

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 11 December 2020	09:45	Remotely by MS Teams ,

Present

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Altany Craik (Fife Council); Councillor Alister Mackinnon (Highland Council); Councillor Joe Cullinane (North Ayrshire Council); Councillor John Shaw (Renfrewshire Council); and Councillor Collette Stevenson (South Lanarkshire Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

J Welsh, Chief Executive, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer and Business Services, L Campbell, Corporate Services Manager, K Murphy, Senior Procurement Specialist, S Christie, Commercial Manager and Z Shankly, Customer Account Manager (all Scotland Excel); and M Conaghan, Legal and Democratic Services Manager and E Currie, Senior Committee Services Officer (both Renfrewshire Council).

Apologies

Councillor Ruairie Kelly (Glasgow City Council); Councillor Paul Di Mascio (North Lanarkshire Council) (due to technical issues); and Councillor Amanda Hawick (Shetland Islands 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 November 2020.

DECIDED: That the Minute be approved.

2 Contract for Approval: Bitumen and Associated Products

There was submitted an amended report the Chief Executive of Scotland Excel relative to the award of a renewal framework for bitumen and associated products which would operate from 1 March 2021 until 29 February 2024, with an option to extend for a further 12-month period.

The renewal was a fourth-generation framework and would provide councils and other participating bodies with a mechanism to procure a wide variety of bitumen related products ranging from bulk bitumen to reinstatement products, surface dressings, cementitious products and sundry bitumen related products.

The report summarised the outcome of the procurement process for this national framework agreement.

The framework had been divided into five lots as detailed in table 1 of the report and had been advertised at £56 million for the four-year term. Appendix 1 to the report detailed the participation, spend and savings summary of those 30 councils participating in the framework together with Tayside Contracts. It was noted that North Lanarkshire and East Dunbartonshire Councils had their own arrangements in place and had advised that they did not currently intend to participate in this renewal framework. The framework had been advertised to allow use by all councils. It was currently intended that Tayside Contracts would be the procurement lead for the purchase of bitumen and associated products for Angus, Dundee City and Perth and Kinross Councils.

Tender responses had been received from nine tenderers and Appendix 2 to the report provided a summary of the offers received.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of compliant offers had been carried out 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 set out in the report, it was recommended that a multi-supplier framework be awarded to nine suppliers as outlined in Appendix 3 to the report.

Appendix 4 to the report detailed the approach taken by bidders in relation to fair work practices and their position on the payment of the Real Living Wage; and Appendix 5 to the report provided a summary of contract and supplier management classifications.

DECIDED: That the award of the multi-supplier framework for bitumen and associated products, as detailed in Appendix 3 to the report, be approved.

Declaration of Interest

Councillor Douglas declared an interest in the preceding item of business as he was a Director of Tayside Contracts.

3 Request for Associate Membership: Grampian Housing Association Limited

There was submitted a report by the Chief Executive of Scotland Excel advising that Grampian Housing Association 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 Grampian Housing Association Limited to become an associate member of Scotland Excel, with an annual membership fee of £4,995, be approved subject to completion and signing of the agreement documentation.

4 Employee Absence Management Report

There was submitted a report by the Chief Executive of Scotland Excel relative to employee absence statistics for Scotland Excel.

The report advised of the absence levels for the period ending 30 September 2020 and provided a breakdown of the current month, last six months and 12 months absence figures, together with an illustration of 12 months in days and the last 12 months in percentages. The graph in the report detailed the sickness absence rates within Scotland Excel over the past five years.

The rate of absence across the organisation had mostly been maintained at or below the 4% target with the exception of August 2020 where it rose to 5%. The rolling six months and 12 months average absence rates were now at or below 3.4%.

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 9.30 am on 29 January 2021.

