

Notice of Meeting and Agenda Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 26 April 2019	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

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); Bailie Norman MacLeod (Glasgow City Council); Councillor Alister Mackinnon (Highland Council); (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)

Present

By Video Conference

Chair

In Attendance

Sederunt

Video Conferencing

Should any member wish to participate using video conferencing please contact Karen Forrest on 0141 618 7444.

Further Information

This is a meeting which is open to members of the public.

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>

For further information, please either email democratic-services@renfrewshire.gov.uk or telephone 0141 618 7112.

Members of the Press and Public

Members of the press and public wishing to attend the meeting should report to the customer service centre where they will be met and directed to the meeting.

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.

- | | | |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1 | Minute | 1 - 4 |
| | Minute of meeting of the Executive Sub-committee held on 22 March 2019. | |
| 2 | Projects Update | 5 - 24 |
| | Presentation by Director of Scotland Excel. | |
| 3 | Contract for Approval: Supply and Delivery of Building and Timber Materials | 25 - 42 |
| | Report by Director of Scotland Excel. | |
| 4 | Request for Associate Membership by The Highlands and Islands Transport Partnership | 43 - 44 |
| | Report by Director of Scotland Excel. | |
| 5 | Update on the Contract Delivery Plan | 45 - 52 |
| | Report by Director of Scotland Excel. | |
| 6 | Employee Absence Management Report | 53 - 56 |
| | Report by Director of Scotland Excel. | |
| 7 | Date of Next Meeting | |
| | Note that the next meeting of the Executive Sub-committee will be held at 10.45 am on 31 May 2019 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley. | |



Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 22 March 2019	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

Present

Provost Norman Macdonald (Comhairle Nan Eilean Siar); Councillor John Shaw (Renfrewshire Council); and Councillor Colette Stevenson (South Lanarkshire Council).

By Video Conference

Provost William Howatson (Aberdeenshire Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

J Welsh, Director, L Campbell, W Murray, K Carlin and K Copland (both Procurement Coordinators) and B Murray, Procurement Development Officer (all Scotland Excel); M Conaghan, Legal & Democratic Services Manager, C McCourt, Finance Business Partner, A McNaughton, Senior Committee Services Officer (all Renfrewshire Council); and S Afzal and K Graham (both Audit Scotland).

Apologies

Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Altany Craik (Fife Council); Bailie Norman MacLeod (Glasgow City Council); Councillor Paul Di Mascio (North Lanarkshire Council); and Councillor Amanda Hawick (Shetland Islands Council).

Declarations of Interest

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

Additional Item

The Convener intimated that there was an additional item of business in relation to the legal challenge in relation to the contract for garden maintenance equipment which had not been included in the notice calling the meeting. The Convener, being of the opinion that the item which is dealt with at item 8 below, was urgent in view of the need to advise members of the position, authorised its consideration.

1 Minute

There was submitted the Minute of the meeting of the Executive Sub-committee held on 25 January 2019.

DECIDED: That the Minute be approved.

2 Revenue Budget Monitoring

There was submitted a joint revenue budget monitoring report by the Treasurer and the Director of Scotland Excel for the period 1 April 2018 to 6 February 2019.

The report intimated that gross expenditure was £2,000 under budget and income was currently £6,000 under recovered which resulted in a net year-to-date overspend of £4,000.

DECIDED: That the report be noted.

3 Annual Audit Plan 2018/19

There was submitted a report by the Treasurer relative to Audit Scotland's annual audit plan 2018/19 for the Joint Committee which outlined Audit Scotland's planned activities in their audit for the 2018/19 financial year.

DECIDED: That Audit Scotland's annual audit plan 2018/19 be noted.

4(a) Contract for Approval: Supply, Delivery, Installation and Maintenance of Vending Machines

There was submitted a report by the Director of Scotland Excel relative to a new framework arrangement for the supply, delivery, installation and maintenance of vending machines which would operate from 1 May 2019 until 30 April 2023.

The report summarised the outcome of the procurement process for this national framework agreement and intimated that the framework enabled Scotland Excel to provide a national collaborative solution 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 5 lots as detailed in figure 1 of the report and had been advertised at a value of £5 million over the four-year period. The new framework had an annual value of approximately £1.25 million across 32 councils and Tayside Contracts.

A summary of the offers received together with their SME status was detailed in Appendix 1 to the report; Appendix 2 to the report detailed the scoring achieved by each bidder and recommendations; and Appendix 3 to the report detailed suppliers with Scottish Living Wage status.

DECIDED: That places on this framework be awarded to the suppliers, as detailed in Appendix 2 to the report.

4(b) Contract for Approval: Supply, Delivery, Maintenance and Repair of Cleaning Equipment

There was submitted a report by the Director of Scotland Excel relative to a new framework arrangement for the supply, delivery, maintenance and repair of cleaning equipment which would operate from 1 May 2019 until 30 April 2023, with an option to extend for up to an additional one-year period until 30 April 2023.

The report summarised the outcome of the procurement process for this national framework agreement and intimated that the framework enabled Scotland Excel to provide a national collaborative solution 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 2 lots as detailed in figure 1 of the report and had been advertised at a value of £9 million over the four-year period. The new framework had an annual value of approximately £2.25 million across 32 councils and Tayside Contracts.

A summary of the offers received together with their SME status was detailed in Appendix 1 to the report; Appendix 2 to the report detailed the scoring achieved by each bidder and recommendations; and Appendix 3 to the report detailed suppliers with Scottish Living Wage status.

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 agreement be awarded to 10 suppliers as outlined in Appendix 2 to the report.

DECIDED: That places on this framework be awarded to the suppliers, as detailed in Appendix 2 to the report.

5 Request for Associate Membership by Cycling Scotland

There was submitted a report by the Director of Scotland Excel advising that Cycling Scotland, the nation's cycling organisation, 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 Cycling Scotland to become an associate member of Scotland Excel, at an annual membership fee of £500, be approved subject to completion and signing of the agreement documentation.

6 Operating Plan Update

There was submitted a report by the Director of Scotland Excel relative to the progress made against operating plan activities and commitments during quarter 3 2018/19.

DECIDED: That the report be noted.

7 Date of Next Meeting

DECIDED: That it be noted that the next meeting of the Executive Sub-committee would be held at 10.45 am on 26 April 2019 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.

8 Legal Challenge: Supply and Delivery of Grounds Maintenance Equipment

Under reference to item 3(a) of the Minute of the meeting of this Sub-committee held on 25 January 2019, the Director of Scotland Excel advised that the award of this contract was now subject to legal challenge. As such the contract could not begin until the legal challenge had been dealt with.

DECIDED: That it be noted that this contract was the subject of a legal challenge.

