

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.

Minute of Meeting

Scotland Excel Executive Sub-Committee

Date	Time	Venue
Friday, 10 February 2017	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

PRESENT

Councillors Valentine (Angus Council); Craik (Fife Council); McElroy (Glasgow City Council); Holmes (Renfrewshire Council); Westlake (Shetland Islands Council); and Provost Logan (South Lanarkshire Council).

BY VIDEOLINK

Councillors Shand (Aberdeenshire Council) and Macdonald (Comhairle Nan Eilean Siar).

CHAIR

Councillor Holmes, Convener, presided.

APOLOGIES

Councillors Whyte (City of Edinburgh Council); Fernie (Highland Council); and McLean (North Ayrshire Council).

IN ATTENDANCE

J Welsh, Director, S Brannagan, Head of Customer & Business Services, H Carr, Head of Strategic Procurement, D Benstead, Senior Procurement Specialist, S Dahlstrom, Senior Procurement Specialist, J Weaver, Senior Procurement Specialist, and N Burleigh, Senior Procurement Specialist (all Scotland Excel); E Currie, Senior Committee Services Officer and M Ball, Accountant (both Renfrewshire Council); and M Ferris, Senior Audit Manager and A Haar, Senior Auditor (both Audit Scotland).

DECLARATIONS OF INTEREST

Councillor McElroy declared a financial interest in item 6 of the agenda as he was an employee of the Kibble Education and Care Centre and indicated his intention to leave the meeting during consideration of the item and not to take part in any discussion or voting thereon.

Councillor Valentine declared a non-financial interest in item 7(b) of the agenda as Angus Council was a member of the Tayside and Central Scotland Transport Partnership and indicated that having considered the advice within the councillors' code of conduct, he was satisfied that it was in order for him to take part in consideration of and voting on this item.

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 2016 to 6 January 2017.

DECIDED: That the report be noted.

2 ANNUAL AUDIT PLAN 2016/17

There was submitted a report by the Treasurer relative to the annual audit plan 2016/17 for Scotland Excel which outlined Audit Scotland's planned activities in their audit for the 2016/17 financial year.

DECIDED: That Audit Scotland's annual audit plan 2016/17 be noted.

3 CONTRACT FOR APPROVAL: BITUMEN AND ASSOCIATED PRODUCTS

There was submitted a report by the Director of Scotland Excel relative to the proposed renewal framework for bitumen and associated products which would operate from 1 March 2017 to 28 February 2019, with an option to extend for a further two 12-month periods.

The report intimated that the framework would provide Councils and participating bodies with a mechanism to procure a wide range of bitumen related products ranging from bulk bitumen through to reinstatement products, surface dressings and cementitious products and sundries.

The framework had been split into five lots as detailed in table 1 in the report. Appendix 1 to the report detailed the participation, spend and savings summary of the 24 Councils participating in the framework. It was noted that Tayside Contracts would also be participating in the framework.

The framework had been advertised at £48 million for the full four-year term and five 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 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 all five compliant suppliers across the five lots as detailed in Appendix 3 to the report.

It was proposed that upon renewal of a contract, details of community benefits provided by previous suppliers be included in future reports. This was agreed.

DECIDED:

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

(b) That upon renewal of a contract, details of community benefits for the previous framework would be provided.

4 CONTRACT FOR APPROVAL: ENGINEERING & TECHNICAL CONSULTANCY

There was submitted a report by the Director of Scotland Excel relative to the proposed renewal framework for engineering and technical consultancy which would operate from 18 March 2017 to 17 March 2021.

The report intimated that the framework would provide councils and participating bodies with a mechanism to procure a comprehensive range of engineering and technical consultancy services.

The framework had been split into seven lots as detailed in table 1 in the report. This lotting structure aligned with the various specialisms within the market and facilitated the participation of specialist small and medium-sized enterprise (SME) consultants in the procurement process 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 30 Councils participating in the framework. In addition, NESTRANS and SPT, Scotland Excel associate members would also be participating in this framework.

The framework had been advertised at £17 million per annum and 61 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 was awarded to 27 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.

5 **CONTRACT FOR APPROVAL: FOSTERING & CONTINUING CARE SERVICES**

There was submitted a report by the Director of Scotland Excel relative to the proposed framework for fostering services which would operate from 25 March 2017 to 24 March 2019, with an option to extend for a further two years up to 24 March 2021.

The report intimated that the framework would enable local authorities to purchase fostering placements from independent and voluntary providers as a supplement to their internal provision.

