

Minute of Meeting

Scotland Excel Executive Sub-Committee

Date	Time	Venue
Friday, 09 December 2016	10:15	City Chambers, Glasgow City Council, 80 George Square, Glasgow, G2 1DU

PRESENT

Councillor Shand (Aberdeenshire Council); Councillor Houston (substitute for Councillor Valentine) (Angus Council); Councillor Macdonald (Comhairle Nan Eilean Siar); Councillor Craik (Fife Council); Councillor McElroy (Glasgow City Council); Councillor McLean (North Ayrshire Council); Councillor Holmes (Renfrewshire Council); and Provost Eileen Logan (South Lanarkshire Council).

CHAIR

Councillor Holmes, Convener, presided.

APOLOGIES

Councillors Dykes (Dumfries and Galloway Council); Fernie (Highland Council); and 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, I McNaught, Customer Development Manager, L Cairns, Procurement Coordinator, L McIntyre, Senior Communications Specialist and L Jones, Personal Assistant to the Director (all Scotland Excel); and A MacArthur, Head of Finance, E Currie, Senior Committee Services Officer and M Ball, Accountant (all Renfrewshire Council).

DECLARATIONS OF INTEREST

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

1 REVENUE BUDGET MONITORING REPORT

There was submitted a joint revenue budget monitoring report by the Treasurer and the Director of Scotland Excel for the period 1 April to 11 November 2016.

DECIDED: That the report be noted.

SEDERUNT

Provost Logan and Councillor McElroy entered the meeting during consideration of the following item of business.

2 CONTRACT FOR APPROVAL - SUPPLY AND DELIVERY OF VEHICLE PARTS

There was submitted a report by the Director of Scotland Excel relative to the proposed renewal framework for the supply and delivery of vehicle parts which would operate from 1 January 2017 to 31 December 2020.

The report intimated that the framework would provide councils and participating bodies with a mechanism to procure a wide range of vehicle parts, windscreen replacement, workshop consumables, auto electrics and hydraulics covering the varied fleet mix across councils incorporating cars and light vans up to 44 tonne refuse collection vehicles and other specialist heavy vehicles.

The framework had been split into seven lots as detailed in table 1 in the report. This lotting strategy 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 Tayside Contracts would also be participating in the framework.

The framework had been advertised at £7.25 million per annum and 37 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 agreement be awarded to 33 suppliers across the seven 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.

3 REQUEST FOR ASSOCIATE MEMBERSHIP OF SCOTLAND EXCEL BY HISTORIC ENVIRONMENT SCOTLAND

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

DECIDED: That the application by Historic Environment 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 **SICKNESS ABSENCE 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 August to October 2016 and provided information relating to the absence statistics.

DECIDED: That the report be noted.

5 **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 27 January 2017 in Scotland Excel Meeting Room 1, Renfrewshire House, Paisley.