Executive Subcommittee

26th April 2019

Agenda Item 2

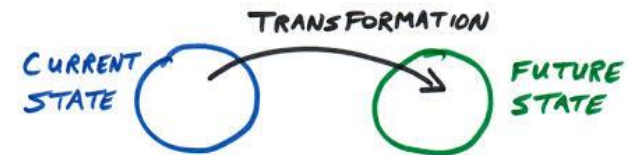
Project Update Presentations

Consultancy with Councils

Aberdeen City Council



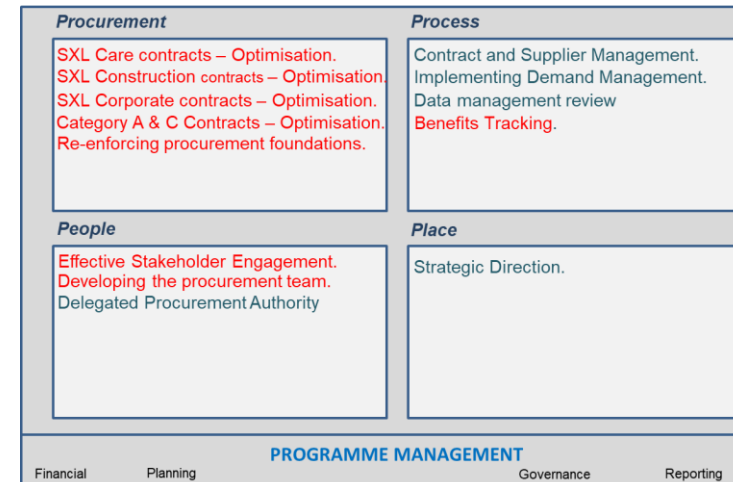
- Background
 - *Support council identify and deliver savings.*
- Resources
 - *Two commercial leads embedded in council.*
- Approach
 - *Analysis*
 - *Category Manager Workshop/Ideas bank*
 - *Services Workshops*
 - *Building Savings Pipeline*
 - *Supplier meetings*



Fife Council



- Background
 - *Two year programme encompassing 13 projects*
- Resources
 - *Programme Manager, Commercial Leads and Business Analyst embedded in council.*
- Approach
 - *Building Foundations*
 - *Developing the procurement team*
 - *Commercial Culture*
 - *Risk Appetite*
 - *Innovation*
 - *Savings Pipeline*



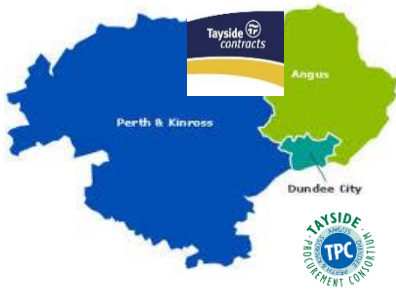
East Renfrewshire Council



- Background
 - *Undertake Procurement review*
- Resources
 - *Fixed with move to one embedded resource*
- Approach
 - *Phase 1 - Team*
 - *Phase 2 – Expand and savings*
 - *Phase 3*
 - *One year engagement with embedded resource*



Tayside



Tayside Collaboration

*Commercial Excellence
Partnership Programme*

- Appointment confirmed December 2018
- 2 year programme to develop and implement more structured collaboration
- SXL have now joined the project board
- SLA issued for approval
- Jan – Mar focus on pre-work, programme design and recruitment
- Formal commencement April 2019

Scottish Government Funded Projects

Care and Support Services

National Framework – In Development

Care and Support – In Development

- Scottish Government funding confirmed for 19/20 to implement national framework (covering care at home and supported living)
- Specification finalised by May 2019 with input from range of stakeholders
- Technical group now developing:
 - Call off process
 - Process for adding new providers to the framework
 - Terms and conditions
 - Approach to rates/individual budgets
- Anticipated framework go-live : January 2020



Scottish Government Funded Projects

Expansion of Early Learning & Childcare (ELC)

Development of National Guidance & Templates

ELC Progress to Date

- Scottish Government and COSLA jointly published the “National Standard” and “Funding Follows the Child” approach in December 2018
- Scotland Excel has undertaken significant stakeholder engagement to develop key guidance documents
- Three guidance documents now finalised:
 - Sustainable Rates – principles and guidance
 - Business Sustainability Evidence
 - Transition Options (contracting options)



Next steps

- Publication of guidance documents in April 2019
 - Ongoing discussions with Scottish Government as to the support that will be available to local authorities
- Template tender documentation and model terms and conditions due to be published August 2019
 - Work has commenced for the initial scoping work for these
 - Scotland Excel will engage with a wide range of stakeholders including local authorities, Care Inspectorate and Police Scotland

Scottish Government Funded Projects

Affordable Housing Programme

Affordable Housing Programme

- Background
 - *Cabinet Secretary announcement - Feb 17*
 - *Funded 2 year pilot from Apr 17*
- Approach
 - *Develop Procurement Capability*
 - *Identify savings opportunities*
 - *Identify social, economic and environmental benefits.*
- Achieved
 - *1/3 of sector (62% of housing stock)*
 - *19 new HA associate members*
 - *Savings delivered and signposted frameworks*
- Next
 - *Improvement recommendations*
 - *Next steps for programme*



Other Income Streams

Strategic Partnerships

**DIGITAL
PARTNERSHIP**

Scottish Local Government



Projects in progress



**Cycling
Scotland**

New build housing framework

- Scope: Design & Build of Residential Properties
 - Social rented
 - Private
 - Care homes
 - Temporary accommodation
 - Student accommodation



- Restricted Procedure
- Stage 1: completed March 2019
- Stage 2: in progress – closes 7 May 2019 (26 tenderers invited)
- Start : September 2019
- Value : £1.5bn

Key features.....

- Funding member investment recovery via rebate mechanism
- Lotted by project size and geographical split by council area
- Community benefits focused on construction workforce skills
- Extensive Fair Work Practices analysis, including ongoing monitoring of the supply chain
- Facilitates use of Project Bank Accounts and included as a scored question
- Supported Businesses & Social Enterprises commitments
- Specification facilitates off-site construction and Housing for Varying Needs
- Supports use of local subcontractors and requires advertising of opportunities on PCS
- Brexit – exceptional price variation clauses





Scotland Excel Executive Sub Committee

To: Executive Sub Committee

On: 26 April 2019

Report by Director

Tender: Supply and Delivery of Building and Timber Materials

Schedule: 0318

Period: 1 April 2019 until 31 March 2022 with an option to extend for up to 12 months until 31 March 2023 (effective date 1st June 2019)

1. Introduction and Background

The current framework for Building and Timber Materials has been in place since 1 April 2015 and will expire on 31 May 2019 following a two-month extension. Further to User Intelligence Group (UIG) discussions and based upon the high level of satisfaction with the current framework, it was agreed that a renewal framework should be established.

