

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

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Friday, 30 June 2017	12:00	City Chambers, Glasgow City Council, 80 George Square, Glasgow, G2 1DU

### **Present**

Councillors Gillian Owen (substitute) (Aberdeenshire Council); Stephen Thompson (Dumfries & Galloway Council); Bailie Norman MacLeod (Glasgow City Council); Councillors Todd Ferguson (North Ayrshire Council); Paul Di Mascio (North Lanarkshire Council); John Shaw (Renfrewshire Council); and Colette Stevenson (South Lanarkshire Council).

### **Chair**

Councillor John Shaw, Convener, presided.

### **Apologies**

Councillors Alan Donnelly and John Reynolds (Aberdeenshire Council); Angus Macmillan Douglas and Bob Myles (Angus Council); Alasdair Rankin and Graham Hutchison (City of Edinburgh Council); Provost Macdonald (Comhairle Nan Eilean Siar)  
Councillors Alister Mackinnon and Andrew Baxter (Highland Council) and Westlake (Shetland Islands Council).

### **In Attendance**

J Welsh, Director, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer and Business Services, L Richard, Strategic Project Manager, L Gordon and E Martin, both Senior Procurement Specialists (all Scotland Excel); and M Conaghan, Legal & Democratic Services Manager, E Currie, Senior Committee Services Officer and K Brown, Committee Services Officer (all Renfrewshire Council).

### **Declarations of Interest**

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

## 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 2 of the agenda prior to item 1 of the agenda.

### 1 **Contract for Approval: Supply and Delivery of Education Materials**

There was submitted a report by the Director of Scotland Excel relative to the award of a second generation framework agreement for education materials which would be effective from 1 August 2017 until 31 July 2019, with an option to extend for two one year periods until 31 July 2021.

The report intimated that the framework would provide councils with a mechanism to procure a range of educational materials.

The framework had been divided into nine lots as detailed in table 1 in the report. Appendix 1 to the report detailed the participation, spend and savings summary of the 32 councils participating in the framework.

The forecast annual spend for participating councils was circa £15m per annum, however, to allow for additional expenditure from grant or attainment funding and increased spend with specialist suppliers not currently captured by the framework, the framework had been advertised at £17.5m per annum. Tender responses had been received from 36 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 30 suppliers across the nine 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.

### 2 **Contract for Approval: Treatment of Organic Waste**

There was submitted a report by the Director of Scotland Excel relative to the award of a second generation framework agreement for treatment of organic waste which would be effective from 1 August 2017 until 31 March 2020, with an option to extend for a further 12 month period until 31 March 2021.

The report intimated that the framework would assist councils in delivering their statutory obligation to provide an essential waste management service in line with the Waste (Scotland) Regulations 2012, Zero Waste Scotland's Zero Waste Plan 2010 and Circular Economy Strategy for Scotland 2016.

The framework had been divided into three lots as detailed in table 1 in the report. Appendix 1 to the report detailed the participation, spend and savings summary of the 21 councils participating in the framework.

The forecast annual spend for participating councils was £10m per annum equating to an estimated £40m over the term of the framework. Tender responses had been received from 11 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 all 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-service provider framework arrangement be established with 11 service providers across the three 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: Supply Only and Supply and Distribution of Frozen Foods**

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for frozen foods which would be effective from 1 July 2017 until 30 June 2019, with an option to extend to 30 June 2021.

The report intimated that the framework would provide councils with a mechanism to procure a range of frozen foods.

The framework had been divided into three lots as detailed in table 1 in 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.

It was noted that the percentage estimated forecast savings and estimated annual savings in pounds detailed for both Renfrewshire Council and Tayside Contracts was incorrect and that an amended Appendix 1 would be issued to members.

The forecast annual spend for participating councils was circa £17.5m per annum, however, the framework had been advertised with a potential value of £25m per annum to allow growth and increased council participation. Tender responses had been received from 12 suppliers and a summary of offers received was detailed in Appendix 2 to the report.

It was noted that reference to 'Hatley's Farm Foods Limited' in Appendix 2 to the report should be to 'Hartley's Farm Foods Limited'.

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-service provider framework agreement be awarded to 11 suppliers across the three lots as detailed in Appendix 3 to the report.

**DECIDED:**

(a) That it be noted that the percentage estimated forecast savings and estimated annual savings in pounds detailed for both Renfrewshire Council and Tayside Contracts was incorrect and that an amended Appendix 1 would be issued to members;

(b) That it be noted that reference to 'Hatley's Farm Foods Limited' in Appendix 2 to the report should be to 'Hartley's Farm Foods Limited'; and

(c) That the award of the framework agreement, as detailed in Appendix 3 to the report, be approved.

#### **4(a) Request for Associate Membership of Scotland Excel: Abbeyfield Scotland Limited**

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

It was proposed that a report relative to Scotland Excel's associate member landscape be submitted to the next meeting of the Executive Sub-committee. This was agreed.

##### **DECIDED:**

(a) That the application by Abbeyfield Scotland Limited 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; and

(b) That a report relative to Scotland Excel's associate member landscape be submitted to the next meeting of the Executive Sub-committee.

#### **4(b) Request for Associate Membership of Scotland Excel: Cadder Housing Association**

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

**DECIDED:** That the application by Cadder Housing Association to become an associate member of Scotland Excel, at an annual membership fee of £961, subject to completion and signing of the agreement document, be approved.

#### **4(c) Request for Associate Membership of Scotland Excel: Clydebank Housing Association**

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

**DECIDED:** That the application by Clydebank Housing Association to become an associate member of Scotland Excel, at an annual membership fee of £1,612, subject to completion and signing of the agreement document, be approved.

#### **4(d) Request for Associate Membership of Scotland Excel: Ferguslie Park Housing Association**

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

**DECIDED:** That the application by Ferguslie Park Housing Association to become an associate member of Scotland Excel, at an annual membership fee of £1,204, subject to completion and signing of the agreement document, be approved.

#### **4(e) Request for Associate Membership: South East of Scotland Transport Partnership**

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

**DECIDED:** That the application by South East of 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.

#### **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 15 September 2017 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.