

## **Minute of Meeting Scotland Excel Executive Sub-Committee**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Friday, 17 June 2016	09:45	City Chambers, Glasgow City Council, 80 George Square, Glasgow, G2 1DU

### **PRESENT**

Councillors A Craik (Fife Council); B Fernie (Highland Council); M Holmes (Renfrewshire Council); M McElroy (Glasgow City Council); P Valentine (Angus Council); and I Whyte (City of Edinburgh Council).

### **CHAIR**

Councillor Holmes, Convener, presided.

### **APOLOGIES**

Councillors G Dykes, (Dumfries and Galloway Council); W Howatson (Aberdeenshire Council); N Macdonald (Comhairle Nan Eilean Siar); and A Westlake (Shetland Islands Council).

### **IN ATTENDANCE**

J Welsh, Director of Scotland Excel, S Brannagan, Head of Customer & Business Services, H Carr, Head of Strategic Procurement, R Bridgen, Senior Procurement Specialist (all Scotland Excel); and K Campbell, Assistant Chief Auditor, D Forbes, Finance Manager, E Currie, Senior Committee Services Officer and K Brown, Committee Services Officer (all Renfrewshire Council).

### **DECLARATIONS OF INTEREST**

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

## 1 **CONTRACT FOR APPROVAL - STREET LIGHTING**

There was submitted a report by the Director of Scotland Excel relative to a new collaborative framework for the provision of contractors to renew traditional lighting luminaires with energy efficient LED luminaires.

The report intimated that the framework would cover all of the works necessary to renew traditional street lighting luminaires and would facilitate the efficient appointment of suitably qualified contractors to ensure that Councils were able to deliver the benefits that energy efficient lighting could provide in terms of energy, carbon reduction and maintenance savings.

The report detailed that the framework was advertised at a value of £20 million over a four year period (£5 million per annum) and there had been 15 tender responses received. A full evaluation of the offers received had been completed and Appendix 3 to the report advised the scores achieved by each bidder. Based on the evaluation undertaken, and in line with the criteria and weightings set out within the report and the published tender documents, it was recommended that the a multi-supplier framework agreement be awarded to the 13 suppliers as outlined in Appendix 3 to the report.

The results of the benchmarking were listed in Appendix 1 to the report. The projected average saving was estimated at 27.45% and based on anticipated annual replacement volumes equated to an estimated total saving of approximately £0.35 to £0.4 million per annum. Of the 32 Scottish Councils, Glasgow City Council had indicated that they would not participate and North Lanarkshire, Scottish Borders, Fife, West Dunbartonshire and Dumfries and Galloway Councils had indicated that they were unlikely to participate.

**DECIDED:** That the award of the multi-supplier framework agreement to the 13 suppliers, as detailed in Appendix 3 to the report, be approved.

## 2 **REQUEST FOR ASSOCIATE MEMBERSHIP - CULTURE NORTH LANARKSHIRE**

There was submitted a report by the Director of Scotland Excel indicating that CultureNL, a specially created Scottish charity and company limited by guarantee established by North Lanarkshire Council in 2013, had submitted an application to become an associate member of Scotland Excel with continued access to contracts under the North Lanarkshire Council's annual requisition fee.

**DECIDED:** That the application by CultureNL to become an associate member of Scotland Excel be approved, under North Lanarkshire Council's annual requisition fee, subject to completion and signing of the agreement document, be approved.

## 3 **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 Friday 16 September 2016 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.

## Minute of Meeting Scotland Excel Executive Sub-Committee

Date	Time	Venue
Friday, 16 September 2016	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

### **PRESENT**

Councillors P Valentine (Angus Council); N Macdonald (Comhairle Nan Eilean Siar); A Craik (Fife Council); M McElroy (Glasgow City Council); G McLean (North Ayrshire Council); and A Westlake (Shetland Islands Council).

### **CHAIR**

Councillor Valentine, Depute Convener, presided.

### **BY VIDEO LINK**

Councillor B Fernie (Highland Council).

