Councillor Joe Cullinane (North Ayrshire Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Amanda Hawick (Shetland Islands Council); and Councillor Collette Stevenson (South Lanarkshire Council).

### Chair

Councillor Shaw, Convener, presided.

### In Attendance

J Welsh, Chief Executive, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer and Business Services, B Phillips, Category Analyst (all Scotland Excel); L Belshaw, Democratic Services Manager and K O'Neill, Assistant Democratic Services Officer (both Renfrewshire Council).

### Apologies

Councillor Angus Macmillan Douglas (Angus Council); Councillor Altany Craik (Fife Council); and Councillor Ruairie Kelly (Glasgow City Council).

### Declarations of Interest

There were no declarations of interest 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 29 January 2021.

**DECIDED:** That the Minute be approved.

## Sederunt

Provost MacDonald joined the meeting prior to consideration to the following item of business.

## 2 Contract for Approval: Domestic Furniture and Furnishings

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a renewal framework agreement for the supply of domestic furniture and furnishings which would operate from 1 February 2021 to 31 January 2024, with an option to extend for up to an additional 12 month period until 31 January 2025, this would commence on 2 March 2021.

The framework provided councils and other participating bodies with a mechanism to procure a comprehensive range of domestic furniture and furnishings, enabling people to live independently or to be supported in temporary accommodation via the Scottish Welfare Fund.

The framework had been divided into two lots as detailed in table 1 of the report and had been advertised with a contract value of £105 million for the period of the contract, which included an additional £38 million allocated by the Scottish Government to local authorities to administer the Scottish Welfare Fund.

Appendix 1 to the report detailed the participation, spend and savings summary of all 32 councils together with those associate members who had confirmed their intention to participate in the framework. Members were advised that there was an amendment to the original report which had stated 31 councils would participate as Shetland Council would not participate as they had their own local arrangements in place. Shetland Council would now participate in this contract.

Tender responses had been received from seven tenderers and Appendix 2 to the report provided a summary of the offers received.

Based on the evaluation undertaken, and in line with the criteria and weightings set out in the report, it was recommended that a multi-supplier framework arrangement be awarded to seven suppliers across the two lots as outlined in Appendix 3 to the report.

Appendix 4 to the report detailed the Real Living Wage status of bidders and Appendix 5 to the report detailed a summary of contract and supplier management classifications. It was proposed that a summary of commitments made regarding the payment of the living wage by tenderers be added to the Annual Procurement Report, which is reported to the Joint Committee. This was agreed.

**DECIDED:**

(a) That the award of the framework agreement for the supply of domestic furniture and furnishings as detailed in Appendix 3 to the report, be approved; and

(b) That a summary of commitments made regarding the payment of the living wage by tenderers be included in the Annual Procurement Report, which is reported to the Joint Committee.

### **3(a) Request for Associate Membership of Scotland Excel by Ark Housing Association Limited**

There was submitted a report by the Chief Executive of Scotland Excel advising that Ark 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 Ark Housing Association Limited to become an associate member of Scotland Excel, with an annual membership fee of £500, be approved subject to completion and signing of the agreement documentation.

### **3(b) Request for Associate Membership of Scotland Excel by Cathcart & District Housing Association Ltd**

There was submitted a report by the Chief Executive of Scotland Excel advising that Cathcart & District Housing Association Ltd 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 Cathcart & District Housing Association Ltd to become an associate member of Scotland Excel, with an annual membership fee of £625, be approved subject to completion and signing of the agreement documentation.

### **3(c) Request for Associate Membership of Scotland Excel by Highlands and Islands Enterprise**

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

## **Declaration of Interest**

At this point in the meeting, Provost MacDonald declared a non-pecuniary interest in the preceding item of business as the Highlands and Islands Enterprise office was located within the Comhairle Nan Eilean Siar Council offices.

## **4 Update on the Contract Delivery Plan**

There was submitted a report by the Chief Executive of Scotland Excel relative to the progress of the 2020/21 contract delivery plan and visibility of contracting activity in the first half of 2021/22. Overall, efficiencies delivered to date in 2020/2021 were 2.9%, which was slightly above the forecast range.

The report intimated that the contract delivery plan comprised framework renewals, new developments, framework extensions and frameworks with ongoing contract management only and Appendices 1 to 4 to the report provided further details.

The report highlighted that there were 74 current frameworks in the Scotland Excel portfolio. Appendix 1 to the report detailed those frameworks to be renewed before 31 March 2021; Appendix 2 to the report detailed the new frameworks that would be added to the portfolio before 31 March 2021; and Appendix 3 to the report detailed those frameworks that had extension options likely to be exercised in 2020/21.

The estimated forecast value of the Scotland Excel framework portfolio by 31 March 2021 was approximately £2 billion.