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 29 January 2021	09:30	Remotely by MS teams,

Present

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Altany Craik (Fife Council); Councillor Ruairie Kelly (Glasgow City Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Amanda Hawick (Shetland Islands Council); and Councillor Collette Stevenson (South Lanarkshire Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

J Welsh, Chief Executive, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer and Business Services, L Campbell, Corporate Services Manager, G Muir, Senior Procurement Specialist, G Sutherland, Senior Procurement Specialist and C Taylor, Housing Services Manager (all Scotland Excel); M Conaghan, Legal and Democratic Services Manager and K O'Neill, Assistant Democratic Services Officer (both Renfrewshire Council).

Apologies

Councillor Graham Hutchison (Edinburgh Council) and Councillor Joe Cullinane (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 11 December 2020.

DECIDED: That the Minute be approved.

2 Revenue Budget Monitoring

There was submitted a revenue budget monitoring report by the Treasurer and the Chief Executive of Scotland Excel for the period 1 April to 11 December 2020.

The report intimated that Scotland Excel was projecting a breakeven position by year-end in its core activities and a £227,000 overspend by year-end within projects, which would result in a drawdown from project reserves. Further detail was provided in section 3 of the report.

Appendix 1 to the report provided an analysis of the actual spend to date along with projected net expenditure for 2020/21 and included a summary of movement in the revenue reserve. Appendix 2 to the report provided an analysis of the actual spend to date along with projected net expenditure for 2020/21 and included a summary of movement in the project reserves.

DECIDED: That the report be noted.

3(a) Contract for Approval: Supply and Delivery of Social Care Case Management Solutions Software

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a collaborative framework for the supply of Social Care Case Management Solutions Software which would operate for a period of four years, commencing from the framework commencement date, anticipated to be 15 February 2021. This date would be confirmed on award.

The report intimated that the project to consider a collaborative approach to procuring a renewed Social Care Case Management System had been identified by the Scottish Local Government Digital Office in conjunction with Scotland Excel and this presented an opportunity for Scotland Excel to provide national collaborative solutions which would drive value through the consolidation of spend, whilst alleviating the resource challenge associated with this type of procurement exercise for local authorities.

The framework had been divided into three lots as detailed in table 1 of the report and had been advertised at an estimated maximum value of £28 million for the four-year term. The report summarised the outcome of the procurement process.

The framework would allow councils to call-off directly or use a mini-competition process if required under all lots. There were currently a number of councils that had established project teams to review current processes and procedures involved in social care service delivery and these councils anticipated that a new case management system would be an integral component to support and deliver improved ways of working. During the evaluation process, nine councils had expressed an interest in participating in the framework and it was anticipated that a further eleven councils might consider a replacement social care system during the lifetime of the

framework and would include this as one of their procurement options.

Tender responses had been received from seven tenderers and Appendix 1 to the report provided a summary of the offers received and their SME status. Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the offers had been carried out and Appendix 2 to the report detailed the scoring achieved by each bidder.

Based on the evaluation undertaken, and in line with the criteria and weightings set out in the report, it was recommended that a multi-supplier framework be awarded to five service providers across the lots as outlined in Appendix 2 to the report.

Appendix 3 to the report detailed the approach taken by bidders in relation to fair work practices and their position on the payment of the Real Living Wage; and Appendix 4 to the report provide a summary of segmentation classifications.

DECIDED: That the award of the multi-supplier framework for the supply and delivery of Social Care Case Management Solutions Software, as detailed in Appendix 2 to the report, be approved.

3(b) Contract for Approval: Engineering and Technical Consultancy Framework

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a renewal framework agreement for engineering and technical consultancy which would operate from 18 March 2021 to 17 March 2025.

The framework would provide councils and other participating bodies a mechanism to procure a wide range of civil engineering and associated technical consultancy services and would provide efficiency to councils when both engaging consultants and forming construction contracts.

The report summarised the outcome of the procurement process for this national framework agreement.

The framework had been divided into nine lots as detailed in table 1 of the report and due to the historic annual spend and the continuing increase in uptake of the framework it had been advertised at £17.125million per annum. Appendix 1 to the report detailed the participation, spend and savings summary of those 31 councils participating in the framework together with those associate members who had confirmed their intention to participate. It was noted that Orkney Islands Council had their own arrangement in place which they intended to continue operating.

