

Notice of Meeting and Agenda Scotland Excel Executive Sub-committee

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

KENNETH GRAHAM
Clerk

Membership

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Altany Craik (Fife Council); Bailie Norman MacLeod (Glasgow City Council); Councillor Alister Mackinnon (Highland Council); Vacant position (North Ayrshire Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Amanda Hawick (Shetland Islands Council) and Councillor Collette Stevenson (South Lanarkshire Council)

Councillor John Shaw (Convener): Councillor Paul Di Mascio (Vice Convener)

Video Conferencing

Should any member wish to participate using video conferencing please contact Karen Forrest on 0141 618 7444.

Members of the Press and Public

Members of the press and public wishing to attend the meeting should report to the customer service centre where they will be met and directed to the meeting.

Further Information

This is a meeting which is open to members of the public.

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>

For further information, please either email

democratic-services@renfrewshire.gov.uk or telephone 0141 618 7112.

Items of business

Apologies

Apologies from members.

Declarations of Interest

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

- | | | |
|-------------|---|----------------|
| 1 | Minute | 5 - 6 |
| | Minute of meeting of the Executive Sub-committee held on 20 September 2019. | |
| 2 | Revenue Budget Monitoring | 7 - 10 |
| | Joint report by Treasurer and Director of Scotland Excel. | |
| 3(a) | Contract for Approval: Provision of Debt Recovery and Sheriff Officer Services | 11 - 24 |
| | Report by Director of Scotland Excel. | |
| 3(b) | Contract for Approval: Security Services and Cash Collection | 25 - 42 |
| | Report by Director of Scotland Excel. | |
| 4(a) | Request for Associate Membership: Loreburn Housing Association Limited | 43 - 44 |
| | Report by Director of Scotland Excel. | |
| 4(b) | Request for Associate Membership: Scottish Legal Aid Board | 45 - 46 |
| | Report by Director of Scotland Excel. | |
| 4(c) | Request for Associate Membership: University of Strathclyde | 47 - 48 |
| | Report by Director of Scotland Excel. | |
| 5 | Scotland Excel Conference and Supplier Excellence Awards 2020 | 49 - 52 |
| | Report by Director of Scotland Excel. | |

6 Date of Next Meeting

Note that the next meeting of the Executive Sub-committee will be held at 10.45 am on 22 November 2019 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.



Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 20 September 2019	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

Present

Councillor Charles Buchan (substitute for Provost Bill Howatson) (Aberdeenshire Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); and Councillor Collette Stevenson (South Lanarkshire Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

J Welsh, Director, H Carr, Head of Strategic Procurement, L Campbell, Corporate Services Manager, and S Morrison, Customer Account Manager (all Scotland Excel); and C McCourt, Finance Business Partner and R Devine, Senior Committee Services Officer (both Renfrewshire Council).

Also in Attendance

Paul Bonfanti and Sobhan Afzal (Audit Scotland).

Apologies

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus MacMillan Douglas (Angus Council); Provost Norman Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Graham Hutchison (City of Edinburgh Council); Councillor Altany Craik (Fife Council) and Bailie Norman MacLeod (Glasgow City 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 23 August 2019.

DECIDED: That the Minute be approved.

2 Annual Audit Report on the Annual Accounts 2018/19

Under reference to item 4 of the Minute of the meeting of the Joint Committee held on 21 June 2019 there was submitted a report by the Treasurer relative to the audited annual accounts 2018/19.

The report highlighted that the unaudited annual accounts 2018/19, submitted to the meeting of the Joint Committee in June 2019, had been amended to reflect changes identified during the audit by Audit Scotland. The external auditor's annual audit report, attached as Appendix 1 of the report, highlighted areas of significant risk which had been identified by the auditor and the amendments made to the unaudited accounts. A copy of the audited annual accounts 2018/19 was attached as Appendix 2 to the report.

The report also intimated that in accordance with the Local Authority Accounts (Scotland) Regulations 2014 the audited accounts required to be approved for signature by the Joint Committee no later than 30 September each year. It was noted 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 2019, in accordance with the accounting policies detailed in the accounts. Following approval, arrangements would be made for the audited annual accounts 2018/19 to be signed by the Director of Scotland Excel, the Convener and Treasurer.

DECIDED:

(a) That the findings of the 2018/19 audit, as detailed in the external auditor's annual audit report appended to the Treasurer's report be noted; and

(b) That the audited annual accounts 2018/19, attached as Appendix 2 to the report, be approved for signature.

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 October 2019 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.

At the conclusion of the meeting the Director took the opportunity to remind members of the Affordable Housing Event being held in the Radisson Hotel, Edinburgh on 8 October 2019 and advised that Scotland Excel had recently been shortlisted for two Go Awards –Celebrating Excellence in Public Procurement in respect of the (i) Hey Girls and (ii) Scotland's Bravest Manufacturer Company initiatives.

Scotland Excel

To: Executive Sub-Committee

On: 25 October 2019

Report by:

Joint Report by the Treasurer and the Director

Heading:

Revenue Budget Monitoring Report to 13 September 2019

1. Summary

- 1.1 At the end of Period 6, Scotland Excel is projecting an overspend of £14k by year-end in its Core activities and Projects are anticipated to contribute £173k to Core as per the budget approved in December 2018. Further detail is provided at section 3.

2. Recommendations

- 2.1 It is recommended that members note the report.

3. Background

- 3.1 At 13 September 2019, the year-to-date net expenditure for Core was £1,169k, comprising gross expenditure of £1,487k, less gross income of £318k.
- 3.2 The projection for the end of 2019/20 is an overspend for Core of £14k. This is comprised mainly of a projected overspend of £47k in Employee Costs owing to some staff backfill arrangements, offset by the additional £30k in income relating to Supported Living / Care at Home, as reported at Period 4. Scotland Excel will continue to work to reduce the projected £14k overspend to deliver to the agreed budget.
- 3.3 Income and expenditure will continue to be monitored through the financial year and this projection will be kept under review.

- 3.4 The year-to-date net expenditure for Projects is £276k, comprising gross expenditure of £558k, less gross income of £834k. Projects are expected to contribute £173k funding to Core Operations during 2019/20 as per the approved budget.
- 3.5 The following table provides an analysis of the actual spend to date along with projected net expenditure for 2019/20 and includes a summary of movement in the Revenue Reserve, as well as a glossary of terms.
- 3.6 There have been no budget adjustments since the last report.

