

## **Minute of Meeting Scotland Excel Executive Sub-Committee**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
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 National Councillor 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.