

Minute of Meeting Scotland Excel Executive Sub-Committee

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

Present

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

Chair

Councillor John Shaw, Convener, presided.

Apologies

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

In Attendance

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

Declarations of Interest

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

Order of Business

In terms of Standing Order 12, the Convener intimated that he proposed to alter the order of business to facilitate the conduct of the meeting by considering item 2 of the agenda prior to item 1 of the agenda.

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

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

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

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

The forecast annual spend for participating councils was circa £15m per annum, however, to allow for additional expenditure from grant or attainment funding and increased spend with specialist suppliers not currently captured by the framework, the framework had been advertised at £17.5m per annum. Tender responses had been received from 36 suppliers and a summary of offers received was detailed in Appendix 2 to the report. Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the compliant offers had been completed and Appendix 3 to the report detailed the scoring achieved by each bidder.

Based on the evaluation undertaken and in line with the criteria and weightings detailed in the report it was recommended that a multi-supplier framework agreement be awarded to 30 suppliers across the nine lots as detailed in Appendix 3 to the report.

DECIDED: That the award of the framework agreement, as detailed in Appendix 3 to the report, be approved.

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

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

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

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

The forecast annual spend for participating councils was £10m per annum equating to an estimated £40m over the term of the framework. Tender responses had been received from 11 suppliers and a summary of offers received was detailed in Appendix 2 to the report. Based on the criteria and scoring methodology set out in the tender document, a full evaluation of all compliant offers had been completed and Appendix 3 to the report detailed the scoring achieved by each bidder.

Based on the evaluation undertaken and in line with the criteria and weightings detailed in the report it was recommended that a multi-service provider framework arrangement be established with 11 service providers across the three lots as detailed in Appendix 3 to the report.

DECIDED: That the award of the framework agreement, as detailed in Appendix 3 to the report, be approved.

3 Contract for Approval: Supply Only and Supply and Distribution of Frozen Foods

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

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

The framework had been divided into three lots as detailed in table 1 in the report. Appendix 1 to the report detailed the participation, spend and savings summary of the 29 councils participating in the framework. It was noted that Tayside Contracts would also be participating in the framework.

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

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

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

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

Based on the evaluation undertaken and in line with the criteria and weightings detailed in the report it was recommended that a multi-service provider framework agreement be awarded to 11 suppliers across the three lots as detailed in Appendix 3 to the report.

DECIDED:

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

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

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

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

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

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

DECIDED:

(a) That the application by Abbeyfield Scotland Limited to become an associate member of Scotland Excel, at an annual membership fee of £500, subject to completion and signing of the agreement document, be approved; and

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

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

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

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

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

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

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

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

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

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

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

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

DECIDED: That the application by South East of Scotland Transport Partnership to become an associate member of Scotland Excel, at an annual membership fee of £500, subject to completion and signing of the agreement document, be approved.

5 Date of Next Meeting

DECIDED: That it be noted that the next meeting of the Executive Sub-committee would be held at 10.45 am on 15 September 2017 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.

Minute of Meeting Scotland Excel Executive Sub-Committee

Date	Time	Venue
Friday, 25 August 2017	10:00	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

Present

Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Colette Stevenson (South Lanarkshire Council) and Councillor Amanda Westlake (Shetland Islands Council).

By Videolink

Councillor Stephen Thompson (Dumfries & Galloway Council) and Councillor Alister Mackinnon (Highland Council).

Chair

Councillor John Shaw, Convener, presided.

In Attendance

J Welsh, Director, H Carr, Head of Strategic Procurement, and S Brannagan, Head of Customer and Business Services, (all Scotland Excel); E Currie, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (both Renfrewshire Council).

Apologies

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); Provost Norman Macdonald (Comhairle Nan Eilean Siar); Councillor Altany Craik (Fife Council); Bailie Norman MacLeod (Glasgow City Council) and Councillor Todd Ferguson (North Ayrshire Council).

Declarations of Interest

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

Sederunt

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

1(a) Request for Associate Membership of Scotland Excel: Dumfries and Galloway Housing Partnership

There was submitted a report by the Director of Scotland Excel indicating that Dumfries and Galloway Housing Partnership had submitted an application to become an associate member of Scotland Excel.