REVENUE BUDGET MONITORING STATEMENT 2019/20
1 April 2019 to 13 September 2019

Description	Agreed Budget as at 19 July 2019	New budget adjustments	Revised Budget 2019/20	Year to Date Actual 2019/20	Projected Full Year Actual 2019/20	Projected Full Year Variance 2019/20
£000s	£000s	£000s	£000s	£000s	£000s	£000s
Employee Costs	3,108	0	3,108	1,262	3,155	(47)
Premises Related Costs	217	0	217	0	217	0
Supplies and Services	255	0	255	87	251	4
Support Costs	221	0	221	63	222	(1)
Supported Living/Care at Home	169	0	169	64	169	0
Transfer Payments	11	0	11	6	11	0
Transport Costs	35	0	35	5	35	0
Gross Expenditure	4,016	0	4,016	1,487	4,060	(44)
Requisition Income	(3,554)	0	(3,554)	0	(3,554)	0
Income from Projects	(173)	0	(173)	0	(173)	0
Temporary Use of Project Balances	(120)	0	(120)	0	0	(120)
Other Income	(155)	0	(155)	(318)	(305)	150
Gross Income	(4,002)	0	(4,002)	(318)	(4,032)	30
Drawdown from Reserves	14	0	14	1,169	28	(14)
Summary of in-year Movement in Reserves						
Opening Revenue Reserve at 1 April 2019	(246)	Project Summary				
Budgeted Draw on Reserves	14	Gross Expenditure	1,428	558	1,428	0
Projected year-end variance	(28)	Gross Income	(1,601)	(834)	(1,601)	0
Closing Revenue Reserve at 31 March 2020	(260)		(173)	(276)	(173)	0

Glossary

Employee Costs: Includes direct employee costs such as salary costs, overtime and indirect employee costs such as training, recruitment advertising

Premises Related Costs: Includes expenses directly related to the running of premises and land, eg rates, rents and leases, utilities, contract cleaning

Supplies and Services: Includes all supplies and service expenses, such as ICT costs, and administrative costs such as stationery, postages, printing and advertising

Support Costs: Includes central support charges e.g. Renfrewshire Council SLA and telephony recharges

Transfer Payments: Includes costs of payments for which no good or services are received in return e.g. Apprenticeship Levy

Transport Costs: Includes all costs associated with the provision, hire or use of transport, including travelling allowances, taxi and car hire costs and staff mileage

Other Income: Includes Associate Memberships, income from Crown Commercial Services and consultancy fee income

Scotland Excel

To: Executive Sub Committee

On: 25 October 2019

**Report
by
Director Scotland Excel**

Tender: Provision of Debt Recovery and Sheriff Officer Services

Schedule: 0619

Period: 1st December 2019 until 30th November 2022, with the option to extend for up to an additional 12-month period until 30th November 2023.

1. Introduction and Background

This recommendation is for the award of a new framework for the Provision of Debt Recovery and Sheriff Officer Services, which will operate from 1st December 2019 until 30th November 2022, with the option to extend for up to an additional 12-month period until 30th November 2023.

The requirement for this framework has arisen due to the upcoming expiration of a regional contract led by Comhairle nan Eilean Siar to procure these requirements, with Clackmannanshire Council, East Dunbartonshire Council and Highland Council acting as collaborative partners. It presents an opportunity for Scotland Excel to provide a national collaborative solution that will drive value through consolidation of the spend. Scotland Excel has engaged with these members, with the intention of using this agreement as a model from which to establish a national framework.

The framework was advertised at a value of £4.4 million over the four-year period, and this report summarises the outcome of the procurement process.

2. Scope, Participation and Spend

As part of the strategy development and through consultation with a number of User Intelligence Groups (UIGs), the inclusion of a multi-lot framework was endorsed as summarised in Figure 1.

This framework will provide a mechanism for local authorities so that they can procure a range of debt recovery and sheriff officer services, that includes, but is not limited to, debt collection services for council tax (including water and wastewater charges), non-domestic rates, housing benefit overpayments,

enforcement and diligence in relation to current and former tenant arrears, service of a variety of statutory notices, post decree services including the service of charges, service court documents sales ledger debt collection, sundry debt collection, sales ledger diligence and penalty charge notices.

It is anticipated that these services will be predominately utilised by revenue and budget departments within local authorities who do not have the capacity to retrieve outstanding debt in-house.

Figure1: Lot Structure

Lot Number	Lot Name	Framework Spend
1	Provision of Sheriff Officer Services	50%
2	Provision of Debt Recovery Services	50%

3. Procurement Process

A Prior Information Notice (PIN) was published on 6 May 2019 with 12 companies expressing an interest in the opportunity. Market engagement was conducted, resulting in 7 supplier meetings that helped to provide an understanding of the marketplace as well as current service requirements.

As a matter of best practice and to ensure that the framework aligned with local authority requirements, consultation was also conducted with local authorities to understand their service requirements and current practices surrounding the provision of these services.

To ensure maximum competition, an open tender process was used, and this was advertised on the Official Journal of the European Union and the Public Contracts Scotland portal on 9 August 2019. The tender process was conducted using the Public Contracts Scotland Tender (PCS-T) system.

The procurement process followed a two-stage tendering procedure. Stage one, Qualification, was conducted using the European Single Procurement Document (ESPD). Within the ESPD, service providers were required to answer a set of exclusionary questions along with providing details and/or acknowledgement of insurance, financial standing, quality management and health and safety policies and/or procedures.

At the second stage of the process, offers were evaluated against the undernoted criteria and weightings set against each framework lot independently:

Lot 1 – Provision of Sheriff Officer Services:

Technical	90%
Commercial	10%

Lot 2 – Provision of Debt Recovery Services:

Technical	80%
Commercial	20%

Service providers were required to indicate which local authorities they had an ability to service.

Service providers were invited to bid on the following basis;

- In the master technical section, as outlined in Figure 2, service providers were asked to evidence their knowledge and experience by responding to unscored questions on their ability to transact and vehicle environmental standards. Service providers were also asked to complete scored method statements on community benefits, contract management & customer service, fair work practices, sustainability, innovation and added value, resources and conduct, training and legislation, continuous improvement and implementation activities.
- In the lot specific technical sections, as outlined in Figure 2 below, service providers were asked to complete scored method statements on charges and enforcement, diligence for those bidding for lot 1, and scored method statements on remittance and reconciliation and debt collection for those providers bidding for lot 2 of the framework.
- In the commercial section for lot 1, service providers were asked to confirm they will abide by the statutory rate outlined within the 'table of fees' for sheriff officers, set by the Scottish Government;
- In the commercial section for lot 2, service providers were asked for a single blended percentage rate of commission covering all available debt streams that a local authority would recoup outstanding debt.