Tender responses had been received from 66 tenderers but one late offer had been excluded in accordance with the rules defined in the tender documentation. Appendix 2 to the report provided a summary of the offers received from the 65 compliant tenderers.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the 65 compliant offers had been carried out and Appendix 3 to the report detailed the scoring achieved by each tenderer.

Based on the evaluation undertaken, and in line with the criteria and weightings set out in the report, and ensuring that best value, capacity and coverage was secured, it was recommended that a multi-supplier framework be awarded to 31 suppliers across nine lots, as outlined in Appendix 3 to the report.

Appendix 4 to the report detailed the position on the payment of the Real Living Wage; and Appendix 5 to the report provide a summary of segmentation classifications.

DECIDED: That the award of the multi-supplier framework for the supply of engineering and technical consultancy, as detailed in Appendix 3 to the report, be approved.

4 Associate Member Update Report

There was submitted a report by the Chief Executive of Scotland Excel providing an update on Scotland Excel associate membership, as detailed in Appendix 1 to the report.

The report intimated that Scotland Excel associate membership was classified into five main groups, housing associations, Council arm's length organisations (ALEOs), transport bodies, organisations utilising reciprocal arrangements (Scottish Government and education), and other bodies and table 1 of the report detailed the breakdown of associate members per group.

The growth of associate membership was detailed in figure 1 of the report; the income breakdown of associate members as at January 2021 was detailed in figure 2 of the report; the increase in the number of housing associations was detailed in figure 3 of the report; the current fee split of associate members was detailed in figure 4 of the report; and the associate members income growth for 2013 to 2020 was detailed in figure 5 of the report.

In response to the COVID-19 pandemic in April 2020, Scotland Excel implemented a temporary free associate membership programme to support the efforts of any public body or third sector organisation looking to secure continuity of service or assisting in recovery after lockdown. It was noted that 36 organisations took advantage of this offer and figure 6 of the report detailed the geographical spread and the sector of those organisations.

DECIDED: That the progress made with regard to the ongoing work with current associate members be noted and that members encourage suitable organisations to apply for membership.

Sederunt

Councillor Stevenson left the meeting prior to consideration of the following item of business.

5(a) Request for Associate Membership: Fairfield Housing Association Limited

There was submitted a report by the Chief Executive of Scotland Excel advising that Fairfield Housing Association 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 Fairfield Housing Association Limited to become an associate member of Scotland Excel, with an annual membership fee of £771, be approved subject to completion and signing of the agreement documentation.

5(b) Request for Associate Membership: Shetland's Transport Partnership (ZetTrans)

There was submitted a report by the Chief Executive of Scotland Excel advising that Shetland's Transport Partnership (ZetTrans) 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 Shetland's Transport Partnership (ZetTrans) to become an associate member of Scotland Excel, with an annual membership fee of £500, be approved subject to completion and signing of the agreement documentation.

6 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 19 February 2021.

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 19 February 2021	09:30	Remotely by MS teams,

Present

Provost Bill Howatson (Aberdeenshire Council); Councillor Graham Hutchison (City of Edinburgh Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Alister MacKinnon (Highland Council); Councillor Joe Cullinane (North Ayrshire Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Amanda Hawick (Shetland Islands Council); and Councillor Collette Stevenson (South Lanarkshire Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

J Welsh, Chief Executive, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer and Business Services, B Phillips, Category Analyst (all Scotland Excel); L Belshaw, Democratic Services Manager and K O'Neill, Assistant Democratic Services Officer (both Renfrewshire Council).

Apologies

Councillor Angus Macmillan Douglas (Angus Council); Councillor Altany Craik (Fife Council); and Councillor Ruairie Kelly (Glasgow City 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 29 January 2021.

DECIDED: That the Minute be approved.

Sederunt

Provost MacDonald joined the meeting prior to consideration to the following item of business.

2 Contract for Approval: Domestic Furniture and Furnishings

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a renewal framework agreement for the supply of domestic furniture and furnishings which would operate from 1 February 2021 to 31 January 2024, with an option to extend for up to an additional 12 month period until 31 January 2025, this would commence on 2 March 2021.