### **APOLOGIES**

Councillors C Shand (Aberdeenshire Council); I Whyte (City of Edinburgh Council); M Holmes (Renfrewshire Council); and Provost E Logan (South Lanarkshire Council).

### **IN ATTENDANCE**

J Welsh, Director of Scotland Excel, S Brannagan, Head of Customer & Business Services, H Carr, Head of Strategic Procurement, L Richard, Strategic Procurement Manager and S Irvine, Graduate Trainee (all Scotland Excel); and M Simpson, Finance Manager, D Low, Senior Committee Services Officer, M Ball, Accountant and K Druce, Assistant Democratic Services Officer (all Renfrewshire Council).

### **DECLARATIONS OF INTEREST**

The Clerk intimated that this was a standard item on the Agenda and asked members to indicate if there were any declarations of interest.

Councillor McElroy declared an interest in item 8 as his employer owned one of the consortia involved in the contract which was being awarded and indicated his intention to leave the meeting and not take part in any discussion or voting thereon.

1 **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 to 19 August 2016.

**DECIDED:** That the report be noted.

2 **AUDITED ANNUAL ACCOUNTS 2015/16**

Under reference to item 5 of the Minute of the meeting of the Joint Committee held on 17 June 2016 there was submitted a report by the Treasurer and Director relative to the annual accounts for the Joint Committee for 2015/16. The report intimated that the Audit Certificate issued by Audit Scotland provided an unqualified opinion that the abstract of accounts presented a true and fair view of the financial position of the Joint Board as at 31 March 2016, in accordance with the accounting policies detailed in the accounts. A report on the 2015/16 audit by Audit Scotland was also attached to the report and indicated that there were no matters arising from the audit which required specific reporting to members.

Following the introduction of the Local Authority Accounts (Scotland) Regulations 2014 the audited accounts had to be approved for signature by the Executive Sub-committee no later than 30 September each year. Following approval the audited accounts would be signed by the Director, Convener and Treasurer.

**DECIDED:** That the audited annual accounts 2015/16 be approved for signature and the report by Audit Scotland be noted.

3 **REQUEST FOR ASSOCIATE MEMBERSHIP OF SCOTLAND EXCEL BY HIGHLAND AND ISLANDS AIRPORTS LIMITED**

There was submitted a report by the Director of Scotland Excel indicating that Highland and Islands Airports Limited, had submitted an application to become an associate member of Scotland Excel.

It was proposed that a report be submitted to the next meeting of the Sub-committee quantifying the benefits of associate membership. This was agreed.

**DECIDED:**

(a) That the application by Highland and Islands Airports Limited to become an associate member of Scotland Excel, at an annual membership fee of £500, subject to completion and signing of the agreement document, be approved; and

(b) That a report be submitted to the next meeting of the Sub-committee quantifying the benefits of associate membership

4 **REQUEST FOR ASSOCIATE MEMBERSHIP OF SCOTLAND EXCEL BY TRANSITION EXTREME SPORTS ABERDEEN**

There was submitted a report by the Director of Scotland Excel indicating that Transition Extreme Sports, Aberdeen had submitted an application to become an associate member of Scotland Excel.

**DECIDED:** That the application by Transition Extreme Sports, Aberdeen to become an associate member of Scotland Excel, at an annual membership fee of £500, subject to completion and signing of the agreement document, be approved.

## 5 CHIEF EXECUTIVE OFFICERS MANAGEMENT GROUP

There was submitted a report by the Director of Scotland Excel which sought approval for the appointment of the membership of the Chief Executive Officers Management Group.

**DECIDED:** That the membership of the Chief Executive Officers Management Group comprising the undernoted Council Chief Executives be approved:

S Black, Chair, Renfrewshire Council (ex-officio member)

A Scott, Aberdeen City Council

C Sneddon, Argyll & Bute Council

M Pitcaithly, Falkirk Council

A O'Donnell, Glasgow City Council

J White, West Dunbartonshire Council

## 6 WORKSTREAM: REBATE MANAGEMENT

There was submitted a report by the Director of Scotland Excel relative to an update on one of the workstreams that Scotland Excel was undertaking to support its members in the current challenging financial climate.