Figure 2: Scoring Breakdown

Figure 2 follows on the next page.

Section	Question	Maximum Score Available
Master Technical 70%	Community Benefits	6
	Contract Management & Customer Service	6
	Fair Work Practices	6
	Sustainability	6
	Innovation & Added Value	6
	Resources & Conduct	10
	Training & Legislation	10
	Continuous Improvement	10
	Implementation Activities	10
Lot 1 Technical 20%	Charges & Enforcement	10
	Diligence	10
Lot 1 Commercial 10%		10
Lot 2 Technical 10%	Remittance & Reconciliation	5
	Debt Collection	5
Lot 2 Commercial 20%		20

4. Report on Offers Received

The tender document was accessed by 14 organisations with 6 of those submitting an offer.

A summary of offers received from service providers and their SME status is outlined within Appendix 1 of the report.

Following a full evaluation, scoring was completed, and Appendix 2 confirms the scoring achieved by each service provider.

5. Recommendations

Based on the evaluation undertaken in line with the criteria and weightings outlined in section 3 above, it is recommended that a multi-supplier framework agreement is awarded to the service providers detailed in Appendix 2.

All of the six recommended service providers are Small / Medium Enterprises (SMEs). Appendix 1 outlines the location of the service providers, with all six of them being based in Scotland, supporting the Scottish economy.

All service providers meet the required technical specifications stipulated within the tender, as well as the ability to satisfy the broad range of services required by local authorities that are covered under this overarching framework.

6. Benefits

Savings

As this is a first-generation framework, we have been unable to benchmark against current arrangements within local authorities due to the structure of the Scotland Excel agreement.

Savings across the framework can be achieved through the blended percentage rate of commission that service providers set within lot 2 of the framework. Local

authorities will utilise this lot in order to recoup outstanding debt within their area. Historically, commission rates were set against multiple debt streams i.e. council tax, non-domestic rates, sundry debt collection etc. However, this framework has been set up as a single commission rate that encompasses all debt recovery actions across all potential debt streams, minimising the risk of fluctuating rates based on what type of 'debt' was being recovered.

During the market engagement meetings, it was raised that in previous years, commission rates were around 10-12% due to service providers taking a 10% levy when collecting council tax for local authorities. Due to the nature of the marketplace and the tight pool of competition, rates have since fallen year on year as providers vie for much sought-after business.

Price Stability

Lot 1, the provision of sheriff officer services, focusses on the citation element of the framework. i.e. serving of court documents, charges, warrants etc. Sheriff officers are bound by statutory rates set out within a fixed 'table of fees'. These rates are set by the Scottish Government and sheriff officers cannot charge higher or lower than the rate set for work within this lot. The rates are reviewed on an annual basis and changed accordingly.

In relation to Lot 2, all service providers have accepted, as part of the terms and conditions of the framework, that they will hold their percentage rates of commission firm for the duration of the framework.

Sustainable Procurement Benefits

Community Benefits

Service providers were asked to commit to the delivery of community benefit initiatives, per local authority, against pre-agreed spend threshold levels outlined within the community benefits method statement. The benefits aim to be reflective of the National Indicators outlined within the Scottish Government's National Performance framework, and their underlying vision and goals. Local authorities will accrue 'community benefit points' based on their level of spend with a supplier. These 'points' correlate to a negotiable benefit that the local authority can elect to receive at any given point throughout the lifetime of the framework. All service providers have committed to delivering these benefits.

Within the published tender documents, service providers were given a list of indicative community benefits that could be agreed with local authorities. Examples of the indicative benefits which were conveyed to providers were:

- Fundraising event for external charities / initiatives within the local authority;
- Work placements to school students from local authority;
- Offer training sessions to wider community within the local authority, offering debt advice are (non-employees / school children);

- Sponsorship of sports team or community event within the local authority to the value of £500;
- Recruit a modern (or other approved) apprentice from within the local authority; and
- Recruit one person from within the council area.

Scotland Excel will support delivery of these commitments during the lifetime of the framework and this will also be reported through ongoing contract management returns. Results reported on community benefits will be disseminated to councils on a bi-annual basis.

Fair Work Practices including the Scottish Living Wage

Service providers were also asked to confirm their approach to fair work practices and payment of the Scottish Living Wage – details of which can be found in Appendix 3. Of the six tenders received: -

- One is an accredited Living Wage employer;
- Two are not accredited Living Wage employers but commit to attaining accreditation over the initial three-year period of the framework;
- Two are not accredited Living Wage employers but pay the Living Wage to all employees (except volunteers, apprentices and interns); and
- One is not an accredited Living Wage employer and does not currently pay the Living Wage to all employees.

Scotland Excel will continue to monitor fair work practices including the Living Wage status as part of the contract management process.

Sustainability

Service providers were asked to detail their approach to sustainability and were asked how their organisation considered their environmental impact by means of reducing their carbon footprint. This can be done in many ways such as reduction in paper usage where possible, use of electronic tablets, energy efficiencies, route management planning and fuel emissions and fleet management.

The responses included a range of recycling initiatives / energy efficient schemes within offices and how service providers have worked within the current legislation to reduce paper usage. The use of electronic tablets to promote mobile working and document sharing. Office policies on recycling and energy consumption was also common across responses.

Service providers also advised that they utilised route planning technologies to set the most efficient route when carrying out visits to debtor premises, telemetry to access driving dynamics and behaviours i.e. average fuel consumption, points of rapid acceleration and excessive top speed. Responses highlighted the increased adoption of Euro 6 standard vehicles / Electric vehicles within their fleet for the delivery of services alongside ensuring they were routinely inspected.

Added Value

Within the tender, there was a scored method statement in relation to how providers could offer added value services to local authorities, in addition to those services commonly required under the framework. Responses included free debt advice to end users, translation services (written and spoken), and accompanied field visits to increase staff knowledge on the industry and strengthen communication between the local authority and the debtor.