Scotland Excel had deferred some projects and proposed to extend a number of current frameworks in light of the severe impact on normal business practices resulting from the current coronavirus/Covid-19 outbreak, as detailed in Appendix 4 to the report.

It was noted that overall, efficiencies delivered between October 2019 and September 2020, detailed in Appendix 5, were circa 2% which was in line with the forecast range.

### **DECIDED:**

(a) That the overall contract delivery plan review, including the proposed actions to be taken as a result, be noted; and

(b) That the recommendations for contract extensions, as detailed in Appendix 4 of the report be approved, subject to further consultation with relevant bodies and legal colleagues to ensure the modifications proposed were applied appropriately and in accordance with Scotland Excel's governance and applicable Regulations.

## **5 Date of Next Meeting**

**DECIDED:** That it be noted that the next meeting of the Executive Sub-committee would be held at 9.30 am on 19 March 2021.



## Scotland Excel

**To: Executive Sub-Committee**

**On: 19 March 2021**

**Joint Report by:  
The Treasurer and the Chief Executive of Scotland Excel**

### **Revenue Budget Monitoring Report to 5 February 2021**

#### **1. Summary**

- 1.1 At the end of Period 11, Scotland Excel is projecting a small surplus by year-end in its Core activities and a £72k overspend by year-end within Projects, which would result in a drawdown from Project reserves. Further detail is provided at Section 3.

#### **2. Recommendations**

- 2.1 It is recommended that members note the report, including the planned drawdown from committed Project reserves.

#### **3. Background**

##### **Core**

- 3.1 At 5 February 2021, the year-to-date net income for Core was £0.618m, comprising gross expenditure of £3.424m, less gross income of £4.042m.
- 3.2 The projection for the end of 2020/21 is a small surplus position for Core. This has moved from a projected break-even position at Period 9. The current projection includes variances to budget as follows:

##### Expenditure

- **Employee Costs - £37k underspend**

Scotland Excel continues to have a freeze on recruitment of vacant posts across the organisation as a result of COVID-19. The projected outturn also includes provision in respect of costs in relation to the VR/VER exercise recently carried out.

- **Transport Costs - £29k underspend**

Assumptions in relation to Transport Costs continue to be monitored in light of recent Scottish Government guidance in relation to the ongoing COVID-19 pandemic.

- **Supplies and Services - £55k underspend**

Assumptions in relation to Supplies and Services expenditure continue to be monitored in light of recent Scottish Government guidance in relation to the ongoing COVID-19 pandemic.

- **Support Costs - £42k overspend**

Arising from increased costs in relation to organisational Insurances, which reflects the growing Scotland Excel framework portfolio.

### Income

- **Associate Membership - £34k under-recovery**

The estimated outturn figure has been reduced due to the uncertain financial environment within the Social Housing sector. The Scotland Excel Associates team continues to work with existing associate members to promote the benefits of membership, resulting in an increase of £3k on full year estimate compared to the last budget monitoring report.

- **Income from Projects - £60k under-recovery**

Reflects impact of the COVID-19 pandemic on the New Build framework and on uptake of courses within the Scotland Excel Academy. Reported income from projects has increased since January 2021 due to a number of additional projects being commissioned from, and delivered by, Scotland Excel prior to financial year-end.

- **Retrospective Rebates - £15k over-recovery**

Reflects the unplanned impact of COVID-19 pandemic on some Rebate frameworks; in particular the Janitorial Supplies framework, which has experienced increased sales.

- 3.3 Appendix 1 provides an analysis of the actual spend to date along with projected net expenditure for 2020/21 and includes a summary of movement in the Revenue Reserve, as well as a glossary of terms.
- 3.4 There have been no budget adjustments since the last report at Period 9.
- 3.5 Income and expenditure will continue to be monitored through the remainder of the financial year and projections will be kept under review.

### **Projects**

- 3.6 The year-to-date net expenditure for Projects is £64k, comprising gross expenditure of £1.195m and gross income of £1.131m.

- 3.7 The projection for Projects at the end of 2020/21 is a planned drawdown of £72k from Project Reserves, after a transfer to Core of £155k, which is largely attributable to the New Build Project, which is expected to overspend by £153k.
- 3.8 Appendix 2 provides an analysis of the actual spend to date along with projected net expenditure for 2020/21 and includes a summary of movement in the Project reserves, as well as a glossary of terms.
- 3.9 There have been no budget adjustments since the last report at Period 9.