The report advised that it was important that Scotland Excel continued to recognise the need to deliver exceptional value to its member councils. An annual report would be produced and sent to each Council in order to communicate this value. An example of the type of information that would be provided was outlined in Appendix 1 to the report.

The report intimated that Scotland Excel considered the use of procurement rebates as a possible funding mechanism, as part of its previous review of funding operations. After discussion with stakeholders, it was felt that existing rebates currently received by members should be left untouched. In order to provide a degree of mitigation towards the annual requisition fee it was proposed that Scotland Excel manage new rebates and provide an annual return to councils.

The report intimated that Scotland Excel would work with the relevant suppliers to collect rebates earned and issue these to finance departments within the respective councils. Appendix 2 to the report outlined the value of this service to member councils and was based on councils' previous annual spend on this commodity and therefore may be higher or lower than the estimates provided.

It was further emphasised that this rebate amount was completely new to councils and was not currently received by members. The detailed contract spend for each member council was included in Appendix 3 to the report. Scotland Excel had utilised the council 15/16 actual spend data and the contractually agreed rebate percentage (0.75%) in order to calculate the predicted rebate. Implementation of this proposal would mean that there was no change to Scotland Excel requisitions in 2017/18.

**DECIDED:**

(a) That the report be noted; and

(b) That the Director of Scotland Excel provide for approval a detailed proposal to the Joint Committee on 9 December 2016.

## 7 **CONTRACT FOR APPROVAL - SUPPLY AND DELIVERY OF CATERING SUNDRIES**

There was submitted an amended report by the Director of Scotland Excel relative to the proposed renewal framework for the supply and distribution of Catering Sundries and provisions which would operate from 1 August 2016 to 31 April 2020.

The report intimated that the framework would provide councils with a mechanism to procure a range of catering sundries including disposable cups, tableware, food containers, food packaging, cookware, crockery, cutlery, glassware, utensils and other table servicewares, for use within council catering environments including schools, cafes and restaurants, corporate and civic locations, leisure centres, community centres and social work premises. The renewal incorporated a number of enhancements to the current framework including a wider range of sustainable products, added value and community benefits.

The framework had been split into four lots as detailed in table 1 in the report. This lotting structure recognised the current structure of the market place and had been designed to more closely align the requirements of councils and continued to maximise opportunities for small and medium-sized enterprises (SMEs) and the SME status for each bidder was detailed in Appendix 2 to the report.

Appendix 1 to the report detailed the participation, spend and savings summary of the 31 councils participating in the framework. It was noted that Tayside Contracts would also be participating in the framework.

The framework had been advertised at £6 million per annum and 14 tender responses had been received. Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the compliant offers received had been completed and Appendix 3 to the report detailed the scores relative to each bidder.

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

**DECIDED:** That the award of the framework agreement, as detailed in Appendix 3 to the report, be approved.

## **SEDERUNT**

Councillor McElroy left the meeting prior to consideration of the following item.

## 8 **CONTRACT FOR APPROVAL - DOMESTIC FURNITURE AND FURNISHINGS**

There was submitted a report by the Director of Scotland Excel relative to the proposed renewal framework for the supply and delivery of electrical materials which would operate from 1 November 2016 to 31 October 2018, with an option to extend for up to two 12 month periods until 31 October 2020.

The report intimated that the framework would provide councils and other participating bodies with a mechanism to procure a comprehensive range of domestic furniture and

furnishings to enable people to live independently or to be supported in temporary accommodation via the Scottish Welfare Fund. The Scottish Welfare Fund was worth around £35 million per annum and was split between community care grants and crisis loans, with 70% of the community care grants awarded through the fund provided via the existing framework.

The framework had been split into two lots as detailed in table 1 in the report. This lotting structure recognised the current structure of the market place and had been designed to more closely align the requirements of councils and continued to maximise opportunities for small and medium-sized enterprises (SMEs) and the SME status for each bidder was detailed in Appendix 2 to the report.

