

Minute of Meeting Scotland Excel Executive Sub-Committee

Date	Time	Venue
Friday, 08 December 2017	09:45	City Chambers, Glasgow City Council, 80 George Square, Glasgow, G2 1DU

Present

Councillor Charles Buchan (substitute for Provost Bill Howatson) (Aberdeenshire 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); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Amanda Westlake (Shetland Islands Council) and Councillor Collette Stevenson (South Lanarkshire Council).

Chair

Councillor John Shaw, Convener, presided.

In Attendance

J Welsh, Director, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer and Business Services, D Benstead, Principal Procurement Specialist, K Carlin, Assistant Procurement Specialist; C Richardson and Z Brawn, both Procurement Co-ordinators (all Scotland Excel); and M Ball, Senior Accountant and E Currie, Senior Committee Services Officer (both Renfrewshire Council).

Apologies

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); and Councillor Todd Ferguson (North Ayrshire Council).

Declaration of Interest

Councillor Di Mascio declared an interest in item 3e of the agenda and indicated his intention to leave the meeting during consideration of the item and not to take part in any discussion or voting thereon.

1 Minute

There was submitted the Minute of the meeting of the Executive Sub Committee held on 17 November 2017.

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 1 November 2017.

The report intimated that gross expenditure was £23,000 under budget and income was currently £37,000 over-recovered which resulted in a net underspend of £60,000.

DECIDED: That the report be noted.

Sederunt

Councillor Mackinnon entered the meeting during consideration of the following item of business.

3(a) Contract for Approval: Supply and Distribution of Milk

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for the supply and distribution of pasteurised milk and associated products which would be effective from 1 March 2018 until 28 February 2021, with the option to extend for an additional one year period until 28 February 2022.

The report intimated that the framework would provide local authorities and other participating bodies with a mechanism to procure a range of dairy products and supported the duties established by the Schools (Health, Promotion and Nutrition) (Scotland) Act 2007 and the standards set out by the Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2008.

The framework had been divided into geographical lots. 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 forecast annual spend for participating councils was circa £7.5 million per annum, however, the framework had been advertised at a value of £9 million per annum equating to an estimated value of £36 million over the term of the contract. Tender responses had been received from seven suppliers and a summary of offers received was detailed in Appendix 2 to the report. Based on the criteria and scoring

methodology set out within the tender document, a full evaluation of the compliant offers had been completed 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 detailed within the report it was recommended that a multi-supplier framework agreement be awarded to seven suppliers across the 36 geographical 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(b) Contract for Approval: Supply and Delivery of Trade 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 trade materials which would be effective from 17 February 2018 to 16 February 2021, with an option to extend to 16 February 2022.

The report intimated that the framework would provide councils and other participating bodies with a mechanism to procure a broad range of trade materials for council stores, schools, work depots and other facilities, as well as for collection from supplier trade counters.

The framework had been divided into four lots as detailed in table 1 of the report. Appendix 1 to the report detailed the participation, spend and savings summary of all 32 councils participating in the framework. It was noted that the Scottish Prison Service, NHS Scotland, Advanced Procurement for Universities and Colleges and the Wheatley Group would also be participating in the framework.

The total framework spend was an estimated value of £32m over the term of the contract, however, to accommodate the likely growth from associate members the framework had been advertised at an overall value of £40m. Tender responses had been received from 29 suppliers. A summary of offers received, including those suppliers deemed to be non-compliant, was provided in Appendix 2 to the report.

It was noted that the majority of tenderers for lot 1 offered the same products across the three product quality levels which was contrary to the requirements set out in the tender. It had not been possible to make a recommendation that would deliver the necessary geographical coverage and competition and following endorsement from the User Intelligence Group it was recommended that this lot be not awarded. Scotland Excel would separately tender for power tools only in February 2018 and would extend the life of the power tools lot on the current framework until the new framework was in place.

It was further noted that lot 3 received bids with less than the required product coverage. Full product and geographical coverage had been ensured by slightly reducing the threshold to 65%. All bids with product coverage below this threshold were deemed as non-compliant and were not evaluated further.

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

Based on the evaluation undertaken and to secure best value, capacity and coverage it was recommended that a multi-supplier framework agreement be awarded to 17 suppliers across the three lots as detailed in Appendix 3 to the report.

DECIDED:

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

(b) That the recommendation not to award lot 1 and the extension of the current arrangements for power tools only be approved; and

(c) That it be noted that a separate tender exercise would be carried out to ensure sufficient product coverage.

3(c) Contract for Approval: Repair and Maintenance of Catering Equipment

There was submitted a report by the Director of Scotland Excel relative to the award of a new framework for catering equipment repair and maintenance which would be effective from 8 January 2018 to 7 January 2020 with an option to extend for up to two 12 month periods until 7 January 2022.

The Convener advised that the Director of Scotland Excel had withdrawn this report.

DECIDED: That it be noted that the report had been withdrawn.

3(d) Contract for Approval: Supply, Delivery, Installation and Maintenance of Water Coolers and Associated Consumables

There was submitted a report by the Director of Scotland Excel relative to the award of a new framework agreement for the purchase and rental of water coolers and associated services which would be effective from 8 January 2018 until 7 January 2020 with an option to extend for up to two further 12 month periods until 7 January 2022.

