

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 18 March 2022	09:30	Remotely by MS Teams,

Present

Councillor Charles Buchan (substitute for Provost Bill Howatson) (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus Council); Provost Norman Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries & Galloway Council); Councillor Altany Craik (Fife Council); Councillor Ruairi Kelly (Glasgow City Council); Councillor Jimmy Gray (Highland Council); Councillor Paul Di Mascio (North Lanarkshire Council); and Councillor John Shaw (Renfrewshire Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

J Welsh, Chief Executive, H Carr, Head of Strategic Procurement, L Campbell, Corporate Services Manager, L Richard, Strategic Procurement Manager, L Cairns, Senior Procurement Specialist and K Forrest, Office Manager, (all Scotland Excel); and L Mitchell, Managing Solicitor (Contracts and Conveyancing), C McCourt, Corporate Business Manager, L Belshaw, Democratic Services Manager and R Devine, Senior Committee Services Officer (all Renfrewshire Council).

Apologies

Provost Bill Howatson (Aberdeenshire Council); Councillor Andrew Johnston (City of Edinburgh Council); and Councillor Joe Cullinane (North Ayrshire Council).

Declarations of Interest

Councillor Di Mascio declared an interest in item 5(a) of the agenda for the reason that he was an owner/occupier in the industry. Councillor Di Mascio indicated that as he had declared an interest, he would leave the online meeting during any discussion and voting on the item.

Councillor Craik declared an interest in items 6(a) and 6 (c) of the agenda for the reason that they related to Fife Council. Councillor Craik indicated that as he had declared interests, he would leave the online meeting during any discussion and voting on the items.

Order of Business

In terms of Standing Order 12, the Convener intimated that he proposed to alter the order of business to facilitate the conduct of the meeting by considering item 6 in the following order, item 6(b), then 6(d), then 6(a) and then 6(c).

1 Minute

There was submitted the Minute of the meeting of the Executive Sub-committee held on 18 February 2022.

DECIDED: That the Minute be approved.

Sederunt

Councillor Di Mascio joined the meeting during consideration of the following item of business.

2 Chief Executive's Update Report to Chief Executive Officers Management Group (CEOMG) - February 2022

There was submitted a report by the Chief Executive of Scotland Excel relative to the Chief Executive's update report considered at the meeting of the Scotland Excel Chief Executive Officers Management Group (CEOMG) held on 16 February 2022, covering the period from November 2021 to February 2022, a copy of which was appended to the report.

The report intimated that the CEOMG met quarterly and that as part of the regular governance process, the Chief Executive of Scotland Excel provided an update on the work of Scotland Excel. Following discussions with the Convener, it had been agreed that future reports, be shared with members of the Scotland Excel Executive Sub-committee, following CEOMG meetings.

DECIDED: That the report be noted.

3 Revenue Budget Monitoring

There was submitted a joint revenue budget monitoring report by the Treasurer and the Chief Executive of Scotland Excel for the period 1 April 2021 to 4 February 2022.

The report intimated that at the end of period 11, Scotland Excel was projecting a break-even position by year-end in its core activities and a £52,000 contribution to project reserves by year-end within projects. It was noted that both core and projects budgets would be monitored closely in order to mitigate any significant variances. Further detail was provided in section 3 of the report.

The appendices to the report provided an analysis of the actual spend to date along with projected net expenditure for 2021/22 and included a summary of movement in both the revenue reserve and the project reserves.

DECIDED: That the report be noted.

4 **Update on the Contract Delivery Plan**

There was submitted a report by the Chief Executive of Scotland Excel providing a progress update on the 2021/22 contract delivery plan.

The report intimated that the contract delivery plan detailed new framework developments and renewals, framework extensions and frameworks with ongoing contract management only and appendices 1 to 4 to the report provided further details.

The report highlighted that there were 72 current frameworks in the Scotland Excel portfolio with six further new frameworks to be added and 32 of these frameworks to be renewed before 30 June 2023. A further 19 of these frameworks had extension options that were likely to be exercised, with 12 of these extensions already approved.

The estimated forecast value of the Scotland Excel framework portfolio by 31 March 2022 would be approximately £2 billion. It was noted that overall, efficiencies delivered to date in 2021/22 were 2.3%, which was within the forecast range.

The report advised that in addition to the activity detailed in appendices 1 to 4, Scotland Excel was exploring the benefits of further collaborative procurement across high spend, critical service areas in the construction, corporate, ICT and social care teams.

A summary of spend and forecast savings per Council for the period October 2020 to September 2021 was detailed in Appendix 5 to the report, with an average forecast efficiency of circa 1.60%.

DECIDED: That the progress made to date be noted.

Declaration of Interest

Councillor Di Mascio having previously declared an interest in the following item, left the meeting and took no part in the discussion or voting thereon.

5(a) **Contract for Approval: Pest Control Services and Associated Products (Update)**

Under reference to item 3 of the Minute of the meeting of this Sub-committee held on 18 February 2022, there was submitted a report by the Chief Executive of Scotland Excel relative to the award of the renewal framework for pest control services and associated products for the period 1 February 2022 until 31 January 2025, with the option to extend for up to 12 months until 31 January 2026.

