

## Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 07 December 2018	09:45	City Chambers, Glasgow City Council, 80 George Square, Glasgow, G2 1DU

### Present

Provost Bill Howatson (Aberdeenshire Council); Provost Norman A Madonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Altany Craik (Fife Council); Bailie Norman MacLeod (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 John Shaw, Convener, presided.

### In Attendance

J Welsh, Director, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer & Business Services, K Copland, Procurement Coordinator and J Kenney, Senior Procurement Specialist (all Scotland Excel); M Conaghan, Legal and Democratic Services Manager and E Currie, Senior Committee Services Officer (both Renfrewshire Council).

### Apologies

Councillor Angus Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council) and Councillor Alister Mackinnon (Highland 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 November 2018.

**DECIDED:** That the Minute be approved.

### 2(a) Contract for Approval: Supply, Delivery and Installation of Hot Beverage Machinery and Supplies

There was submitted a report by the Director of Scotland Excel relative to the award of a new framework agreement for the supply, delivery and installation of hot beverage machinery and supplies which would operate from 14 January 2019 until 13 January 2022, with the option to extend for up to an additional 12-month period until 13 January 2023.

The report intimated that the framework provided councils with a mechanism to procure a range of hot beverage machinery as well as associated consumables.

The framework had been divided into 4 sub-lots as detailed in table 1 of the report and had been advertised at a value of £4 million over the four-year period.

Tender responses had been received from 20 suppliers and a summary of the offers received was detailed in Appendix 1 to the report.

Following a full evaluation of compliant offers, scoring had been completed in accordance with the published tender evaluation methodology and an overall lot commercial score had been calculated for each tenderer which was detailed in Appendix 2 to the report.

Based on the evaluation undertaken in line with the criteria and weightings set out in the tender document, it was recommended that a multiple-supplier framework agreement be awarded to 18 suppliers as outlined in Appendix 2 to the report.

Appendix 3 to the report detailed the recommended suppliers with Living Wage status.

**DECIDED:** That the award of the framework agreement for supply, delivery and installation of hot beverage machinery and supplies, as detailed in Appendix 2 to the report, be approved.

### 2(b) Contract for Approval: Provision of Energy Advice

There was submitted a report by the Director of Scotland Excel relative to the award of a new framework agreement for the provision of energy advice which would operate from 14 January 2019 until 13 January 2022, with the option to extend for up to an additional one-year period until 13 January 2023.

The report intimated that the framework would be utilised by local authorities and associate members to help improve fuel poverty for tenants and residents.

The framework had been divided into 32 geographical lots and had been advertised at a value of £4 million over the four-year period.

Tender responses had been received from nine suppliers. Despite significant engagement with the marketplace two lots, lot 22 - Orkney Islands Council area and lot 26 – Shetland Islands Council area, failed to attract any bids. A summary of all offers received and their SME status was detailed in Appendix 1 to the report.

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

Appendix 3 to the report detailed the recommended suppliers with Living Wage status.

It was noted that in relation to lot 7 – Dundee City Council area, the information detailed in the column headed 'Awarded to Lot' in connection with Energy Agency should read 'Yes' and not 'No' as stated.

**DECIDED:**

(a) That the award of the framework agreement for the provision of energy advice, as detailed in Appendix 2 to the report, be approved; and

(b) That it be noted that in relation to lot 7 – Dundee City Council area, the information detailed in the column headed 'Awarded to Lot' in connection with Energy Agency should read 'Yes' and not 'No' as stated.

**3 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 25 January 2019 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.



## Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 25 January 2019	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

### Present

Provost Norman Macdonald (Comhairle Nan Eilean Siar); Councillor Altany Craik (Fife Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); and Councillor Amanda Hawick (Shetland Islands Council).

### By Video Conference

Provost William Howatson (Aberdeenshire Council).

### Chair

Councillor Shaw, Convener, presided.

### In Attendance

J Welsh, Director, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer & Business Services, I Calder and L Muir (both Senior Procurement Specialists), J Baxter, G Mooney and A Kowalsica (all Senior Procurement Officers) and A Fraser, IT Infrastructure Officer (all Scotland Excel); and A MacArthur, Head of Finance, M Conaghan, Legal & Democratic Services Manager, C McCourt, Finance Business Partner, D Low, Senior Committee Services Officer and N O'Brien, Assistant Committee Services Officer (all Renfrewshire Council).