DECIDED: That the application by Dumfries and Galloway Housing Partnership to become an associate member of Scotland Excel, at an annual membership fee of £15,518, be approved subject to completion and signing of the agreement document.

1(b) Request for Associate Membership of Scotland Excel: North Glasgow Housing Association Limited (Trading as ng Homes)

There was submitted a report by the Director of Scotland Excel indicating that North Glasgow Housing Association Limited, trading as ng homes, had submitted an application, on an emergency basis, to become an associate member of Scotland Excel in order to instruct works as a result of issues arising from the Grenfell Tower fire.

The report intimated that paragraph (h) of Scotland Excel's Scheme of Delegations authorised the Director "to act in an emergency situation with the approval of the Clerk and where possible after consulting the Convener, or in his absence the Vice-Convener of the Joint Committee and the Chair of the Management Group, and thereafter report on the action taken to the first available meeting of the Joint Committee."

The Convener and the Legal and Democratic Services Manager, Renfrewshire Council, acting in the clerk's absence, had been consulted and agreed on the Director's course of action to approve immediate associate membership.

DECIDED:

(a) That the Director's decision to approve the application by ng homes to become an associate member of Scotland Excel, at an annual membership fee of £8,160, be noted; and

(b) That it be noted that in terms of the Scheme of Delegations the Director would submit a report on this matter to the next meeting of the Joint Committee to be held on 8 December 2017.

1(c) Request for Associate Membership of Scotland Excel: Westlo Housing Management Limited

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

DECIDED: That the application by Westlo Housing Management Limited to become an associate member of Scotland Excel, at an annual membership fee of £3,660, be approved subject to completion and signing of the agreement document.

2 Date of Next Meeting

DECIDED: That it be noted that the next meeting of the Executive Sub-committee would be held at 10.45 am on 15 September 2017 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.

Minute of Meeting Scotland Excel Executive Sub-Committee

Date	Time	Venue
Friday, 15 September 2017	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); Bailie Norman MacLeod (Glasgow City Council); Councillor Todd Ferguson (North Ayrshire Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council) and Councillor Amanda Westlake (Shetland Islands Council).

By Videolink

Provost Bill Howatson (Aberdeenshire Council) and Councillor Alister Mackinnon (Highland Council).

Chair

Councillor John Shaw, Convener, presided.

Apologies

Councillor Graham Hutchison (City of Edinburgh Council); Councillor Collette Stevenson (South Lanarkshire Council) and Councillor Stephen Thompson (Dumfries & Galloway Council).

In Attendance

J Welsh, Director; H Carr, Head of Strategic Procurement; S Brannagan, Head of Customer and Business Services and K Copland, Assistant Procurement Specialist (all Scotland Excel); and A MacArthur, Head of Finance; M Ball, Senior Accountant; R Devine, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (all Renfrewshire Council); and M Ferris, Senior Audit Manager and S Afzal, Auditor (both Audit Scotland).

Declarations of Interest

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

Order of Business

In terms of Standing Order 12, the Convener intimated that he proposed to alter the order of business to facilitate the conduct of the meeting by considering item 2(a) of the agenda after item 2(b) of the agenda.

1 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 18 August 2017.

The report intimated that gross expenditure was £43,000 under budget and income was currently £6,000 over recovered which resulted in a net underspend of £49,000.

DECIDED: That the report be noted.

2(a) Annual Audit Report 2016/17

Under reference to item 12 of the Minute of the meeting of the Joint Committee held on

30 June 2017 there was submitted a report by Audit Scotland relative to the 2016/17 annual audit outlining the findings of the audit team with regards to the annual accounts and the performance of Scotland Excel generally.

The report intimated that the audit certificate issued by Audit Scotland provided an unqualified opinion that the annual accounts presented a true and fair view of the financial position of the Joint Committee as at 31 March 2017, in accordance with the accounting policies detailed in the accounts.

Clarification was sought on the net expenditure of successfully defending the legal action in relation to the decision to exclude a tender from the further evaluation stage of the Demolition contract awarded at the meeting of this Sub-committee held on 20 October 2015. It was proposed that a report relative to this matter be submitted to the next meeting of the Executive Sub-committee to be held on 13 October 2017. This was agreed.