Appendix 1 to the report detailed the participation, spend and savings summary of the 29 councils participating in the framework. It was noted that Advanced Procurement for Universities and Colleges, River Clyde Homes and the Scottish Prison Service would also be participating in the framework.

The framework had been advertised at £80 million per annum and 11 tender responses had been received. Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the compliant offers received had been completed and Appendix 3 to the report detailed the scores relative to each bidder.

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

**DECIDED:** That the award of the framework agreement, as detailed in Appendix 3 to the report, be approved.

## **SEDERUNT**

Councillor McElroy re-entered the meeting prior to consideration of the following item.

### **9 DEMOLITION SERVICES CONTRACT**

There was submitted a report by the Clerk relative to the Demolition Services contract which had been agreed at the meeting of the Executive Sub-committee held on 2 October 2015.

The Head of Strategic Procurement advised that following a tender exercise, challenges had been received from two partially successful bidders. It was determined that the contract be not awarded and that the contract be re-tendered.

The contract was duly re-tendered with a closing date of 14 April 2016. In the course of assessing the tenders received, Scotland Excel had advised a tenderer that its tender could not be processed further and a judicial challenge was then received to that decision which had suspended the award process. The raising of the proceedings had delayed the award of the framework already beyond its scheduled date and further delays were anticipated.

**DECIDED:** That the position be noted and a further report be presented to a future meeting of the Sub Committee.



## 10 **QUARTERLY PROGRESS REPORT**

There was submitted a report by the Director of Scotland Excel relative to the projects and activities undertaken by the organisation in Quarter 1 of the 2016/17 Operating Plan.

The report intimated that the rolling operating plan recorded the high level activities and commitments delivered to achieve the organisation's four strategic goals and was used to set annual priorities and detailed performance objectives for the organisation and employees. A review of progress would be undertaken in April each year and the plan updated to ensure it remained closely aligned with the goals of the three year strategy and respond to any changes in the external environment.

**DECIDED:** That the progress made be noted.

## 11 **EMPLOYEE ABSENCE MANAGEMENT REPORT**

There was submitted a report by the Director of Scotland Excel relative to employee absence statistics for Scotland Excel. The report advised of the absence levels for the period to August 2016 and provided information relating to the absence statistics and reasons.

**DECIDED:** That the report be noted.

## 12 **MEETINGS OF SCOTLAND EXCEL EXECUTIVE SUB-COMMITTEE IN 2017**

There was submitted a report by the Clerk relative to proposed dates and venues for meetings of the Executive Sub-committee in 2017.

**DECIDED:** That the dates and venues for meetings of the Executive Sub-committee in 2017, as detailed in the report, be approved.

## 13 **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 14 October 2016 in Scotland Excel Meeting Room 1, Renfrewshire House, Paisley.



## Minute of Meeting

### Scotland Excel Executive Sub-Committee

Date	Time	Venue
Friday, 18 November 2016	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

#### **PRESENT**

Councillors C Shand (Aberdeenshire Council); P Valentine (Angus Council); A Craik (Fife Council); M McElroy (Glasgow City Council); M Holmes (Renfrewshire Council); and Provost E Logan (South Lanarkshire Council).

#### **CHAIR**

Councillor Holmes, Convener, presided.

#### **VIDEO CONFERENCING**

N Macdonald (Comhairle Nan Eilean Siar) and I Whyte (City of Edinburgh Council).

#### **APOLOGIES**

Councillors G Dykes (Dumfries and Galloway Council); B Fernie (Highland Council); G McLean (North Ayrshire Council) and A Westlake (Shetland Islands Council).

#### **IN ATTENDANCE**

J Welsh, Director of Scotland Excel, S Brannagan, Head of Customer & Business Services, H Carr, Head of Strategic Procurement, B Murray, Procurement Development Manager, A Richmond, Strategic Procurement Manager, G Sutherland, Senior Procurement Specialist, M Boyle, Senior Business Services Specialist, A Weir, Assistant Procurement Specialist, K Kerr, Assistant Procurement Specialist, I McNaught, Customer Development Manager, L McIntyre, Senior Communications Specialist, A Fraser, IT Modern Apprentice and L Jones, Personal Assistant to the Director (all Scotland Excel); and D Low, Senior Committee Services Officer, M Ball, Accountant and K Druce, Assistant Democratic Services Officer (all Renfrewshire Council).