## **Apologies**

Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); Bailie Norman MacLeod (Glasgow City Council); and Councillor Collette Stevenson (South Lanarkshire Council).

## **Declarations of Interest**

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

### **1 Minute**

There was submitted the Minute of the meeting of the Executive Sub-committee held on 7 December 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 to 7 December 2018.

The report intimated that gross expenditure was £9,000 under budget and income was currently £14,000 under recovered which resulted in a net overspend of £5,000.

**DECIDED:** That the report be noted.

### **3(a) Contract for Approval: Supply and Delivery of Grounds Maintenance Equipment**

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for the supply and delivery of grounds maintenance equipment which would operate from 1 March 2019 until 28 February 2022, with the option to extend for up to one year until 28 February 2023.

The report summarised the outcome of the procurement process for this national framework agreement and intimated that the framework covered the supply and delivery of an extensive range of commonly purchased grounds maintenance equipment.

The framework had been divided into 13 lots as detailed in table 1 of the report and had been advertised with an estimated value of £24 million over the four-year period.

It was noted that 30 councils and Tayside Contracts had confirmed their intention to participate in the framework and the participation, spend and savings summary for each was detailed in Appendix 1 to the report. Highland Council had their own arrangement in place and West Dunbartonshire Council had no requirement to use the framework at present.

Tender responses had been received from 27 suppliers and a summary of the offers received together with their SME status 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 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 arrangement be awarded to 26 suppliers across the 13 lots as outlined in Appendix 3 to the report.

Appendix 4 to the report detailed suppliers with Living Wage status at point of tender.

**DECIDED:** That the award of the framework agreement for supply and delivery of grounds maintenance equipment, as detailed in Appendix 3 to the report, be approved.

### **3(b) Contract for Approval: Supply and Delivery of Light and Heavy Plant**

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for the supply and delivery of light and heavy plant which would operate from 1 March 2019 until 28 February 2023.

The report summarised the outcome of the procurement process for this national framework agreement and intimated that the framework covered the supply and delivery of an extensive range of commonly purchased light and heavy plant equipment.

The framework had been divided into 16 lots as detailed in table 1 of the report and had been advertised with an estimated value of £40 million over the four-year period. It was anticipated that 31 councils plus Tayside Contracts would participate in the framework and the participation, spend and savings summary for each was detailed in Appendix 1 to the report.

Tender responses had been received from 18 suppliers and a summary of the offers received together with their SME status 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 compliant offers had been carried out and Appendix 3 to the report detailed the scoring achieved by each bidder. There were no offers received for lots 13, 14 and 15 and it was noted that the products included in these lots had, in the past, been hired and had not been included in the previous framework. The intention of including these products had been to establish a purchase option should it be required in the future.

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 16 suppliers across the 16 lots as outlined in Appendix 3 to the report.

Appendix 4 to the report detailed suppliers with Living Wage status at point of tender.

**DECIDED:** That the award of the framework agreement for supply and delivery of light and heavy plant, as detailed in Appendix 3 to the report, be approved.

### **3(c) Contract for Approval: Supply and Delivery of Janitorial Products**

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework for the supply and delivery of janitorial products which would operate from 1 March 2019 until 28 February 2023.

The report summarised the outcome of the procurement process for this national framework agreement and intimated that the framework provided councils with a mechanism to procure a range of janitorial products and included a one-stop-shop lot giving councils the option to choose a sole supplier for their requirements via a mini competition or by direct award.

The framework had been divided into four lots as detailed in table 1 of the report and had been advertised with an estimated value of £12 million per annum. It was noted that 31 councils had confirmed their intention to participate in this framework and the participation, spend and savings summary for each was detailed in Appendix 1 to the report. Shetlands Island Council currently had other arrangements in place and would therefore not be participating in this framework.

Tender responses had been received from 23 suppliers and a summary of the offers received together with their SME status was detailed in Appendix 2 to the report. It was noted that all suppliers passed the first stage assessment, however, Rexel UK Limited was non-compliant in the second stage of the lot 3 commercial assessment.