DECIDED:

(i) That the annual audit report 2016/17 be noted; and

(ii) That a report detailing the net cost of defending the legal action in relation to the decision to exclude a tender from the further evaluation stage of the Demolition contract awarded by the Executive Sub-committee at a meeting held on 20 October 2015 be submitted to the next meeting of the Executive Sub-committee to be held on 13 October 2017.

2(b) Audited Annual Accounts 2016/17

Under reference to item 12 of the Minute of the meeting of the Joint Committee held on 30 June 2017 there was submitted a joint report by the Treasurer and the Director of Scotland Excel relative to the annual accounts for the Joint Committee for 2016/17.

The report intimated that the Joint Committee at its meeting held on 12 June 2015 delegated authority to the Executive Sub-committee to approve the audited accounts by 30 September in order to meet local authority accounting regulations. The audited accounts would be provided to the Joint Committee in December for information.

Following approval arrangements would be made for the audited accounts to be signed by the Director, Convener and Treasurer.

DECIDED: That the audited annual accounts 2016/17 be approved for signature.

3 Contract for Approval: Tyres for Vehicles and Plant

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for tyres for vehicles and plant which would be effective from 1 November 2017 until 31 October 2021.

The report intimated that the framework would provide councils with a mechanism to procure a full range of tyre types and sizes as well as associated tyre management services in order for councils to deliver the various fleet services they provided to end users.

The framework had been divided into six lots as detailed in table 1 of the report. Appendix 1 to the report detailed the participation, spend and savings summary of the 29 councils participating in the framework. It was noted that Tayside Contracts would also be participating in the framework.

The forecast annual spend for participating Councils was circa £6.5m per annum equating to an estimated value of £26m over the term of the contract. Tender responses had been received from 12 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 compliant offers had been completed and Appendix 3 to the report detailed the scoring achieved by each bidder.

Based on the evaluation undertaken and in line with the criteria and weightings detailed within the report it was recommended that a multi-supplier framework agreement be awarded to 12 suppliers across the six lots as detailed in Appendix 3 to the report.

DECIDED: That the award of the framework agreement, as detailed in Appendix 3 to the report, be approved.

4 Associate Member Strategy Update

There was submitted a report by the Director of Scotland Excel relative to Scotland Excel's Associate Member Strategy which had been approved at the meeting of the Joint Committee held on 9 December 2016. A copy of the strategy formed the appendix to the report.

The report provided information in relation to the organisations associate member profile and fees. It was noted that Scotland Excel would continue implementing the approved associate member strategy. The primary focus for the short-term would remain housing associations and initial exploratory work was being undertaken with regard to growth potential in the third-sector.

DECIDED: That the progress made with regard to the Associate Member Strategy be noted.

5 Affordable Housing Project Update

There was submitted a report by the Director of Scotland Excel relative to the Affordable Housing Project operated by Scotland Excel on behalf of the Scottish Government.

The report intimated that the Scottish Government, as part of the Affordable Housing Supply Programme (AHSP), had committed to delivering at least 50,000 affordable homes by March 2021, backed by over £3 billion of investment. The sector would be required to undertake considerable procurement activity in relation to this programme.

The wider public sector had benefited from significant investment and focus in procurement reform since publication of the Review of Public Procurement in Scotland - Report and Recommendations in 2006. The affordable housing sector had not been part of this national transformation programme.

Scotland Excel submitted a proposal to the Scottish Government in 2016 on the role the organisation could play in delivering the Scottish Government's aspirations within the AHSP. The proposal sought funding of £412,000 for a two-year pilot programme to develop procurement capability, implement policy and identify financial savings. This proposal was accepted by the Scottish Government and approved by Scotland Excel Joint Committee.

The report provided details on the project deliverables and benefits and provided an update on the project since its launch in April 2017.

DECIDED: That the progress made on the affordable housing project be noted.

6 Request for Associate Membership of Scotland Excel: Bield Housing and Care

There was submitted a report by the Director of Scotland Excel advising that Bield Housing and Care had submitted an application to become an associate member of Scotland Excel.