REVENUE BUDGET MONITORING STATEMENT 2020/21  
1 April 2020 to 5 February 2021

Core	Approved Budget at Period 9	New budget adjustments	Revised Budget	Year to Date Actual	Projected Full Year Actual	Projected Full Year Variance (Adverse) / Favourable
£000s	£000s	£000s	£000s	£000s	£000s	£000s
Employee Costs	3,591	0	3,591	2,948	3,554	37
Property Costs	217	0	217	217	217	0
Transport Costs	30	0	30	1	1	29
Supplies and Services	296	0	296	140	241	55
Transfer Payments	14	0	14	11	13	1
Support Costs	224	0	224	107	266	(42)
<b>Gross Expenditure</b>	<b>4,372</b>	<b>0</b>	<b>4,372</b>	<b>3,424</b>	<b>4,292</b>	<b>80</b>
Council Requisitions	(3,661)	0	(3,661)	(3,661)	(3,661)	0
Temporary Reserve Use	(120)	0	(120)	(120)	(120)	0
Associate Income	(210)	0	(210)	(177)	(176)	(34)
Income from Projects	(315)	0	(315)	(84)	(255)	(60)
Rebates	(66)	0	(66)	0	(81)	15
<b>Gross Income</b>	<b>(4,372)</b>	<b>0</b>	<b>(4,372)</b>	<b>(4,042)</b>	<b>(4,293)</b>	<b>(79)</b>
<b>Drawdown from Reserves</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(618)</b>	<b>(1)</b>	<b>1</b>

Summary of in-year Movement in Reserves	£000s
Opening Revenue Reserve at 1 April 2019	235
Budgeted Draw on Reserves	0
Projected year-end variance	1
<b>Closing Revenue Reserve at 31 March 2020</b>	<b>236</b>
% of Operating Income	5.5%

Glossary

**Employee Costs:** Includes direct employee costs such as salary costs, overtime and indirect employee costs such as training, recruitment advertising

**Property Costs:** Includes expenses directly related to the running of premises and land, eg rates, rents and leases, utilities, contract cleaning

**Transport Costs:** Includes all costs associated with the provision, hire or use of transport, including travelling allowances, taxi and car hire costs and staff mileage

**Supplies and Services:** Includes all supplies and service expenses, such as ICT costs, and administrative costs such as stationery, postages, printing and advertising

**Transfer Payments:** Includes costs of payments for which no good or services are received in return e.g. Apprenticeship Levy

**Support Costs:** Includes central support charges e.g. Renfrewshire Council SLA and telephony recharges ('Administration Costs' in approved budget)



**REVENUE BUDGET MONITORING STATEMENT 2020/21**  
**1 April 2020 to 5 February 2021**

<b>Projects</b>	<b>Approved Budget</b>	<b>New budget adjustments</b>	<b>Revised Budget</b>	<b>Year to Date Actual</b>	<b>Projected Full Year Actual</b>	<b>Projected Full Year Variance (Adverse) / Favourable</b>
<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>
Employee Costs	1,302	(0)	1,302	1,050	1,269	33
Transport Costs	23	0	23	0	0	23
Supplies and Services	57	0	57	26	26	31
Transfer Payments	5	0	5	3	4	1
Third Party Payments	294	0	294	75	110	184
<b>Gross Expenditure</b>	<b>1,681</b>	<b>(0)</b>	<b>1,681</b>	<b>1,154</b>	<b>1,409</b>	<b>272</b>
Income from Projects	(1,996)	(0)	(1,996)	(1,131)	(1,492)	(504)
<b>Gross Income</b>	<b>(1,996)</b>	<b>(0)</b>	<b>(1,996)</b>	<b>(1,131)</b>	<b>(1,492)</b>	<b>(504)</b>
<b>Net Expenditure Sub-Total</b>	<b>(315)</b>	<b>(0)</b>	<b>(315)</b>	<b>23</b>	<b>(83)</b>	<b>(232)</b>
<b>Transfer to Core</b>	<b>315</b>	<b>0</b>	<b>315</b>	<b>41</b>	<b>155</b>	<b>160</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(0)</b>	<b>0</b>	<b>64</b>	<b>72</b>	<b>(72)</b>

<b>Summary of in-year Movement in Project Reserves</b>	
<b>Opening Revenue Reserve at 1 April 2020</b>	<b>763</b>
<b>Budgeted Draw on Reserves (for Core)</b>	<b>(120)</b>
<b>Projected year-end variance</b>	<b>(72)</b>
<b>Closing Revenue Reserve at 31 March 2021</b>	<b>571</b>
<b>% of Operating Income</b>	<b>38.3%</b>

**Glossary**

**Employee Costs:** Includes direct employee costs such as salary costs, overtime and indirect employee costs such as training, recruitment advertising

**Transport Costs:** Includes all costs associated with the provision, hire or use of transport, including travelling allowances, taxi and car hire costs and staff mileage

**Supplies and Services:** Includes all supplies and service expenses, such as ICT costs, and administrative costs such as stationery, postages, printing and advertising

**Transfer Payments:** Includes costs of payments for which no good or services are received in return e.g. Apprenticeship Levy

**Third Party Payments:** Includes payments to other agencies and organisations in return for services, e.g. CMI/SQA fees





## **Scotland Excel**

**To: Executive Sub-Committee**

**On: 19 March 2021**

**Report by:  
Chief Executive of Scotland Excel**

**Tender: Booking of public sector employees (Supply teacher booking)**

**Schedule: 04/21**

**Period: 1 April 2021 to 31 March 2025**

### **1. Introduction and Background**

This framework allows the appointment of suppliers to a framework agreement for the booking of staff in current employment with local authorities for temporary vacancies.