This framework will provide councils and other participating bodies with a mechanism to procure a range of building and timber materials in support of construction projects, ongoing maintenance schedules and ad hoc repairs. A number of council departments are likely to use the framework including stores and housing maintenance.

The current Building and Timber Materials framework received positive feedback from the supply base, particularly as it was regarded as promoting and supporting the use of legal and sustainable timber.

Building on best practice timber sustainability, this fourth-generation framework enhances benefits offered to our members by introducing lots for kitchen units, kitchen worktops and timber window frames. Furthermore, a new approach to delivering local community benefits has been incorporated.

2. Scope, Participation and Spend

As part of strategy development, the UIG approved the inclusion of ten lots as summarised in Table 1. This lotting strategy recognises the current structure of the market place and was designed to align with council requirements.

This structure also maximised the opportunities for small and medium enterprises (SMEs) to bid and increased competition.

Table 1: Lotting Structure

Lot Title	Number of products	Estimated % of spend
Lot 1 – Timber Doors	42	7%
Lot 2 – Timber Door Sets	17	3%
Lot 3 – Sheet and Timber Materials	151	32%
Lot 4 – Timber Fencing	16	2%
Lot 5 – Laminated Walls Panels	17	17%
Lot 6 – Kitchen Units and Worktops	281	8%
Lot 7 – Timber Window Frames	42	5%
Lot 8 – Building Materials	95	17%
Lot 9 – Roofing Materials	77	8%
Lot 10 – Glazing Materials	165	1%

As detailed in Appendix 1, 31 councils have confirmed their intention to participate. This is an increase from the 30 councils participating in the current framework. Stirling Council had their own arrangements in place until 31 March 2019 and have advised that this was being extended. Scotland Excel will liaise with the council ahead of the expiry of the contract to review their options for ongoing requirements.

Cross sectoral discussions have also been held with City Building Glasgow, Advanced Procurement for Universities and Colleges (APUC), Scottish Prison Service (SPS) and housing associations with all confirming their intention to participate. The forecast annual spend for participating councils and associate members is £15m, equating to £60m over the term of the framework, including the extension period.

3. Procurement Process

A UIG consisting of representatives from participating councils agreed the procurement strategy. In addition, a working group consisting of technical and procurement representatives was formed to review technical specifications and the core product list.

Engagement with the market was carried out via a Prior Information Notice (PIN) which was published on 24 March 2018 whereby suppliers were invited to meet with Scotland Excel. Meetings were held with potential bidders including both incumbent and new suppliers. During these meetings, ability to service, trading processes, market trends, community benefits and sustainability were discussed in addition to the current core lists and specifications.

To ensure maximum competition, the UIG agreed that an open tender process should be followed to establish the framework.

This framework was advertised in the Official Journal of the European Union (OJEU) and the Public Contracts Scotland (PCS) portal on the 26 November 2018. The tender process was conducted using the Public Contracts Scotland Tender (PCS-Tender) system.

The procurement process followed a two-stage procedure. At stage one bidders were required to answer a number of questions on financial, technical and professional capability as well as respond to business probity requirements conducted using the European Single Procurement

Document (ESPD). Bidders were required to pass this stage to be eligible for award. At stage two, the technical and commercial sections were evaluated against the following criteria and weightings:

Lots 1-7 (Timber Lots)

Technical 30%
Commercial 70%

Lots 8-10 (Non-Timber Lots)

Technical 20%
Commercial 80%

Bidders offering for timber lots were required to upload evidence to confirm that all products offered will come from a legal and sustainable source in accordance with UK Government Timber Procurement Policy. Submitted evidence was assessed by Efeca, a sustainability consultant with expertise in timber sourcing.

Within the technical section, bidders were required to evidence their knowledge and experience by responding to method statements. These statements covered service and delivery, contract management and management of non-core spend, sustainability, and timber sustainability (for those bidders offering for lots to one to seven only). Bidders were also assessed in relation to their community benefit commitments and additional fixed pricing periods.

Within the commercial section, bidders' commercial offers were assessed on a lot-by-lot basis. Retrospective rebates were also scored. Bidders were invited to offer a range of unscored discounts including non-core items, collection, single source and delivery to central stores.

4. Report on Offers Received

Offers were received by 25 bidders. A summary of the offers received is provided in Appendix 2.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the offers received was completed. Appendix 3 confirms the scoring achieved by each bidder.

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 23 suppliers across lots one to nine as outlined in Appendix 3.

Lot 10, Glazing Materials is not recommended for award.

All three bidders' product coverage was substantially lower than the minimum 75% indicated in the evaluation methodology. This was a new lot with an estimated spend representative of 1% of the value of the overall framework and demand from councils was limited. With product coverage so low and as other potential bidder may not have submitted a bid based on an inability to meet the minimum 75% coverage it is recommended that lot 10 is not awarded. Scotland Excel has engaged with the council requesting this additional lot to confirm that local sourcing will continue to be required.

The 23 recommended suppliers can meet operational requirements across all geographical areas, provide a range of choice and capacity for council members. These 23 recommended suppliers also represent a mix of small, medium and large organisations, with 18 of the recommended suppliers classified as SMEs.

6. Benefits

Savings

Scotland Excel conducted a benchmarking exercise for each council based on historic spend patterns. The results of this benchmarking are detailed in Appendix 1.

The projected average saving across members initially equated to 0.6%, an estimated total saving of approximately £63,926 per annum based on forecast spend levels. These figures are indicative of the market conditions bidding suppliers are experiencing. Supply chain price increases are filtering down to the suppliers bidding for the framework, who in turn have submitted price increases almost across the board. In order to mitigate the risk posed by these price increases, post-tender negotiations (PTN) were conducted with successful bidders in accordance with law and guidance in order to maximise potential savings and to ensure the renewed framework continues to offer value to our members.

Improved pricing on a selection of key items resulted in an additional saving of £44,074. The revised projected average saving across members is 1%, an estimated total of approximately £108,000 per annum.

In addition to the projected average savings, a range of early settlement, non-core, collection and sole supply discounts have also been offered. For the first time retrospective rebates have been included in this framework, ranging from 0.5% to 2% across multiple lots by nine bidders who are recommended for award.

Cost avoidance can also be reported through collaborative procurement as only one fee was payable to Efeca for their expert engagement. This equates to cost avoidance of £124,800.

Price Stability

The framework applies fixed pricing periods of six months for timber lots and 12 months for non-timber lots. In addition to the mandatory fixed pricing periods, seven suppliers offered an additional six months fixed pricing on the timber lots. Thereafter, price reviews are permissible once every six months (timber lots) and 12 months (non-timber lots) to accommodate market fluctuations. All requests for price increases will be evaluated against prevailing market conditions and supporting documentary evidence.