DECIDED: That the application by Bield Housing and Care to become an associate member of Scotland Excel, at an annual membership fee of £7,020, be approved subject to completion and signing of the agreement document.

7 Update on the Contract Delivery Plan

There was submitted an update report by the Director of Scotland Excel relative to the progress of the 2017/18 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 51 current frameworks in the Scotland Excel portfolio, 11 of which would be retendered in 2017/18; a further 11 new frameworks would be added to the contract portfolio by the end of the financial year; and a further 9 frameworks on the current portfolio had extension options. The estimated forecast value of the framework portfolio would be just over £1 billion by 31 March 2018.

Scotland Excel was exploring the benefits of further collaborative procurement across high spend, critical service areas of adult social care and was progressing with two stakeholder sub-groups to look at focused work streams for both care at home and adult supported living. This development activity would continue over the remainder of 2017 with a decision being made with stakeholders regarding the appropriate procurement strategy. Scotland Excel had also begun development work on exploring the gas maintenance services market.

It was noted that overall, efficiencies delivered to date continued to be within the 2% to 4% forecast range.

DECIDED: That the progress made to date be noted.

8 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 month of August 2017, the previous six and 12 months and provided information relating to the absence statistics and reasons.

DECIDED: That the report be noted.

9 Supporting Fife Council Transformation Project

The Head of Customer and Business Services, Scotland Excel provided a verbal update on the Supporting Fife Council Transformation Project. It was noted that the proposal had been submitted to Fife Council for consideration.

DECIDED: That the update be noted.

10 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 13 October 2017 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.

Minute of Meeting Scotland Excel Executive Sub-Committee

Date	Time	Venue
Friday, 13 October 2017	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

Present

Councillor Angus Macmillan Douglas (Angus Council); Councillor Stephen Thompson (Dumfries and Galloway Council); Bailie Norman MacLeod (Glasgow City Council); Councillor Todd Ferguson (North Ayrshire Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council) and Councillor Collette Stevenson (South Lanarkshire Council).

By Videolink

Councillor Graham Hutchison (City of Edinburgh Council).

Chair

Councillor John Shaw, Convener, presided.

Apologies

Provost Bill Howatson (Aberdeenshire Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Altany Craik (Fife Council); Councillor Alister Mackinnon (Highland Council) and Councillor Amanda Westlake (Shetland Islands Council).

In Attendance

J Welsh, Director, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer and Business Services, G Mooney, Category Analyst, L Cairns, Procurement Co-ordinator, Z Brawn, Procurement Co-ordinator and D Benstead, Principal Procurement Specialist (all Scotland Excel); and A MacArthur, Head of Finance, E Currie, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (all Renfrewshire Council).

Declarations of Interest

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

Prior to the start of the meeting Bailie MacLeod referred to the amended reports issued in relation to items 3(a) and 3(c) of the agenda and requested that consideration be given as to the best way to deal with disseminating this information to members. He also raised the issue of Minutes of the Executive Sub-committee being submitted to the next meeting of the Executive Sub-committee for approval prior to submission to the Joint Committee.

DECIDED:

(a) That any amended reports issued to members detail the amendments made; and

(b) That Minutes of the Executive Sub-committee be submitted to the next meeting of the Executive Sub-committee for approval prior to submission to the Joint Committee.

1 Update on the cost incurred to defend the legal challenge on the framework agreed for Demolition Services

Under reference to item 2(a) of the Minute of the meeting of the Executive Sub-committee held on 15 September 2017 there was submitted a report by the Director of Scotland Excel providing an update on the final cost incurred defending the legal challenge against the award of the framework for demolition services.

The report intimated that this legal challenge had been successfully defended at the Court of Session in September 2016. The pursuer challenged the award of costs to Scotland Excel and when this failed both parties were unable to reach agreement in the value of costs to be recovered. This resulted in proceeding to a taxation hearing following which a net payment of £29,900 was received by Scotland Excel. Scotland Excel's insurance company agreed to underwrite the claim but the policy excess was £50,000 and as such the net cost incurred was £20,100.

In terms of clause 10.3 of Scotland Excel's terms and conditions of membership, additional costs incurred would be recovered from all member councils on a pro-rata basis. However, on the basis that there was less of a draw on reserves during 2016/17, primarily due to efficiencies made, the report proposed that the net cost be covered by current reserves.

