

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

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Friday, 22 November 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 Stephen Thompson (Dumfries and Galloway Council); Bailie Norman MacLeod (Glasgow City Council); Councillor John Shaw (Renfrewshire Council); Councillor Amanda Hawick (Shetland Islands Council); and Councillor Collette Stevenson (South Lanarkshire Council).

### **Chair**

Councillor Shaw, Convener, presided.

### **In Attendance**

J Welsh, Director, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer and Business Services, L Campbell, Corporate Services Manager, M Robertson, Marketing and Communications Manager, G Muir, Senior Procurement Specialist and S Nixon, Procurement Co-ordinator (all Scotland Excel); and C McCourt, Finance Business Partner and T Slater, Senior Committee Services Officer (both 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 Paul Di Mascio (North 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 25 October 2019.

In relation to item 3(b) – Security Service and Cash Collection – an amended Appendix 3 was tabled. It was agreed that the framework agreement for provision of security services and cash, approved at the meeting of the Executive Sub-committee held on 25 October 2019, be now awarded as detailed in the amended Appendix 3 tabled.

### **DECIDED:**

(a) That the Minute be approved; and

(b) That the framework for the provision of security services and cash collection be awarded, as detailed in the amended Appendix 3 tabled at the meeting.

## **2 Draft Revenue Estimates 2020/21**

There was submitted a report by the Treasurer and the Director of Scotland Excel relative to the revenue estimates of Scotland Excel including the requisition of the constituent authorities for the financial year 2020/21 along with indicative planning figures for 2021/22 and 2022/23.

The report provided information on the assumptions that the budget had been based on; a financial overview for Scotland Excel; the Scotland Excel funding model; and member authority requisitions for 2020/21.

Following discussion, it was proposed that an update report on associate membership be submitted to the meeting of the Executive Sub-committee to be held on 31 January 2020. This was agreed.

### **DECIDED:**

(a) That the revenue estimates of Scotland Excel for the financial year 2020/21, as detailed in table 1 of Appendix 1 of the report, be noted and recommended to the Joint Committee;

(b) That the requisitions from constituent authorities, as detailed in Appendix 2 to the report, be noted;

(c) That the indicative estimates for 2021/22 and 2022/23 be noted; and

(d) That an update report on associate membership be submitted to the meeting of the Executive Sub-committee to be held on 31 January 2020.

### **3(a) Contract for Approval: Supply of Social Care Case Management Solutions Software (including Installation and Maintenance)**

There was submitted a report by the Director of Scotland Excel relative to the award of a collaborative framework for the supply of social care case management solutions software (including installation and maintenance) which would operate from 1 January 2020 until 19 November 2023.

The report intimated that the requirement for this procurement had been identified through consultation with commodity user intelligence groups and presented an opportunity for Scotland Excel to provide a national collaborative solution that would drive value through consolidation of the spend, whilst alleviating the resource challenge associated with this type of procurement exercise for local authorities.

The framework had been advertised at an estimated maximum value of £28 million over the four-year period and the report summarised the outcome of the procurement process for this national framework agreement and intimated that the framework would allow councils to call off directly or use a mini-competition process if required.

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

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 2 to the report detailed the scoring achieved by each service provider.

Based on the evaluation undertaken, and in line with the criteria and weightings set out in the report, and to secure best value, capacity and coverage, it was recommended that a multi-supplier framework agreement be awarded to three suppliers as outlined in Appendix 2 to the report.

Appendix 3 to the report detailed the Scottish Living Wage status of bidders.

Following discussion, it was proposed that a report explaining the classifications used within the framework contract management process be submitted to the meeting of the Executive Sub-committee to be held on 31 January 2020.

#### **DECIDED:**

(a) That the award of the framework agreement for the supply of social care case management solutions software (including installation and maintenance), as detailed in Appendix 2 to the report, be approved; and

(b) That a report explaining the classifications used within the framework awarding process be submitted to the meeting of the Executive Sub-committee to be held on 31 January 2020.

### **3(b) Contract for Approval: Supply and Delivery of Plumbing and Heating Materials**

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 plumbing and heating materials which would operate from 1 December 2019 until 30 November 2022 with the option to extend for up to 12 months until 30 November 2023, effective from 10 December 2019.

The report summarised the outcome of the procurement process for this fourth-generation framework agreement and intimated that the framework would provide councils and other participating bodies with a mechanism to procure a range of plumbing and heating materials in support of construction projects, ongoing maintenance schedules and ad-hoc repairs.

The framework had been divided into six lots as detailed in table 1 of the report and Appendix 1 to the report detailed the participation and spend summary of those 28 councils participating in the framework. In addition to councils, the NHS, River Clyde Homes, Rossie Secure Accommodation Services, Edinburgh Leisure, Dunedin Canmore Housing Association and the Scottish Prison Service. City Building (Glasgow) have confirmed they will transition to the framework in year three at the expiry of their local agreements.

Tender responses had been received from 12 bidders, however, one bidder rejected the terms and conditions and subsequently withdrew their offer. A summary of the 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 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 agreement be awarded to nine suppliers across six lots as outlined in Appendix 3 to the report.

Appendix 4 to the report detailed the Scottish Living Wage status of suppliers.

An amended Appendix 3 was tabled at the meeting.

**DECIDED:** That the award of the framework agreement for the supply and delivery of plumbing and heating materials, as detailed in the amended Appendix 3 tabled at the meeting, be approved.

## **4 Project Review**

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

The report intimated that reports on the revenue estimates 2018/19 and the funding model review presented to the Joint Committee on 8 December 2017 and 29 June 2018, respectively, 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 and in this context, Scotland Excel continued to seek operational savings to manage its financial position flexibly to maintain the aim of minimising the level of requisition required and develop value propositions for member authorities to ensure that best value was achieved.

Five funding opportunities had been approved by the Joint Committee and were progressing, with three projects contributing targeted surpluses within the current financial year. The report provided updates in relation to each of the funding streams and advised that further updates, including delivery against income targets, would be presented to future meetings of the Joint Committee and the Executive Subcommittee.

Scotland Excel was currently developing methods or generating further innovation within the organisation, proposing future projects and sharing good practice with the wider Scotland Excel membership.

**DECIDED:** That the progress made be noted.

## **5 Request for Associate Membership: Parkhead Housing Association Limited**

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

The report provided details of the organisation and the legislative position in relation to the application.

**DECIDED:** That the application by Parkhead Association Limited to become an associate member of Scotland Excel, at an annual membership fee of £2,465, 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 1 2019/20.

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

## **7 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.

Following discussion on the risk register template, which had been revised, it was proposed that risks be listed in order of severity. This was agreed.

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

## **8 Meetings of Scotland Excel Executive Sub-committee in 2020**

There was submitted a report by the Clerk relative to proposed dates and venues for meetings of the Executive Sub-committee in 2020.

**DECIDED**: That the dates and venues for meetings of the Executive Sub-committee in 2020 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 9.45am on 6 December 2019 in Glasgow City Chambers, George Square, Glasgow.