

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 21 June 2019	09:45	City Chambers, Glasgow City Council, 80 George Square, Glasgow, G2 1DU

Present

Provost Bill Howatson (Aberdeenshire Council); Provost Norman Macdonald (Cohmhairle Nan Eilean Star); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Altany Craik (Fife Council); Bailie Norman MacLeod (Glasgow City Council); Councillor A Mackinnon (Highland 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 John Shaw, Convener, presided.

In Attendance

J Welsh, Director, S Brannagan, Head of Customer & Business Services, J Kenney and D Pettigrew, both Category Managers (all Scotland Excel); M Conaghan, Legal and Democratic Services Manager, C McCourt, Finance Business Partner, A McNaughton, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (all Renfrewshire Council).

Apologies

Councillor Angus Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council) and Councillor Donald L Reid (North Ayrshire Council).

Declarations of Interest

There were no declarations of interest intimated prior to the commencement of the meeting.

1 Minute of the Executive Sub-committee

There was submitted the Minute of the meeting of the Executive Sub-committee held on 31 May 2019.

DECIDED: That the Minute be approved.

2 Revenue Budget Monitoring Report to 24 May 2019

There was submitted a joint revenue budget monitoring report by the Treasurer and the Director of Scotland Excel for the period 1 April to 24 May 2019.

The report intimated that year-to-date net expenditure for Core was £214,000, which comprised gross expenditure of £370,000, less gross income of £156,000.

The Projects year-to-date net expenditure was £70,000, which comprised gross expenditure of £187,000, less gross income of £117,000. Projects were expected to contribute £173,000 funding to Core Operations during 2019/20, as per the approved budget.

The table in the report provided an analysis of the actual spend to date along with projected net expenditure for 2019/20 and included a summary of movement in the Revenue Reserve.

DECIDED: That the report be noted.

3(a) Contract for Approval: Bikeability Scotland Training Providers

There was submitted a report by the Director of Scotland Excel seeking approval for the establishment of a new Dynamic Purchasing System (DPS) for Bikeability Scotland Training Providers, which the Director of Scotland Excel had elected to establish in terms of Contract Standing Order 28 and also for the Director of Scotland Excel to be granted the appropriate delegation to appoint new entrants to the DPS during its lifetime, as detailed in the report.

The report intimated that the DPS provided an opportunity for Scotland Excel to provide a national collaborative solution to deliver a mechanism that would help raise the uptake and standard of Bikeability Scotland training received in schools.

This route to market had been chosen following careful consideration and market engagement. By tendering this opportunity as a DPS, it would allow the flexibility of new entrants to bid to join throughout the lifetime of the contract and increase, not only the supply base, but also the level of cyclist skill in Scotland through professional training.

Based on the current spend analysis and grant information provided by Cycling Scotland, the DPS had been advertised at a value of approximately £300,000 per annum and had been advertised by use by all 32 local authorities.

Appendix 1 to the report detailed the service providers requesting to be granted access to the DPS by adequately evidencing their ability to meet the defined qualification criteria, subject to final clarifications.

It was noted that any reference in the appendices to TTC Group Limited should be replaced by Cycle Experience Limited.

DECIDED:

- (a) That the establishment of the Dynamic Purchasing System (DPS) for Bikeability Scotland Training Providers be approved;
- (b) That the initial respondents selected to participate in the DPS, as detailed in Appendix 1 to the report, be approved;
- (c) That delegated authority be granted to the Director of Scotland Excel, or delegate, to approve the evaluation outcome and award participation on the DPS to new entrants completing the DPS qualification process to Scotland Excel's satisfaction, thereby enabling their participation in the DPS during its lifetime, ensuring compliance with the applicable procurement rules including the statutory 10-day maximum period for evaluation and notification of outcome;
- (d) That the Executive Sub-committee be updated on the status of available service providers on an annual basis as part of the annual Procurement Report; and
- (e) That any reference in the appendices to the report to TTC Group Limited be replaced by Cycle Experience Limited.