The report intimated that the framework would provide councils with a mechanism to purchase and rent a range of water coolers including free standing bottled water coolers and plumbed in water coolers. Council could also procure the associated maintenance and sanitisation services.

The framework had been divided into three lots as detailed in table 1 of the report and had been advertised at a value of £6m over the four year period. Tender responses had been received from eight suppliers and a summary of offers received was detailed in Appendix 1 to the report.

Based on the evaluation undertaken and in line with the criteria and weightings detailed within the report it was recommended that a multi-supplier framework agreement be awarded to eight suppliers as detailed in Appendix 2 to the report.

DECIDED: That the award of the framework agreement, as detailed in Appendix 2 to the report, be approved.

Declaration of Interest

Councillor Di Mascio having declared an interest in relation to the following item of business left the meeting and did not take part in any discussion or voting thereon.

3(e) Contract for Approval: Pest Control Services and Associated Products

There was submitted a report by the Director of Scotland Excel relative to the award of a new framework agreement for pest control services and associated products which would be effective from 8 December 2017 until 30 November 2019 with an option to extend for up to two further one year periods until 30 November 2021.

The report intimated that the framework covered the removal of rats and mice, crawling insects, flying insects and the supply of pest control chemicals and accessories. Additionally, it also included the use of hawks and falcons as a bird deterrent.

The framework had been divided into four lots as detailed in table 1 of the report and was advertised at a total value of £8m for the four year period. Tender responses had been received from 9 suppliers and a summary of all offers received was detailed in Appendix 1 to the report.

It was noted that the quality and range of responses for lot 2 meant that it had not been possible to carry out a full evaluation due to a number of abnormally low and high bids. This lot had been excluded from the evaluation process and no recommendation would be made. As a result of lot 2 being excluded from the evaluation process the total value had been revised to £6m for the four year period.

Based on the evaluation undertaken and in line with the criteria and weightings detailed within the report it was recommended that a multi-supplier framework agreement be awarded to seven suppliers across the three lots as detailed in Appendix 2 to the report.

DECIDED: That the award of the framework agreement, as detailed in Appendix 2 to the report, be approved.

Sederunt

Councillor Di Mascio entered the meeting prior to consideration of the following item of business.

4(a) Request for Associate Membership: Routes to Work

There was submitted a report by the Director of Scotland Excel advising that Routes to Work, an arm's length charity of North Lanarkshire Council that existed to support North Lanarkshire's unemployed, had submitted an application to become an associate member of Scotland Excel.

DECIDED: That the application by Routes to Work to become an associate member of Scotland Excel, at no annual membership fee, subject to completion and signing of the agreement document, be approved.

4(b) Request for Associate Membership of Scotland Excel: Design Dundee

There was submitted a report by the Director of Scotland Excel advising that Design Dundee, a charity founded by Dundee City Council, Scottish Enterprise, The University of Abertay, The University of Dundee and The Victoria and Albert Museum to manage the Victoria and Albert Museum of Design in Dundee, had submitted an application to become an associate member of Scotland Excel.

DECIDED: That the application by Design Dundee 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(c) Request for Associate Membership of Scotland Excel: Scottish Children's Reporter Administration

There was submitted a report by the Director of Scotland Excel advising that the Scottish Children's Reporter Administration, a national body focused on children and young people most at risk, had submitted an application to become an associate member of Scotland Excel.

DECIDED: That the application by the Scottish Children's Reporter Administration 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 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 month of October 2017, the previous six and 12 months and provided information relating to the absence statistics and reasons.

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 10.45 am on 26 January 2018 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.

Minute of Meeting Scotland Excel Executive Sub-Committee

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

Present

Councillor Graham Hutchison (City of Edinburgh Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Bailie Norman MacLeod (Glasgow City Council); Councillor Todd Ferguson (North Ayrshire Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council) and Councillor Collette Stevenson (South Lanarkshire Council).

By Videolink

Provost Bill Howatson (Aberdeenshire Council) and Councillor Amanda Westlake (Shetland Islands Council).

Chair

Councillor John Shaw, Convener, presided

In Attendance

J Welsh, Director, S Brannagan, Head of Customer and Business Services, D Benstead, Principal Procurement Specialist, L Richard, Strategic Procurement Manager; R Cook, Procurement Co-ordinator and L Gordon, Category Manager (all Scotland Excel); and M Ball, Senior Accountant, D Low, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (all Renfrewshire Council).

Apologies

Councillor Angus Macmillan Douglas (Angus Council); Councillor Altany Craik (Fife Council); Councillor Alister Mackinnon (Highland Council) and Councillor Stephen Thompson (Dumfries and Galloway 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 8 December 2017.

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 2017 to 5 January 2018.

The report intimated that gross expenditure was £33,000 under budget and income was currently £37,000 over-recovered which resulted in a net underspend of £70,000.

DECIDED: That the report be noted.

3 Contract for Approval: Repair and Maintenance of Catering Equipment

There was submitted a report by the Director of Scotland Excel relative to the award of a framework agreement for the repair and maintenance of catering equipment which would be effective from 16 February 2018 until 7 January 2020, with the option to extend for up to two 12 month periods until 7 January 2022.