The structure of the new framework continued to set out a clearly specified core or 'standard' service, Service Option 1 – Standard Service, but now with the opportunity to purchase a range of "enhanced" or specialist services, Service Option 2 – Enhanced Services, offered by bidders, each with their own characteristics. It was anticipated that approximately 90% of spend would be on the 'standard' service.

The framework was open to all 32 Scottish local authorities and any integrated health and social care organisations taking on their legal responsibilities as a result of the Public Bodies (Joint Working) (Scotland) Act 2014. Glasgow City Council had its own separate purchasing arrangements and had confirmed that it would not purchase services under the national framework.

The report highlighted that fostering services were purchased on a case by case basis, making it difficult to estimate future expenditure. Extrapolating existing spend information, with estimates for expansion of the scope and market growth, the overall framework spend for four years was estimated at approximately £104 million. Appendix 1 to the report detailed the participation, spend and savings summary of the 32 councils participating in the framework.

Tender responses had been received from 15 organisations with 13 offers for Service Option 1 – Standard Service and 41 offers for Service Option 2 – Enhanced Services. Appendix 2 to the report detailed the SME status for each bidder.

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.

One of the objectives of the framework was to give maximum choice of services and providers available to meet diversity of needs and with all bidders having or expected to achieve above average quality standards, it was recommended that participation on the framework agreement be awarded to all 15 bidders who submitted compliant bids 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.

DECLARATION OF INTEREST

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

6 **CONTRACT FOR APPROVAL: SECURE CARE**

There was submitted a report by the Director of Scotland Excel relative to the proposed renewal framework for secure care which would operate from 1 April 2017 to 31 March 2019, with an option to extend for a further 12-month period.

The report intimated that the Scottish Government was responsible for secure accommodation placements for sentenced children whilst local authorities were responsible for secure accommodation placements for children who had been remanded in custody and for children who were placed in secure accommodation for welfare reasons. Scotland Excel had again secured commitment from each of the 32 local authorities and the Scottish Government to participate in the current contract and Appendix 1 to the report detailed the participation, spend and cost impact summary of all participants.

Tender responses had been received by five providers as detailed in Appendix 2 to the report. One bidder did not meet the necessary minimum selection criteria and was not evaluated any further.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the complaint 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 the contracts be awarded to the four providers as detailed in Appendix 3 to the report.

It was proposed that details of the proposed fee increase for this contract be provided to members of the Executive Sub-committee. This was agreed.

DECIDED:

(a) That the contracts be awarded to the four providers as detailed in Appendix 3 to the report; and

(b) That details of the proposed fee increase for this contract be provided to members of the Executive Sub-committee.

SEDERUNT

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

DECLARATION OF INTEREST

Councillor Valentine having declared a non-financial interest in the following item of business remained in the meeting during its consideration.

7 REQUESTS FOR ASSOCIATE MEMBERSHIP OF SCOTLAND EXCEL

(a) GLASGOW PRESTWICK AIRPORT

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

DECIDED: That the application by Glasgow Prestwick Airport 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.

(b) TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

There was submitted a report by the Director of Scotland Excel indicating that Tayside and Central Scotland Transport Partnership had submitted an application to become an associate member of Scotland Excel.

DECIDED: That the application by Tayside and Central Scotland Transport Partnership 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.

8 UPDATE ON THE CONTRACT DELIVERY PLAN

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 to the report provided further details.

The report highlighted that contract delivery remained very active with nine contracts delivered so far and a further eight planned by March 2017. In addition, 13 contracts had been extended over the course of the year. The value of the portfolio was expected to grow to around £950 million by April 2017. The significant increase in the forecast value was due to the tender for the framework for Energy Efficiency Contractors being released to the market at a value of £200 million. The award recommendation was due to be presented in March and given the complexity of the tender, delivery at that time remained at risk. The remainder of the construction category continued to grow, with the first collaborative contract for playground equipment also due to delivery in March.

The operational contract portfolio had also shown growth and work was ongoing to develop the mobilisation plan for the supply of light vehicles through the collaborative partnership with Crown Commercial Services. Work continued to be undertaken in supporting contract management in care home services for older people, with 27 Councils supporting the work plan, and funding agreed for a further three years.

It was noted that overall, efficiencies delivered to date continued to be in line with the target set at 5%.

DECIDED: That the progress made to date be noted.

9 **OPERATING PLAN UPDATE**

There was submitted an update report by the Director of Scotland Excel relative to the projects and activities undertaken by the organisation in quarter 3 of the 2016/17 Operating Plan.