The framework provided councils and other participating bodies with a mechanism to procure a comprehensive range of domestic furniture and furnishings, enabling people to live independently or to be supported in temporary accommodation via the Scottish Welfare Fund.

The framework had been divided into two lots as detailed in table 1 of the report and had been advertised with a contract value of £105 million for the period of the contract, which included an additional £38 million allocated by the Scottish Government to local authorities to administer the Scottish Welfare Fund.

Appendix 1 to the report detailed the participation, spend and savings summary of all 32 councils together with those associate members who had confirmed their intention to participate in the framework. Members were advised that there was an amendment to the original report which had stated 31 councils would participate as Shetland Council would not participate as they had their own local arrangements in place. Shetland Council would now participate in this contract.

Tender responses had been received from seven tenderers and Appendix 2 to the report provided a summary of the offers received.

Based on the evaluation undertaken, and in line with the 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.

Appendix 4 to the report detailed the Real Living Wage status of bidders and Appendix 5 to the report detailed a summary of contract and supplier management classifications. It was proposed that a summary of commitments made regarding the payment of the living wage by tenderers be added to the Annual Procurement Report, which is reported to the Joint Committee. This was agreed.

DECIDED:

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

(b) That a summary of commitments made regarding the payment of the living wage by tenderers be included in the Annual Procurement Report, which is reported to the Joint Committee.

3(a) Request for Associate Membership of Scotland Excel by Ark Housing Association Limited

There was submitted a report by the Chief Executive of Scotland Excel advising that Ark Housing Association 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 Ark Housing Association Limited to become an associate member of Scotland Excel, with an annual membership fee of £500, be approved subject to completion and signing of the agreement documentation.

3(b) Request for Associate Membership of Scotland Excel by Cathcart & District Housing Association Ltd

There was submitted a report by the Chief Executive of Scotland Excel advising that Cathcart & District Housing Association Ltd 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 Cathcart & District Housing Association Ltd to become an associate member of Scotland Excel, with an annual membership fee of £625, be approved subject to completion and signing of the agreement documentation.

3(c) Request for Associate Membership of Scotland Excel by Highlands and Islands Enterprise

There was submitted a report by the Chief Executive of Scotland Excel advising that Highlands and Islands Enterprise 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 Highlands and Islands Enterprise 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

At this point in the meeting, Provost MacDonald declared a non-pecuniary interest in the preceding item of business as the Highlands and Islands Enterprise office was located within the Comhairle Nan Eilean Siar Council offices.

4 Update on the Contract Delivery Plan

There was submitted a report by the Chief Executive of Scotland Excel relative to the progress of the 2020/21 contract delivery plan and visibility of contracting activity in the first half of 2021/22. Overall, efficiencies delivered to date in 2020/2021 were 2.9%, which was slightly above the forecast range.

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 4 to the report provided further details.

The report highlighted that there were 74 current frameworks in the Scotland Excel portfolio. Appendix 1 to the report detailed those frameworks to be renewed before 31 March 2021; Appendix 2 to the report detailed the new frameworks that would be added to the portfolio before 31 March 2021; and Appendix 3 to the report detailed those frameworks that had extension options likely to be exercised in 2020/21.

The estimated forecast value of the Scotland Excel framework portfolio by 31 March 2021 was approximately £2 billion.

Scotland Excel had deferred some projects and proposed to extend a number of current frameworks in light of the severe impact on normal business practices resulting from the current coronavirus/Covid-19 outbreak, as detailed in Appendix 4 to the report.

It was noted that overall, efficiencies delivered between October 2019 and September 2020, detailed in Appendix 5, were circa 2% which was in line with the forecast range.

DECIDED:

(a) That the overall contract delivery plan review, including the proposed actions to be taken as a result, be noted; and

(b) That the recommendations for contract extensions, as detailed in Appendix 4 of the report be approved, subject to further consultation with relevant bodies and legal colleagues to ensure the modifications proposed were applied appropriately and in accordance with Scotland Excel's governance and applicable Regulations.

