

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 18 June 2021	09:30	Remotely by MS teams,

Present

Provost Bill Howatson (Aberdeenshire Council); Councillor Bob Myles (substitute for Councillor Angus Macmillan Douglas) (Angus Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries & Galloway Council); Councillor Altany Craik (Fife Council); Councillor Ruairi Kelly (Glasgow City Council); Councillor Joe Cullinane (North Ayrshire Council); Councillor Paul Di Mascio (North Lanarkshire Council); and Councillor John Shaw (Renfrewshire Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

J Welsh, Chief Executive, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer and Business Services, L Campbell, Corporate Services Manager, E Martin, Senior Procurement Specialist, C Richardson, Senior Procurement Specialist, E Macluskie, Procurement Coordinator, S Kilgour, Project and Account Manager, S Boyle, Assistant Procurement Specialist, K Farley, Assistant Procurement Specialist, S Ferracuti, Graduate Trainee, L McIntyre, Senior Communications Specialist, L A Campbell, Academy Tutor and K Forrest, Office Manager (all Scotland Excel); and M Conaghan, Legal & Democratic Services Manager, K Campbell, Assistant Chief Auditor, L Meikle, Senior Accountancy Assistant, P Shiach, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (all Renfrewshire Council).

Apologies

Councillor Graham Hutchison (City of Edinburgh Council) and Councillor Amanda Hawick (Shetland Islands Council).

Declarations of Interest

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

1 **Minute**

There was submitted the Minute of the meeting of the Executive Sub-committee held on 21 May 2021.

DECIDED: That the Minute be approved.

2 **Internal Audit Engagement - Financial Sustainability Arrangements**

There was submitted a report by the Chief Auditor, Renfrewshire Council, relative to Internal Audit's report summary on financial sustainability arrangements.

The report intimated that in line with the Public Sector Internal Audit Standards, Internal Audit must communicate the results of each engagement to the sub-committee. Internal Audit had undertaken a review of financial sustainability arrangements and the appendix to the report provided a summary of the overall assurance rating for the engagement, the number of recommendations in each category and the committee summary for the engagement.

DECIDED: That the summary for the Internal Audit engagement of financial sustainability arrangements be noted.

3 **Internal Audit Annual Report 2020/21**

There was submitted a report by the Chief Auditor, Renfrewshire Council, relative to the Internal Audit Annual Report on Scotland Excel 2020/21.

The report intimated that the Public Sector Internal Audit Standards required that the Chief Auditor prepare an annual report on the internal audit activity's purpose, authority and responsibility as well as performance relative to its plan. The report must also provide an audit opinion on the overall adequacy and effectiveness of the internal control environment of the audited body.

The annual report for Scotland Excel formed the appendix to the report and outlined the role of internal audit, the performance of the internal audit team, the main findings from the internal audit work undertaken in 2020/21 and contained an audit assurance statement.

DECIDED: That the Internal Audit Annual Report 2020/21 be noted.

4(a) **Contract for Approval: Supply and Delivery of Education Materials**

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a third-generation renewal framework for the supply and delivery of education materials which would operate from 1 August 2021 until 31 July 2024, with an option to extend for up to 12 months until 31 July 2025.

The framework would provide councils and other participating bodies with a mechanism to procure a wide range of educational materials and the report summarised the outcome of the procurement process for this framework.

The framework had been divided into nine lots, as detailed in table 1 of the report, and the forecast annual spend for participating councils was £18.6 million per annum,

equating to an estimated £74.4 million over the maximum four-year term of the framework. Appendix 1 to the report detailed the participation, spend and savings summary of all 32 councils participating in the framework.

Tender responses had been received from 25 suppliers and Appendix 2 to the report provided a summary of the offers received.

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

Based on the evaluation undertaken, and in line with the criteria and weightings set out in the report, it was recommended that a multi-supplier framework arrangement be awarded to 21 suppliers across eight of the nine lots, as outlined in Appendix 3 to the report.

In order to adequately account for the impact of recent pandemic restrictions on retail businesses in this sector, and to ensure market preparedness for a tender in line with government advice, Scotland Excel were not proceeding to award lot 7, musical instruments, and had informed affected bidders and the UIG. Scotland Excel would carry out a tendering exercise for this lot in the coming weeks in line with applicable law and guidance.

Appendix 4 to the report detailed the approach taken by suppliers in relation to fair work practices and their position on the payment of the Real Living Wage.

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

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

4(b) **Contract for Approval: Supply, Delivery and Installation of Education and Office Furniture**

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a third-generation renewal framework for the supply, delivery and installation of education and office furniture which would operate from 1 September 2021 until 31 August 2025.

The framework would provide councils and other participating bodies with a mechanism to procure a range of furniture suitable for classrooms, pre-5 environments, dining rooms, flexible learning and workspaces, office environments, meeting rooms and reception areas.

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

The framework had been divided into six lots, as detailed in table 1 of the report, and the forecast annual spend for participating councils and associate members, with contingency, was £8 million per annum, equating to an estimated £32 million over the full four-year term of the framework. Appendix 1 to the report detailed the participation, spend and savings summary of all 32 councils participating in the framework together with the Scottish Prison Service who intended to participate.