7. Contract Mobilisation and Management

Both service providers and participating members will be issued with a mobilisation pack containing information relating to the operation of the framework, roles and responsibilities, management information requirements and community benefits commitments.

In accordance with Scotland Excel's established contract and supplier management programme, this framework has been classified as a level 3 arrangement in terms of both risk and spend. As such, Scotland Excel will review the framework with the service providers as appropriate, whilst monitoring management information and community benefits associated with this framework.

8. Summary

This framework for the Provision of Debt Recovery and Sheriff Officer Services aims to maximise collaboration, consolidate demand and deliver best value. A range of benefits can be reported in relation to price stability, community benefits, sustainability and added value.

The Executive Sub Committee is requested to approve the recommendation to award this framework to the recommended service providers as detailed within Appendix 2.

Appendix 1 – Offers Received & Status

SERVICE PROVIDER	STATUS	LOCATION	LOTS TENDERED
Alex M Adamson LLP	Medium	Falkirk	1 and 2
Michael Clark t/a Clarks Messengers-At-Arms and Sheriff Officers	Micro	Dumfries, Dumfries & Galloway	1
Alan Moulds t/a Killeen & Co	Micro	Dundee City	1
Scott & Co (Scotland) LLP	Medium	City of Edinburgh	1 and 2
Stirling Park LLP	Medium	Glasgow City	1 and 2
George Walker & Co t/a Walker Love	Medium	Glasgow City	1 and 2

Appendix 2 - Scoring and Recommendations

Lot 1 – Provision of Sheriff Officer Services		
Service Provider	Score	Awarded to Lot
George Walker & Co t/a Walker Love	97.00	Yes
Scott & Co (Scotland) LLP	96.50	Yes
Alex M Adamson LLP	94.25	Yes
Stirling Park LLP	92.75	Yes
Michael Clark t/a Clarks Messengers-At-Arms and Sheriff Officers	70.00	Yes
Alan Moulds t/a Killeen & Co	69.50	Yes

Lot 2 – Provision of Debt Recovery Services		
Service Provider	Score	Awarded to Lot
George Walker & Co t/a Walker Love	97.00	Yes
Alex M Adamson LLP	94.25	Yes
Stirling Park LLP	91.75	Yes
Scott & Co (Scotland) LLP	76.50	Yes

Appendix 3 – Recommended Service Providers with Scottish Living Wage Status

Service Provider	Accredited	Currently progressing through Scottish Living Wage accreditation process	Pay Scottish Living Wage to all employees, and committed to gaining accreditation over the initial 3 years of framework	Pay Scottish Living Wage to all employees, but not accredited	Neither accredited nor paying Scottish Living Wage, but do commit to pay the Scottish Living Wage to all employees over the initial 3 years of the framework	Neither accredited nor paying Scottish Living Wage
Alex M Adamson LLP	Yes					
Michael Clark t/a Clarks Messengers-At-Arms and Sheriff Officers						Yes
Alan Moulds t/a Killean & Co				Yes		
Scott & Co (Scotland) LLP			Yes			
Stirling Park LLP			Yes			
George Walker & Co t/a Walker Love				Yes		

Scotland Excel**To: Executive Sub Committee****On: 25 October 2019****Report
by
Director Scotland Excel****Tender: Security Services and Cash Collection****Schedule: 0719****Period: 16 September 2019 up to 15 September 2023 (effective from 1 December 2019)****1. Introduction and Background**

This recommendation is for the award of a renewal framework and will be the third generation of the security services framework. The existing collaborative framework agreement, Security Services and Equipment 0814, expires on 30 November 2019.

This framework will provide councils and other participating members with a mechanism to procure a range of security services, including guarding, stewarding, marshalling, key holding and mobile patrols. The scope of the framework also includes cash collection services. Council departments likely to use the framework include building services, facilities, community safety, events, housing and health and safety.

The framework specification requires that all suppliers are registered with the Security Industry Authority's (SIA) Approved Contractor Scheme for all security services being performed under the framework, and confirmation that all persons that are in a licensable role undertaking designated activity are licensed in accordance with the Private Security Industry Act 2001. This is in support of the Serious Organised Crime Taskforce's 2009 "Letting Our Communities Flourish" strategy, and the updated "Scotland's Serious Organised Crime Strategy" 2015.

This report summarises the outcome of the procurement process for the national framework agreement.

2. Scope, Participation and Spend

As part of the strategy development, the User Intelligence Group (UIG) approved the inclusion of four lots, summarised in Table 1 which covers the scope of member requirements for the delivery of security services. Lots 1 and 2 covered existing framework lots, while lot 3 was included to facilitate call offs where a range of security services are required. Lot 4 delivers an enhancement under this generation of the framework, by incorporating cash collection services.

Table 1

Lot No.	Description
1	Guarding and Key Holding
2	Event Stewarding and Taxi Marshalling
3	Guarding, Key Holding, Event Stewarding and Taxi Marshalling
4	Cash Collection

The lotting strategy was designed to be representative of the marketplace and member purchasing requirements.

As detailed in Appendix 1, 30 councils have confirmed their intention to participate in the framework, the remaining two councils have no anticipated requirement for security services. To allow for potential migration from existing agreements, all 32 councils were included in the contract notice for the framework.

Additionally, multiple organisations have confirmed their intention to participate, these include; NHS, Scottish Prison Service, Advanced Procurement for Universities and Colleges (APUC), Scottish Qualifications Authority, Historic Environment Scotland, National Museum Scotland, Strathclyde Passenger for Transport, Tayside Contracts and the Crown Office and Procurator Fiscal Service.

The maximum estimated value of services that may be awarded under the framework is £50 million. This contract value has been derived from information provided directly from Councils, market analysis and historic data. This is, however, a maximum value which is estimated to ensure that there is sufficient capacity within the framework to accommodate any unforeseen peaks in demand.

Procurement Process

User Intelligence Groups (UIGs) were set up comprising of key personnel from Scotland Excel member Councils to support the development of the framework. The UIG agreed the procurement route, terms and conditions and the overall strategy, and a Technical UIG developed the specification and the commercial and technical evaluation.

A Prior Information Notice (PIN) was published on 13 February 2018, initially for the renewal framework on a broader scope which included security equipment. Since then, the renewal framework has been split into two individual frameworks, one for security services and cash collection and the other for security and fire equipment.