SEEMiS Group LLP is a central body established by Scotland's local authorities with a remit to develop and service a national education management information system for all of Scotland's schools. It currently provides a module that allows local authorities to record the booking of supply teachers for temporary vacancies. This module will be retired by SEEMiS in July 2021 and local authorities are seeking a solution to replace this module with an increased scope that will allow for the booking of a variety of staff roles, however, it should be noted that the prime booking role is for Supply Teachers.

### **2. Scope, Participation and Spend**

This framework is available to all councils but it is anticipated the main users of the current SEEMiS module will be first adopters. Confirmation of participating bodies is shown in appendix 1.

Two councils, South Lanarkshire, and East Renfrewshire councils have intimated that they do not intend to utilise the framework because they have other in-house solutions. It is expected that a few of the remaining councils may elect to utilise the framework after they have been contacted by Scotland Excel after mobilisation.

The diverse requirements of each council have made forecasting the expenditure unfeasible to produce on an individual council by council basis. The solutions offered are defined as Software As A Service (SAAS) and therefore costs are dependent on the number of users of the solution. Some councils have intimated

that they intend to increase the scope of any solution they procure to handle all shift bookings across the council's services, whilst others have indicated that they intend to use the application for supply teacher bookings only.

The requirements for West Dunbartonshire Council were used for the purposes of evaluation and the estimation of the potential value of the framework. The estimated value of the West Dunbartonshire Council opportunity was £15,000 per annum with setup costs between £5,000 - £10,000. The contract opportunity was therefore advertised with a value over the 4-year term of £1million.

SEEMiS currently provides the module used by most councils and it is included within each council's requisition fee. The complex coupling of the SEEMiS solutions modules mean that it is not possible to provide an estimate of the current costs to its members for any module, therefore savings cannot be calculated. A single instance of a solution for all members is not possible due to PVG restrictions on a per council instance, for example a teacher may be employed by 2 councils but under current legislation they must have PVG checks carried out by both councils.

### **3. Procurement Process**

SEEMiS and the Scottish Local Government Digital Office ("SLGDO") approached Scotland Excel in February 2020 to assist with the replacement of the Teacher Booking module. A User Intelligence Group (UIG) was formed with representatives from the main users.

The worldwide pandemic impacted the planned procurement process as, understandably, Education departments focussed on other areas. In May 2020 the UIG sought to gather requirements for each council. An agile prioritisation technique (MoSCoW – Must have, Should have, Could have, Won't have) was used to establish the requirements of each council. This document was used to inform the basis of the minimum characteristics of any solution procured. Demonstrations of applications by FCSS, GroupCall and Just Education were also offered to Councils. Information regarding the national application used in Northern Ireland was also gathered.

The preferred procurement route for ICT applications is normally to "call off" from the Crown Commercial Service CCS G-Cloud framework, however the main suppliers identified for this niche procurement are not suppliers under that agreement. Therefore, the agreed procurement strategy was to tender using the Open procurement procedure, with a single lot.

The tender was weighted 60 % commercial and 40 % technical. Suppliers were asked to submit a Scotland Single Procurement Document ("SPD"), to provide costs for the full 4-year term and to provide technical responses.

The SPD is the new Qualification document for Bidder Selection that was previously fulfilled by the ESPD. Tenderers were required to satisfy minimum standards as stated in both the SPD and the contract notice.

The technical responses included the following areas:

- Servicing the contract (15 %)
- Delivery of the contract through its life (15%)
- Exiting the contract (5 %)
- Cyber Essentials (mandatory)
- Fair working practices (3 %)
- Community benefits (2 %)
- Minimum requirements for the solution (mandatory)

#### **4. Report on Offers Received**

Scotland Excel received 6 offers for this framework. 5 Tenderers submitted compliant offers, however, 1 Tenderer failed to submit a commercial offer and its offer was therefore non-compliant.

A summary of the offers received is provided in Appendix 2 and the scores awarded to each Tenderer is shown in Appendix 3.

#### **5. Recommendations**

Based on the evaluation undertaken, and in line with the criteria and weightings set out above, it is recommended that a multi-supplier framework arrangement is awarded to five suppliers as outlined in Appendix 3.

Of these five recommended suppliers two are Scottish suppliers and three are small/micro suppliers. The recommended suppliers provide a wide choice for councils where they can select a supplier that currently provides a national solution focusing on supply teacher booking or select suppliers that have solutions that allow the booking of more resource types.