The Director advised that action point 1(c)-develop and implement a strategy and plan for improving supplier performance-remained as amber.

DECIDED: That the progress made be noted.

10 **MEETINGS OF SCOTLAND EXCEL EXECUTIVE SUB-COMMITTEE IN MARCH 2017**

There was submitted a report by the Clerk relative to a proposal to change the Scotland Excel Executive Sub-committee meeting schedule for March 2017.

The report intimated that at the meeting of the Executive Sub-committee held on 16 September 2016 it was agreed that the Executive Sub-committee would meet on 3 March 2017. Having considered the planned award dates for contracts during March 2017, it was now considered to be more suitable for the meeting in March to take place at the end of the month. It was therefore proposed to cancel the meeting scheduled for 3 March and instead hold a meeting of the Executive Sub-committee on 31 March 2017.

DECIDED:

(a) That it be agreed that the meeting of the Executive Sub-committee scheduled to be held at 10.45am on 3 March 2017 be cancelled; and

(b) That it be agreed that a meeting of the Executive Sub-committee be held at 10.45am on 31 March 2017 in Scotland Excel Meeting Room 1, Renfrewshire House.

Minute of Meeting Scotland Excel Executive Sub-Committee

Date	Time	Venue
Friday, 31 March 2017	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

Present

Councillors Shand (Aberdeenshire Council); Valentine (Angus Council); Macdonald (Comhairle Nan Eilean Siar); Craik (Fife Council); Fernie (Highland Council); Holmes (Renfrewshire Council); Westlake (Shetland Islands Council); and Provost Logan (South Lanarkshire Council).

Chair

Councillor Holmes, Convener, presided.

Apologies

Councillors Whyte (City of Edinburgh Council); Dykes (Dumfries and Galloway Council); McElroy (Glasgow City Council); and McLean (North Ayrshire Council).

In Attendance

J Welsh, Director, H Carr, Head of Strategic Procurement, L Marron, Senior Procurement Specialist, J Yeomans, Senior Procurement Specialist, J Baxter, Senior Procurement Specialist, and B Kyle, Consultant (all Scotland Excel); and E Currie, Senior Committee Services Officer, K Brown, Committee Services Officer and M Ball, Accountant (for item 1 only) (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 2016 to 3 March 2017.

The report intimated that gross expenditure was £10,000 over budget and income was currently £83,000 over recovered resulting in a net underspend of £73,000.

DECIDED: That the report be noted.

Sederunt

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

2 Contract for Approval: Supply and Delivery of Education and Office Furniture

There was submitted a report by the Director of Scotland Excel relative to the award of a second generation framework agreement for the combined provision of education and office furniture which would be effective from 1 May 2017 until 29 February 2020, with an option to extend for a further period of one year until 28 February 2021.

The report intimated that the framework would provide councils and participating bodies with a mechanism to procure a wide range of furniture suitable for classrooms, pre-5 environments, dining rooms and flexible learning spaces. Furniture for use in office environments would also be available together with furniture suitable for meeting rooms and reception areas.

The framework had been divided into 11 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 Tayside Contracts, the Scottish Prison Service, Strathclyde Partnership for Transport and associate members of Scotland Excel would also be participating in the framework.

The forecast spend for the framework had increased to £9 million per annum and £36 million over the four-year term of the framework, including any extension period. Tender responses had been received from 26 suppliers. One supplier withdrew and another supplier had been unable to provide all of the required supporting documentation which rendered their offer non-compliant. Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the remaining 24 compliant offers 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 the framework be awarded to 21 suppliers across the 11 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 Contract for Approval: Energy Efficiency Contractors

There was submitted an amended report by the Director of Scotland Excel relative to the award of Scotland Excel's first national collaborative framework for energy efficiency contractors which would operate from 1 May 2017 until 30 April 2019, with an option to extend up to 30 April 2021.

The report intimated that the framework would support councils to deliver on the responsibilities set out in the Energy Efficiency Standards for Social Housing (EESH) and the Home Energy Efficiency Programme for Scotland: Area Based Scheme (HEEPS: ABS). The framework had been developed to accommodate future potential schemes as well as allowing councils to utilise the framework, where appropriate, on non-domestic and public buildings. The framework also incorporated additional funding under the Energy Company Obligation (ECO), a UK wide scheme to help reduce carbon emissions and tackle fuel poverty by placing obligations on energy suppliers to implement targeted energy saving measures.