Sustainable Procurement Benefits

Within the technical section of the tender, the sustainability method statement assessed bidders in relation to their activities undertaken to comply with relevant legislation and regulations. This statement also assessed how bidders promote recycle, reuse and reduce initiatives to minimise the impact of the supply chain on the environment. Bidders were also assessed on how they would support the delivery of relevant national outcomes and indicators as identified in the procurement strategy. A range of sustainable measures were outlined by suppliers, including reductions in emissions, packaging, water consumption, energy use and waste to landfill, the implementation of driver efficiency and fleet management measures and the introduction of reusable packaging and sustainable products.

For example, one supplier can offer an innovative service to reduce, reuse and recycle timber waste by collecting wood waste and converting it into sawdust, chips and shavings which are then reused in animal bedding or chipboard manufacture.

This framework reaffirmed that Scotland Excel and councils are committed to the UK Government Timber Procurement Policy and ensures that only legal and sustainable timber will be supplied through the framework.

Bidders to the timber lots were asked to complete a method statement pertaining to legal and sustainable timber. This method statement asked how suppliers proposed to manage the end to end timber supply chain to minimise the impact on the environment and ensure timber and wood-derived products are from a legal and sustainable source. The majority of suppliers achieved high scores in this question demonstrating that best practice timber procurement has been embedded by the supply chain.

Community Benefits

Scotland Excel is committed to maximising community benefits. All recommended suppliers have committed to delivering community benefits during the framework, which will improve the economic, social or environmental wellbeing of the specific council area.

The framework encourages community benefit outcomes for members and encourages suppliers to work collaboratively and innovatively to deliver local community benefits. The framework includes suggested community benefit outcomes such as jobs for long-term unemployed, supply chain development and modern apprenticeships. These outcomes are not exhaustive. Scotland Excel will work closely with awarded suppliers and our members to monitor the delivery of community benefits and share examples of best practice.

Fair Work Practices including the Living Wage

Bidders were asked to describe how they would commit to Fair Work Practices for staff employed in the delivery of this framework. Responses indicated that policies on equality and diversity, programs for personal development of staff and fair and equal working practises were commonplace.

For information, bidders were also asked to confirm their Living Wage status which is set out in Appendix 4. Three suppliers are accredited Living Wage companies. Nine pay the Living Wage to

all staff but are not accredited. Nine suppliers have stated they are not an accredited Living Wage Employer and do not currently pay the Living Wage to all employees.

Of the nine suppliers who have stated they are not an accredited Living Wage Employer and do not currently pay the Living Wage to all employees, three are paying more than 80% of their staff a wage equivalent to or above the Living Wage rate, three are paying between 65% and 70 % and two are paying 50%. One of the suppliers paying 50% of staff an equivalent or above rate is aiming to increase that figure to 75% by 2021.

Scotland Excel will continue to monitor Fair Work Practices including the Living Wage status during contract and supplier management.

Other Benefits

Eight of the recommended suppliers can provide additional services including a cutting, finishing and bundling service as well as pallet uplift, which aids efficiency and stores management.

7. Contract Mobilisation and Management

Each supplier will be invited to a mobilisation meeting to outline the operation of the framework, including roles and responsibilities, management information, community benefits and timber documentation requirements. Both suppliers and participating members will be issued with a mobilisation pack containing all required details to utilise the framework.

Scotland Excel will explore demand for a framework launch event to provide new suppliers with an introduction to key stakeholders.

In accordance with Scotland Excel's established contract and supplier management programme, this framework has been classified as a level 2 arrangement in terms of both risk and spend requiring regular supplier and user group reviews as appropriate. Within the first year of the framework it is envisaged that more frequent meetings may be required to embed standard contract management procedures and expectations.

Scotland Excel will continue to engage with key stakeholders to ensure ongoing and appropriate checks are in place to confirm the legality and sustainability of timber supplied through the framework. This engagement will include discussions of how Scotland Excel can support councils in their obligations and promote the sustainable benefits of the framework.

Further initiatives to support environmental outcomes will be developed in the form of a sustainability guide for councils and associate members provided as part of mobilisation documentation. This document has been discussed with Zero Waste Scotland, and will contain guidance on potential avenues for reuse, re-engineering and recycling. Scotland Excel will work with members to promote sustainable practices throughout the lifetime of the framework.

Following from the core product review undertaken as part of this tender development Scotland Excel will continue to monitor management information and engage with councils and suppliers to increase core product uptake. From contract start date this framework will be added to the spend data repository to assist in improving the quality of management information.

The framework has adopted a new approach to community benefits, as detailed in section six of this report. This approach will see Scotland Excel monitor management information and advise members and suppliers as and when spend thresholds have been reached and community benefit outcomes are required to be delivered.

8. Summary

This framework for the supply and delivery of building and timber materials will maximise collaboration, embed best practice procurement of timber materials and deliver best value in terms of price, quality and service.

A range of benefits will be achieved in relation to savings, price stability and sustainable procurement. Positive efficiencies have been achieved through close working relationships with an already established UIG to rationalise the core list. New lots have been introduced for kitchen units and worktops and timber window frames.

The Executive Sub Committee is requested to approve the recommendations to award lots one to nine of this framework agreement as detailed in Appendix 3.