## **DECLARATIONS OF INTEREST**

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

### **1 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 to 14 October 2016.

**DECIDED:** That the report be noted.

### **2 REVIEW OF STANDING ORDERS RELATING TO CONTRACTS**

There was submitted a report by the Clerk to Scotland Excel seeking approval to revoke the existing Standing Orders Relating to Contracts and replace these with revised Standing Orders Relating to Contracts, a copy of which were appended to the report.

The report intimated that the revised Standing Orders had been developed following a detailed review in light of the Public Contracts (Scotland) Regulations 2015; the Procurement (Scotland) Regulations 2016; the Concession Contracts (Scotland) Regulations 2016; and statutory guidance made under and in terms of the Procurement Reform (Scotland) Act 2014. The report highlighted the key changes which had been made to the Standing Orders Relating to Contracts.

**DECIDED:**

(a) That it be agreed that the existing Standing Orders Relating to Contracts be revoked;

(b) That the revised Standing Orders Relating to Contracts attached as the Appendix to the report be approved; and

(c) That it be agreed that the revocation of the existing Standing Orders Relating to Contracts and implementation of the revised Standing Orders Relating to Contracts would take effect on the first working day following this meeting of the Executive Sub-Committee.

### **3 REQUEST FOR ASSOCIATE MEMBERSHIP: FOREST ENTERPRISE SCOTLAND**

There was submitted a report by the Director of Scotland Excel indicating that Forest Enterprise Scotland had submitted an application to become an associate member of Scotland Excel.

**DECIDED:** That the application by Forest Enterprise Scotland to become an associate member of Scotland Excel, at an annual membership fee of £500, subject to completion and signing of the agreement document, be approved.

#### 4 **UPDATE ON THE PROVISION OF PROCUREMENT SERVICES TO SEEMIS LLP**

There was submitted an update report by the Director of Scotland Excel in relation to recent discussions to provide procurement support services to the Seemis Group LLP.

The report intimated that Seemis Group LLP delivered an integrated national education management information system (MIS) for Scottish Local Government and associated supporting organisations and was initially established on behalf of the 12 Strathclyde Region councils. Since 2014, Seemis offered a complete solution that spanned all the essential requirements of an Education MIS geared to the needs of all Scottish Local Authorities. Whilst the products were now relatively stable it was clear that the current Seemis solution would become increasingly less fit for purpose over the next three to five years and it was intended to source a suitable partner from the marketplace and develop a new operating platform.

The report highlighted that as Seemis Group LLP pursued the delivery of a solution that would support an expanded operating model, a key enabler would be the implementation of a robust strategic sourcing model. Scotland Excel had developed a proposal to provide a procurement support services for this exercise and the report detailed a summary of this approach.

#### **DECIDED:**

(a) That the report be noted; and

(b) That the provision of procurement support services to Seemis Group LLP be approved.

#### 5 **CONTRACT APPROVAL: DEMOLITION SERVICES**

There was submitted an amended report by the Director of Scotland Excel relative to the award of a demolition services framework.

The report intimated that councils had an ongoing programmed requirement to demolish both domestic and commercial buildings. The framework provided Councils with the mechanism to procure demolition services without a repeated need to approach the open market for each programmed demolition. To meet the varying contracting requirements of Councils, Scotland Excel had developed this framework to incorporate two sets of standing industry terms and conditions to award demolition work. The NEC3 Engineering and Construction Short Contract and the SBCC Minor Works Building Contract were both available for use to participating Councils under this framework.