The report intimated that the framework would provide councils with a mechanism to procure repair and maintenance services for commercial gas, electrical and refrigeration catering equipment.

The framework had been divided into three lots as detailed in table 1 of the report and had been advertised at a value of £8 million for the four year period. Tender responses had been received from eight suppliers and a summary of offers received was detailed in Appendix 1 to the report.

Based on the evaluation undertaken in line with the criteria and weightings detailed within the report it was recommended that a multi-supplier framework agreement be awarded to eight suppliers as outlined in Appendix 2.

Arising from discussion on the report it was proposed that a report be submitted to a future meeting of this Sub-committee on Scotland Excel's tendering processes and that tendering processes should be reviewed by Internal Audit as part of their audit plan. This was agreed.

DECIDED:

(a) That the award of the framework agreement, as detailed in Appendix 2 to the report, be approved; and

(b) That a report be submitted to a future meeting of this Sub-committee on Scotland Excel's tendering processes and that tendering processes should be reviewed by Internal Audit as part of their audit plan.

4 Contract for Approval: Supply and Delivery of Swimming Pool Chemicals, CO2 Gas and Associated Products

There was submitted a report by the Director of Scotland Excel relative to the award of a framework agreement for the supply and delivery of swimming pool chemicals, CO2 gas and associated products which would be effective from 16 February 2018 until 7 January 2020, with the option to extend for up to two 12 month periods until 7 January 2022.

The report intimated that the new framework would provide councils with a mechanism to procure swimming pool chemicals, CO2 gas for pH control in swimming pools and associated products.

The framework had been divided into two lots as detailed in table 1 of the report and had been advertised at a value of £5 million for the four year period. Tender responses had been received from four suppliers and a summary of offers received was detailed in Appendix 1 to the report.

Based on the evaluation undertaken in line with the criteria and weightings detailed within the report it was recommended that a multi-supplier framework agreement be awarded to four suppliers as outlined in Appendix 2.

It was noted that any reference in the appendices to the report to Univar Limited should be replaced with Univar BV.

DECIDED:

(a) That the award of the framework agreement, as detailed in Appendix 2 to the report, be approved; and

(b) That it be noted that any reference in the appendices to the report to Univar Limited should be replaced with Univar BV.

5 Contract for Approval: Supply and Delivery of Library Books, Educational Textbooks and Multimedia Supplies

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 library books, educational textbooks and multimedia supplies which would be effective from 1 February 2018 until 31 January 2020, with the option to extend for up to two 12 month periods until 31 January 2022.

The report intimated that the framework would provide councils with a mechanism to procure a range of library books including but not limited to adult and children fiction and non-fiction books, reference books, foreign language books, audio books, large print books and DVDs. Councils would also be able to procure a wide range of educational textbooks from various publishers.

The framework had been divided into 19 lots as detailed in table 1 in 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 Advance Procurement for Universities and Colleges (APUC) and National Health Service Scotland (NHSS) had confirmed their intention to participate in this framework.

Historic spend data suggested a framework spend of circa £11.4 million per annum, however, to allow for councils and other associate members to migrate over, the framework had been advertised at £14 million per annum. Tender responses had been received from 24 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 the compliant offers had been completed 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 detailed in the report it was recommended that a multi-supplier framework agreement be awarded to 24 suppliers across the 19 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.

6 Request for Associate Membership: Kingdom Support and Care CIC

There was submitted a report by the Director of Scotland Excel advising that Kingdom Support and Care CIC (KSC), a wholly owned subsidiary of Kingdom Housing Association Ltd who were an associate member of Scotland Excel, had submitted an application to become an associate member of Scotland Excel.

DECIDED: That the application by Kingdom Support and Care CIC (KSC) to become an associate member of Scotland Excel, with fees being encompassed within the £5,652 already paid by their parent organisation Kingdom Housing Association, subject to completion and signing of the agreement document, be approved.

7 Request for Associate Membership: Caledonia Housing Association Limited

There was submitted a report by the Director of Scotland Excel advising that Caledonia Housing Association Limited, a registered Scottish charity, had submitted an application to become an associate membership of Scotland Excel.

DECIDED: That the application by Caledonia Housing Association Limited to become an associate member of Scotland Excel, at an annual membership fee of £5,175, subject to completion and signing of the agreement document, be approved.

8 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 23 February 2018, in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.

Minute of Meeting Scotland Excel Executive Sub-Committee

Date	Time	Venue
Friday, 23 March 2018	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

Present

Councillors Charles Buchan (Aberdeenshire Council) and Altany Craik (Fife Council); Bailie Norman MacLeod (Glasgow City Council); Councillors Paul Di Mascio (North Lanarkshire Council); John Shaw (Renfrewshire Council) and Amanda Westlake (Shetland Islands Council).

By Videolink

Councillor Stephen Thompson (Dumfries and Galloway Council).

Chair

Councillor John Shaw, Convener, presided.

In Attendance

J Welsh, Director; H Carr, Head of Strategic Procurement; J Yeoman, Senior Procurement Specialist; R Green, Procurement Co-ordinator; N Burleigh, Category Manager and L Gordon, Category Manager (all Scotland Excel); S Afzal, Senior Auditor (Audit Scotland); and M Ball, Senior Accountant; R Devine, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (all Renfrewshire Council).