#### **6. Benefits**

##### **Savings**

As stated earlier in the report, anticipated savings cannot be calculated for councils as this service is currently provided as part of a requisition fee. Cost avoidance for councils by procuring through Scotland Excel has been achieved and it may be possible for councils to achieve savings through the transformation of existing service provision by reducing a substantial amount of manual work.

##### **Price Stability**

Four year license fees were sought to enable councils to submit bids for budget funding for the life of the framework. Two suppliers have offered static prices for the 4 years and of the recommended other suppliers price inflation has been linked to RPI.

### **Sustainable Procurement Benefits**

Fair working practices was a scored element of this tender and all recommended suppliers pay at least the living wage, although most pay well in excess of this. One supplier for example has a policy of not paying less than £30,000 per annum to its employees. A summary of this can be found in appendix 4.

Community benefits was a scored element of the tender with Tenderers obliged to provide benefits for spend bands they might achieve over the life of the framework, also, benefits needed to be provided for their offer to be deemed compliant. Benefits that could be enjoyed from this framework include apprenticeships and work placements.

### **Other Benefits**

Commitment to a rebate/discount structure has been secured from suppliers, which will benefit all participants. This framework will also provide a template to assist with the valuation of modules currently provided by SEEMiS.

## **7. Contract Mobilisation and Management**

All Tenderers were required to complete 3 technical responses which detailed how they would service, deliver, and exit the contract. These responses will be passed to councils to assist with their selection of Supplier. It is highly probable that the councils will embark on limited trials with a preferred Supplier before awarding the call-off.

The contract segmentation tool developed by Scotland Excel scored the contract management value at 31 out of a max score of 100. The classification for this framework has been determined at E level which requires the following contract management activities - Annual supplier contact (if required), optional annual surveys, no requirement for annual UIG, straightforward ad-hoc support to councils, suppliers and potentially requiring procurement assistance, basic contract monitoring. Appendix 5 summarises each of the management bands and associated contract management activities.

## **8. Summary**

This framework offers councils the opportunity to collaborate together to realise licence cost savings but also to increase the scope of the solutions offered in other service areas.

A range of benefits have been delivered in relation to price stability, discounts, community benefit commitments and fair working practices. To mitigate the impact of rising costs through the lifetime of the framework rebates and volume discounts have been realised.

The Executive Sub Committee is requested to approve the recommendations to award this framework agreement to the suppliers as detailed in Appendix 3 (Scoring and Recommendations).

**Appendix 1 – Participation, Spend and Savings Summary**  
**04/21 Booking of public sector employees (Supply Teacher Booking)**

<b>Member Name</b>	<b>Participation in Contract</b>	<b>Participation Entry Date</b>
Aberdeen City Council	Yes	01 April 2021
Aberdeenshire Council	No	
Angus Council	Yes	01 April 2021
Argyll & Bute Council	Yes	01 April 2021
City of Edinburgh Council	Yes	01 April 2021
Clackmannanshire Council	May through the life	
Comhairle nan Eilean Siar	May through the life	
Dumfries & Galloway Council	May through the life	
Dundee City Council	May through the life	
East Ayrshire Council	Yes	01 April 2021
East Dunbartonshire Council	Yes	01 April 2021
East Lothian Council	Yes	01 April 2021
East Renfrewshire Council	No	
Falkirk Council	May through the life	
Fife Council	May through the life	
Glasgow City Council	Yes	01 April 2021
Highland Council	May through the life	
Inverclyde Council	Yes	01 April 2021
Midlothian Council	May through the life	
Moray Council	May through the life	
North Ayrshire Council	May through the life	
North Lanarkshire Council	May through the life	
Orkney Islands Council	May through the life	
Perth & Kinross Council	May through the life	
Renfrewshire Council	May through the life	
Scottish Borders Council	May through the life	
Shetland Islands Council	May through the life	
South Ayrshire Council	May through the life	
South Lanarkshire Council	No	
Stirling Council	May through the life	
West Dunbartonshire Council	Yes	01 April 2021
West Lothian Council	May through the life	
Tayside Contracts	May through the life	
<b>Totals</b>		



## Appendix 2 – List of Tenderers with SME Status

Tenderer's Name	SME Status	Location	Lots Tendered
Alvius Ltd.	Medium	Tayside and Fife	1
Cloud Cover IT Services Limited	Small	Glasgow	1
eTeach UK Limited	Medium	England	1
Just Education Ltd	Micro	Manchester	1
Teacher Booker Ltd	Micro	England	1

## Appendix 3 - Scoring and Recommendations

Lot 1 – Booking of employed staff		
Tenderer	Score	Awarded (Yes or No)
Teacher Booker Ltd	91.50	Yes
eTeach UK Limited	80.43	Yes
Just Education Ltd	80.25	Yes
Alvius Ltd.	68.84	Yes
Cloud Cover IT Services Limited	56.46	Yes
RDC Group Limited	N/C	No