Scotland Excel held 28 supplier meetings which resulted in the sharing of valuable information on market trends, innovations and cost drivers in the industry and the risks they face.

Furthermore, Scotland Excel worked in partnership with a range of other stakeholders to develop this framework, including the Security Industry Authority (SIA), Police Scotland, Sustainable Procurement Ltd and Zero Waste Scotland.

A contract notice was published on the Public Contracts Scotland (PCS) portal on 29 April 2019. The tender documentation was made available for immediate download via the Public Contracts Scotland Tenders (PCS-T) portal.

The procurement processes followed a two-stage Restricted Procedure under the procurement rules. Stage one, the Invitation to Participate (ITP), was conducted using the European Single Procurement Document, Scotland (ESPD). Candidates were required to answer a number of exclusionary questions along with questions on insurance, financial standing, quality management, health and safety and environmental management. Candidates were also required to confirm which lots and council areas they were offering for, and were evaluated against the following criteria and weightings:

Table 2

Question	Description	Lot 1 - 4 Weighting
1	Technical and Professional Ability - General	80
2	Key People	10
3	Supply Chain	10

Responses to the ITP were submitted by 20 candidates. These responses were evaluated in line with the criteria and weightings set out in procurement documents. As detailed in Appendix 2, 18 of the candidates passed stage one. Candidates who passed this stage were then invited to submit a tender in stage two of the procurement exercise, the Invitation to Tender (ITT).

The ITT documentation was made available for immediate download on 23 August 2019 via the Public Contracts Scotland Tenders (PCS-T) portal.

At the ITT stage, tenderers were evaluated against the following criteria and weightings:

- Technical 50%
- Commercial 50%

Within the technical section, tenderers were required to evidence their knowledge and experience by responding to the following series of technical questions:

Table 3

Question	Description	Lots 1 and 3 Weighting	Lots 2 and 4 Weighting
1	Service Delivery	12.5	15
2	Performance	12.5	15
3	Auditable Patrol	5	N/A
4	Community Benefits	10	10
5	Fair Work Practices	10	10

Within the commercial section for lots 1,2 and 3, tenderers were required to either submit a national rate applicable to all council areas or submit a separate rate for each council area and lot that they wanted to tender for, to be awarded on a per council basis.

For lot 4 only, Scotland Excel members can conduct a mini competition to establish a call off contract reflective of their bespoke cash collection requirements and geographical location.

3. Report on Offers Received

From the 18 candidates brought forward to the ITT stage, one candidate did not submit an offer. On that basis, Scotland Excel received 17 offers before the closing date.

One supplier subsequently withdrew its offer.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the 16 compliant offers was completed. Appendix 3 confirms the scoring achieved by each tenderer in each lot, per council area.

4. Recommendations

Based on the evaluation undertaken, and in line with the criteria and weightings set out above, and to secure best value, capacity and coverage, it is recommended that a multi supplier framework is awarded to 14 suppliers across the 32 geographical areas and four lots, as outlined in Appendix 3.

These 14 recommended suppliers offer nationwide coverage under the framework and 4 of the 14 suppliers are classed as SME's.

5. Benefits

Benchmarking

Scotland Excel conducted a benchmarking exercise for each council based on historic spend patterns. Based on the benchmarking, there is an estimated range of an on cost of 3.9% to a saving of 11.9%. The overall estimated saving of the framework is approximately 3.7% per annum across the participating councils, based on current spend forecast.

The estimated annual spend, saving and on cost per Council based on the results of the benchmarking are detailed in Appendix 1 – Participation, Spend and Savings Summary.

Price Stability

Framework pricing is fixed for the first year of the framework. Thereafter any price increases will require to be supported with documentary evidence and will be validated against changes in market pricing, tracked in accordance with Scotland Excel's indexation model.

Rates influenced by the Scottish Living Wage (as set by the Living Wage Foundation) or National Living Wage (The UK minimum wage) will be increased annually to reflect any changes to the National Living Wage and Scottish Living Wage. The terms differentiate between wage increases and operational costs will be subject to our established price variance procedure.

Social

In recognition of the range of social considerations important to the sector, technical award criteria assessed tenderers approach to fair work practices across a range of questions which focused on issues specifically pertaining to the security industry including; recruitment and retention of staff, including TUPE procedures, promotion of equality and diversity initiatives, employee training and development as well as other employee benefits.

This renewal framework supports the delivery of Scotland's National Outcomes including; tackling inequalities in Scottish society; living lives safe from crime, disorder and danger, sustainable places with access to amenities and services we need; we realise our full economic potential with more and better employment opportunities and we have strong resilient and supportive communities where people take responsibility for their own actions and how they affect others.

Community Benefits

Scotland Excel is committed to maximising community benefit delivery. Tenderers were asked to confirm whether they were willing to comply with our community benefits approach for the lifetime of the framework and scored on their ability to deliver it. This approach is designed to deliver local community

benefits based on individual member spend thresholds and all 14 recommended suppliers have confirmed their acceptance. The community benefits approach focused on areas relevant to the security industry and the benefits delivered will include:

- Employment opportunities, including jobs for unemployed;
- Training and accreditation, including accredited training to Scotland Excel member employees;
- Work experience, including hosting industry awareness days for public schools, colleges or jobs.

Suppliers have agreed to report ongoing delivery of community benefits to Scotland Excel on a six-monthly basis.

Fair Work Practices including the Scottish Living Wage

Suppliers were also asked to confirm their approach to the payment of the Scottish Living Wage to their workforce. As detailed in Appendix 4, four suppliers have committed to gaining Living Wage accreditation over the initial two-year period of the Framework Contract. Two suppliers are not accredited by the Living Wage Foundation but pay the Scottish Living Wage to all employees (except volunteers, apprentices and interns).

Four suppliers are Recognised Service Providers by the Living Wage Foundation and have committed to pay all their own head office staff the Scottish Living Wage as per the Living Wage Employer agreement. They have also committed to always offer a Scottish Living Wage bid alongside every market rate submittal to all prospective and current clients. All tenderers have provided a Scottish Living Wage rate as part of their commercial offer for members that are accredited.

Scotland Excel will work with all awarded suppliers during the lifetime of the framework to ensure commitments are met.

Other Benefits

Scotland Excel have included an additional lot to capture council's requirements for a cash collection service.

A lot for combined guarding stewarding and marshalling services has been created to provide Scotland Excel members with a potential 'one stop shop' approach.