Apologies

Provost Bill Howatson (Aberdeenshire Council); Councillors Angus Douglas (Angus Council) and Graham Hutchison (City of Edinburgh Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillors Todd Ferguson (North Ayrshire Council) and Collette Stevenson (South Lanarkshire 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 26 January 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 2017 to 2 March 2018.

The report intimated that gross expenditure was £45,000 under budget and income was currently £45,000 over-recovered which resulted in a net underspend of £90,000. During discussions it was suggested that future consideration be given to increasing the levy to reduce draw on reserves. Members were also advised that financial briefing/training could be provided for members to enable proper scrutiny of future financial reports.

DECIDED: That the report be noted.

3 Annual Audit Plan 2017/18

There was submitted a report by the Treasurer relative to the annual audit plan 2017/18 for Scotland Excel which outlined Audit Scotland's planned activities in their audit for the 2017/18 financial year. Members were advised that financial briefing/training could be provided for members to enable proper scrutiny of future financial reports.

DECIDED: That Audit Scotland's annual audit plan 2017/18 be noted.

4 Contract for Approval: Children's Residential Care and Education Services including Short Breaks

There was submitted a report by the Director of Scotland Excel relative to the award of a flexible framework agreement for Children's Residential Care and Education Services including Short Breaks which would be effective from 1 May 2018 until 30 April 2022.

The report stated that the Scottish Government had collated information from local authorities on children and young people who were looked after, on the child protection register and in secure care. According to the most recent report, 'Children's Social Work Statistics Scotland, 2015-16' there were 15,317 looked after children and young people in Scotland. A total of 829 of these children and young people were cared for in accommodation, which was under the remit of the framework for children's residential care and education services including short breaks.

The framework therefore needed to offer sufficient services to meet the changing profile of children and young people. A synopsis of the process involved would be circulated to members. Scotland Excel responded to this requirement by developing the renewal as a flexible framework. The proposed framework aimed to bring flexibility and scope to meet the future needs of children and young people and local authorities by allowing the addition of new providers and/or services at certain points. For

providers who were awarded a place on the flexible framework agreement at its commencement date the maximum period of award was up to 48 months. New entrants were permitted to apply to be included within the flexible framework agreement for years three and four of its duration, and would be evaluated against the same criteria as the initial evaluation therefore ensuring a consistent approach to quality of services on the flexible framework for providers who are awarded a place.

All 32 local authorities had confirmed that they intended to participate on the flexible framework and had confirmed anticipated spend, which was detailed in Appendix 1.

The framework had been divided into four service options as detailed in table 1 of the report and had been advertised at a value of £105.4 million per annum for the four-year period. Tender responses had been received from 46 providers and 243 services across the framework. During discussion regarding payment of the living wage by suppliers it was noted that individual Councils utilising the framework would be made aware whether suppliers complied prior to their decision.

Out of these services there were 6 across 4 providers who were treated as non-compliant. Those providers were Care 4 Children Residential Services Ltd; Moore House School Limited; Radical Services Limited and Royal Blind.

Based on the evaluation undertaken in line with the criteria and weightings detailed within the report it was recommended that a flexible framework agreement be awarded to 46 suppliers as outlined in Appendix 3.

DECIDED:

(a) That a synopsis of the process be circulated to members; and

(b) That the award of the flexible framework agreement for Children's Residential Care and Education Services including short breaks, as detailed in Appendix 3 to the report, be approved.

5 Contract for Approval: Supply of Digital Publications and Services

There was submitted a report by the Director of Scotland Excel relative to the award of a national collaborative framework agreement for digital publications and services, which would be effective from 1 February 2018 (with an effective date of 16 April, 2018) until 31 January 2020, with the option to extend for up to two one year month periods until 31 January 2022.

The report intimated that the new framework would provide councils with a mechanism to procure a range of e-books, e-audiobooks, e-magazines and e-comics with the main users of the framework likely to be public libraries,

The framework had been divided into four lots as detailed in table 1 of the report and had been advertised at a value of £1 million per annum. A breakdown of the technical assessment/evaluation was circulated.

Tender responses had been received from seven suppliers and a summary of offers received was detailed in Appendix 1 to the report. Based on the evaluation undertaken in line with the criteria and weightings detailed within the report it was recommended that a multi-supplier framework agreement be awarded to five suppliers as outlined in Appendix 2.

DECIDED: That the award of the framework agreement for digital publications and services as detailed in Appendix 2 to the report, be approved.

6 Contract for Approval: Supply, Delivery, Servicing and Maintenance of Fire Safety Products

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for the supply, delivery, servicing and maintenance of fire safety products which would be effective from 16 April 2018 until 15 April 2020, with the option to extend for up to two further 12 month periods.

The report intimated that the framework would provide councils and Scotland Excel associate members with a mechanism to procure fire safety products such as extinguishers and fire blankets in addition to the servicing, repair and maintenance of these products. The framework also included the servicing, repair and maintenance of fire safety systems such as wet risers, dry risers, fire hydrants and sprinkler systems.

The framework had been divided into three lots as detailed in table 1 of the report and had been advertised at a value of £10 million over the four-year period. Tender responses had been received from five suppliers and a summary of offers received was detailed in Appendix 1 to the report.