The framework had been split into three lots as detailed in table 1 in the report. Each lot had been divided into sub-lots for specific types of insulation and heating measures and this ensured that specialist contractors and small and medium enterprises could bid for measures suited to their particular skills and experience.

Appendix 1 to the report detailed the participation, spend and savings summary of the 29 councils participating in the framework. The contract spend had been estimated between £50 million and £200 million per annum across all three lots. This reflected the anticipated spend from the current HEEPS: ABS programme of £50 million combined with the potential investment required to comply with EESH. The maximum value of work that could be awarded under the framework was £800 million over the four-year term of the framework. Tender responses had been received from 49 organisations but several were deemed non-compliant as they failed to complete the required schedule of rates or technical method statements. Those deemed non-compliant had been advised that they would not be considered further.

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 31 suppliers across 13 sub-lots on a council-by-council basis 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 Westlake entered the meeting during consideration of the following item of business.

4 **Contract for Approval: Outdoor Play Equipment and Artificial Surfaces**

There was submitted a report by the Director of Scotland Excel relative to the award of the first national collaborative framework for the design, supply, installation and inspection of outdoor play equipment and artificial surfaces which would operate from 1 May 2017 to 12 March 2019, with an option to extend to 12 March 2021.

The report intimated that the framework would provide councils and other participating bodies with a mechanism to procure a broad scope of works, services and supply arrangements for outdoor play equipment, safer surfaces, outdoor gym equipment, multi-use games areas, artificial surfaces and wheeled sports areas.

The framework had been divided into 10 lots as detailed in table 1 in 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 and Advanced Procurement for Universities and Colleges Excel would also be participating in the framework.

The forecast spend for the framework had increased to £9 million per annum and £36 million over the four-year term of the framework, including any extension period. Tender responses had been received from 36 suppliers. Two bidders failed to submit a qualification and master technical response and one bidder failed to submit a commercial response. As all three bidders were non-compliant they had been advised that they would not be considered further. Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the remaining 31 compliant offers had been completed and Appendix 3 to the report detailed the scores relative to each bidder.

Based on the evaluation undertaken and to secure best value, capacity and coverage it was recommended that the framework be awarded to 28 suppliers across the 10 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.

5 **Contract for Approval: Supply and Delivery of Personal Protective Equipment**

There was submitted a report by the Director of Scotland Excel relative to the award of a third generation framework for the supply and delivery of personal protective equipment which would operate from 1 May 2017 to 28 February 201, with an option to extend for a further two 12-month periods.

The new framework would continue to provide councils and associate members with a mechanism to procure a wide range of personal protective equipment including workwear, footwear, safety wear and hi-visibility wear.

The framework had been divided into two lots as detailed in table 1 in 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 Tayside Contracts and NHS Scotland would also be participating in the framework.

The annual spend for participating councils was forecast at approximately £10 million per annum. Together with the NHS annual spend of approximately £600,000, the value over the term of the framework, including the two extension periods, had been estimated at £40 million. Tender responses had been received from 31 suppliers. One bidder subsequently withdrew their offer. One bidder submitted a non-compliant tender for one of the lots and another bidder failed to upload to PCS-T on time and neither of these bids had been accepted.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the complaint 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 two-lot supplier framework agreement be awarded to the 21 compliant bidders 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(a) Request for Associate Membership of Scotland Excel: Blue Triangle Housing Association

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

DECIDED: That the application by Blue Triangle Housing Association 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.

6(b) Request for Associate Membership of Scotland Excel: City Property Glasgow (Investments) LLP

There was submitted a report by the Director of Scotland Excel indicating that City Property Glasgow (Investments) LLP had submitted an application to become an associate member of Scotland Excel.

DECIDED: That the application by City Property Glasgow (Investments) LLP to become an associate member of Scotland Excel, with no annual fee, subject to completion and signing of the agreement document, be approved.

7 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 February 2017, the previous six and 12 months and provided information relating to the absence statistics and reasons.

DECIDED: That the report be noted.

8 Date of Next Meeting

DECIDED: That the next meeting of the Executive Sub-committee be held on 30 June 2017 in Glasgow City Chambers, George Square, Glasgow following the meeting of the Joint Committee being held that day at 10.45 am.

Valedictory

Councillor Holmes thanked members of the Executive Sub-committee and the staff of Scotland Excel and Renfrewshire Council for their contribution to the work of the Executive Sub-committee and for their assistance to him during his period as Convener.

Councillor Valentine thanked Councillor Holmes for his fairness in chairing meetings of the Executive Sub-committee during his period as Convener.