DECIDED: That the concluded position of the successfully defended challenge be noted.

2 Revenue Budget Monitoring Report

There was submitted a joint revenue budget monitoring report by the Treasurer and the Director of Scotland Excel for the period 1 April to 15 September 2017.

The report intimated that gross expenditure was £52,000 under budget and income was currently £6,000 over-recovered which resulted in a net underspend of £58,000.

DECIDED: That the report be noted.

Sederunt

Councillor Graham Hutchison joined the meeting by video conference prior to consideration of the following item of business.

3(a) Contract for Approval: Supply and Delivery of Recycle and Refuse Containers

There was submitted an amended report by the Director of Scotland Excel relative to the award of a renewal framework agreement for recycle and refuse containers which would be effective from 3 November 2017 until 2 November 2020, with an option to extend until 2 November 2021.

The report intimated that the framework facilitated the purchase, supply and delivery of various container types to support councils in the delivery of waste and environmental services.

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

The forecast annual spend for participating councils was circa £9 million per annum equating to an estimated value of £50 million over the term of the contract. Tender responses had been received from 22 suppliers and a summary of offers received was provided in Appendix 2 to the report. It was noted that the last column of Appendix 2 should refer to 'Lots Tendered'. Based on the criteria and scoring methodology set out within the tender document, a full evaluation of the compliant offers had been completed and Appendix 3 to the report detailed the scoring achieved by each bidder.

Based on the evaluation undertaken and in line with the criteria and weightings detailed within the report it was recommended that a multi-supplier framework agreement be awarded to 22 suppliers across the seven lots as detailed in Appendix 3 to the report.

DECIDED:

(i) That it be noted that the last column of Appendix 2 should refer to 'Lots Tendered'; and

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

3(b) Contract for Approval: Vehicle and Plant Hire

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for vehicle and plant hire which would be effective from 1 November 2017 until 31 October 2021.

The report intimated that the framework covered the hire of vehicles and plant equipment on a daily, weekly, monthly, six-monthly or annual basis to support the requirement of councils' fleet and roads departments.

The framework had been divided into 12 lots as detailed in table 1 of the report. Appendix 1 to the report detailed the participation, spend and savings summary of the 30 councils participating in the framework. It was noted that Tayside Contracts would also be participating in the framework.

The forecast annual spend for participating councils was circa £15 million per annum equating to an estimated value of £60 million over the term of the contract. Tender responses had been received from 79 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 compliant offers had been completed and Appendix 3 to the report detailed the scoring achieved by each bidder.

Based on the evaluation undertaken and in line with the criteria and weightings detailed within the report it was recommended that a multi-supplier framework agreement be awarded to 69 suppliers across the 12 lots as detailed in Appendix 3 to the report.

It was noted that the Director of Scotland Excel would provide an update on progress related to the Living Wage as part of the community benefits report being submitted to the next meeting of the Joint Committee to be held on 8 December 2017.

DECIDED:

(i) That the award of the framework agreement, as detailed in Appendix 3 to the report, be approved; and

(ii) That it be noted that the Director of Scotland Excel would provide an update on progress related to the Living Wage as part of the community benefits report being submitted to the next meeting of the Joint Committee to be held on 8 December 2017.

3(c) Contract for Approval: Supply and Delivery of Bottled Gas

There was submitted an amended report by the Director of Scotland Excel relative to the award of a new framework agreement for the supply and delivery of bottled gas which would be effective from 6 November 2017 until 5 November 2019, with the option to extend for up to two one-year periods until 5 November 2021.

The report intimated that the framework would provide councils with a mechanism to purchase bottled gas and bulk gas requirements and the products covered within the framework would include industrial, food and beverage, medical and balloon gas.

The framework, advertised at £8 million over the four-year period, had been divided into six lots as detailed in table 1 of the report. Tender responses had been received from five suppliers, two of which were not evaluated as the offers were non-compliant. A summary of offers received and their SME status was provided in Appendix 1 to the report. Based on the criteria and scoring methodology set out

within the tender document, a full evaluation of the compliant offers had been completed 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 detailed within the report it was recommended that a multi-supplier framework agreement be awarded to three suppliers across the six lots as detailed in Appendix 2 to the report.