5 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 19 March 2021.

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 19 March 2021	09:30	Remotely by MS teams,

PRESENT

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Altany Craik (Fife Council); Councillor Joe Cullinane (North Ayrshire Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); and Councillor Collette Stevenson (South Lanarkshire Council).

CHAIR

Councillor Shaw, Convener, presided.

IN ATTENDANCE

J Welsh, Chief Executive, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer and Business Services, L Campbell, Corporate Services Manager, R Bridgen, Senior Procurement Specialist (for items 1 to 4(b) only), J McKerrall, Strategic Procurement Manager, K Forrest, Office Manager, S Christie, Commercial Manager, L McIntyre, Senior Communications Specialist and I Calder, Customer Account Manager (all Scotland Excel); and C McCourt, Finance Business Partner, E Currie, Senior Committee Services Officer and L Meikle, Senior Accountancy Assistant (all Renfrewshire Council).

APOLOGIES

Councillor Graham Hutchison (Edinburgh Council); Councillor Amanda Hawick (Shetland Islands Council); and Councillor Ruairie Kelly (Glasgow City Council) (for lateness).

DECLARATIONS OF INTEREST

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

Prior to commencement of the meeting the Convener intimated that Highland Council had intimated that Councillor Jimmy Gray would now be Highland Council's representative on Scotland Excel. The Convener thanked Councillor MacKinnon for his contribution to the work of and support given to Scotland Excel as a member of both the Executive Sub-committee and Joint Committee.

1 MINUTE

There was submitted the Minute of the meeting of the Executive Sub-committee held on 19 February 2021.

DECIDED: That the Minute be approved.

SEDERUNT

Provost Macdonald joined the meeting during consideration of the following item of business.

2 REVENUE BUDGET MONITORING

There was submitted a revenue budget monitoring report by the Treasurer and the Chief Executive of Scotland Excel for the period 1 April 2020 to 5 February 2021.

The report intimated that at the end of period 11, Scotland Excel was projecting a small surplus by year-end in its core activities and a £72,000 overspend by year-end within projects, which would result in a drawdown from project reserves. Further detail was provided in section 3 of the report.

Appendix 1 to the report provided an analysis of the actual spend to date along with projected net expenditure for 2020/21 and included a summary of movement in the revenue reserve. Appendix 2 to the report provided an analysis of the actual spend to date along with projected net expenditure for 2020/21 and included a summary of movement in the project reserves.

DECIDED: That the report and the planned drawdown from committed project reserves be noted.

3 CONTRACT FOR APPROVAL: BOOKING OF PUBLIC SECTOR EMPLOYEES (SUPPLY TEACHER BOOKING)

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a framework agreement for the booking of staff in current employment with local authorities for temporary vacancies which would operate for a period of four years, commencing on 15 April 2021 and not 1 April 2021 as stated in the report.

The report intimated that SEEMiS Group LLP, the central body established by Scottish local authorities with a remit to develop and service a national education management

information system for all of Scotland's schools, would retire the module that allowed local authorities to record the booking of supply teachers for temporary vacancies in July 2021. Local authorities were now seeking a solution to replace this module with increased scope to allow for the booking of a variety of staff roles, however, the prime booking role was for supply teachers.

The framework would be available to all councils and Appendix 1 to the report detailed the participation, spend and savings summary of those councils participating in the framework together with Tayside Contracts who had confirmed their intention to participate. It was noted that South Lanarkshire and East Renfrewshire Councils had intimated that they did not intend utilising the framework as they had other in-house solutions.

The diverse requirements of each council made forecasting the expenditure unfeasible to produce on an individual council by council basis. The solutions offered were defined as Software As A Service (SAAS) and costs were therefore dependent on the number of users of the solution. The report intimated that the requirements for West Dunbartonshire Council had been used for the purposes of evaluation and the estimation of the potential value of the framework. The estimated value opportunity was £15,000 per annum with setup costs between £5,000 and £10,000 and the contract opportunity was therefore advertised with a value of £1 million over the four-year term.