Based on the evaluation undertaken in line with the criteria and weightings detailed within the report it was recommended that the framework agreement be awarded to five suppliers across the four lots as outlined in Appendix 2.

DECIDED: That the award of the framework agreement for the supply, delivery, servicing and maintenance of fire safety products as detailed in Appendix 2 to the report, be approved.

7 Request for Associate Membership of Scotland Excel by Hawthorn Housing Co-operative Limited

There was submitted a report by the Director of Scotland Excel advising that Hawthorn Housing Co-operative Ltd had submitted an application to become an associate member of Scotland Excel.

DECIDED: That the application by Hawthorn Housing Co-operative Ltd 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.

8 Strategy Report

There was submitted a report by the Director of Scotland which provided an update on the approach being taken to produce the new Scotland Excel strategy through to 2023.

The current strategy covered the period 2015 to 2018. Scotland Excel was working towards the production of a new strategy to support the delivery of their organisational outcomes. In a departure from the standard three-year stance, the organisation had decided to take a longer five-year view incorporating an additional review in year three.

The approach being undertaken was detailed in Figure 1. Working with staff across the organisation, the corporate vision had been debated and options tested. Similarly, the mission had been considered and reflected the values and behaviours of the organisation. Four over-arching goals had been identified that reinforced the desired outcomes. These were delivered through a number of strategic objectives. As in the current strategy, an annual operating plan would be produced, outlining the following years activities and commitments planned to achieve agreed objectives.

DECIDED: That the contents of the report be noted.

9 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 April 2018 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.

The Convener advised that the total portfolio value prior to the Executive Sub Committee meeting on 23 March 2018 had been £979,196,122. Following approval of the 3 frameworks the value would be over £1 billion for the first time.

Members of the Executive Sub-committee complimented Scotland Excel on the Supplier Excellence Award event held on 20 February 2018 in the Radison Blu Hotel, Glasgow which had been of the highest quality and professional.

The Sub-committee was advised that the Director of Scotland Excel had been invited and would attend the Scottish National Party Association of Nationalist Councillors Conference to be held in Inverness later in 2018 to provide a presentation on care provision and that the Director would also be available to present to other political conferences.

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 27 April 2018	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

Present

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

By Videolink

Councillor Stephen Thompson (Dumfries and Galloway Council).

Chair

Councillor John Shaw, Convener, presided.

In Attendance

J Welsh, Director, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer & Business Services, B Murray, Procurement Development Manager, L Richards and A Richmond, both Strategic Procurement Managers, Z Brawn, Procurement Coordinator and E McKay, Category Manager (all Scotland Excel); C MacDonald, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (both Renfrewshire Council).

Apologies

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Douglas (Angus Council); Councillor Altany Craik (Fife Council); Councillor Graham Hutchison (City of Edinburgh Council); Councillor Alister Mackinnon (Highland Council) and Councillor Todd Ferguson (North Ayrshire 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 23 March 2018.

With reference to item 4 of the Minute the Head of Strategic Procurement advised that a Mobilisation Pack would be issued to participating Councils.

With reference to the last paragraph of the Minute, Bailie MacLeod advised that the name of the conference that the Director of Scotland Excel would attend should read the Scottish National Party Association of Nationalist Councillors Conference in Inverness.

DECIDED: That the Minute, as amended, be approved.

2 Contract for Approval: Supply and Delivery of Power Tools

There was submitted a report by the Director of Scotland Excel relative to the award of a standalone framework agreement for the supply and delivery of power tools which would be effective from 17 June 2018 until 16 February 2021, with the option to extend for up to 12 months until 16 February 2022.

The report intimated that the framework would facilitate the supply and delivery of power tools to council depots, schools and other locations as well as collection from supplier trade counters.

The framework had been advertised at a value of £2.5 million over the total potential framework period and all 32 Councils had confirmed their intention to participate in the framework. In addition, the Scottish Prison Service, NHS Scotland and Advanced Procurement for Universities and Colleges had confirmed their intention to participate.

Tender responses had been received from 15 suppliers and the SME status of each was provided in Appendix 1 to the report. One of the offers received had been deemed non-compliant as no commercial schedule had been submitted and the offer was removed from the evaluation process. Based on the criteria and scoring methodology set out within the tender document, a full evaluation of the compliant offers had been completed and Appendix 2 to the report detailed the scoring achieved by each bidder.

Based on the evaluation undertaken in line with the criteria and weightings set out in the report it was recommended that a multi-supplier framework agreement be awarded to eight suppliers as outlined in Appendix 2 to the report.

DECIDED: That the award of the framework agreement for the supply and delivery of power tools as detailed in Appendix 2 to the report, be approved.

Sederunt

Councillor Stevenson entered the meeting during consideration of the following item of business.

3 Contract Delivery Plan Update

There was submitted an update report by the Director of Scotland Excel relative to the progress of the 2018/19 contract delivery plan.

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

The report highlighted that contract delivery remained active with 59 current frameworks in the Scotland Excel portfolio; a further seven new frameworks would be added to the contract portfolio by 31 March 2019; and a further 8 frameworks on the current portfolio had extension options that were likely to be exercised in 2018/19.