DECIDED: That the award of the framework agreement, as detailed in Appendix 2 to the report, be approved.

3(d) Contract for Approval: Supply, Installation and Maintenance of Commercial Laundry Equipment

There was submitted a report by the Director of Scotland Excel relative to the award of a new framework agreement for the supply, installation and maintenance of commercial laundry equipment which would be effective from 6 November 2017 until 5 November 2019, with the option to extend for up to two one-year periods until 5 November 2021.

The report intimated that the framework would provide councils with a mechanism to purchase laundry equipment, including installation and services such as preventative maintenance and ad-hoc repairs.

The framework, advertised at £4.4 million over the four-year period, had been divided into two lots as detailed in table 1 of the report. Tender responses had been received from three suppliers and a summary of offers received and their SME status was provided in Appendix 1 to the report. Based on the criteria and scoring methodology set out within the tender document, a full evaluation of the compliant offers had been completed 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 detailed within the report it was recommended that a multi-supplier framework agreement be awarded to three suppliers across the two lots as detailed in Appendix 2 to the report.

DECIDED: That the award of the framework agreement, as detailed in Appendix 2 to the report, be approved.

4 Request for Associate Membership of Scotland Excel by Viewpoint Housing Association Ltd

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

DECIDED: That the application by Viewpoint Housing Association Limited to become an associate member of Scotland Excel, at an annual membership fee of £2,170, be approved subject to completion and signing of the agreement document.

5 Operating Plan 2017/18 Update

There was submitted an update report by the Director of Scotland Excel relative to the projects and activities undertaken by the organisation in quarter 1 of the 2017/18 Operating Plan.

DECIDED: That the progress made be noted.

6 Adult Supported Living/Care at Home Update

There was submitted a report by the Director of Scotland Excel relative to the expansion of Scotland Excel's social care procurement shared service.

The report intimated that Scotland Excel had approached the Scottish Government for financial investment to expand its social care procurement shared service. This funding had allowed Scotland Excel to commence on an ambitious work programme that ensured procurement played its part in supporting the Scottish Government's flagship reform of health and social care. The project team was established in May 2017 with the aim of extending the benefits of collaborative procurement to two key areas of social care expenditure, Adult Supported Living and Care at Home, and the objectives of the project were detailed in the report.

Scotland Excel had now established two subgroups, one for Supported Living Services and one for Care at Home. These subgroups comprised both commissioner and provider representation. As well as co-producing requirements with providers via the subgroups, Scotland Excel planned to engage with providers via regional forums and drop-in sessions.

The report detailed the benefits that would be delivered as a result of this project.

DECIDED: That the progress made in the procurement of social care services project be noted.

7 Conference and Supplier Awards Project Update

There was submitted a report by the Director of Scotland Excel relative to Scotland Excel's Annual Conference and Supplier Awards which would be held as a single event on 20 and 21 February 2018 in the Radisson Blu, Glasgow.

The report intimated that the supplier awards would provide an opportunity to recognise suppliers supporting the delivery of effective public services in partnership with Scotland Excel and Scottish local authorities. The conference offered the opportunity to share and shape best practice in the community fostering further innovation and collaboration across stakeholder groups which would be reflected in the content over the two days.

The report detailed the project deliverables and the four key work streams, being communications; events management; supplier awards and conference; and working together to develop and deliver the conference. This ambitious project aimed to deliver an event that would meet the identified project deliverables, raise Scotland Excel's profile to new and existing suppliers and deliver a relevant, valuable experience to partners.

It was proposed that the Director of Scotland Excel submit a report to the next meeting of the Executive Sub-committee to be held on 17 November 2017 providing an update on the gross expenditure for this event and the funding received from sponsors. This was agreed.

DECIDED:

(a) That the report and the date of the Annual Conference and Supplier Awards be noted; and

(b) That the Director of Scotland Excel submit a report to the next meeting of the Executive Sub-committee to be held on 17 November 2017 providing an update on the gross expenditure for this event and the funding received from sponsors.

