

Minute of Meeting Scotland Excel Executive Sub-committee

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

Present

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Douglas (Angus Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries & Galloway Council); Councillor Ian Cameron (substitute for Councillor Craik, Fife Council); Councillor Ruairi Kelly (Glasgow City Council); Councillor James Gray (Highland Council); and Councillor Joe Cullinane (North Ayrshire Council). Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council) and Councillor Amanda Hawick (Shetland Islands 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; N Howie, Procurement Co-ordinator; L Muir, Category Manager; K Forrest, Office Manager; L Robertson, Project and Account Manager and L McIntyre, Senior Communications Specialist (all Scotland Excel); and A MacArthur, Head of Finance; M Conaghan, Legal & Democratic Services Manager and K O'Neill, Assistant Democratic Services Officer (all Renfrewshire Council).

Apology

Councillor Andrew Johnston (City of Edinburgh 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 22 October 2021.

DECIDED: That the Minute be approved.

2 **Chief Executive's Update Report to Chief Executive Officers Management Group (CEOMG) - November 2021**

Under reference to item 2 of the minute of the meeting of the CEOMG meeting held on 10 November 2021, 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 10 November 2021, a copy of which was appended to the report.

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. Following discussions with the Convener, it had been agreed that this report, and any future reports, be shared with members of the Scotland Excel Executive Sub-committee, following CEOMG meetings.

The report covered the period up to November 2021 and provided information in relation to work in collaboration with Corporate Services, Care Services, Children's Service, Construction Transport and Environment and Energy Efficiency. and contracts approved since November 2020; projects with other local authorities and associate members; climate change; new associate members and community wealth building.

DECIDED: That the report be noted.

3 **Revenue Estimates 2022/23**

There was submitted a report by the Treasurer and the Chief Executive of Scotland Excel relative to the revenue estimates of Scotland Excel including the requisition of the constituent authorities for financial year 2022/23 along with indicative planning figures for 2023/24 and 2024/25.

The report provided information on the assumptions that the budget had been based on; income from projects; a financial overview for Scotland Excel; the Scotland Excel funding model; and member authority requisitions for 2023/23.

Appendix 1 to the report detailed the revenue estimates of Scotland Excel for 2021/22 to 2024/25 while Appendix 2 to the report detailed requisitions from constituent authorities in 2021/22 and 2022/23 and the savings achieved in 2020/21.

DECIDED:

(a) That the revenue estimates of Scotland Excel for financial year 2022/23, as detailed in Appendix 1 of the report, be noted and recommended for approval to the Joint Committee;

(b) That the requisitions from constituent authorities, as detailed in Appendix 2 to the report, be noted; and

(c) That the indicative estimates for 2023/24 and 2024/25 be noted.

4 **Contract for Approval: Supply and Distribution of Milk**

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a fourth generation renewal framework for the supply and distribution of milk which would operate from 1 March 2022 until 28 February 2026.

The framework would provide Councils and other participating bodies with a mechanism to procure a range of dairy products including whole milk, semi skimmed milk, skimmed milk, flavoured milk, organic milk and fresh cream. It would support the duties established by the Schools (Health, Promotion and Nutrition) (Scotland) Act 2007 and follow standards set out by the Nutritional requirement for Food and Drink in School (Scotland) regulations 2020 alongside the Scottish Milk & Healthy Snack Scheme. As detailed in Appendix 1, 31 councils and Tayside Contracts had confirmed their intention to participate in the framework.

The report summarised the outcome of the procurement process for the framework. The framework had been divided into two lots, as detailed in figure 1 of the report, each lot was further sub-divided into geographical sub-lots.

The forecast annual spend for participating councils and associate members was £8 million per annum, equating to an estimated £32 million over the full four-year term of the framework. Appendix 1 to the report detailed the participation, spend and savings summary of those councils participating in the framework together with Tayside Contracts who intended to participate.

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

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 3 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 arrangement be awarded to four suppliers across the two lots, as outlined in Appendix 3 to the report.

Appendix 4 to 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.

The report intimated that, in accordance with Scotland Excel's established contract and supplier management programme, the framework had been classified as class D in terms of risk and spend, as detailed in Appendix 5 to the report.

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

5 **Update on the Contract Delivery Plan**

There was submitted a report by the Chief Executive of Scotland Excel providing a progress update on the 2020/21 contract delivery plan.

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 with four further new frameworks to be added. Appendix 1 to the report detailed those frameworks to be renewed before 31 December 2021; Appendix 2 to the report detailed flexible contracts until December 2022; Appendix 3 to the report detailed those frameworks that had extension options likely to be exercised until December 2022 and Appendix 4 detailed contracts with no renewal or extension activity and contract management activity ongoing until December 2022.

The estimated forecast value of the Scotland Excel framework portfolio as at 31 March 2022 would be approximately £2 billion.

It was noted that overall, efficiencies delivered to date in 2021/22 were 3.1%, which was above the forecast of 1.7%.

In addition to the activity detailed in appendices 1 to 4, Scotland Excel was exploring the benefits of further collaborative procurement across high spend, critical service areas in construction, corporate ICT and social care teams.

A summary of spend and forecast savings per Council for the period July 2020 to June 2021 was detailed in Appendix 5 to the report, with an average forecast efficiency of circa 1.7%.

DECIDED: That the progress made to date be noted.

6 **Meetings of Scotland Excel Executive Sub-committee in 2022**

There was submitted a report by the Clerk relative to proposed dates for meetings of the Executive Sub-committee during 2022.

DECIDED:

(a) That, if required, meetings of the Executive Sub-committee be held on 28 January, 18 February, 18 March, 22 April, 19 August, 16 September, 21 October, and 18 November 2022 and that where these meetings were being held remotely, they commence at 9.30 am and where they were being held within a venue, they commence at 10.45 am;

(b) That, if required, meetings of the Executive Sub-committee be held on 17 June and 9 December 2022, prior to meetings of the Joint Committee and that where these meetings were being held remotely, they commence at 9.30 am and where they were being held within a venue they commence at 9.45 am; and

(c) That the Sub-committee continue to meet remotely and that this continue to be reviewed to take into account public health advice and guidance.

7 **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 10 December 2021.