### Appendix 4- List of Recommended Suppliers with Living Wage Status

Tenderer	Accredited	Currently progressing through Real Living Wage accreditation process	Pay Real Living Wage to all employees, and committed to gaining accreditation over the initial 2 years of framework	Pay Real Living Wage to all employees, but not accredited	Neither accredited nor paying Real Living Wage, but do commit to pay the Real Living Wage to all employees over the initial 2 years of the framework	Neither accredited nor paying Real Living Wage
Alvius Ltd			Yes			
Cloud Cover IT Services Limited		Yes				
eTeach UK Limited				Yes		
Just Education Ltd				Yes		
Teacher Booker Ltd					Yes	



## Appendix 5 – Contract management classification

Class	Management requirements
A	Activities – Due to the unique and bespoke nature of the frameworks that fall within this class, a contract management plan to be developed and agreed with CSG.
B	Activities – Quarterly supplier contact, six monthly surveys, annual UIG, frequent support to councils, suppliers and external stakeholders requiring high level of procurement expertise, extensive contract monitoring
C	Activities – Six monthly supplier contact, six monthly to annual surveys, annual UIG, regular support to councils, suppliers and external stakeholders requiring procurement expertise, high contract monitoring
D	Activities – Annual supplier contact, annual surveys, optional annual UIG, ad-hoc support to councils, suppliers and external stakeholders potentially requiring procurement expertise, regular contract monitoring
E	Activities – Annual supplier contact (if required), optional annual surveys, no requirement for annual UIG, straightforward ad-hoc support to councils, suppliers and potentially requiring procurement assistance, basic contract monitoring



## Scotland Excel

**To: Executive Sub-Committee**

**On: 19 March 2021**

**Report by:  
Chief Executive of Scotland Excel**

### **Request for Associate Membership of Scotland Excel by Ruchazie Housing Association Limited**

#### **1. Background**

- 1.1 Scotland Excel operates an Associate programme to allow access to its frameworks and services to a wide range of other public service orientated bodies. Applications can be made for Associate Membership by organisations such as council arm's length organisations, community groups, charities, housing associations and voluntary organisations which are a public body or a body that engages in activities of a public nature.

Organisations apply to Scotland Excel for Associate Membership to allow them to access the frameworks for goods and services which are in place for our members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

Associate membership supports the wider aims of Scotland Excel by increasing overall spend against frameworks, providing additional income and supporting the goals of promoting excellent public procurement across Scottish organisations.

#### **2. Organisation Background**

- 2.1 Ruchazie Housing Association Limited are a small community-based housing association with stock of 225 properties in the east end of Glasgow. The association work with others to contribute to the regeneration of the neighbourhood and improve the quality of life and services in Ruchazie. Ruchazie Housing Association Limited is a Registered Society and a Scottish charity. It is also a Registered Social Landlord.
- 2.2 Ruchazie Housing Association Limited is a real living wage employer.

### **3. Associate Membership Process**

- 3.1 Before any application is submitted for approval, a number of validation checks on the organisation are carried out. These include a review of the Memorandum & Articles of Association, the financial position and the type of contracts that the organisation is likely to access. It is confirmed that satisfactory validation checks have been completed in relation to this application.
- 3.2 Scotland Excel monitors all requests from applicants to become associate members to ensure that any legal requirements are met. In this case, Ruchazie Housing Association Limited qualifies for membership in accordance with the Local Authorities (Goods and Services) Act 1970 section 1 (1B)(c). Namely, that it has functions that are public in nature or engages in activities of that nature so long as the purpose or effect of access to Scotland Excel's services is to facilitate its discharge of those functions or activities.
- 3.3 Fees are determined in a number of ways:
- Arms Length External Organisations (ALEOs) related to local authority members pay no fee as this is covered within requisition fees.
- National Health Service (NHS) bodies, Colleges and Universities, and Non departmental bodies of the Scottish Government pay no fee under a reciprocal agreement that allows local authorities to utilise contracts created by the relevant procurement centres of expertise.
- All other associate fees are calculated on a standard methodology agreed by committee. e.g. Housing Associations pay based on the number of houses within their portfolio.

### **4. Recommendations**

- 4.1 It is recommended to committee that Ruchazie Housing Association Limited application to join Scotland Excel as an associate member be approved, with an annual fee of £500 subject to the agreement document.

## Scotland Excel

**To: Executive Sub-Committee**

**On: 19 March 2021**

**Report by:  
Chief Executive of Scotland Excel**

### **Request for Associate Membership of Scotland Excel by University of Glasgow**

#### **1. Background**

- 1.1 Scotland Excel operates an Associate programme to allow access to its frameworks and services to a wide range of other public service orientated bodies. Applications can be made for Associate Membership by organisations such as council arm's length organisations, community groups, charities, housing associations and voluntary organisations which are a public body or a body that engages in activities of a public nature.