8 Date of Next Meeting

DECIDED:

(a) That it be noted that the next meeting of the Executive Sub-Committee would be held at 10.45 am on 17 November 2017 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley; and

(b) That it be noted that a training and information session for members would be held immediately following this meeting.

Minute of Meeting

Scotland Excel Executive Sub-Committee

Date	Time	Venue
Friday, 17 November 2017	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

PRESENT

Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries and Galloway Council); Bailie Norman MacLeod (Glasgow City Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Collette Stevenson (South Lanarkshire Council) and Councillor Amanda Westlake (Shetland Islands Council).

CHAIR

Councillor John Shaw, Convener, presided.

IN ATTENDANCE

J Welsh, Director, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer and Business Services, D Benstead, Principal Procurement Specialist, S Irvine, Procurement Co-ordinator; and C Gibson Procurement Co-ordinator (Policy); (all Scotland Excel); and M Ball, Senior Accountant, D Low, 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); Councillor Altany Craik (Fife Council); Councillor Alister Mackinnon (Highland Council) and Councillor Todd Ferguson (North Ayrshire Council).

DECLARATIONS OF INTEREST

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

ORDER OF BUSINESS

The Convener advised that Item number 3(b) of the Agenda, Contract for Approval – Pest Control Services and Associated Products, had been withdrawn and would be considered at a future meeting of the Executive Sub-committee.

1 MINUTES OF EXECUTIVE SUB COMMITTEE

There were submitted the Minutes of the meetings of the Executive Sub Committee held on 30 June, 25 August, 15 September and 13 October 2017.

DECIDED: That the Minutes be approved.

2 REVENUE BUDGET MONITORING REPORT

There was submitted a joint revenue budget monitoring report by the Treasurer and the Director of Scotland Excel for the period 1 April to 13 October 2017.

The report intimated that gross expenditure was £21,000 under budget and income was currently £37,000 over-recovered which resulted in a net underspend of £58,000.

DECIDED: That the report be noted.

3a CONTRACT FOR APPROVAL - SUPPLY AND DELIVERY OF HEAVY AND MUNICIPAL VEHICLES

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for supply and delivery of heavy and municipal vehicles which would be effective from 1 January 2018 until 31 December 2021.

The report intimated that the framework covered a range of heavy vehicle chassis and body types, including the full project management of building completed vehicles to support councils' delivery of various public services.

The framework had been divided into 13 lots as detailed in table 1 of the report. Appendix 1 to the report detailed the participation, spend and savings summary of the 32 councils participating in the framework.

The forecast annual spend for participating councils was circa £37 million per annum with the framework advertised at a value of £40 million per annum equating to an estimated value of £160 million over the term of the contract. Tender responses had been received from 22 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 compliant offers had been completed and Appendix 3 to the report detailed the scoring achieved by each bidder.

Based on the evaluation undertaken and in line with the criteria and weightings detailed within the report it was recommended that a multi-supplier framework agreement be awarded to 22 suppliers across the 13 lots as detailed in Appendix 3 to the report.

DECIDED: That the award of the framework agreement, as detailed in Appendix 3 to the report, be approved.

3b CONTRACT FOR APPROVAL - PEST CONTROL SERVICES AND ASSOCIATED PRODUCTS

This item was withdrawn.

3c **CONTRACT FOR APPROVAL - PROVISION OF STEEPLEJACKS AND ASSOCIATED SERVICES**

There was submitted a report by the Director of Scotland Excel relative to the award of a new framework agreement for the supply and delivery of steeplejacks and associated services which would be effective from 8 December 2017 until 30 November 2019, with the option to extend for up to two one-year periods until 30 November 2021.

The report intimated that the framework would provide councils with a mechanism to purchase a range of steeplejack services including statutory inspection work and high level building inspections (including reports) plus reactive repairs and maintenance. The framework was advertised at £7 million over the four-year period. The commercial user intelligence group – steering group endorsed the inclusion of a single lot as summarised in table 1 of the report.

Tender responses had been received from three suppliers, and a summary of offers received and their SME status was provided in Appendix 1 to the report. Based on the criteria and scoring methodology set out within the tender document, a full evaluation of the compliant offers had been completed 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 detailed within the report it was recommended that a multi-supplier framework agreement be awarded to three suppliers.