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 arrangement be awarded to seven suppliers across the four as outlined in Appendix 3 to the report.

Appendix 4 to the report detailed suppliers with Living Wage status at point of tender.

**DECIDED:** That the award of the framework agreement for supply and delivery of janitorial products, as detailed in Appendix 3 to the report, be approved.

### **3(d) Contract for Approval: Supply, Delivery and Installation of Audio-visual Equipment**

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework for the supply, delivery and installation of audio-visual equipment which would operate from 1 April 2019 until 31 March 2023.

The report summarised the outcome of the procurement process for this national framework arrangement and intimated that the framework would provide councils with a mechanism to procure a range of audio-visual equipment. The renewal framework incorporated a number of enhancements including, for the first time, a lot for additional support needs and the option to hire equipment for events.

The framework had been divided into five lots as detailed in table 1 of the report and had been advertised with an estimated value of £7.5 million per annum. It was noted that all 32 councils had confirmed their intention to participate in this framework and the participation, spend and savings summary for each was detailed in Appendix 1 to



the report.

Tender responses had been received from 22 suppliers and a summary of the offers received together with their SME status was detailed in Appendix 2 to the report. It was noted that all suppliers passed the first stage assessment, however, two suppliers, FES Support Services Limited and Lairds of Troon were non-compliant in the second stage lot 1 commercial assessment.

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 arrangement be awarded to seven suppliers across the five lots as outlined in Appendix 3 to the report.

Appendix 4 to the report detailed suppliers with Living Wage status at point of tender.

**DECIDED:** That the award of the framework agreement for supply, delivery and installation of audio-visual equipment, as detailed in Appendix 3 to the report, be approved.

### **3(e) Treatment and Disposal of Recycle and Residual Waste**

Under reference to item 3(e) of the Minute of the meeting of this Sub-committee held on 24 August 2018 there was submitted a report by the Director of Scotland Excel providing an update on the progress of the tender to set up a Dynamic Purchasing System (DPS) for the treatment and disposal of recyclable and residual waste. The report also sought that authority be delegated to the Director of Scotland Excel to appoint new entrants to the DPS during its lifetime, as detailed in the report.

The report intimated that the DPS had been divided into 22 lots, as detailed in figure 1 of the report, and had been advertised with an estimated value of £200 million over its lifetime.

It was noted that 26 councils had awarded contracts under the previous Scotland Excel arrangement which expired on 31 May 2018. The scope and breadth of services available through the DPS, as well as the structure and flexibility of the process to award and ability to allow new entrants throughout its lifetime, would help to ensure participation remained high.

The Contract Notice, which had issued on 11 December 2018, detailed the required services the DPS sought and invited service providers to complete a qualification process, which if successful in passing, would grant them access to contract opportunities issued under the DPS. Appendix 1 to the report detailed those service providers who had adequately evidenced their ability to meet the defined qualification criteria and who had requested access to the DPS.

When awarding contracts, councils would be able to issue an Invitation to Tender to those recommended service providers granted access to the DPS and evaluate technical and commercial responses as required for their own individual operational needs and service requirements.

A detailed mobilisation plan would be delivered to councils as their current contract arrangements concluded and they migrated to the DPS. Various tools to assist in directing councils how to use the DPS would include user guides, training and direct support as well as associated document templates including contract terms and conditions and technical questions. The DPS terms and conditions outlined the requirement for service providers to provide management information to Scotland Excel on a quarterly basis or as required. Scotland Excel would on at least an annual basis confirm that all documents and licences linked to qualification criteria remained live and correct.

A key outcome of the DPS route to market was a facility to allow new entrants offering services throughout the lifetime of the arrangement and thereby not 'lock-out' new service providers who could meet the regulatory requirements and potentially offer best value to Councils. Following commencement of the DPS, a second Contract Notice would be issued inviting new entrants to complete the qualification process and this invitation would remain open throughout the lifetime of the DPS. Approval of new entrants would be the responsibility of Scotland Excel.

