

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.