Tenderers were required to provide a breakdown of their overall charge rate to improve transparency and enable Scotland Excel to understand how the supply chain manages fair work practices and facilitate negotiations to ensure best value. Scotland Excel, regulatory bodies, law enforcement agencies and other

bodies will share information as deemed necessary to; check the accuracy of information, prevent or detect fraud or crime, protect public funds and for consultation.

6. Contract Mobilisation and Management

In accordance with Scotland Excel's established Contract Supplier Management (CSM) programme, in terms of risk and spend, this framework is classified as level 2. As such, on a quarterly basis Scotland Excel will collect, analyse and review detailed supplier management information.

Standard management information will be collated in accordance with that described in the tender documentation. Achievement of key performance indicators as provided in the tender will be finalised and agreed at contract award. These will be a driver to ensure that the required service is monitored, maintained and where possible improved during the framework period. This data will form the foundation of ongoing contract and supplier management.

Scotland Excel will also hold mobilisation meetings with all awarded suppliers to ensure they understand how the framework operates and what is contractually expected of them.

7. Summary

The framework for Security Services and Cash Collection has maximised collaboration and provided a route to market for a range of pre-assessed suppliers accredited with the Security Industry Authority's (SIA) Approved Contractor Scheme.

It has also delivered a balanced approach in relation to fair work practice considerations by including a Scottish Living Wage rate in addition to the standard overall charge rate to facilitate a wide range of call offs. There are also a wide range of additional benefits, including significant local community benefits.

The Executive Sub Committee is requested to approve the recommendations to award this framework agreement as detailed in Appendix 3.

Appendix 1 – Participation and Spend Summary

Member Name	Participation in Contract	Participation Entry Date	Estimated Annual Spend (£)	Source of Spend Data	% Estimated Forecast Savings	Estimated Annual Savings (£)	Basis of Savings Calculation
Aberdeen City Council	Yes	1 December 2019	£428,885	Council	4.3%	£18,494	Benchmarked Council Data
Aberdeenshire Council	Yes	1 December 2019	£60,000	Council	3.7%	£2,249	Average Savings Figure
Angus Council	Yes	1 December 2019	£10,000	Council	3.7%	£375	Average Savings Figure
Argyll & Bute Council	Yes	1 December 2019	£245,000	Council	3.7%	£9,182	Average Savings Figure
City of Edinburgh Council	Yes	1 December 2019	£1,092,415	Council	-3.9%	-£43,012	Benchmarked Council Data
Clackmannanshire Council	Yes	1 December 2019	£295,517	Management Information	1.9%	£5,578	Benchmarked Council Data
Comhairle nan Eilean Siar	Yes	1 December 2019	£10,000	Council	3.7%	£375	Average Savings Figure
Dumfries & Galloway Council	Yes	1 December 2019	£368,429	Council	3.7%	£13,808	Average Savings Figure
Dundee City Council	Yes	1 December 2019	£733,133	Council	11.2%	£82,448	Benchmarked Council Data
East Ayrshire Council	Yes	1 December 2019	£178,885	Council	3.7%	£6,704	Average Savings Figure
East Dunbartonshire Council	Yes	1 December 2019	£85,000	Council	5.1%	£4,347	Benchmarked Council Data
East Lothian Council	Yes	1 December 2019	£137,416	Council	3.7%	£5,150	Average Savings Figure
East Renfrewshire Council	Yes	1 December 2019	£10,000	Council	6.1%	£610	Benchmarked Council Data
Falkirk Council	Yes	1 December 2019	£51,900	Council	5.1%	£2,654	Benchmarked Council Data
Fife Council	Yes	1 December 2019	£477,121	Council	5.1%	£24,301	Benchmarked Council Data
Glasgow City Council	Yes	1 December 2019	£1,500,000	Council	5.1%	£76,704	Benchmarked Council Data
Highland Council	Yes	1 December 2019	£250,000	Council	7.1%	£17,660	Benchmarked Council Data
Inverclyde Council	Yes	1 December 2019	£168,000	Council	4.7%	£7,953	Benchmarked Council Data
Midlothian Council	Yes	1 December 2019	£60,000	Council	3.7%	£2,249	Average Savings Figure
Moray Council	Yes	1 December 2019	£2,000	Council	3.7%	£75	Average Savings Figure
North Ayrshire Council	Yes	1 December 2019	£109,677	Council	3.7%	£4,110	Average Savings Figure
North Lanarkshire Council	Yes	1 December 2019	£298,327	Management Information	5.0%	£14,823	Benchmarked Council Data
Orkney Islands Council	Yes	1 December 2019	£10,000	Council	3.7%	£375	Average Savings Figure
Perth & Kinross Council	Yes	1 December 2019	£262,690	Council	11.9%	£31,389	Benchmarked Council Data
Renfrewshire Council*	Yes	1 December 2019	£50,000	Council	3.4%	£1,725	Benchmarked Council Data
Scottish Borders Council	No	N/A	N/A	N/A	0.0%	N/A	N/A
Shetland Islands Council	No	N/A	N/A	N/A	0.0%	N/A	N/A
South Ayrshire Council	Yes	1 December 2019	£25,406	Council	3.7%	£952	Average Savings Figure
South Lanarkshire Council	Yes	1 December 2019	£354,047	Council	1.9%	£6,877	Benchmarked Council Data
Stirling Council	Yes	1 December 2019	£185,000	Council	2.5%	£4,621	Benchmarked Council Data
West Dunbartonshire Council	Yes	1 December 2019	£179,415	Council	4.9%	£8,743	Benchmarked Council Data
West Lothian Council	Yes	1 December 2019	£118,657	Council	0.4%	£490	Benchmarked Council Data
Associate Members	Yes	1 December 2019	£2,869,875	Management Information	3.5%	£99,043	Benchmarked Council Data
Totals			£10,626,795		3.7%	£411,050	

*Benchmarking against Renfrewshire Council's incumbent supplier would result in a 0.0% saving.