Appendix 1 - Participation, Spend and Savings Summary

Supply and Delivery of Building and Timber Materials 1314

Member Name	Participation	Participation start date	Estimated annual spend	Source of Spend Data	Indexation* (%)	Estimated Forecast Saving (%)	Estimated Annual Saving	Basis of Saving
Aberdeen City Council	Yes	June 2019	£1,200,000	Validated by council	2.1%	-1.2%	-£14,853	Benchmarked current contract
Aberdeenshire Council	Yes	June 2019	£149,615	Validated by council	2.1%	7.7%	£11,520	Benchmarked current contract
Angus Council	Yes	June 2019	£6,810	Validated by council	2.1%	0.3%	£18	Benchmarked current contract
Argyll & Bute Council	Yes	June 2019	£11,330	Validated by council	2.1%	2.4%	£274	Benchmarked current contract
City of Edinburgh Council	Yes	June 2019	£83,354	Validated by council	2.1%	-4.7%	-£3,896	Benchmarked current contract
Clackmannanshire Council	Yes	June 2019	£150,000	Validated by council	2.1%	4.8%	£7,229	Benchmarked current contract
Comhairle nan Eilean Siar	Yes	June 2019	£15,000	Validated by council	2.1%	-0.1%	-£14	Benchmarked current contract
Dumfries & Galloway Council	Yes	June 2019	£22,687	Validated by council	2.1%	0.6%	£131	Benchmarked current contract
Dundee City Council	Yes	June 2019	£447,804	Validated by council	2.1%	0.0%	£29	Benchmarked current contract
East Ayrshire Council	Yes	June 2019	£720,000	Validated by council	2.1%	0.0%	£0	Benchmarked current contract
East Dunbartonshire Council	Yes	June 2019	£23,330	Validated by council	2.1%	-1.1%	-£247	Benchmarked current contract
East Lothian Council	Yes	June 2019	£361,844	Based on previous MI	2.1%	6.2%	£22,275	Benchmarked current contract
East Renfrewshire Council	Yes	June 2019	£22,421	Based on previous MI	2.1%	2.4%	£527	Benchmarked current contract
Falkirk Council	Yes	June 2019	£49,150	Based on previous MI	2.1%	0.0%	-£19	Benchmarked current contract
Fife Council	Yes	June 2019	£1,500,000	Validated by council	2.1%	5.4%	£81,491	Benchmarked current contract
Glasgow City Council	Yes	June 2019	£14,455	Validated by council	2.1%	-5.2%	-£747	Benchmarked current contract
Highland Council	Yes	June 2019	£81,879	Validated by council	2.1%	5.0%	£4,121	Benchmarked current contract
Inverclyde Council	Yes	June 2019	£39,319	Validated by council	2.1%	1.3%	£492	Benchmarked current contract
Midlothian Council	Yes	June 2019	£250,000	Validated by council	2.1%	-5.5%	-£13,710	Benchmarked current contract
North Ayrshire Council	Yes	June 2019	£842,663	Validated by council	2.1%	3.7%	£31,374	Benchmarked current contract
North Lanarkshire Council	Yes	June 2019	£14,134	Validated by council	2.1%	3.3%	£469	Benchmarked current contract
Orkney Islands Council	Yes	June 2019	£16,454	Validated by council	2.1%	0.6%	£97	Benchmarked current contract
Perth & Kinross Council	Yes	June 2019	£84,790	Validated by council	2.1%	4.6%	£3,911	Benchmarked current contract
Renfrewshire Council	Yes	June 2019	£300,000	Validated by council	2.1%	2.5%	£7,589	Benchmarked current contract
Scottish Borders Council	Yes	June 2019	£7,154	Validated by council	2.1%	-3.4%	-£243	Benchmarked current contract
Shetland Islands Council	Yes	June 2019	£55,000	Validated by council	2.1%	-0.1%	-£32	Benchmarked current contract
South Ayrshire Council	Yes	June 2019	£198,190	Validated by council	2.1%	2.0%	£3,936	Benchmarked current contract
South Lanarkshire Council	Yes	June 2019	£1,188,951	Validated by council	2.1%	-1.5%	-£17,391	Benchmarked current contract
Stirling Council	No	-	-	-	2.1%	-	-	Benchmarked current contract
Moray Council	Yes	June 2019	£39,514	Validated by council	2.1%	10.6%	£4,189	Benchmarked current contract
West Dunbartonshire Council	Yes	June 2019	£1,032,400	Validated by council	2.1%	1.8%	£18,921	Benchmarked current contract
West Lothian Council	Yes	June 2019	£1,001,220	Validated by council	2.1%	-0.5%	-£4,724	Benchmarked current contract
Associate Members	Yes	June 2019	£1,146,860	Based on previous MI	2.1%	-3.0%	-£34,401	Benchmarked current contract
Total			£11,076,329		2.1%	1.0%	£108,316	

*Indexation: this column indicates the comparison between relevant market indices and current contract pricing. For this contract, current contract pricing is presently 2.1% below the

Appendix 2 – Summary of Offers Received

Tenderer's Name	SME Status	Location	Lots Tendered
Abacus Agents Ltd	Small	Dundee	10
D.McNair (Builders Merchants) Limited	Medium	Kirkintilloch	1,3,4,5,8,9
Dumfries Timber Company Ltd	Medium	Dumfries	1,3,4,5,8,9
Fibo UK Limited	Micro	Chesham	5
Grafton Merchanting GB Limited	Large	Glasgow	1,3,4,5,8,9
Hall & Tawse Joinery Limited	Medium	Aberdeen	2
Innes Building & Timber (Merchants) Ltd	Small	Falkirk	3,4,8,10
Independent Glass Company Limited	Large	Rutherglen	10
Jewson Limited	Large	Coventry	1,2,3,4,5,6,8,9
Joinery & Timber Creations (65) Limited	Large	Dundee	5,6
MGM Timber (Scotland) Limited	Medium	Perth	1,3,4,5
M & J Timber Limited t/a M & J Builders Merchants	Small	Greenock	1,3,4,5,8,9
Nordan UK Ltd	Medium	Livingston	7
Nu-Style Products Limited	Small	Aberdeen	5
Rearo Laminates Limited	Medium	Glasgow	5,6
Rembrand Timber Limited	Medium	Dundee	1,3,4,5,9
Rixonway Kitchens Limited	Large	Dewsbury	6
Rowan Timber Supplies (Scotland) Limited	Medium	Airdrie	3,5
Scotdor t/a DorSuite	Medium	East Kilbride	1,2
Scotia Roofing Supplies Limited	Small	Forfar	9
SIG Trading Limited	Small	Uddingston	9
St Andrews Timber & Building Supplies Ltd	Small	Edinburgh	3,4
The Symphony Group Plc	Large	Barnsley	6
Thornbridge Sawmills Limited	Medium	Grangemouth	1,3,4
Travis Perkins Trading Company Limited	Large	Northampton	1,3,8

Appendix 3 – Scoring and Recommendations

Lot 1: Timber Doors		
Tenderer	Score	Awarded (Yes/No)
Travis Perkins Trading Company Limited	97.75	Yes
Grafton Merchanting GB Limited	86.60	Yes
Rembrand Timber Limited	85.47	Yes
Thornbridge Sawmills Limited	84.42	Yes
D McNair (Builders Merchants) Limited	79.80	Yes
Jewson Limited	73.75	Yes
MGM Timber (Scotland) Limited	72.11	Yes
Dumfries Timber Company Ltd	71.80	Yes
M & J Timber Limited t/a M & J Builders Merchants	57.26	No
Scotdor t/a DorSuite	45.16	No

Lot 2: Timber Door Sets		
Tenderer	Score	Awarded (Yes/No)
Hall & Tawse Joinery Limited	83.50	Yes
Scotdor t/a DorSuite	79.66	Yes
Jewson Limited	68.19	Yes

Lot 3: Sheet and Timber Materials		
Tenderer	Score	Awarded (Yes/No)
MGM Timber (Scotland) Limited	97.25	Yes
D McNair (Builders Merchants) Limited	88.22	Yes
Innes Building & Timber (Merchants) Ltd	82.21	Yes
Jewson Limited	80.23	Yes
Rowan Timber Supplies (Scotland) Limited	78.75	Yes
Thornbridge Sawmills Limited	78.45	Yes
Rembrand Timber Limited	77.97	Yes
Dumfries Timber Company Ltd	77.94	Yes
M & J Timber Limited t/a M & J Builders Merchants	77.30	Yes
Travis Perkins Trading Company Limited	77.20	Yes
Grafton Merchanting GB Limited	72.30	Yes
St Andrews Timber & Building Supplies Ltd	69.19	Yes