The Public Contracts (Scotland) Regulations 2015 required that service providers putting themselves forward to be granted access to the DPS must be informed of their success or failure within a maximum of 10 days following completion and submission of the qualification documents. In order to remain compliant with this statutory requirement it was essential that Scotland Excel evaluated and notified respondents of the outcome within the required time period. The report proposed that authority be granted to the Director of Scotland Excel to approve such decisions and that the Executive Sub-committee be updated on the status of available service providers on an annual basis through the Annual Procurement Report.

**DECIDED:**

(a) That authority be delegated to the Director of Scotland Excel, or the Head of Strategic Procurement, in the Director's absence, to approve the evaluation outcome of initial respondents and any new entrants that completed the qualification process for entry to the DPS during its lifetime, ensuring compliance with the applicable procurement rules including the statutory 10-day maximum period for evaluation and notification of outcome; and

(b) That the Executive Sub-committee be updated on the status of available service providers on an annual basis through the Annual Procurement Report.

#### **4 IT Acceptable Use Policy**

There was submitted a report by the Director of Scotland Excel relative to the implementation of an IT Acceptable Use Policy within Scotland Excel, a copy of which was appended to the report.

The report intimated that this policy set out a number of proactive and preventative measures in connection with employees' use of IT equipment and covered a number of areas including access control; internet and email use; and remote working. All employees would be given a copy of this policy and it would become part of the organisations induction process.

**DECIDED:** That the IT Acceptable Use Policy be noted.

## 5 Update on the Contract Delivery Plan

There was submitted an update report by the Director of Scotland Excel relative to the progress of the 2018/19 contract delivery plan.

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 3 to the report provided further details.

The report highlighted that contract delivery remained active with 65 current frameworks in the Scotland Excel portfolio, five of which were to be renewed before 31 March 2019; and a further ten frameworks on the current portfolio had extension options, all of which had already been approved.

Scotland Excel was exploring the benefits of further collaborative procurement across high spend, critical service areas of adult social care and construction and in 2018/19 would deliver a new sourcing strategy for care home services for older people; had agreed a strategy with Councils and issued the first of a two-stage tender procedure in December 2018 in connection with the first generation new build residential construction framework aimed to support council delivery of new affordable houses in line with Strategic Housing Investment Plans (SHIPs); and working in partnership with the Digital Office had released a Prior Information Notice (PIN) for market engagement across a range of projects to drive digital transformation across Scotland; and issued a further PIN notice to notify the market place regarding a replacement Social Work Case Care Management System.

It was noted that overall, efficiencies delivered to date were 4.4% which was above the 2% to 4% forecast savings range.

**DECIDED:** That the report be noted.

## 6 Date of Next Meeting

**DECIDED:**

(a) That it be agreed that the meeting of the Executive Sub-committee scheduled for 10.45 am on 22 February 2019 be cancelled due to lack of substantive business; and

(b) That it be noted that the next meeting of the Executive Sub-committee would be held at 10.45 am on 22 March 2019 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.



## Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 22 March 2019	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

### Present

Provost Norman Macdonald (Comhairle Nan Eilean Siar); Councillor John Shaw (Renfrewshire Council); and Councillor Colette Stevenson (South Lanarkshire Council).

### By Video Conference

Provost William Howatson (Aberdeenshire Council).

### Chair

Councillor Shaw, Convener, presided.

### In Attendance

J Welsh, Director, L Campbell, W Murray, K Carlin and K Copland (both Procurement Coordinators) and B Murray, Procurement Development Officer (all Scotland Excel); M Conaghan, Legal & Democratic Services Manager, C McCourt, Finance Business Partner, A McNaughton, Senior Committee Services Officer (all Renfrewshire Council); and S Afzal and K Graham (both Audit Scotland).

### Apologies

Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Altany Craik (Fife Council); Bailie Norman MacLeod (Glasgow City Council); Councillor Paul Di Mascio (North Lanarkshire Council); and Councillor Amanda Hawick (Shetland Islands Council).

### Declarations of Interest

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

## **Additional Item**

The Convener intimated that there was an additional item of business in relation to the legal challenge in relation to the contract for garden maintenance equipment which had not been included in the notice calling the meeting. The Convener, being of the opinion that the item which is dealt with at item 8 below, was urgent in view of the need to advise members of the position, authorised its consideration.