The report summarised the outcome of the procurement process for this framework.

Tender responses had been received from six suppliers and Appendix 2 to the report provided a summary of the offers received and their SME status. It was noted that one tenderer had failed to submit a commercial offer and the offer was therefore non-compliant.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the offers had been carried out 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 set out in the report, it was recommended that a multi-supplier framework arrangement be awarded to five suppliers 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; and Appendix 5 to the report detailed the contract management classifications.

DECIDED: That the award of the multi-supplier framework for the booking of public sector employees (supply teacher booking), as detailed in Appendix 3 to the report, be approved.

4(a) **REQUEST FOR ASSOCIATE MEMBERSHIP: RUCHAZIE HOUSING ASSOCIATION LIMITED**

There was submitted a report by the Chief Executive of Scotland Excel advising that Ruchazie Housing Association 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 Ruchazie Housing Association Limited to become an associate member of Scotland Excel, with an annual membership fee of £500, be approved subject to completion and signing of the agreement documentation.

4(b) **REQUEST FOR ASSOCIATE MEMBERSHIP: UNIVERSITY OF GLASGOW**

There was submitted a report by the Chief Executive of Scotland Excel advising that the University of Glasgow 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 the University of Glasgow to become an associate member of Scotland Excel, with no annual membership fee, be approved subject to completion and signing of the agreement documentation.

SEDERUNT

Councillor Craik left the meeting prior to consideration of the following item of business.

Councillor Kelly joined the meeting during consideration of the following item of business.

5 **CARE UPDATE**

There was submitted a report by the Chief Executive of Scotland Excel providing an update on contracts within the care portfolio and on the potential impact of the recommendations from the Independent Review of Adult Social Care.

In relation to children's services, the report provided updates on the Fostering and Continuing Care framework; the Secure Care framework; and the Children's Residential Care and Education including Short Breaks framework and in relation to adult social care, updates were provided in relation to the Care and Support Flexible framework and the National Care Home contract, in relation to which it was noted that Scotland Excel proposed to make an offer to the sector based on the agreed cost model and benchmarks for uplift, which had been endorsed by CoSLA Leaders, and which included a living wage uplift for care workers.

It was noted that the report on the Independent Review of Adult Social Care, chaired by Derek Feeley, had been published on 3 February 2021. Whilst the report found social care provision in Scotland to be built on strong foundations and acknowledged examples of excellent practice, it concluded that the current system of social care was one of unrealised potential. The report was critical of the current structure, citing a lack of process in health and social care integration; and the current procurement and commissioning practices, calling for an ethical approach to commissioning with clear recommendations to increase collaboration and to reduce competition between providers.

Amongst the report's 53 recommendations was the creation of a National Care Service; a new minister for social care; and reformed Integrated Joint Boards and included significant change to the role of local authorities, to one of delivery partner,

as legal responsibility for social care shifted to the new Integrated Joint Boards. The potential impact on both local authorities and Scotland Excel was significant should the recommendations be accepted in full. Scotland Excel would explore expectations in relation to immediate action on ethical commissioning with the Scottish Government as well as the longer-term implications for Scotland Excel's role should responsibility for social care no longer sit within local authorities. It was noted that Scotland Excel was well placed to support the implementation of recommendations in relation to procurement and commissioning practice.

DECIDED:

(a) That the contract updates be noted;

(b) That the proposed approach to concluding the NCHC fee negotiations and the plans to work with key stakeholders to consider the potential impact of the recommendations on Scotland Excel's role in social care be supported; and

(c) That Scotland Excel's plans to explore the potential to undertake an active role in implementing recommendations relating to commissioning and procurement be supported.

EXCLUSION OF PRESS AND PUBLIC

The Sub-committee resolved that the press and public be excluded from the meeting during consideration of the following item of business as it was likely, in view of the nature of the business to be transacted, that if members of the press and public were present, there could be disclosure to them of exempt information as defined in paragraph 1 of Part I of Schedule 7A of the Local Government (Scotland) Act 1973.