Lot 4: Timber Fencing		
Tenderer	Score	Awarded (Yes/No)
MGM Timber (Scotland) Limited	92.50	Yes
Innes Building & Timber (Merchants) Ltd	91.29	Yes
D McNair (Builders Merchants) Limited	89.06	Yes
Thornbridge Sawmills Limited	87.75	Yes
Jewson Limited	86.95	Yes
Dumfries Timber Company Ltd	83.74	Yes
Rembrand Timber Limited	80.40	Yes
Grafton Merchanting GB Limited	77.43	Yes
M & J Timber Limited t/a M & J Builders Merchants	74.31	Yes
St Andrews Timber & Building Supplies Ltd	54.58	No

Lot 5: Laminated Wall Panels		
Tenderer	Score	Awarded (Yes/No)
Fibo UK Limited	94.25	Yes
MGM Timber (Scotland) Limited	92.75	Yes
Joinery & Timber Creations (65) Ltd	81.79	Yes
Nu-Style Products Limited	80.39	Yes
Rearo Laminates Limited	75.26	Yes
D McNair (Builders Merchants) Limited	74.93	Yes
Rowan Timber Supplies (Scotland) Limited	72.94	Yes
Jewson Limited	71.50	Yes
M & J Timber Limited t/a M & J Builders Merchants	71.35	Yes
Dumfries Timber Company Ltd	70.17	Yes
Grafton Merchanting GB Limited	66.32	No
Rembrand Timber Limited	62.94	No

Lot 6: Kitchen Units and Worktops		
Tenderer	Score	Awarded (Yes/No)
The Symphony Group Plc	94.00	Yes
Rixonway Kitchens Limited	90.18	Yes
Joinery & Timber Creations (65) Limited	88.14	Yes
Jewson Limited	78.88	Yes
Rearo Laminates Limited	75.29	No

Lot 7: Timber Window Frames		
Tenderer	Score	Awarded (Yes/No)
Nordan UK Ltd	83.50	Yes

Lot 8: Building Materials		
Tenderer	Score	Awarded (Yes/No)
D McNair (Builders Merchants) Limited	96.75	Yes
Travis Perkins Trading Company Limited	86.50	Yes
Dumfries Timber Company Ltd	82.96	Yes
Grafton Merchanting GB Limited	70.99	Yes
Innes Building & Timber (Merchants) Ltd	67.39	Yes
M & J Timber Limited t/a M & J Builders Merchants	63.39	Yes
Jewson Limited	61.57	Yes

Lot 9: Roofing Materials		
Tenderer	Score	Awarded (Yes/No)
SIG Trading Limited	95.75	Yes
D McNair (Builders Merchants) Limited	91.56	Yes
Dumfries Timber Company Ltd	90.19	Yes
Jewson Limited	86.38	Yes
Scotia Roofing Supplies Limited	83.09	Yes
Rembrand Timber Limited	82.88	Yes
Grafton Merchanting GB Limited	82.27	Yes
M & J Timber Limited t/a M & J Builders Merchants	76.62	Yes

Lot 10: Glazing Materials (NOT RECOMMENDED FOR AWARD)		
Tenderer	Score	Awarded (Yes/No)
Innes Building & Timber (Merchants) Ltd	LOT NOT RECOMMENDED FOR AWARD	
Independent Glass Company Limited		
Abacus Agents Ltd		

Appendix 4 – List of Recommended Suppliers with Living Wage Status

Supplier	Accredited	Currently progressing through Living Wage accreditation process	Committed to gaining accreditation over the first two years of framework	Pay Living Wage to all employees (except, volunteers, apprentices and interns) but not accredited	Committed to paying the Living Wage to all employees (except, volunteers, apprentices and interns) within first two years of framework.	Neither accredited nor paying Living Wage
D.McNair (Builders Merchants) Limited				YES		
Dumfries Timber Company Ltd						YES
Fibo UK Limited				YES		
Grafton Merchanting GB Limited						YES
Hall & Tawse Joinery Limited				YES		
Innes Building & Timber (Merchants) Ltd				YES		
Jewson Limited						YES
Joinery & Timber Creations (65) Limited						YES
MGM Timber (Scotland) Limited						YES
M & J Timber Limited t/a M & J Builders Merchants						YES
Nordan UK Ltd				YES		
Nu-Style Products Limited					YES	
Rearo Laminates Limited				YES		
Rembrand Timber Limited	YES					
Rixonway Kitchens Limited				YES		
Rowan Timber Supplies (Scotland) Limited						YES
Scotdor t/a DorSuite	YES					
Scotia Roofing Supplies Limited	YES					
SIG Trading Limited						YES
St Andrews Timber & Building Supplies Ltd				YES		
The Symphony Group Plc				YES		
Thornbridge Sawmills Limited			YES			
Travis Perkins Trading Company Limited						YES



Scotland Excel

To: Executive Sub Committee

On: 26 April 2019

Report by Director Scotland Excel

Request for Associate Membership of Scotland Excel by The Highlands and Islands Transport Partnership (HITRANS)

1 Introduction

In addition to the 32 local authorities who are full members of Scotland Excel, 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 we have in place for our full members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

2 Application

The Highlands and Islands Transport Partnership (HITRANS) is one of seven Regional Transport Partnerships (RTPs) in Scotland, set up under the Transport (Scotland) Act 2005. HITRANS contains five constituent council areas – Argyll and Bute, Eilean Siar, Highland, Moray and Orkney. A key requirement under the Act is for RTPs to develop a statutory Regional Transport Strategy (RTS) to provide a strategic framework for transport management and investment for the Partnership area over a 10-15-years period. HITRANS's Regional Transport Strategy 2008-2023 was approved by the Scottish Government in 2008.

The Regional Transport Strategy will help deliver a HITRANS area which is economically successful, accommodating growing prosperity and population in a much less car-dependent way, whilst improving access for the most excluded and vulnerable groups. This will be of benefit to the residents of the HITRANS area, the HITRANS economy and the wider environment.

HITRANS is a Living Wage employer.

To ensure the efficient and cost-effective delivery of these services it has approached Scotland Excel and requested approval to become an associate member with access to our contracts.

3 Legislative Position

Before any application is submitted to committee for consideration checks are made into the organisation including scrutiny of the Memorandum & Articles of Association, finances and the type of contracts that the organisation wishes to access. Membership commences once committee has approved the application and a Membership Agreement between Scotland Excel and the organisation is signed.

Scotland Excel monitors all requests from arm's length and other organisations to become associate members to ensure that any legal requirements are met. In this case, HITRANS qualifies for membership in accordance with the Local Authorities (Goods and Services) Act 1970, namely that the organisation is a public body, established on the basis of the Transport (Scotland) Act 2005.

