

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 26 October 2018	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

Present

Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Bailie Norman MacLeod (Glasgow City Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Collette Stevenson (South Lanarkshire Council); and Councillor Amanda Westlake (Shetland Islands Council).

By Videoconference

Provost William Howatson (Aberdeenshire Council) and Councillor Stephen Thompson (Dumfries and Galloway Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer & Business Services, K Carlin, Procurement Coordinator, E Kidd, Senior Procurement Specialist, and M Robertson, Marketing and Communications Manager (all Scotland Excel); and M Conaghan, Legal and Democratic Services Manager; D Low, Senior Committee Services Officer, K Crawford, Senior Accountant and N O'Brien, Assistant Committee Services Officer (all Renfrewshire Council).

Apologies

Councillor Angus Macmillan Douglas (Angus Council); Councillor Altany Craik (Fife Council); Councillor Graham Hutchison (City of Edinburgh Council); and Councillor Alister Mackinnon (Highland Council).

Declarations of Interest

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

1 Minute

There was submitted the Minute of the meeting of the Executive Sub-committee held on 28 September 2018.

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 to 14 September 2018.

The report intimated that gross expenditure was £5,000 under budget and income was currently breakeven which resulted in a net underspend of £5,000.

DECIDED: That the report be noted.

3(a) Contract for Approval: Supply and Delivery of Road Signage Materials

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for the supply and delivery of signage materials which would be effective from 1 December 2018 until 30 November 2021, with an option to extend for up to an additional one-year period to 30 November 2022.

The report intimated that the framework provided councils with a mechanism to procure materials which would support road maintenance programmes.

The framework had been developed by the Operational Supplies and Services (OSS) Team with a fast-tracked approach involving key stakeholders and had been divided into four lots as detailed in figure 1 of the report and had been advertised at an estimated value of £5 million over the four-year period. Appendix 1 to the report detailed the participation, spend and savings summary of the 31 councils participating in the framework. Orkney Islands Council would not be participating in any new arrangement as they had their own sign shop.

Tender responses had been received 14 suppliers and a summary of offers received and their SME status was detailed in Appendix 2 to the report.

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 11 suppliers across the four lots as outlined in Appendix 3 to the report.

Appendix 4 to the report detailed suppliers with Living Wage status.

DECIDED: That placings on this framework for the supply and delivery of road signage materials, be awarded to the suppliers as detailed in Appendix 3 to the report.

Declaration of Interest

Provost Macdonald declared a non-financial interest in item 3(b) of the agenda as he was a retained firefighter with the Scottish Fire and Rescue Service and indicated his intention to remain in the meeting during consideration of the item and not to take part in any discussion or voting thereon.

3(b) Contract for Approval: Technology Enabled Care

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for the supply of telecare and telehealth technologies, renamed as technology enabled care, which would be effective from 1 January 2019 until 31 December 2019, with an option to extend for up to three one-year periods to 31 December 2022.

The report intimated that the framework provided councils, health and social care partnerships and associate members with a mechanism to procure technology enabled care and ancillary monitoring services to maintain, promote and support independent living. The framework would allow for four annual break clauses and would exercise Regulation 72 of the procurement regulations to allow a digital specification to be added to the framework during the four-year duration.

The framework would provide more comprehensive location and lifestyle monitoring services together with consumer grade home health monitoring peripheral devices to help reduce unnecessary routine admissions to primary and secondary healthcare.

The framework had been divided into 10 lots as detailed in table 1 of the report and had been advertised at an annual value of £6.3 million. Appendix 1 to the report detailed the participation, spend and savings summary of the 32 councils/health and social care partnerships, three health boards and three housing associations participating in the framework.

Tender responses had been received from 17 suppliers and a summary of offers received was detailed in Appendix 2 to the report.

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

The offers received within lot 10 (Alarm Receiving Technology) could not be equally evaluated on a like-for-like basis due to the changing nature of current technology available. As a result, lot 10 had not been recommended for award. Further engagement would be carried out to identify the most appropriate method for local authorities to purchase this technology.

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 14 suppliers across the nine lots as outlined in Appendix 3 to the report.

Appendix 4 to the report detailed suppliers with Living Wage status at point of tender.

It was noted that any reference in the appendices to the report to ITS Design Ltd trading as Alert-It should be replaced with ITS Designs Ltd trading as Alert-It.

DECIDED:

(a) That the award of the framework agreement, as detailed in Appendix 3 to the report, be approved; and

(b) That it be noted that any reference in the appendices to the report to ITS Design Ltd trading as Alert-It should be replaced with ITS Designs Ltd trading as Alert-It.

4(a) Request for Associate Membership: Cairn Housing Association

There was submitted a report by the Director of Scotland Excel advising that Cairn Housing Association had submitted an application to become an associate member of Scotland Excel.

DECIDED: That the application by Cairn Housing Association to become an associate member of Scotland Excel, at an annual membership fee of £4,790, be approved subject to completion and signing of the agreement documentation.

4(b) Request for Associate Membership: SEStran (South East of Scotland Transport Partnership)

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

DECIDED: That the application by SEStran 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.

5 Operating Plan 2018/19 Update

There was submitted a report by the Director of Scotland Excel relative to the Q1 progress made against operating plan activities and commitments during 2018/19.

DECIDED: That the report be noted.

6 Date of Next Meeting

DECIDED: That it be noted that the next meeting of the Executive Sub-committee would be held at 10.45am on 23 November 2018 in Scotland Excel Meeting Room 1, Renfrewshire House, Paisley.