### **1 Minute**

There was submitted the Minute of the meeting of the Executive Sub-committee held on 25 January 2019.

**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 2018 to 6 February 2019.

The report intimated that gross expenditure was £2,000 under budget and income was currently £6,000 under recovered which resulted in a net year-to-date overspend of £4,000.

**DECIDED:** That the report be noted.

### **3 Annual Audit Plan 2018/19**

There was submitted a report by the Treasurer relative to Audit Scotland's annual audit plan 2018/19 for the Joint Committee which outlined Audit Scotland's planned activities in their audit for the 2018/19 financial year.

**DECIDED:** That Audit Scotland's annual audit plan 2018/19 be noted.

### **4(a) Contract for Approval: Supply, Delivery, Installation and Maintenance of Vending Machines**

There was submitted a report by the Director of Scotland Excel relative to a new framework arrangement for the supply, delivery, installation and maintenance of vending machines which would operate from 1 May 2019 until 30 April 2023.

The report summarised the outcome of the procurement process for this national framework agreement and intimated that the framework enabled Scotland Excel to provide a national collaborative solution 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 5 lots as detailed in figure 1 of the report and had been advertised at a value of £5 million over the four-year period. The new framework had an annual value of approximately £1.25 million across 32 councils and Tayside Contracts.

A summary of the offers received together with their SME status was detailed in Appendix 1 to the report; Appendix 2 to the report detailed the scoring achieved by each bidder and recommendations; and Appendix 3 to the report detailed suppliers with Scottish Living Wage status.

**DECIDED:** That places on this framework be awarded to the suppliers, as detailed in Appendix 2 to the report.

#### **4(b) Contract for Approval: Supply, Delivery, Maintenance and Repair of Cleaning Equipment**

There was submitted a report by the Director of Scotland Excel relative to a new framework arrangement for the supply, delivery, maintenance and repair of cleaning equipment which would operate from 1 May 2019 until 30 April 2023, with an option to extend for up to an additional one-year period until 30 April 2023.

The report summarised the outcome of the procurement process for this national framework agreement and intimated that the framework enabled Scotland Excel to provide a national collaborative solution 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 2 lots as detailed in figure 1 of the report and had been advertised at a value of £9 million over the four-year period. The new framework had an annual value of approximately £2.25 million across 32 councils and Tayside Contracts.

A summary of the offers received together with their SME status was detailed in Appendix 1 to the report; Appendix 2 to the report detailed the scoring achieved by each bidder and recommendations; and Appendix 3 to the report detailed suppliers with Scottish Living Wage status.

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 agreement be awarded to 10 suppliers as outlined in Appendix 2 to the report.

**DECIDED:** That places on this framework be awarded to the suppliers, as detailed in Appendix 2 to the report.

#### **5 Request for Associate Membership by Cycling Scotland**

There was submitted a report by the Director of Scotland Excel advising that Cycling Scotland, the nation's cycling organisation, 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 Cycling Scotland 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.

## **6 Operating Plan Update**

There was submitted a report by the Director of Scotland Excel relative to the progress made against operating plan activities and commitments during quarter 3 2018/19.

**DECIDED:** That the report 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 10.45 am on 26 April 2019 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.

## **8 Legal Challenge: Supply and Delivery of Grounds Maintenance Equipment**

Under reference to item 3(a) of the Minute of the meeting of this Sub-committee held on 25 January 2019, the Director of Scotland Excel advised that the award of this contract was now subject to legal challenge. As such the contract could not begin until the legal challenge had been dealt with.

**DECIDED:** That it be noted that this contract was the subject of a legal challenge.



## Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 26 April 2019	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

### Present

Councillor Charles Buchan (substitute for Provost Bill Howatson) (Aberdeenshire Council); Provost Norman Macdonald (Comhairle Nan Eilean Siar); Councillor Altany Craik (Fife Council); Bailie Norman MacLeod (Glasgow City Council); Councillor John Shaw (Renfrewshire Council); and Councillor Amanda Hawick (Shetland Council).