DECIDED: That the award of the framework agreement, as detailed in Appendix 2 to the report, be approved.

4a **REQUEST FOR ASSOCIATE MEMBERSHIP OF SCOTLAND EXCEL BY WEST OF SCOTLAND HOUSING ASSOCIATION LIMITED**

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

DECIDED: That the application by West of Scotland Housing Association Limited to become an associate member of Scotland Excel, at an annual membership fee of £5,120 be approved subject to completion and signing of the agreement document.

4b **REQUEST FOR ASSOCIATE MEMBERSHIP OF SCOTLAND EXCEL BY KINGDOM HOUSING ASSOCIATION**

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

DECIDED: That the application by Kingdom Housing Association to become an associate member of Scotland Excel, at an annual membership fee of £5,652 be approved subject to completion and signing of the agreement document.

4c **REQUEST FOR ASSOCIATE MEMBERSHIP OF SCOTLAND EXCEL BY OAK**

TREE HOUSING ASSOCIATION LIMITED

There was submitted a report by the Director of Scotland Excel advising that Oak Tree Housing Association Limited had submitted an application to become an associate member of Scotland Excel.

DECIDED: That the application by Oak Tree Housing Association Limited to become an associate member of Scotland Excel, at an annual membership fee of £2,630 be approved subject to completion and signing of the agreement document.

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 the actions identified to mitigate such risks.

DECIDED:

(a) That members provide feedback on the risk register and actions identified to manage risks to the Director of Scotland Excel; and

(b) That the report be noted.

6 INITIAL OPTIONS ON THE FUTURE GOVERNANCE STRUCTURE OF SCOTLAND EXCEL

There was submitted a report by Director of Scotland Excel relative to initial options on the future governance structure of Scotland Excel. In July 2017, the Senior Management Team of Scotland Excel began to consider initial options for the future governance structure of Scotland Excel, with a view to generating sustainable future revenue streams to support new service development, and allow member requisitions to be protected from inflationary increases.

The report identified four possible options for the future governance structure: maintaining the current model; widening the powers available under the current model; adding a trading company to the current or amended model; and converting the current model into an arm's length external organisation ("ALEO") of Scotland Excel's local authority members with a trading subsidiary. It was emphasised that these options were at the early stages of consideration, and as such no conclusions had been made.

The options presented in the report sought to address various limitations arising from the organisation's current structure and provide Scotland Excel with more freedom of action (within limits set by the 32 local authorities) to respond flexibly, dynamically and quickly to the consultancy services market and access grant funding.

DECIDED:

(a) That further investigation into the future governance structure by Senior Management Team of Scotland Excel be approved;

(b) That a further report be presented to a future Joint Committee meeting in either December 2017 or June 2018; and

(c) That the contents of the report be noted.

7 AUDIT ACTIONS PROGRESS REPORT

There was submitted a report by Director of Scotland Excel relative to the Audit Actions Progress Report. Audit Scotland's 2016/17 Annual Audit Report identified that Scotland Excel's internal audit reports were not provided to members and

recommended that internal audit reports be taken to Joint Committee/Executive Sub-committee meetings.

In June 2017 Renfrewshire Council's internal audit team carried out a review of Scotland Excel's governance arrangements. A report thereon was attached as Appendix 1. The report identified one recommendation in relation to joint committee attendance. An audit tracker where Scotland Excel's audit actions were tracked and completed was attached as Appendix 2 to the report.

DECIDED:

- (a) That the area for improvement identified and the action taken be noted; and
- (b) That future internal audit reports and tracked recommendations be brought to members on a regular basis.

8 MEETINGS OF SCOTLAND EXCEL EXECUTIVE SUB COMMITTEE IN 2018

There was submitted a report by the Clerk relative to proposed dates and venues for meetings of the Executive Sub-committee in 2018.

DECIDED: That the dates and venues for meetings of the Executive Sub-committee in 2018 as detailed in the report, be approved.

9 DATE OF NEXT MEETING

DECIDED: That it be noted that the next meeting of the Executive Sub-committee would be held at 9.45 am on 8 December, 2017 in Glasgow City Chambers.