It was noted that this report superseded the recommendations contained in the report approved by the Sub-committee on 18 February 2022 and subject to approval and completion of a standstill period, it was intended that the framework would commence on or around 1 April 2022.

The framework covered the removal of rats and mice, crawling insects, flying insects and the supply of pest control chemicals and accessories.

The report summarised the outcome of the procurement process for the framework which had been divided into two lots, as detailed in table 1 of the report.

The report advised that the framework had been advertised at a total value of £1 million per annum, which equated to an estimated spend of £4 million over the maximum four-year term of the framework and Appendix 1 to the report detailed the participation, spend and savings summary of those councils participating in the framework.

Tender responses had been received from 11 suppliers and Appendix 2 to the report provided a summary of the offers received. It was noted that all respondents had passed the first-stage qualification/selection assessment, however, one bidder was non-compliant having failed to upload a pricing schedule and had been advised accordingly. Further, that one bid had been withdrawn.

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

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

It was noted that a 'standstill' procedure commenced on the basis of recommendations approved at the meeting of the Executive Sub-committee held on 18 February 2022. Following enquiries raised by contractors, the standstill procedure expired without any awards being made.

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

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

DECIDED: That the award of the multi-supplier framework for pest control services and associated products, as detailed in Appendix 3 to the report, be approved and that it be noted that this superseded the recommendations brought before members on 18 February 2022.

Sederunt

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

Councillor Gray left the meeting during consideration of the following item of business.

5(b) **Contract for Approval: Vehicle and Plant Hire**

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a fourth-generation framework for vehicle and plant hire for the period 21 February 22 to 20 February 2024, with the option to extend for a further two 12-month periods until 20 February 2026.

The framework covered the hire of vehicles and plant equipment on a variety of hire periods to support the requirement of councils' fleet and roads departments. It was noted that the use of hired equipment supplemented existing council assets and assisted with seasonal and intermittent demands as well as assisting with the increased demand for vehicles to support ongoing social distancing measures.

The report summarised the outcome of the procurement process for the framework which had been divided into 12 lots, as detailed in table 1 of the report.

The report advised that the framework had been advertised with an estimated value of £60 million per annum, over the four-year term of the framework, and Appendix 1 to the report detailed the participation, spend and savings summary of those councils participating in the framework together with Tayside Contracts.

Tender responses had been received from 64 suppliers and Appendix 2 to the report provided a summary of the offers received. It was noted that two responses were deemed non-compliant for all lots in which they tendered and had been advised that their offers would not be considered further. Further, that one response had been deemed partially non-compliant and had been advised their offer would not be considered further for one lot and that they had been recommended for partial award to the framework.

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

Based on the evaluation undertaken, and in line with the advertised criteria and weightings set out in the report, it was recommended that a multi-supplier framework arrangement be awarded to 56 suppliers across the 12 lots, as outlined in Appendix 3 to the report.

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

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

DECIDED: That the award of the multi-supplier framework for vehicle and plant hire, as detailed in Appendix 3 to the report, be approved.

6(a) **Request for Associate Membership: Clyde Gateway URC Limited**

There was submitted a report by the Chief Executive of Scotland Excel advising that Clyde Gateway URC Limited had submitted an application to become an associate member of Scotland Excel.

The report provided details of the organisation and the legislative position in relation to the application.

DECIDED: That the application by Clyde Gateway URC Limited to become an associate member of Scotland Excel, with no annual membership fee, be approved subject to completion and signing of the agreement documentation.

6(b) **Request for Associate Membership: Scottish Ministers acting through Social Security Scotland**

There was submitted a report by the Chief Executive of Scotland Excel advising that Scottish Ministers, acting through Social Security Scotland, had submitted an application to become an associate member of Scotland Excel.

The report provided details of the organisation and the legislative position in relation to the application.

DECIDED: That the application by Scottish Ministers, acting through Social Security Scotland, to become an associate member of Scotland Excel, with no annual membership fee, be approved subject to completion and signing of the agreement documentation.

Declaration of Interest

Councillor Craik having previously declared interests in the next two items left the meeting and took no part in the discussion or voting thereon.

6(c) **Request for Associate Membership: Cireco (Scotland) LLP**

There was submitted a report by the Chief Executive of Scotland Excel advising that Cireco (Scotland) LLP had submitted an application to become an associate member of Scotland Excel.

The report provided details of the organisation and the legislative position in relation to the application.

DECIDED: That the application by Cireco (Scotland) LLP to become an associate member of Scotland Excel, with no annual membership fee, be approved subject to completion and signing of the agreement documentation.

6(d) **Request for Associate Membership: Fife Golf Trust**

There was submitted a report by the Chief Executive of Scotland Excel advising that Fife Golf Trust had submitted an application to become an associate member of Scotland Excel.

The report provided details of the organisation and the legislative position in relation to the application.

DECIDED: That the application by Fife Golf Trust to become an associate member of Scotland Excel, with no annual membership fee, be approved subject to completion and signing of the agreement documentation.

7 **Date of Next Meeting**

DECIDED: That it be noted that the next meeting of the Executive Sub-committee would be held at 9.30 am on 22 April 2022.