Tender responses had been received from 26 suppliers and Appendix 2 to the report provided a summary of the offers received.

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

Based on the evaluation undertaken, and in line with the criteria and weightings set out in the report, it was recommended that a multi-supplier framework arrangement be awarded to 21 suppliers across the six lots, as outlined in Appendix 3 to the report.

Appendix 4 to the report detailed the approach taken by suppliers in relation to fair work practices and their position on the payment of the Real Living Wage.

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

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

4(c) **Contract for Approval: Fostering and Continuing Care Services**

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a third-generation renewal framework for fostering and continuing care services which would operate from 1 July 2021 until 30 June 2024, with an option to extend for up to 12 months until 30 June 2025. It was noted that this framework would commence on 2 July 2021 following the successful completion of the standstill period requirements.

The framework would enable councils to secure fostering placements from independent and voluntary providers as a supplement to their internal provision and was mainly based around a core placement with councils able to source additional services to support individual requirements. Specialised placements were also available, where required, as well as continuing care placements.

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

The report intimated that following publication of the Independent Care Review's report in February 2020, The Promise Team was established to implement the review's recommendations with the objective of keeping 'the Promise' to improve the care system. The Independent Care Review highlighted that the period between April 2021 and March 2024 would be a bedding-down period when the necessary legislative reform would be underway. This framework extension option allowed for a re-tender in 2024 if there were significant legislative reforms which required a restructuring of the framework.

The forecast annual spend for participating councils, with contingency, was £34 million per annum, equating to an estimated £136 million over the full four-year term of the framework. Appendix 1 to the report detailed the participation, spend and savings summary of the 28 councils participating in the framework. It was noted that the remaining councils rarely required to place children out with their own services, however, the framework would be available for any future requirement.

Tender responses had been received from 15 providers and Appendix 2 to the report provided a summary of the offers received.

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

Based on the evaluation undertaken, and in line with the criteria and weightings set out in the report, it was recommended that a multi-supplier framework arrangement be awarded to 15 providers, as outlined in Appendix 3 to the report.

Appendix 4 to the report detailed the approach taken by suppliers in relation to fair work practices and their position on the payment of the Real Living Wage.

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

DECIDED: That the award of the multi-supplier framework for fostering and continuing care services, as detailed in Appendix 3 to the report, be approved.

4(d) **Contract for Approval: Treatment of Organic Waste Services**

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a third-generation renewal framework for the treatment of organic waste services which would operate from 1 July 2021 until 30 June 2024, with an option to extend for up to 12 months until 30 June 2025. It was noted that this framework would commence on 7 July 2021.

The framework would provide councils and other participating bodies with a mechanism to procure treatment options for organic materials, including separately collected food waste, garden waste and co-mingled food and garden waste, generating electricity and compost. This framework was part of the Scotland Excel Environment Category portfolio which assisted councils in delivering their statutory obligation to provide an essential waste management service, as well as contributing to the Scottish Government's Circular Economy ambitions.

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

The framework had been divided into three lots, as detailed in table 1 of the report, and the forecast annual spend for participating councils and associate members, with contingency, was £12 million per annum, equating to an estimated £48 million over the full four-year term of the framework. Appendix 1 to the report detailed the participation, spend and savings summary of the 22 councils participating in the framework. The remaining councils had indicated that they had no present need to use this framework, however, to ensure that all 32 councils had the option to use the framework, all councils had been listed in the contract notice for the framework. It was noted that both Renfrewshire and West Lothian Councils had made awards under the last framework for a period that would take them beyond the future framework period.

Tender responses had been received from 10 suppliers and Appendix 2 to the report provided a summary of the offers received.

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

scoring achieved by each bidder.

Based on the evaluation undertaken, and in line with the criteria and weightings set out in the report, it was recommended that a multi-supplier framework arrangement be awarded to 10 service providers, as outlined in Appendix 3 to the report.

Appendix 4 to the report detailed the approach taken by suppliers in relation to fair work practices and their position on the payment of the Real Living Wage.

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

DECIDED: That the award of the multi-supplier framework for the treatment of organic waste services, as detailed in Appendix 3 to the report, be approved.

5(a) **Request for Associate Membership: Loch Lomond and The Trossachs National Park Authority**

There was submitted a report by the Chief Executive of Scotland Excel advising that Loch Lomond and The Trossachs National Park Authority 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 Loch Lomond and The Trossachs National Park Authority to become an associate member of Scotland Excel, with no annual membership fee, be approved subject to completion and signing of the agreement documentation.

5(b) **Request for Associate Membership: Sportscotland**

There was submitted a report by the Chief Executive of Scotland Excel advising that Sportscotland 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 Sportscotland to become an associate member of Scotland Excel, with no annual membership fee, be approved subject to completion and signing of the agreement documentation.

6 **Date of Next Meeting**

DECIDED: That it be noted that the next meeting of the Executive Sub-committee would be held at 9.30 am on 20 August 2021.