Appendix 2 – List of Candidates and Tenderers

Name of Candidates and Tenderers	SME Status	Location	Lots Tendered
Allander Security Limited	Medium	Glasgow	1, 2 and 3
Atalian Servest Limited	Large	Suffolk	1
Confida FM Limited	Large	Ayr	1
Corporate Service Management Ltd	Small	Glasgow	1
DCL Security International Ltd	Small	Glasgow	1
Dunedin Facilities Management Limited	Small	Tranent	Did not submit a tender
Fraoch (Scotland) Limited	Medium	Glasgow	Did not pass ITP Stage
G4S Cash Solutions (UK) Ltd	Large	Surrey	4
G4S Secure Solutions (UK) Ltd	Large	Surrey	2 and 3
GTS Solutions CIC	Micro	Edinburgh	1
Kingdom Services Group Limited	Large	Newton-Le-Willows	1
Loomis (UK) Ltd	Large	Nottingham	Withdrawn tender
MITIE Security Limited	Large	London	1
Peritus Scotland Ltd	Small	Glasgow	Did not pass ITP Stage
Profile Security Services Limited	Large	North Lincolnshire	1
SecuriGroup Limited	Large	Glasgow	1, 2 and 3
Securitay Limited	Small	Dundee	1
Security Plus Limited	Large	Staffs	4
Security Scotland Ltd	Small	Glasgow	2 and 3
Vigilant Security (Scotland) Limited	Large	Dumfries	2 and 3

Appendix 3 – Scoring and Recommendations

Lot 1 Guarding and Key Holding

An asterisk (*) denotes a recommended supplier

Any shaded cells are not recommended for award or show a 'No Offer'

	Aberdeen City Council	Aberdeenshire Council	Angus Council	Argyll & Bute Council	City of Edinburgh Council	Clackmannanshire Council	Comhairle nan Eilean Siar	Dumfries & Galloway Council	Dundee City Council	East Ayrshire Council	East Dunbartonshire Council	East Lothian Council	East Renfrewshire Council	Falkirk Council	Fife Council	Glasgow City Council
Allander Security Limited*				82.66	80.84	80.84		80.80		80.80	80.80	80.80	80.84	80.84	80.23	80.84
Atalian Servest Limited*	89.35	89.35			90.00	90.00		90.00	89.35	90.00	90.00	90.00	90.00	90.00	89.35	90.00
Confida FM Limited*	66.17	66.17	66.17	68.21	66.28	68.92		68.86	66.17	68.86	68.86	66.62	68.92	68.92	68.38	68.92
Corporate Service Management Ltd*				63.28	64.74	64.77		61.44	60.98	64.40	64.67	61.38	64.81	64.73	61.02	64.88
DCL Security International Ltd *										80.29			80.53			80.54
GTS Solutions CIC	58.09	58.09	58.09	60.40	58.67	58.67	60.42	58.69	58.09	58.69	58.69	58.69	58.67	58.67	58.09	58.67
Kingdom Services Group Limited*	68.36	68.36	68.36	70.59	68.92	68.92	70.46	68.80	68.36	68.80	68.80	68.80	68.92	68.92	68.36	68.92
MITIE Security Limited*	85.64	85.64	85.64	88.13	86.27	86.27	88.13	86.27	85.64	86.27	86.27	86.27	86.27	86.27	85.64	86.27
Profile Security Services Limited*	69.24	69.24	72.32	71.51	72.94	72.94	71.47	72.81	69.24	72.92	72.92	72.92	72.94	72.94	72.32	72.94
SecuriGroup Limited*	92.28	92.28	92.27	94.74	92.90	92.89	94.70	92.86	92.28	92.86	92.86	92.86	92.89	92.89	92.28	91.83
Securitay Limited*	80.63	80.63	80.63						80.63						80.63	

	Highland Council	Inverclyde Council	Midlothian Council	Moray Council	North Ayrshire Council	North Lanarkshire Council	Orkney Islands Council	Perth & Kinross Council	Renfrewshire Council	Scottish Borders Council	Shetland Islands Council	South Ayrshire Council	South Lanarkshire Council	Stirling Council	West Dunbartonshire Council	West Lothian Council
Allander Security Limited*		80.84	80.84		80.84	80.84		80.23	80.84			82.66	80.84	80.84	80.84	80.84
Atalian Servest Limited*		90.00	90.00		90.00	90.00		89.35	90.00				90.00	90.00	90.00	90.00
Confida FM Limited*		68.93	66.68		68.92	68.93		66.17	68.92	70.47		70.54	68.92	68.92	68.93	66.68
Corporate Service Management Ltd*		64.81	64.81		64.81	64.84		60.98	64.84	63.15		66.66	64.81	64.73	64.81	64.81
DCL Security International Ltd *		80.54			80.54	80.54			80.54				80.54			
GTS Solutions CIC	58.09	58.67	58.67	58.22	58.67	58.67	60.42	58.09	58.67	60.42	60.42	60.40	58.67	58.67	58.67	58.67
Kingdom Services Group Limited*	68.36	68.92	68.92	68.35	68.92	68.92	70.46	68.36	68.92	70.46	70.46	70.59	68.92	68.92	68.92	68.92
MITIE Security Limited*	85.64	86.27	86.27	85.77	86.27	86.27	88.13	85.64	86.27	88.13	88.13	88.13	86.27	86.27	86.27	86.27
Profile Security Services Limited*	69.21	72.94	72.94	69.28	72.94	72.94	71.47	69.24	72.94	71.47	71.47	74.80	72.94	72.94	72.94	72.94
SecuriGroup Limited*	92.28	92.90	92.89	92.36	92.89	92.90	94.70	92.28	92.90	94.70	94.70	94.75	92.90	92.89	92.90	92.89
Securitay Limited*	80.63			80.63				80.63								

Lot 2 Event Stewarding and Taxi Marshalling

An asterisk (*) denotes a recommended supplier

Any shaded cells are not recommended for award or show a 'No Offer'

	Aberdeen City Council	Aberdeenshire Council	Angus Council	Argyll & Bute Council	City of Edinburgh Council	Clackmannanshire Council	Comhairle nan Eilean Siar	Dumfries & Galloway Council	Dundee City Council	East Ayrshire Council	East Dunbartonshire Council	East Lothian Council	East Renfrewshire Council	Falkirk Council	Fife Council	Glasgow City Council
Allander Security Limited*				82.50	82.50	82.50		82.50		82.50	82.50	82.50	82.50	82.50	82.50	82.50
G4S Secure Solutions (UK) Ltd*	65.86	65.86	65.87	63.29	63.30	63.30	65.54	61.67	65.86	61.67	61.67	61.67	62.54	63.30	63.30	63.30
SecuriGroup Limited*	97.25	97.49	97.50	94.09	94.16	94.16	97.50	92.41	97.49	92.41	92.41	92.41	93.32	94.16	94.16	94.16
Security Scotland Ltd	56.00	56.00	56.00	52.57	52.66	52.66	55.71	50.66	56.00	50.66	50.66	50.66	51.58	52.66	52.66	52.66
Vigilant Security (Scotland) Limited*	60.61	60.61	60.62	58.04	58.05	58.05	60.29	56.42	60.61	56.42	56.42	56.42	57.29	58.05	58.05	58.05