### By Video Conference

Councillor Stephen Thompson (Dumfries and Galloway Council).

### Chair

Councillor Shaw, Convener, presided.

### In Attendance

J Welsh, Director, H Carr, Head of Strategic Procurement, and B Philips, Category Analyst (all Scotland Excel); M Conaghan, Legal & Democratic Services Manager, E Currie, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (all Renfrewshire Council).

### Apologies

Provost Bill Howatson (Aberdeenshire Council); Councillor Graham Hutchison (City of Edinburgh Council); Councillor Alister Mackinnon (Highland Council); Councillor Paul Di Mascio (North Lanarkshire Council); and Councillor Collette Stevenson (South Lanarkshire Council).

## **Declarations of Interest**

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

### **1 Minute**

There was submitted the Minute of the meeting of the Executive Sub-committee held on 22 March 2019.

In relation to item 8 of the Minute – Legal Challenge: Supply and Delivery of Grounds Maintenance – it was noted that the legal challenge to this contract had been withdrawn and that Scotland Excel would pursue the third party for costs.

#### **DECIDED:**

(a) That the Minute be approved; and

(b) That it be noted that the legal challenge to the supply and delivery of grounds maintenance contract had been withdrawn and that Scotland Excel would pursue the third party for costs.

### **Sederunt**

Councillor Buchan entered the meeting during consideration of the following item of business.

### **2 Projects Update**

The Director and the Head of Strategic Procurement of Scotland Excel gave a presentation to members providing an update on the various projects being undertaken by Scotland Excel.

In relation to consultancy with councils, information was provided on the projects being undertaken with Aberdeen City Council, Fife Council, East Renfrewshire Council and the Tayside collaboration which included Perth and Kinross, Angus and Dundee City Councils, Tayside Contracts, and Tayside Procurement Consortium (TPC).

In relation to Scottish Government funded projects, information was provided on the care and support services national framework; the expansion of early learning and childcare and the development of national guidance and templates; and the affordable housing project.

Information was also presented to members on the work being undertaken with the Digital Office; the SEEMiS Group; City Property; Cycling Scotland; and the new build housing framework.

Councillor Thompson requested further information on the pricing methodology for projects and it was agreed that this would be forwarded to Councillor Thompson.

#### **DECIDED:**

(a) That the presentation be noted; and

(b) That it be noted that further information on the pricing methodology for projects would be forwarded to Councillor Thompson.

### **3 Contract for Approval: Supply and Delivery of Building and Timber Materials**

There was submitted a report by the Director of Scotland Excel relative to a renewal framework arrangement for the supply and delivery of building and timber materials which would operate from 1 April 2019 (effective date 1 June 2019) until 31 March 2022 with an option to extend for up to 12 months until 31 March 2023.

The report intimated that the framework would provide councils and other participating bodies with a mechanism to procure a range of building and timber materials in support of construction projects, ongoing maintenance schedules and ad-hoc repairs. Building on best practice timber sustainability, this fourth-generation framework enhanced benefits offered to members by introducing lots for kitchen units, kitchen worktops and timber window frames. A new approach of delivering local community benefits had also been incorporated.

The framework had been divided into ten lots as detailed in table 1 of the report and the forecast annual spend for participating councils and associate members was £15 million, equating to £60 million over the term of the framework, including the extension period. It was noted that 31 councils had confirmed their intention to participate in the framework together with City Building Glasgow, Advanced Procurement for Universities and Colleges (APUC), the Scottish Prison Service (SPS) and housing associations and the participation, spend and savings summary for each was detailed in Appendix 1 to the report. Stirling Council had their own arrangement in place until 31 March 2019 and advised that this would be extended.

Tender responses had been received from 25 suppliers and a summary of offers received was provided in Appendix 2 to the report. Based on the criteria and scoring methodology set out within the tender document, a full evaluation of the 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 within the report it was recommended that a multi-supplier framework arrangement be awarded to 23 suppliers across lots one to nine as detailed in Appendix 3 to the report. It was noted that Lot ten, Glazing Materials, had not been recommended for award.

Appendix 4 to the report detailed suppliers with Living Wage status.