Organisations apply to Scotland Excel for Associate Membership to allow them to access the frameworks for goods and services which are in place for our members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

Associate membership supports the wider aims of Scotland Excel by increasing overall spend against frameworks, providing additional income and supporting the goals of promoting excellent public procurement across Scottish organisations.

#### **2. Organisation Background**

- 2.1 The University of Glasgow is a higher education institution founded in 1451 and one of the top 100 universities in the world. The University Court of the University of Glasgow incorporated under the Universities (Scotland) Act 1889 is the governing body of the University of Glasgow and the entity wishing to use Scotland Excel's services. The University of Glasgow was awarded the Times Higher Education University of the Year in 2020.
- 2.2 University of Glasgow is an accredited real living wage employer.

### **3. Associate Membership Process**

3.1 Before any application is submitted for approval, a number of validation checks on the organisation are carried out. These include a review of the Memorandum & Articles of Association, the financial position and the type of contracts that the organisation is likely to access. It is confirmed that satisfactory validation checks have been completed in relation to this application.

3.2 Scotland Excel monitors all requests from applicants to become associate members to ensure that any legal requirements are met. In this case, the University Court of the University of Glasgow can be recommended for associate membership access in accordance with the Local Authorities (Goods and Services) Act 1970, section 1 (1B)(b). Namely, that it has functions that are public in nature or engages in activities of that nature so long as the purpose or effect of access to Scotland Excel's services is to facilitate its discharge of those functions or activities.

3.3 Fees are determined in a number of ways:

Arms Length External Organisations (ALEOs) related to local authority members pay no fee as this is covered within requisition fees.

National Health Service (NHS) bodies, Colleges and Universities, and Non departmental bodies of the Scottish Government pay no fee under a reciprocal agreement that allows local authorities to utilise contracts created by the relevant procurement centres of expertise.

All other associate fees are calculated on a standard methodology agreed by committee. e.g. Housing Associations pay based on the number of houses within their portfolio.

### **4. Recommendations**

4.1 It is recommended to committee that The University Court of the University of Glasgow application to join Scotland Excel as an associate member be approved, with no annual fee as part of the reciprocal agreement and subject to the agreement document.



## Scotland Excel

**To: Executive Sub-Committee**

**On: 19 March 2021**

**Report by:  
Chief Executive of Scotland Excel**

### **Care Update**

#### **1. Introduction**

The purpose of this report is to provide an update on contracts within the care portfolio and on the potential impact of the recommendations from the Independent Review of Adult Social Care.

#### **2. Contract Updates – Children’s Services**

##### **Fostering and Continuing Care**

The Fostering and Continuing Care framework renewal is being finalised for publication, having been postponed due to Covid19. It is anticipated that the outcome of the process will be presented at the June Executive Sub Committee for approval. This framework will build on the successes of the current framework and, in addition, aims to provide local authorities with greater transparency around the costs of continuing care by seeking indicative costs for these placements in the tender as the basis for discussion when agreeing individual placements

##### **Secure Care**

In line with the contractual terms, the first opportunity for secure care providers to seek a fee uplift has opened with three of the four providers seeking an increase well in excess of inflation. The main driver for the requested increases is staffing costs.

Scotland Excel has agreed with partners from COSLA and Scottish Government that the contract fee rate for 2021/22 should not include any forecast cost pressures associated with Covid19. Discussions are ongoing regarding funding for covid-specific cost pressures from April onwards.

Initial negotiations with the three providers who have sought uplifts have taken place and are due to be finalised with any agreed fees in place for 1 April 2021.

## **Children's Residential Care and Education including Short Breaks**

Fee reviews are also taking place with providers of children's residential care, care and education, education only and short breaks. Just over half of framework providers have submitted fee review requests. A wide range of increases have been sought with some in line with anticipated cost benchmarks and others in excess of these. A Common key cost driver is increased staffing costs and an attempt to bring salaries in line with local authorities.

As with secure care, covid-specific cost pressures are not being considered as part of the fees for 2021/22. Analysis and negotiations are currently taking place with any agreed fees expected to take effect from 1 April 2021.

There are seven Grant Aided Special Schools (GASS) in Scotland, all of which are participating in the national framework. The majority have submitted requests to vary their fee mainly as a result of the phased withdrawal of the Scottish Government revenue grant from the GASS in line with 'The right help at the right time in the right place: strategy for the learning provision for children and young people with complex additional support needs 2017-2026<sup>1</sup>'.

In addition, some GASS are reporting significant concerns with financial stability as a result of a historical inability to vary fees in line with market factors under previous grant funding arrangement. The GASS increase requests and associated impact to local government are significant, however not unexpected. Analysis and negotiations are continuing with providers with any agreed fees in place for 1 April 2021.