SEDERUNT

L Campbell, J McKerrall, K Forrest, S Christie, L McIntyre, I Calder, C McCourt, and L Meikle left the meeting prior to consideration of the following exempt item of business.

6 SCOTLAND EXCEL WORKFORCE PLAN

There was submitted an exempt report by the Chief Executive of Scotland Excel providing an overview of the proposed Scotland Excel workforce plan and the result of the recent voluntary redundancy/voluntary early retirement process.

DECIDED:

(a) That the principles of the proposed workforce plan be noted and supported; and

(b) That the outcome of the recent voluntary redundancy/voluntary early retirement exercise be noted.

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 23 April 2021.

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 21 May 2021	09:30	Remotely by MS teams,

Present

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (Edinburgh Council); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Altany Craik (Fife Council); Councillor Ruairi Kelly (Glasgow City Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); and Councillor Amanda Hawick (Shetland Islands Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

J Welsh, Chief Executive, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer and Business Services, L Campbell, Corporate Services Manager, S Christie, Commercial Manager, G Montgomery, Category Manager, E Campbell, Procurement Data Specialist, Z Shankly, Customer Account Manager, L McIntyre, Senior Communications Specialist and K Forrest, Office Manager (all Scotland Excel); C McCourt, Finance Business Partner (for items 1 and 2 only), L Meikle, Senior Accountancy Assistant, E Currie, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (for items 2 to 7 only) (all Renfrewshire Council).

Apologies

Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Jimmy Gray (Highland Council); and Councillor Joe Cullinane (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 April 2021.

DECIDED: That the Minute be approved.

Sederunt

Councillor Kelly joined the meeting prior to consideration of the following item of business.

2 **Revenue Budget Monitoring Report to 31 March 2021**

There was submitted a joint revenue budget monitoring report by the Treasurer and the Chief Executive of Scotland Excel for the period 1 April 2020 to 31 March 2021.

The report intimated that Scotland Excel had ended the 2020/21 financial year with a net underspend of £15,000 in its core activities and a £12,000 underspend by year-end within projects, which resulted in an increase to reserves. Further detail was provided in section 3 of the report.

The appendices to the report provided an analysis of the actual income and expenditure for 2020/21 and included a summary of movement in both the revenue reserve and in project reserves.

DECIDED: That the year-end positions in both core operations and projects, as detailed in the report, be noted.

Sederunt

Councillor Macmillan Douglas joined the meeting during consideration of the following item of business.

3 **Contract for Approval: Waste Composition Analysis Services**

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a first-generation framework for waste composition analysis services which would operate from 9 June 2021 to 8 June 2025.

The framework would offer a mechanism for councils to procure the services of suitably qualified service providers to conduct waste composition analysis, including sorting and detailed reporting of analysis results following scrutiny of waste collected from households at the kerbside or via household waste and recycling services.

It was noted that Scotland Excel had delivered this framework with support from Zero Waste Scotland, a not-for-profit organisation funded by the Scottish Government with a remit to use evidence and insight to inform policy and motivate individuals and businesses to embrace the environmental, economic, and social benefits of a circular economy. Zero Waste Scotland would, over the coming years, provide support to councils for the procurement of waste composition analysis services ensuring a consistent approach, high quality data and ease of market engagement.

The report summarised the outcome of the procurement process for this framework.

The framework comprised one lot and was available for use by all 32 councils plus Tayside Contracts. The forecast annual spend for participating councils and associate members, with contingency, was £750,000 per annum, equating to an estimated £3 million over the full four-year term of the framework.

Tender responses had been received from five suppliers and Appendix 1 to the report provided a summary of the offers received and their SME status.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the offers had been carried out and Appendix 2 to the report detailed the scoring achieved by each bidder.

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

Appendix 3 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, this framework had been classified as class D in terms of risk and spend, as detailed in Appendix 4 to the report.

DECIDED: That the award of the multi-supplier framework for waste composition analysis services, as detailed in Appendix 2 to the report, be approved.