Over 2016/17 Scotland Excel explored the benefits of further collaborative procurement across high spend, critical service areas of adult social care and construction and in 2018/19 would co-produce and implement a procurement strategy for care and support services; would deliver a new sourcing strategy for care home services for older people; would release a prior information notice for a new build housing framework aimed to support council delivery of new affordable houses, enabling councils to attain a range of works and services; and working in partnership with the Digital Office would release a prior information notice for market engagement across a range of projects to drive digital transformation across Scotland.

It was noted that overall, efficiencies delivered to date continued to be within the 2% to 4% forecast range.

Discussion took place regarding efficiencies and Registered Social Landlords (RSLs). It was proposed that a briefing note would be prepared for members outlining good practice and the relationship between RSLs and local authorities. This was agreed.

DECIDED:

(a) That the progress made to date be noted; and

(b) That a briefing note be prepared for members outlining good practice and the relationship between RSLs and local authorities.

4 Operating Plan Update

There was submitted a report by the Director of Scotland Excel relative to the Q3 progress made against operating plan activities and commitments during 2017/18.

DECIDED: That the report be noted.

5 Update of Review of Governance Structure of Scotland Excel

There was submitted a report by the Director of Scotland Excel relative to an update on the review of the governance structure of Scotland Excel.

The report intimated that the purpose of the review was to consider possible governance options and identify the most appropriate governance structure for generating sustainable future revenue streams to support new service development and minimise potential increases to member requisitions. As part of the review, a number of scenarios were tested and these were detailed in Appendix 1 to the report.

The options considered as part of the review together with details of the case for each were detailed in section 2 of the report. It was noted that the current model met the substantial majority of the scenarios tested and that the preferred option was option 1, to maintain the current governance model. The current Scheme of Delegation would require to be updated to correct some minor anomalies and better clarify and reflect current practice and these amendments were detailed in Appendix 2 to the report.

The Joint Committee would be asked to approve a report which recommended maintaining the existing governance model with an amended and updated Scheme of Delegation.

DECIDED:

(a) That the report be noted; and

(b) That the submission of a report to the Joint Committee recommending maintaining the current governance structure with an updated Scheme of Delegation be endorsed.

6 Update on Provision of Sanitary Products within Educational Establishments

There was submitted a report by the Director of Scotland Excel relative to the work being undertaken by Scotland Excel to help support local authorities supply sanitary products into educational establishments to adopt the free sanitary provision proposed by the Scottish Government.

The report intimated that the Scottish Government had committed to providing access to free sanitary products to students in schools, colleges and universities to support equality, dignity and rights for those who menstruate and to ensure that lack of access to products did not impact on an individual's ability to fully participate in education at all levels. Funding for the products in the first instance was by the Scottish Government and was based on population and an amount per student per year.

Scotland Excel had liaised with colleagues at both Scottish Government and Advanced Procurement for Universities and Colleges (APUC) to look at a mechanism of support for a procurement process. Models were currently being implemented by local authorities and Scotland Excel had agreed to include the supply of products, including sustainable products, through the renewal of the Washroom Solutions framework. This would lead to opportunities through a collaborative approach to inform and develop a longer term national model which would permit a compliant framework to supply products and provide key data to inform ongoing policy regarding uptake and refining costs thereafter.

Scotland Excel intended to seek information from local authorities in May 2018 on initial delivery routes taking effect from August 2018 with a view to lending support from existing applicable frameworks being provided until the Washroom Solutions framework went live in October 2018.

The Scottish Government's commitment included the provision of products to pupils during school holidays and local authorities required to consider how provision would be delivered during these times. This commitment had not been included within the scope of the proposed tendering exercise given the demanding timescales, however, Scotland Excel would work with local authorities and the market place to seek effective solutions after contract mobilisation.

DECIDED: That the report be noted and that Scotland Excel's work to improve national priorities be supported.

7 Update Report on Plastic Straws

There was submitted a report by the Director of Scotland Excel relative to an update on the work being undertaken by Scotland Excel to help support local authorities to reduce the use of plastic straws in goods through any relevant frameworks.

The report intimated that in January 2018, Kate Forbes MSP contacted Scottish local authorities seeking a commitment to be plastic straw free and requesting that they look at sourcing alternatives to plastic straws where required for drinks and cartons. Scotland Excel contacted framework suppliers to ascertain the feasibility of sourcing alternatives to plastic straws and to determine if they or their supply chain were carrying out further research and development in this area. It had been established that a number of suppliers were currently developing alternatives to plastic straws.

Plastic straws were part of the core product list within the Catering Sundries framework and Scotland Excel was in the process of conducting a core product review with relevant suppliers to remove the plastic straws from the core list and replace them with environmentally-friendly alternatives.

Scotland Excel would continue to work with suppliers and local authorities on this area as part of the contract and supplier management process and, where appropriate, would include relevant questions in future tenders to establish what suppliers were doing to reduce plastic packaging and to eliminate black plastic from packaging entirely.

DECIDED: That the report be noted.

8 Procurement of Care Home Services for Older People

There was submitted a report by the Director of Scotland Excel which provided an update on Scotland Excel's work on care home services for older people, including the National Care Home Contract.