### **3. Contract Updates - Adult Social Care**

#### **Care and Support**

The Care and Support Flexible Framework (1318) went live on 1 April 2020 comprising 78 providers, offering 315 services across 22 geographical areas for the councils who have committed to use the framework.

The flexible framework was reopened on 2 October 2020 and this second release received a good response. The post tender negotiation (PTN) meetings have resulted in a positive outcome, particularly for the councils preparing to use the framework from 1 April 2021. The PTN exercise targeted providers where elements of their rate exceeded expected levels as well as those where there was concern about financial sustainability due to low fees. The estimated impact of the PTN includes annual cost avoidance of circa. £900k per annum as well as increased clarity on local variables.

It is anticipated that new providers are appointed to the framework on 1 April 2021. This will increase participating providers to 120 offering over 400 services.

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<sup>1</sup> <https://www.gov.scot/publications/right-help-right-time-right-place-scotlands-ten-year-strategy-learning-provision-children-young-people-complex-additional-support-needs/pages/1/>

The Adult Social Care Team are supporting a number of councils to migrate to the framework from 1<sup>st</sup> April and beyond, developing material to support local mobilisation to compliment local commissioning processes.

Those who are not participating in the framework at this time are kept up to date with regular communication and are offered the opportunity of bespoke benchmarking against current arrangements.

The annual price review for care & support is underway. It was anticipated that the analysis including any clarifications and negotiation, would take place in February and March 2021 with approved variations taking effect 1 April 2021.

On 16<sup>th</sup> February the Cabinet Secretary for Health & Sport announced a national approach to the living wage increase in adult social care for 2021/22. Scotland Excel are seeking guidance on the scope and plans for this to determine the impact on the framework negotiation processes. An update in relation to this will be shared with local authorities as soon as possible.

### **National Care Home Contract**

Scottish Care set out their opening position for the fee negotiation this year in a paper seeking increases of around 40% to the fees from increases to provider return & capital return and changes to both occupancy and efficiency levels. This proposal was rejected, and more recent discussions have focused on the workforce and areas for potential improvement in pay & conditions.

These discussions are complicated by national work which is ongoing in relation to fair work. This group, has not yet concluded its recommendations in relation to areas highlighted by Scottish Care and therefore no formal policy has been agreed or funding made available.

Scotland Excel proposes to make an offer to the sector based on the agreed cost model and benchmarks for uplift, an approach which has been endorsed by COSLA Leaders, and which includes a living wage uplift for care workers. In relation to other fair work elements there is scope for the offer to include an option to revisit the cost model and rate once the fair work group has concluded recommendations, should funding be made available.

## **4. Independent Review of Adult Social Care**

The report on the Independent Review of Adult Social Care, chaired by Derek Feeley, was published last month.

While the report finds social care provision in Scotland to be built on strong foundations and acknowledges examples of excellent practice it concludes that is the current system of social care is one of unrealised potential. Examples of this include key policy directives, such as self-directed support, which are seen to be innovative but with significant “implementation gaps” between policy and practice. The report is critical of the current structure citing a lack of process in health and social care integration.

Amongst the report's 53 recommendations is the creation of a National Care Service, a new minister for social care and reformed Integrated Joint Boards. The recommendations include significant change to the role of local authorities - to one of delivery partner - as legal responsibility for social care shifts to the new Integrated Joint Boards.

The report is critical of current procurement and commissioning practices, calling for an ethical approach to commissioning with clear recommendations to increase collaboration and to reduce competition between providers. In her opening address to parliament during the debate on the review recommendations, the Cabinet Secretary confirmed areas for immediate action included ethical commissioning.

Other key themes in the report include:

- The need to challenge some of the prevailing narrative about social care and reframe this as an investment
- Focus on human rights and ensuring individuals are at the centre of any decisions about their care
- Focus on outcomes rather than outputs and budget considerations
- Increased support for and recognition of unpaid carers
- Better recognition and reward for the social care workforce
- Increasing levels of provision to tackle unmet need
- The need for better use of technology and innovative models of care

The potential impact on both local authorities and Scotland Excel is significant should the recommendations be accepted in full. Scotland Excel plans to explore expectations in relation to immediate action on ethical commissioning with Scottish Government as well as the longer-term implications for Scotland Excel's role should responsibility for social care no longer sit within local government.

Scotland Excel is well placed to support the implementation of recommendations in relation to procurement & commissioning practice.

## **5. Recommendation**

Members are invited to:

- note the contract updates provided;
- support the proposed approach to concluding the NCHC fee negotiations; support plans to work with key stakeholders to consider the potential impact of the recommendations on Scotland Excel's role in social care; and
- support Scotland Excel's plan to explore the potential to undertake an active role in implementing recommendations relating to commissioning & procurement.