

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 29 January 2021	09:30	Remotely by MS teams,

Present

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus 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 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, L Campbell, Corporate Services Manager, G Muir, Senior Procurement Specialist, G Sutherland, Senior Procurement Specialist and C Taylor, Housing Services Manager (all Scotland Excel); M Conaghan, Legal and Democratic Services Manager and K O'Neill, Assistant Democratic Services Officer (both Renfrewshire Council).

Apologies

Councillor Graham Hutchison (Edinburgh Council) and Councillor Joe Cullinane (North Ayrshire 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 11 December 2020.

DECIDED: That the Minute be approved.

2 Revenue Budget Monitoring

There was submitted a revenue budget monitoring report by the Treasurer and the Chief Executive of Scotland Excel for the period 1 April to 11 December 2020.

The report intimated that Scotland Excel was projecting a breakeven position by year-end in its core activities and a £227,000 overspend by year-end within projects, which would result in a drawdown from project reserves. Further detail was provided in section 3 of the report.

Appendix 1 to the report provided an analysis of the actual spend to date along with projected net expenditure for 2020/21 and included a summary of movement in the revenue reserve. Appendix 2 to the report provided an analysis of the actual spend to date along with projected net expenditure for 2020/21 and included a summary of movement in the project reserves.

DECIDED: That the report be noted.

3(a) Contract for Approval: Supply and Delivery of Social Care Case Management Solutions Software

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a collaborative framework for the supply of Social Care Case Management Solutions Software which would operate for a period of four years, commencing from the framework commencement date, anticipated to be 15 February 2021. This date would be confirmed on award.

The report intimated that the project to consider a collaborative approach to procuring a renewed Social Care Case Management System had been identified by the Scottish Local Government Digital Office in conjunction with Scotland Excel and this presented an opportunity for Scotland Excel to provide national collaborative solutions which would drive value through the consolidation of spend, whilst alleviating the resource challenge associated with this type of procurement exercise for local authorities.

The framework had been divided into three lots as detailed in table 1 of the report and had been advertised at an estimated maximum value of £28 million for the four-year term. The report summarised the outcome of the procurement process.

The framework would allow councils to call-off directly or use a mini-competition process if required under all lots. There were currently a number of councils that had established project teams to review current processes and procedures involved in social care service delivery and these councils anticipated that a new case management system would be an integral component to support and deliver improved ways of working. During the evaluation process, nine councils had expressed an interest in participating in the framework and it was anticipated that a further eleven councils might consider a replacement social care system during the lifetime of the

framework and would include this as one of their procurement options.

Tender responses had been received from seven tenderers and Appendix 1 to the report provided a summary of the offers received and their SME status. Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the offers had been carried out and Appendix 2 to the report detailed the scoring achieved by each bidder.

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 be awarded to five service providers across the lots as outlined in Appendix 2 to the report.

Appendix 3 to the report detailed the approach taken by bidders in relation to fair work practices and their position on the payment of the Real Living Wage; and Appendix 4 to the report provide a summary of segmentation classifications.

DECIDED: That the award of the multi-supplier framework for the supply and delivery of Social Care Case Management Solutions Software, as detailed in Appendix 2 to the report, be approved.

3(b) Contract for Approval: Engineering and Technical Consultancy Framework

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a renewal framework agreement for engineering and technical consultancy which would operate from 18 March 2021 to 17 March 2025.

The framework would provide councils and other participating bodies a mechanism to procure a wide range of civil engineering and associated technical consultancy services and would provide efficiency to councils when both engaging consultants and forming construction contracts.

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

The framework had been divided into nine lots as detailed in table 1 of the report and due to the historic annual spend and the continuing increase in uptake of the framework it had been advertised at £17.125million per annum. Appendix 1 to the report detailed the participation, spend and savings summary of those 31 councils participating in the framework together with those associate members who had confirmed their intention to participate. It was noted that Orkney Islands Council had their own arrangement in place which they intended to continue operating.

Tender responses had been received from 66 tenderers but one late offer had been excluded in accordance with the rules defined in the tender documentation. Appendix 2 to the report provided a summary of the offers received from the 65 compliant tenderers.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the 65 compliant offers had been carried out and Appendix 3 to the report detailed the scoring achieved by each tenderer.

Based on the evaluation undertaken, and in line with the criteria and weightings set out in the report, and ensuring that best value, capacity and coverage was secured, it was recommended that a multi-supplier framework be awarded to 31 suppliers across nine lots, as outlined in Appendix 3 to the report.

Appendix 4 to the report detailed the position on the payment of the Real Living Wage; and Appendix 5 to the report provide a summary of segmentation classifications.

DECIDED: That the award of the multi-supplier framework for the supply of engineering and technical consultancy, as detailed in Appendix 3 to the report, be approved.

4 Associate Member Update Report

There was submitted a report by the Chief Executive of Scotland Excel providing an update on Scotland Excel associate membership, as detailed in Appendix 1 to the report.

The report intimated that Scotland Excel associate membership was classified into five main groups, housing associations, Council arm's length organisations (ALEOs), transport bodies, organisations utilising reciprocal arrangements (Scottish Government and education), and other bodies and table 1 of the report detailed the breakdown of associate members per group.

The growth of associate membership was detailed in figure 1 of the report; the income breakdown of associate members as at January 2021 was detailed in figure 2 of the report; the increase in the number of housing associations was detailed in figure 3 of the report; the current fee split of associate members was detailed in figure 4 of the report; and the associate members income growth for 2013 to 2020 was detailed in figure 5 of the report.

In response to the COVID-19 pandemic in April 2020, Scotland Excel implemented a temporary free associate membership programme to support the efforts of any public body or third sector organisation looking to secure continuity of service or assisting in recovery after lockdown. It was noted that 36 organisations took advantage of this offer and figure 6 of the report detailed the geographical spread and the sector of those organisations.

DECIDED: That the progress made with regard to the ongoing work with current associate members be noted and that members encourage suitable organisations to apply for membership.

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

5(a) Request for Associate Membership: Fairfield Housing Association Limited

There was submitted a report by the Chief Executive of Scotland Excel advising that Fairfield 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 Fairfield Housing Association Limited to become an associate member of Scotland Excel, with an annual membership fee of £771, be approved subject to completion and signing of the agreement documentation.

5(b) Request for Associate Membership: Shetland's Transport Partnership (ZetTrans)

There was submitted a report by the Chief Executive of Scotland Excel advising that Shetland's Transport Partnership (ZetTrans) 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 Shetland's Transport Partnership (ZetTrans) 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.

6 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 February 2021.