The report intimated that in Scotland contracted out care home provision was delivered by around 300 providers across more than 800 care homes for older people. Councils across Scotland spent £492 million on these services with 59% of this expenditure distributed across 20 providers.

The National Care Home Contract was a model set of terms that detailed the service specification and payment mechanisms for councils when purchasing care home care.

Scotland Excel had successfully made the case to councils and Health and Social Care Partnerships for more national oversight and it was noted that 28 councils were currently funding Scotland Excel until March 2020 to develop a Cost of Care Calculator; provide market intelligence particularly around financial health; and develop a sourcing strategy for the future. The report provided an update on each of these developments.

The report further intimated that, subject to agreeing a benchmark for the cost of capital, the cost of care calculator developed by Scotland Excel was now the accepted mechanism to establish future national rates for nursing and residential care. COSLA and Scotland Excel were currently updating the operational management arrangements of the contract and would be implementing a new sourcing strategy in 2018/19.

Discussion took place relative to the relationship between Health and Social Care Partnership's and Integration Joint Boards (IJB's) and it was proposed that a briefing note be sent to members. This was agreed.

DECIDED:

(a) That the update on activities associated with care home services for older people be noted; and

(b) That a briefing note be sent to members relative to the relationship between Health and Social Care Partnership's and Integration Joint Board's.

9 Procurement of Care and Support Services

There was submitted a report by the Director of Scotland Excel which provided an update on the collaborative procurement opportunities associated with care and support services.

The report intimated that Scotland Excel had been funded for a two-year period up to March 2019 to explore opportunities for collaborative procurement across care at home and supported living services. Health and Social Care Partnership's in Scotland spend over £750 million per annum on these services and currently there was no national oversight on how these services were procured.

Since April 2017, Scotland Excel had focused its effort on engagement with key stakeholders and had held four regional provider sessions. Two working groups, one for care at home services and one for supported living services, had met regularly over the past six months and included representation from Health and Social Care

Partnership's, providers and the Scottish Government.

Provider engagement to date had been constructive and positive and in terms of commissioners, 21 Health and Social Care Partnership's and local authorities had indicated their participation in the proposed national framework for care and support, incorporating both care at home services and supported living services.

Scotland Excel had also considered how the ongoing framework management and monitoring could be supported given that Scottish Government funding would cease on 31 March 2019 and had developed a range of funding options for further discussion with stakeholders over the coming months.

Scotland Excel was finalising the procurement strategy for care and support and anticipated developing a flexible framework under the 'light touch regime'. The development of agreed specifications would be challenging given the variance in current local specifications. However, improving outcomes for people supported by services would be at the heart of all agreed service specifications.

Scotland Excel would develop the framework structure and access procedures, framework terms and commercial and evaluation methodologies with partners and would undertake engagement with people supported by services to ensure their views were central to the finally agreed specifications. A flexible framework would be developed that incorporated core requirements, but offered commissioners the ability to work with providers to tailor specific needs to local commissioning objectives and the personal needs of people.

DECIDED: That the update on activities associated with care and support services be noted.

10 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 month of March 2018, the previous six and 12 months and provided information relating to the absence statistics and reasons.

DECIDED: That the report be noted.

11 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 1 June 2018 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 01 June 2018	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

Present

Councillor Altany Craik (Fife Council); Bailie Norman MacLeod (Glasgow City Council); Councillor Alister Mackinnon (Highland Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); and Councillor Amanda Westlake (Shetland Islands Council).

By Videolink

Provost Bill Howatson (Aberdeenshire Council); and Provost Norman A Macdonald (Comhairle Nan Eilean Siar).

Chair

Councillor John Shaw, Convener, presided.

In Attendance

J Welsh, Director, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer & Business Services, M Robertson, Marketing and Communications Manager, and K Copland, Procurement Co-ordinator (all Scotland Excel); L Belshaw, Democratic Services Manager, E Currie, Senior Committee Services Officer, L Dickie, Finance Manager and K Crawford, Accountant (all Renfrewshire Council).

Apologies

Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Todd Ferguson (North Ayrshire Council); and Councillor Collette Stevenson (South Lanarkshire 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 27 April 2018.

The Convener referred to the discussion at the last meeting regarding having 'Any Other Competent Business' on future agendas. He advised that Scotland Excel was a joint committee formed under Section 57 of the Local Government (Scotland) Act 1973 and that also in terms of Section 57, the Joint Committee established the Executive Sub-committee. Accordingly, the requirements of the Act in terms of access to meetings and documents of local authorities applied equally to Scotland Excel Joint Committee and the Executive Sub-committee as they applied to meetings of local authorities. "Any Other Competent Business" did not comply with the terms of the Act and Scotland Excel's Procedural Standing Orders. If a member had an urgent item of business to raise, which was not detailed in the agenda, then he/she should raise this at the start of the meeting and the Convener would then rule whether or not this item of business was indeed urgent and whether or not it would be considered at all during the course of the meeting. Any matter raised and not agreed by the Convener as urgent would not be recorded in the Minute of the meeting. This was also the position with any matters which officers or members advised on at the close of the meeting.

DECIDED:

- (a) That the Minute be approved; and
- (b) That the position in relation to "Any Other Competent Business" be noted.