4 Recommendation

It is recommended to committee that HITRANS application to join Scotland Excel as an associate member be approved, at a £500 annual fee, subject to completion and signing of the agreement document.

Scotland Excel

To: Executive Sub Committee

On: 26 April 2019

**Report
by
Director Scotland Excel**

Update on the Contract Delivery Plan

1. Introduction

This report provides a progress update on the 2019/ 2020 contract delivery plan.

2. Progress to Date

As detailed in Appendices 1 – 3, the 2019/ 2020 contract delivery plan comprises framework renewals, new developments, framework extensions and frameworks with ongoing contract management only.

There are 68 current frameworks in the Scotland Excel contract portfolio, with 13 of these frameworks to be renewed before 31 March 2020 (Appendix 1).

The previous security services and equipment renewal framework has been split into two separate framework agreements. This will allow Scotland Excel to conduct further stakeholder engagement to consult on selection criteria and specifications for extended scope encompassing fire suppression, fire detection and sprinklers. The delivery date for the renewal framework for security services has been adjusted to September and the fire and security equipment framework is forecast to be delivered in October.

The forecast delivery date for building and timber has been adjusted to June to allow for Scotland Excel to conduct post tender negotiation to ensure best value delivered through fourth generation framework.

Scotland Excel plans to add a further eight new frameworks to its contract portfolio by 31 March 2020 (Appendix 2). The eight planned first generation frameworks include four being coordinated through the operational supplies and services team.

A further sixteen of the frameworks on the current portfolio have extension options that are likely to be exercised in 2019/ 2020 with two of these extensions already approved (Appendix 3).

The estimated forecast value of the Scotland Excel framework portfolio by 31st March 2020 will be approximately £1.9Billion.

Overall, efficiencies delivered to date in 2018/ 2019 are 4.2%, which is above the 2-4% forecast savings range.

In addition to the activity detailed in Appendices 1 -3, Scotland Excel is exploring the benefits of further collaborative procurement across high spend, critical service areas of adult social care and construction.

Scotland Excel has finalised the procurement strategy for care and support services. In 2019/ 2020, Scotland Excel will continue to work with a range of partners to implement the procurement strategy.

In 2019/ 2020, Scotland Excel will also deliver a new sourcing strategy for care home services for older people. This strategy, again co-produced with stakeholders, will build on current best practice and complement local strategic commissioning plans. Scotland Excel took over operational contract management of care home services for older people from COSLA on 1 April 2019.

The first generation new build residential construction framework is progressing well. The framework will support councils to deliver new affordable houses in line with Strategic Housing Investment Plans (SHIPs). The second stage of the two-stage tender procedure was issued in March 2019. The procurement exercise remains on course for going live in August 2019.

Work continues in conjunction with the Digital Office, to procure a replacement Social Work Care Case Management system. Working alongside council and social work colleagues, a detailed output specification has been developed. Consultation has also taken place with Scottish Government colleagues and suggested amendments have been incorporated to include The Public Bodies (Joint Working) Act 2014 which is a key piece of legislation, requiring Health Boards and Local Authorities to integrate their health and social care services and the strategy document now takes cognisance of self-directed support (SDS) which is a major change to the way people with social care needs are supported. The tender documents will be released for publication by the end of April 2019.

3. Conclusion

Members are invited to note the progress made to date.

Appendix 1 - List of contracts to be renewed in 2019/20

Service	Estimated Annual Collaborative Contract Opportunity	Activity	Original Forecast Date	Previous Forecast Date	Delivered Date	Latest Forecast Date if Different	Forecast Savings Range	Delivered Savings Forecast	Comments
Asbestos	12,000,000	Renew	Apr-19	Jul-19			2% - 4%		Evaluating
Online School Payments	2,500,000	Renew	Dec-18	Dec-19			2% - 4%		Plan delayed to incorporate additional requirements
Security Services and Cash Collection	12,500,000	Renew	Apr-19	Aug-19		Sep-19	2% - 4%		Tender development
Fire and Security Equipment	7,500,000	Renew	Oct-19				2% - 4%		Tender development
Building & Timber	15,000,000	Renew	Apr-19			Jun-19	2% - 4%		Evaluating
Care Homes For Adults With LD Inc Autism	12,500,000	Renew	May-19			Sep-19	2% - 4%		Strategy in development
Demolition	16,000,000	Renew	Aug-20				2% - 4%		Strategy in development
Community Meals	4,000,000	Renew	Sep-19				2% - 4%		Tender released
Plumbing and Heating Materials	20,000,000	Renew	Dec-19				2% - 4%		Strategy in development
Engineering Consultancy	17,000,000	Renew	Mar-20				2% - 4%		Strategy in development
Secure Care	20,000,000	Renew	Apr-20				N/A		Strategy in development
Electrical Materials	14,000,000	Renew	Apr-20				2% - 4%		Strategy in development
Waste Disposal Equipment	1,250,000	Renew	Apr-20				2% - 4%		Strategy in development

Appendix 2 – List of new contracts to be developed and delivered in 2019/2020

Service	Estimated Annual Collaborative Contract Opportunity	Activity	Original Forecast Date	Previous Forecast Date	Delivered Date	Latest Forecast Date if Different	Forecast Savings Range	Delivered Savings Forecast	Comments
Care Home Services for Older People	450,000,000	New Contract	Jan-19		Apr-19		N/A	N/A	Scotland Excel took over operational contract management from COSLA on 1 April 2019
Cleaning Equipment (OSS)	2,500,000	New Contract	Apr-19		Mar-19		5.5%	7.5%	Recommendations approved at Executive Sub Committee on 22 March 2019
Vending Machines (OSS)	1,250,000	New Contract	May-19		Mar-19		5.5%	6.0%	Recommendations approved at Executive Sub Committee on 22 March 2019
Social Care Case Management Solutions	8,500,000	New Contract	Nov-18	May-19		Oct-19	5.5%		Strategy in development
Swimming Pool Contractors (OSS)	2,000,000	New Contract	Oct-19				5.5%		Strategy in development
Care and Support	102,250,000	New Contract	Aug-19			Jan-20	N/A		Strategy in development
Alcoholic Beverages (OSS)	1,250,000	New Contract	Aug-19				5.5%		Tender released
Bikeability Scotland Training Providers (OSS)	300,000	New Contract	Aug-19				N/A		Strategy approved
New Build Residential	375,000,000	New Contract	Sep-19				5.5%		Tender released
Bread and Rolls (OSS)	2,000,000	New Contract	Oct-19				5.5%		Strategy approved
Building Related Professional Services	20,000,000	New Contract	Mar-20				2% - 4%		Strategy in development

Appendix 3 – Contracts with extension options and contract management activity ongoing in 2019/2020