**DECIDED:** That the award of the renewal framework agreement, for the supply and delivery of building and timber materials, for lots one to nine, be awarded as detailed in Appendix 3 to the report.

### **4 Request for Associate Membership by The Highlands and Islands Transport Partnership**

There was submitted a report by the Director of Scotland Excel advising that the Highlands and Islands Transport Partnership Scotland (HITRANS) 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 Transport Partnership Scotland (HITRANS) 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.

## **5 Update on the Contract Delivery Plan**

There was submitted an update report by the Director of Scotland Excel relative to the progress of the 2019/20 contract delivery plan.

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 3 to the report provided further details.

The report highlighted that contract delivery remained active with 68 current frameworks in the Scotland Excel portfolio, 13 of which required to be renewed before 31 March 2020; a further eight new frameworks would be added to the contract portfolio by 31 March 2020; and a further 16 frameworks on the current portfolio had extension options that were likely to be exercised in 2019/20, two of which had already been approved.

Scotland Excel was exploring the benefits of further collaborative procurement across high spend, critical service areas of adult social care and construction. Scotland Excel had finalised the procurement strategy for care and support services and in 2019/20 would continue to work with a range of partners to implement the procurement strategy. Scotland Excel would also deliver a new sourcing strategy for care home services for older people which would build on current best practice and complement local strategic commissioning plans.

The first-generation new build residential construction framework was progressing well and would support councils to deliver new affordable houses in line with Strategic Housing Investment Plans (SHIPs). The second stage of the two-stage tender procedure had been issued in March 2019 and the procurement exercise remained on course for going live in September 2019.

Work continued in conjunction with the Digital Office to procure a replacement Social Work Care Case Management system and a detailed output specification had been developed. Consultation had taken place with Scottish Government colleagues and suggested amendments had been incorporated to include The Public Bodies (Joint Working) Act 2014, which was a key piece of legislation requiring health boards and local authorities to integrate their health and social care services, and the strategy document now took cognisance of self-directed support (SDS), a major change to the way people with social care needs were supported. The tender documents would be released for publication by the end of April 2019.

It was noted that overall, efficiencies delivered to date were 4.2% which was above the 2% to 4% forecast savings range. It was also noted that the period referred to in the report in relation to the efficiencies delivered to date should be 2019/20 and not 2018/19 as stated.

In relation to Appendix 3 of the report, it was noted that information in relation to the percentage uptake of councils in relation to the Children's Residential contract would be issued to members.

**DECIDED:**

(a) That the report be noted;

(b) That it be noted that the period referred to in the report, in relation to the efficiencies delivered to date, should be 2019/20; and

(c) That it be noted that information in relation to the percentage uptake of councils in relation to the Children's Residential contract would be issued to members.

## **6 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 period ending 31 March 2019, the previous six and 12 months; and provided information relating to the absence statistics and reasons.

**DECIDED:** That the report 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 10.45 am on 31 May 2019 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.



## Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 31 May 2019	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

### Present

Councillor Charles Buchan (substitute for Provost Bill Howatson) (Aberdeenshire Council); Bailie Norman MacLeod (Glasgow City Council); Councillor Donald L Reid (North Ayrshire Council); Councillor John Shaw (Renfrewshire Council); and Councillor Collette Stevenson (South Lanarkshire Council).

### By Video Conference

Councillor Stephen Thompson (Dumfries and Galloway Council).

### Chair

Councillor Shaw, Convener, presided.

### In Attendance

J Welsh, Director, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer & Business Services and L Campbell, Corporate Services Manager (all Scotland Excel); M Conaghan, Legal & Democratic Services Manager, C McCourt, Finance Business Partner, E Currie, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (all Renfrewshire Council).

### Apologies

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); Provost Norman Macdonald (Comhairle Nan Eilean Siar); Councillor Altany Craik (Fife Council); Councillor Paul Di Mascio (North Lanarkshire Council); and Councillor Amanda Hawick (Shetland Islands Council).

## **Declarations of Interest**

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

### **1 Minute**

There was submitted the Minute of the meeting of the Executive Sub-committee held on 26 April 2019.