4(a) **Request for Associate Membership of Scotland Excel by Easthall Park Housing Co-operative Limited**

There was submitted a report by the Chief Executive of Scotland Excel advising that Easthall Park Housing Co-operative 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 Easthall Park Housing Co-operative Limited to become an associate member of Scotland Excel, with an annual membership fee of £1,042, be approved subject to completion and signing of the agreement documentation.

4(b) **Request for Associate Membership of Scotland Excel by Royal Botanic Garden Edinburgh**

There was submitted a report by the Chief Executive of Scotland Excel advising that the Royal Botanic Garden Edinburgh 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 the Royal Botanic Garden Edinburgh to become an associate member of Scotland Excel, with no annual membership fee, be approved subject to completion and signing of the agreement documentation.

Sederunt

Councillor Craik left the meeting prior to consideration of the following item of business.

5 Community Benefits and Fair Work Practices Update

There was submitted a report by the Chief Executive of Scotland Excel highlighting the community benefits delivered as a result of the Scotland Excel framework portfolio in the period 1 March 2020 to 30 September 2020 together with an update on fair work practices which would give an analysis of suppliers and providers Living Wage status.

The report intimated that Scotland Excel continually strived to be innovative in its approach to community benefits and recognised that community benefits had a considerable social, environmental and economic impact within local communities. The approach to community benefit commitments had been developed to further advance the undertakings made by suppliers and to facilitate a robust process for the collection of responses. The newly developed community benefit menu had been favoured by procurement specialists when embarking on new procurement exercises and offered a focussed approach across the Scotland Excel procurement portfolio. It aimed to encourage suppliers and providers to deliver community benefits within the awarding council area.

It was noted that data collation for the periods 1 October 2019 to 31 March 2020 and 1 April 2020 to September 2020 had been collated together owing to the coronavirus pandemic. Information supplied by providers had been collated to illustrate the variety and extent of community benefits delivered as a result of Scotland Excel frameworks and this method of collection together with ongoing contract management aimed to support the delivery of commitments made by suppliers and providers at point of tender. For the two returns to 30 September 2020, community benefits had been sought from suppliers and providers who had received in excess of £50,000 spend over the preceding two quarters via a Scotland Excel framework.

Table 1 to the report provided a summary of the social value added across the portfolio since 2013. The figures were complete for the six-month period through to the end of September 2020.

The appendix to the report detailed the community benefits by council for the period April 2020 to September 2020. In relation to fair work practices, including the Living Wage, the report intimated that Scotland Excel commenced formal consideration within tenders in early 2015 and that the respective position on bidders' work practices had been outlined within contract approval reports submitted to the Executive Sub-committee. The report detailed the overall position across Scotland Excel's portfolio.

It was noted that the next community benefits data collection, analysis and review cycle would be completed in line with management information process to cover the period to the end of March 2021.

DECIDED: That the report be noted and that the ongoing practice to monitor delivery of community benefits for the 2021/22 financial year be supported.

6 **Strategic Risk Register Update**

There was submitted a report by the Chief Executive of Scotland Excel providing an update on the Strategic Risk Register, a copy of which was appended to the report.

The report intimated that the strategic risk register assessed threats and risks that could impact on the delivery of Scotland Excel's organisational objectives and identified controls and actions being taken to mitigate these risks. The register had been created in June 2018 and adjusted in June 2019 to better reflect that used by partner organisations.

There were 10 risks identified, ranging in assessed risk score from six to 20, and a summary of the key statistics in relation to each was detailed in the register. The impact of the COVID-19 pandemic was the over-riding influence on all strategic risk throughout the year coupled with the continuing uncertainty around the medium and long-term impact of Brexit. These factors were reflected in the upwards trend in relation to risk scores over the earlier periods of 2020/21.

It was noted that a full and comprehensive review of the Strategic Risk Register was scheduled to be undertaken in May 2021 facilitated by Renfrewshire Council's Risk Manager and that this may result in a change to the types of risk identified within the register and how it was presented to committee.

DECIDED: That the report be noted and that members provide any feedback on the strategic risk register and the actions taken to manage risks.

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 18 June 2021.