Contracts with extension options in 2019/20

Contract Description	Est Annual Value
Bitumen Products	£12,000,000
Bottled Gas (OSS)	£2,000,000
Catering Machines (OSS)	£2,000,000
Digital Publications and Services	£1,000,000
Education & Office Furniture	£9,000,000
Education Materials	£17,500,000
Energy Efficiency Contractors	£200,000,000
Frozen Foods	£25,000,000
Laundry Equipment (OSS)	£1,100,000
Library Books & Textbooks	£14,000,000
Outdoor Play Equipment and Artificial Surfaces	£17,500,000
Personal Protective Equipment	£10,000,000
Pest Control (OSS)	£1,500,000
Steeplejacks Services (OSS)	£1,750,000
Swimming Pool Chemicals (OSS)	£1,250,000
Water Coolers (OSS)	£1,500,000

Contracts which are shaded have been approved for extension

Contracts with no renewal or extension activity and contract management activity ongoing in 2019/20

Contract Description	Est Annual Value	Contract Description	Est Annual Value
Boiler Maintenance	£10,000,000	Organic Waste	£12,000,000
Buildings Related Engineering Consultancy	£10,000,000	Power Tools	£681,818
Catering Sundries	£6,000,000	Recyclable & Residual Waste	£40,000,000
Children's Residential	£105,400,000	Recycle and Refuse Containers	£12,500,000
Commercial Catering Equipment (OSS)	£4,000,000	Road Maintenance Materials	£2,500,000
Customer Service Platform	£3,750,000	Road Signage Materials	£1,250,000
Domestic Furniture and Furnishings	£20,000,000	Roadstone	£5,000,000
Energy Advice (OSS)	£1,000,000	Salt for Winter Maintenance	£16,250,000
Fire Safety Products (OSS)	£2,500,000	Social Care Agency Workers	£20,000,000
First Aid Materials (OSS)	£2,000,000	Street Lighting Bulk Renewal of Luminaires	£5,000,000
Fostering	£25,000,000	Street Lighting Materials	£35,000,000
Fresh Meat, Cooked Meats & Fresh Fish	£10,000,000	Technology Enabled Care	£6,300,000
Groceries & Provisions	£30,000,000	Trade Materials	£10,000,000
Heavy Vehicles	£40,000,000	Tyres for Vehicles & Plant	£6,500,000
Hot Beverages (OSS)	£1,000,000	Vehicle & Plant Hire	£15,000,000
Janitorial Products	£12,000,000	Vehicle Parts	£12,000,000
Light and Heavy Plant	£10,000,000	Vehicle Purchase RM6060	£15,000,000
Milk	£9,000,000	Washroom Solutions and Sanitary Products	£3,500,000



Scotland Excel

To: Executive Sub Committee

On: 26 April 2019

Report by Director Scotland Excel

Employee Absence Management Report

1. Introduction and purpose of the report

In response to the Renfrewshire Council Internal Audit team recommendation, the Joint Committee has requested that a report on organisational sickness absence be submitted on a quarterly basis highlighting the absence rate in the organisation. The absence rate is also a key performance indicator within the business plan section on organisational development and as such is monitored closely.

2. Scotland Excel Absence Management Target

The Joint Committee has previously agreed that Scotland Excel should work to an absence rate of below 4%. This target aligns Scotland Excel with partner organisations, supports good practice in this area and demonstrates the ongoing commitment to absence management as a key efficiency target.

3. Overview of Attendance

In line with audit recommendations, the attached report has been prepared for the Executive Sub Committee. The report details:

- Breakdown of current month, last six months and last 12 months absence figures
- Illustration of 12 months in days
- Illustration of last 12 months in percentages

The report includes the latest absence details for period to 31 March 2019. The rate of absence across the organisation has been maintained below the 4% target with the rolling 6 and 12 month average absence rates now below 2%.

The absence rates for the reporting periods are:

- previous 1 month to 1.8% (29 days)
- previous 6 months to 1.2% (113 days)
- previous 12 month period to 1.1 % (188.5 days)

Scotland Excel will continue its positive practices, including working with Occupational Health and other support services, to maintain attendance and in particular to support the members of staff who have significant health issues and will work to maintain the absence rate below the 4% target.

4. Recommendation

The Executive Sub Committee is requested to note the contents of report.

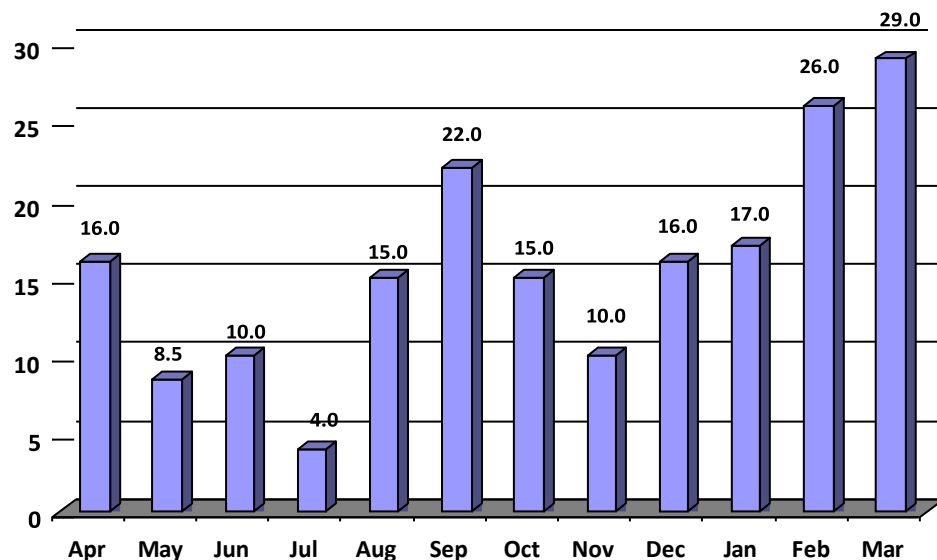
Absence Report

Organisation Level

Month Ending: 31 March 2019

Current Month					Last 6 Months					Last 12 Months				
Self Certified Sick	Doctor Certified Sick	Total Sick Leave	Sickness Absence Rate	Sickness Absence Instances	Self Certified Sick	Doctor Certified Sick	Total Sick Leave	Sickness Absence Rate	Sickness Absence Instances	Self Certified Sick	Doctor Certified Sick	Total Sick Leave	Sickness Absence Rate	Sickness Absence Instances
Total: 13	16	29	1.8%	8	87	26	113	1.2%	51	132.5	56	188.5	1.1%	79
No of Employees (Permanent and Temporary):					97					Average no of Sickness Absence Days per Employee:				
No of Leavers included:					17									

Total Sickness Absence Days by Month for Last 12 Months



Monthly YTD Absence Rate