In relation to the update provided in the Minute in relation to the legal challenge to the supply and delivery of grounds maintenance, it was noted that no final account had been submitted.

#### **DECIDED:**

(a) That the Minute be approved; and

(b) That it be noted that no final account had been submitted in relation to the legal challenge to the supply and delivery of grounds maintenance contract.

## **Sederunt**

Councillor Stevenson entered the meeting during consideration of the following item of business.

### **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 2018 to 31 March 2019.

The report intimated that Scotland Excel ended the 2018/19 financial year with a small overspend of £3,288 within its Core Operations, comprising an underspend in expenditure of £2,922 and an under-recovery in income of £6,210.

The approved total drawdown from reserves was £90,000 in the year for Core Operations. As reported in period 9, there were additional pressures in Core Operations relating to ICT software and telephony, external recruitment support and costs relating to the local government Supplier Development Programme which supported local spend initiatives. These pressures were offset by a higher than expected underspend in Employee Costs owing to the prudent management of vacancies, resulting in an underspend in gross expenditure for 2018/19 of £2,922.

The Projects ended the year with a surplus of income over expenditure of £422,404. Some of this balance was committed for future Project spend, the detail and management of this balance would be reported in the draft Annual Accounts brought to the Joint Committee on 21 June 2019.

The table in the report provided an analysis of the budget and actual spend during 2018/19 and included a summary of movement in the General Reserve.

**DECIDED:** That the year-end positions in both Core Operations and Projects detailed in the report be noted.



### **3 Request for Associate Membership - Glasgow West Housing Association Limited**

There was submitted a report by the Director of Scotland Excel advising that Glasgow West 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.

It was proposed that, in future reports, the Living Wage be detailed as the Scottish Living Wage. This was agreed.

#### **DECIDED:**

(a) That the application by Glasgow West Housing Association Limited to become an associate member of Scotland Excel, at an annual membership fee of £2,230, be approved subject to completion and signing of the agreement documentation; and

(b) That, in future reports, the Living Wage be detailed as the Scottish Living Wage.

### **4 Draft Funding Model Update**

There was submitted a report by the Director of Scotland Excel providing an update on the progress made on generating additional funding.

The report intimated that the revenue estimates 2018/19 report presented to the Joint Committee at its meeting held on 8 December 2017 and the Funding Model Review presented to its meeting held on 29 June 2018 highlighted the challenging future financial landscape for local government and the impact on Scotland Excel. It was recognised that over the medium term, local government in Scotland was likely to face further contraction in available resources. In this context, Scotland Excel continued to seek operational savings to manage its financial position flexibly in order to maintain its aim of minimising the level of requisition required and also to develop value propositions for member authorities to ensure that best value was achieved.

The Joint Committee in June 2018 approved a number of funding opportunities, identified by Scotland Excel, being consultancy services; learning and development; associate membership expansion; new build housing; and rebates and the report provided an update on each of the funding opportunities.

The comments provided by members would be incorporated into the report submitted to the meeting of the Joint Committee to be held on 21 June 2019.

#### **DECIDED:**

(a) That the progress made be noted;

(b) That it be noted that further updates would be presented to future meetings of the Joint Committee on funding projects including delivery against income targets; and

(c) That it be noted that the comments provided by members would be incorporated into the report submitted to the meeting of the Joint Committee to be held on 21 June 2019.

## **5 Risk Register Update**

There was submitted a report by the Director of Scotland Excel providing an update on the risk register maintained to assess threats and risks that could impact on the delivery of Scotland Excel's organisational objectives and to identify actions that had been taken to mitigate such risks. A copy of the risk register was appended to the report.

The comments provided by members would be incorporated into future reports.

### **DECIDED:**

- (a) That the report be noted;
- (b) That it be noted that the comments provided by members would be incorporated into future reports; and
- (c) That risk register reports be brought quarterly to the Executive Sub-committee.

## **6 Date of Next Meeting**

### **DECIDED:**

- (a) That it be noted that the next meeting of the Executive Sub-committee would be held at 9.45 am on 21 June 2019 in Glasgow City Chambers; and
- (b) That it be noted that a meeting of the Executive Sub-committee would require to be held during the period 29 July to 9 August 2019.