The report detailed that the framework was advertised at £16 million per annum across all three lots and there had been 31 tenderers submitting an offer before the closing date and time. Two tenderers failed to include a commercial submission as part of their response and were therefore not compliant and not considered further. Notice of non-compliance to one of the tenderers, Dem-Master Demolition Limited, prompted them to raise a court action against Scotland Excel challenging the decision to exclude their tender from further evaluation. Scotland Excel had successfully defended this challenge and following a decision issued on 19 October 2016 the framework could be awarded in the usual way. Based on the criteria and scoring methodology set out in the tender documents, a full evaluation of the

remaining compliant offers was conducted and Appendix 3 to the report provided full details of the overall scores per lot. Based on the evaluation undertaken, and in line with the criteria and weightings set out within the report and the published tender documents, it was recommended that the a multi-supplier framework agreement be awarded to the 24 suppliers as outlined in Appendix 3 to the report.

**DECIDED:** That the recommendations to award agreements to the suppliers, as detailed in Appendix 3 to the report, be approved.

## 6 **COMMUNITY BENEFITS UPDATE**

There was submitted an update report by the Director of Scotland Excel relative to the community benefits facilitated and delivered from the Scotland Excel portfolio of framework agreements from 1 April to 30 June 2016.

**DECIDED:**

(a) That the report be noted; and

(b) That the measures proposed to monitor delivery of community benefits for the remainder of the financial year be agreed.

## 7 **CONTRACT DELIVERY PLAN UPDATE**

There was submitted an update report by the Director of Scotland Excel relative to the progress of the 2016/17 contract delivery plan.

The report intimated that the contract delivery plan comprised framework renewals, new developments, framework extensions and framework with ongoing contract management only and appendices 1 to 3 provided further details.

The report highlighted that contract delivery remained very active with 5 new contracts delivered so far and a further 12 planned by March 2017. In addition, 9 new contracts had been extended so far, with a further 5 planned by March 2017. The value of the portfolio was expected to grow to around £800 million by March 2017.

**DECIDED:** That the progress made to date be noted.

## 8 **OPERATING PLAN UPDATE**

There was submitted a report by the Director of Scotland Excel relative to the Q2 progress made against operating plan activities and commitments during 2016/17.

**DECIDED:** That the report be noted.

## 9 JOINT COMMITTEE DRAFT REPORTS

### 9(a) ASSOCIATE MEMBERSHIP STRATEGY

There was submitted an Associate Membership Strategy by the Director of Scotland Excel relative to the strategic directions and recommendations for operating the Associate membership of Scotland Excel.

The report intimated that the aim of the Associate Membership Strategy was to explore the method of offering supplementary and complementary services to a second tier of members that generated potential incremental income, whilst having no detrimental impact on our core members and to provide additional value to the wider public family.

#### **DECIDED:**

- (i) That the Associate Membership Strategy for Scotland Excel be noted; and
- (ii) That the submission of the Associate Membership Strategy to the Joint Committee meeting on 9 December 2016 be endorsed.

### 9(b) SUSTAINABLE PROCUREMENT STRATEGY

There was submitted a report by the Director of Scotland Excel relative to a revised Scotland Excel Sustainable Procurement Strategy, a copy of which was appended to the report.

The revised strategy built upon current practice and set out how Scotland Excel would best address recent changes in legislation, implement the new sustainable procurement duty and further incorporate sustainability into all of its procurement activity.

#### **DECIDED:**

- (i) That the report be noted; and
- (ii) That the submission of the report to the Joint Committee meeting on 9 December 2016 be endorsed.

### 9(c) UPDATE ON THE LEARNING AND DEVELOPMENT PROVISION

There was submitted an update report by the Director of Scotland Excel relative to Scotland Excel's Learning and Development (L&D) provision and direction. It was intended that the L&D strategy would be presented to the Scotland Excel Joint Committee meeting scheduled on 9 December 2016.

#### **DECIDED:**

- (i) That the report be noted; and
- (ii) That the submission of the Associate Membership Strategy to the Joint Committee meeting on 9 December 2016 be endorsed.