3(b) Contract for Approval: Asbestos Related Works and Services

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for asbestos surveys, removal and disposal and analytical services which would commence on 15 July 2019 to 14 July 2021, with an option to extend for up to a further two 12-month periods until 14 July 2023.

The report intimated that the framework enabled councils to effectively manage planned, ad-hoc and emergency asbestos related requirements in all council owned property such as housing stock and civic buildings. Several enhancements were incorporated in the renewal including the division of each lot into six geographical regions. Tenderers would offer for one, any or all lots and any region within a lot, therefore encouraging bids from local suppliers, facilitating tailored regional pricing and increasing competition and capacity for call-offs.

The report summarised the outcome of the procurement process for this national framework arrangement.

The framework had been divided into three lots as detailed in table 1 of the report and had been advertised at an estimated value of £12 million per annum. It was noted that 29 councils had confirmed their intention to participate in the framework, East Ayrshire, East Renfrewshire and Glasgow City Councils had their own contractual arrangements in place.

Tender responses had been received from 44 suppliers and a summary of offers received was detailed in Appendix 2 to the report. Based on the criteria and scoring methodology set out within the tender document, a full evaluation of the offers had been completed and Appendix 3 to the report detailed the scoring achieved by each bidder.

Based on the evaluation undertaken, and in line with the criteria and weightings detailed within the report, it was recommended that a multi-supplier framework agreement be awarded to 44 suppliers across the three lots as outlined in Appendix 3 to the report.

Appendix 4 to the report detailed suppliers with Scottish Living Wage status at the point of tender.

It was noted that any reference in the appendices to the report to Exova Environmental UK Limited should be replaced with Element Materials Technology Environmental UK Limited.

It was also noted that William Munro Constructions (Highland) Limited had withdrawn their submission in respect of Lot 1.

DECIDED:

(a) That the award of the framework agreement, as detailed in Appendix 3 to the report, be approved;

(b) That any reference in the appendices to the report to Exova Environmental UK Limited be replaced with Element Materials Technology Environmental UK Limited; and

(c) That it be noted that William Munro Constructions (Highland) Limited had withdrawn their submission in respect of Lot 1.

3(c) Contract for Approval: Supply and Delivery of Alcoholic and Associated Beverages

There was submitted a report by the Director of Scotland Excel relative to the award of a new framework agreement for the supply and delivery of alcoholic and associated beverages which would be effective from 1 August 2019 until 31 July 2022, with the option to extend for up to an additional 12-month period until 31 July 2023.

The report intimated that the requirement for this framework had arisen due to the upcoming expiration of a regional contract led by South Ayrshire Council to procure these requirements with Edinburgh City, Fife and North Ayrshire Councils acting as collaborative partners. Scotland Excel had engaged with these councils with the intention of using this agreement as a model form which to establish a notional framework.

The new framework would provide councils with a mechanism to procure a range of alcoholic and associated beverages including, but not limited to, draught beer and packaged beer and cider, wines, spirits, ready to drink alcoholic beverages and soft drinks and mixers.

The framework had been advertised at a value of £5 million over the four-year period and the report summarised the outcome of the procurement process.

One tender response had been received and a summary of this offer was detailed in Appendix 1 to the report.

Based on the evaluation undertaken, and in line with the criteria and weightings detailed within the report, it was recommended that a single-supplier framework be awarded to Tennent Caledonian Brewers Wholesale Limited (Tennents).

The report further advised that Tennents had accepted as part of the terms and conditions of the framework that they would hold prices firm for the first 12-months of the framework.

DECIDED: That the award of the framework agreement, as detailed in Appendix 2 to the report, be approved.

4 Date of Next Meeting

DECIDED:

(a) That an additional meeting of the Executive Sub-committee be held at 10.00 am on 2 August 2019 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley; and

(b) That thereafter it be noted that the next meeting of the Executive Sub-committee would be held at 10.45 am on 23 August 2019 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.