2 Contract for Approval: Salt for Winter Maintenance

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for salt for winter maintenance which would be effective from 1 July 2018 until 30 June 2022.

The report intimated that the framework covered a full range of salt and de-icing equipment and accessories including bulk and bagged rock salt, marine salt and treated salt to allow councils to deliver various public services.

The framework had been divided into seven lots as detailed in table 1 of the report and had been advertised at an estimated value of £65 million over the four-year period with the forecast annual spend for participating councils being £16.2 million per annum.

It was noted that 30 Councils had confirmed their intention to participate in the framework. In addition, Tayside Contracts, NHS Scotland and Advanced Procurement for Universities and Colleges had confirmed their intention to participate.

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

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

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

DECIDED: That the award of the framework agreement for salt for winter maintenance, as detailed in Appendix 3 to the report, be approved.

3 Treatment and Disposal of Recyclable and Residual Waste

The Convener advised that the Director of Scotland Excel had withdrawn this report.

DECIDED: That it be noted that the report had been withdrawn.

4 Request for Associate Membership: Homes for Life Housing Partnership

There was submitted a report by the Director of Scotland Excel advising that Homes for Life Housing Partnership had submitted an application to become an associate member of Scotland Excel.

DECIDED: That the application by Homes for Life Housing Partnership 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 Corporate Strategy 2018/23 and Operating Plan 2017/18

There was submitted a report by the Director of Scotland Excel relative to the development of a new corporate strategy 2018/23 and operating plan 2017/18.

The report intimated that the Executive Sub-committee were being requested to review the proposed new corporate strategy and first-year operating plan prior to it being submitted to the meeting of the Joint Committee to be held on 29 June 2018 for approval.

The new corporate strategy built on the progress made over the past three years and had been developed in close consultation with local authority stakeholders and Scotland Excel staff. It aligned with the challenges facing local government and the wider public sector, responded to procurement and commercial requirements of members, and recognised Scotland Excel's need to secure sustainable funding and growth.

The four business goals which informed Scotland Excel's strategic direction had been updated to reflect the experience and influence gained and these were detailed in the report. The strategy now covered a five-year period to support a longer-term view of the organisation's future and would be reviewed at the end of year three and updated, if required. This year's operating plan set out an ambitious agenda which would lay the foundations for delivering the aims of the strategy over the next five years.

Progress reports would be produced quarterly and half-yearly and annual reports would be submitted to meetings of the Joint Committee with reports for the interim quarters submitted to the Executive Sub-committee. Reports would also track performance against strategy outcomes using fourteen key performance indicators currently being finalised.

DECIDED: That the report be noted.

6 Draft Funding Model Proposal

There was submitted a report by the Director of Scotland Excel providing an overview of potential future funding models for Scotland Excel.

The report intimated that the revenue estimates 2018/19 report presented to the Joint Committee at its meeting held on 8 December 2017 highlighted the challenging future financial landscape for local government and the impact on Scotland Excel. Throughout 2017/18 Scotland Excel had been reviewing opportunities and options to address the issue and to identify additional income. A number of successes had been achieved with projects generating additional benefits to members but each on a 'cost recovery' model.

In addition to the operational deficit there were other areas where ongoing funding gaps existed. The main area of concern was within the Scotland Excel Care Portfolio and the report provided further information on the gaps within care and the options explored in order to try and diversify its funding base.

Scotland Excel had identified other potential funding opportunities, being consultancy services, new build housing, learning and development, rebates and associate membership expansion and the report detailed a short summary on the background, financial scale and opportunity for each project.

The report highlighted that in order to facilitate the expansion of the additional services outlined in section 3 of the report Scotland Excel required to review its existing office space. Discussions were ongoing with Renfrewshire Council in relation to Scotland Excel expanding their office space within Renfrewshire House. Scotland Excel were also investigating the possibility of relocating elsewhere.

To ensure members had a full picture of the five-year forecast, indicative figures had been incorporated into the total funding gap. A number of options had been identified to address the deficit faced by Scotland Excel over the coming fiscal periods and these were detailed in the report.

DECIDED:

(a) That it be noted that the funding opportunity projects were being progressed by Scotland Excel;

(b) That it be noted that the Care Home for Older People project continued to seek direct funding from the participating councils for 2020/21 and beyond;

(c) That it be noted that Scotland Excel continued to work with colleagues in Renfrewshire Council to identify methods to address the short-term deficit; and

(d) That it be noted that a report would be submitted to the meeting of the Joint Committee to be held on 29 June 2018 detailing the proposal and documenting the proposed approach that would be taken in the coming months in order to present a balanced budget to the meeting of the Joint Committee to be held on 7 December 2018.

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Provost Macdonald left the meeting prior to consideration of the following item of business.

7 Risk Register Update

There was submitted a report by the Director of Scotland Excel providing an update on the risk register maintained to assess threats and risks that could impact on the delivery of Scotland Excel's organisational objectives and to identify actions that had been taken to mitigate such risks. A copy of the risk register was appended to the report

DECIDED: That the report be noted.

8 Date of Next Meeting

DECIDED: That it be noted that the next meeting of the Executive Sub-committee would be held at 9.45 am on 29 June 2018 in Glasgow City Chambers.