9(d) **UPDATE ON THE DEVELOPMENT OF A SMALL VALUE PROCUREMENT SERVICE**

There was submitted an update report by the Director of Scotland Excel relative to the proposal regarding the value that Scotland Excel could deliver to its member through the introduction of a small value procurement service. The proposal, if approved, would be implemented in fiscal 2017/18 and would run for four years, the life of the proposed contract.

**DECIDED:**

- (i) That the report be noted;
- (ii) That the introduction of a small value contracts team be endorsed; and
- (iii) That the submission of the report to the Joint Committee meeting on 9 December 2016 be endorsed.

9(e) **CARE HOME FUNDING**

There was submitted an update report by the Director of Scotland Excel relative to Scotland Excel's care home services for older people activity, as well as their role in the wider reform of adult social care and seeking support from the Executive Subcommittee for ongoing funding to be made available to continue with this critical service activity.

**DECIDED:**

- (i) That the progress made in developing and implementing a procurement and contract management service for care home services for older people be noted;
- (ii) That the prominent role Scotland Excel was undertaking in preparation for the National Care Home Contract fee negotiations for 2017/18 be noted;
- (iii) That the support Scotland Excel had provided to the wider adult social care reform agenda be noted;
- (iv) That a proposal for local authorities to continue to fund Scotland Excel's work in these areas for the next three years be supported;
- (v) That the submission of the update report to the Joint Committee meeting on 9 December 2016 be endorsed.

9(f) **PROPOSAL TO DEVELOP A PARTNERSHIP MODEL WITH CROWN COMMERCIAL SERVICES**

There was submitted a report by the Director of Scotland Excel relative to the proposal that Scotland Excel enter into a Partnership Agreement with Crown Commercial Services for the provision of cars and light commercial vehicles.

**DECIDED:**

- (i) That the report be noted; and

(ii) That the submission of the report to the Joint Committee meeting on 9 December 2016 be endorsed.

**9(g) AFFORDABLE HOUSING PROCUREMENT**

There was submitted a proposal document by the Director of Scotland Excel relative to a the role Scotland Excel could play in delivering the Scottish Government's aspirations within the Affordable Housing Supply Programme and seeking funding of £412,000 for a two year pilot programme to develop capability, implement policy and identify financial savings.

**DECIDED:**

(i) That the proposal document be noted; and

(ii) That the submission of the proposal document to the Joint Committee meeting on 9 December 2016 be endorsed.

**9(h) PROCUREMENT OF SOCIAL CARE SERVICES**

There was submitted a proposal document by the Director of Scotland Excel relative to a business case for interim financial investment to expand Scotland Excel's social care procurement shared service. Funding of £350,000 over the next two years would allow Scotland Excel to deliver an ambitious work programme that would ensure procurement plays its part in supporting the Scottish Government's flagship reform of health and social care.

**DECIDED:**

(i) That the proposal document be noted; and

(ii) That the submission of the proposal document to the Joint Committee meeting on 9 December 2016 be endorsed.

**10 JOINT COMMITTEE/EXECUTIVE SUB-COMMITTEE INDUCTION PLANS**

The Director of Scotland Excel referred to the local government elections to be held in May 2017 and advised that Scotland Excel would be preparing an induction package for new members of the Joint Committee and Executive Sub-committee to explain the role and function of the organisation. She then invited comments on what could be included in the induction package together with any other actions which could raise the profile of Scotland Excel amongst councils.

Comments received from members of the Sub-committee related to: the need to convey a proper understanding of Scotland Excel, what it was trying to achieve and how its business dovetailed with councils' business; the preparation of a letter to new council leaders highlighting the role of Scotland Excel; the need to continue dialogue with the Chief Executive Officers' Group; the production of a position statement, detailing progress on current workstreams; the importance of the appointment of capable elected members to the Joint Committee and Executive Sub-committee; and the general need to emphasise the importance of effective procurement within councils.



**DECIDED:** That the comments be noted.

11 **DATE OF NEXT MEETING**

That it be noted that the next meeting of the Executive Sub-committee would be held at 9.45 am on Friday 9 December 2016 in Glasgow City Chambers, George Square, Glasgow.