	Highland Council	Inverclyde Council	Midlothian Council	Moray Council	North Ayrshire Council	North Lanarkshire Council	Orkney Islands Council	Perth & Kinross Council	Renfrewshire Council	Scottish Borders Council	Shetland Islands Council	South Ayrshire Council	South Lanarkshire Council	Stirling Council	West Dunbartonshire Council	West Lothian Council
Allander Security Limited*		82.50	82.50		82.50	82.50			82.50			82.50	82.50	82.50	82.50	82.50
G4S Secure Solutions (UK) Ltd*	65.86	63.30	63.30	63.30	63.30	65.54	65.86	63.30	65.54	65.54	63.30	63.30	63.30	65.54	63.30	63.30
SecuriGroup Limited*	97.49	94.16	94.16	94.16	94.16	97.50	97.49	94.16	97.50	97.50	94.16	94.16	94.16	97.50	94.16	94.16
Security Scotland Ltd	56.00	52.66	52.66	55.71	52.66	52.66	55.71	56.00	52.66	55.71	55.71	52.66	52.66	52.66	52.66	52.66
Vigilant Security (Scotland) Limited*	60.61	58.05	58.05	58.05	58.05	60.29	60.61	58.05	60.29	60.29	58.05	58.05	58.05	60.29	58.05	58.05

Lot 3 Guarding, Key Holding, Event Stewarding and Taxi Marshalling

An asterisk (*) denotes a recommended supplier

Any shaded cells are not recommended for award or show a 'No Offer'

	Aberdeen City Council	Aberdeenshire Council	Angus Council	Argyll & Bute Council	City of Edinburgh Council	Clackmannanshire Council	Comhairle nan Eilean Siar	Dumfries & Galloway Council	Dundee City Council	East Ayrshire Council	East Dunbartonshire Council	East Lothian Council	East Renfrewshire Council	Falkirk Council	Fife Council	Glasgow City Council
Allander Security Limited*				83.13	83.13	83.13		83.13		83.13	83.13	83.13	83.13	83.13	83.13	83.75
G4S Secure Solutions (UK) Ltd*	68.28	68.27	68.27	68.27	68.27	68.27	68.27	68.27	68.27	68.27	68.27	68.27	68.27	68.27	68.27	68.81
SecuriGroup Limited*	95.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00	94.56
Security Scotland Ltd	54.54	54.53	54.53	54.53	54.53	54.53	54.53	54.53	54.53	54.53	54.53	54.53	54.53	54.53	54.53	55.14
Vigilant Security (Scotland) Limited*	63.97	63.96	63.96	63.96	63.96	63.96	63.75	63.96	63.96	63.96	63.96	63.96	63.96	63.96	63.96	64.50

	Highland Council	Inverclyde Council	Midlothian Council	Moray Council	North Ayrshire Council	North Lanarkshire Council	Orkney Islands Council	Perth & Kinross Council	Renfrewshire Council	Scottish Borders Council	Shetland Islands Council	South Ayrshire Council	South Lanarkshire Council	Stirling Council	West Dunbartonshire Council	West Lothian Council
Allander Security Limited*		83.13	83.13		83.13	83.13			83.13			83.13	83.13	83.13	83.13	83.13
G4S Secure Solutions (UK) Ltd*	68.27	68.27	68.27	68.27	68.27	68.27	68.27	68.27	68.27	68.27	68.27	68.27	68.27	68.27	68.27	68.27
SecuriGroup Limited*	95.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00	95.00
Security Scotland Ltd	54.53	54.53	54.53	54.53	54.53	54.53	54.53	54.53	54.53	54.53	54.53	54.53	54.53	54.53	54.53	54.53
Vigilant Security (Scotland) Limited*	63.96	63.96	63.96	63.96	63.96	63.96	63.96	63.96	63.96	63.96	63.96	63.96	63.96	63.96	63.96	63.96

Lot 4 Cash Collection

An asterisk (*) denotes a recommended supplier

Any shaded cells are not recommended for award or show a 'No Offer'

	Aberdeen City Council	Aberdeenshire Council	Angus Council	Argyll & Bute Council	City of Edinburgh Council	Clackmannanshire Council	Comhairle nan Eilean Siar	Dumfries & Galloway Council	Dundee City Council	East Ayrshire Council	East Dunbartonshire Council	East Lothian Council	East Renfrewshire Council	Falkirk Council	Fife Council	Glasgow City Council
G4S Cash Solutions (UK) Ltd*	73.75	73.75	73.75	73.75	73.75	73.75	73.75	73.75	73.75	73.75	73.75	73.75	73.75	73.75	73.75	73.75
Security Plus Limited*	49.75	49.75	49.75		49.75	49.75		49.75	49.75	49.75	49.75	49.75	49.75	49.75	49.75	49.75

	Highland Council	Inverclyde Council	Midlothian Council	Moray Council	North Ayrshire Council	North Lanarkshire Council	Orkney Islands Council	Perth & Kinross Council	Renfrewshire Council	Scottish Borders Council	Shetland Islands Council	South Ayrshire Council	South Lanarkshire Council	Stirling Council	West Dunbartonshire Council	West Lothian Council
G4S Cash Solutions (UK) Ltd*	73.75	73.75	73.75	73.75	73.75	73.75	73.75	73.75	73.75	73.75	73.75	73.75	73.75	73.75	73.75	73.75
Security Plus Limited*		49.75	49.75	49.75	49.75	49.75		49.75	49.75	49.75		49.75	49.75	49.75	49.75	49.75

Appendix 4 – List of Suppliers with Scottish Living Wage Status at Point of Tender

Supplier	Accredited Living Wage Employer	Currently progressing through Scottish Living Wage accreditation process	Pay Scottish Living Wage to all employees, but not accredited	Neither accredited nor paying Scottish Living Wage, but do commit to pay the Scottish Living Wage to all employees over the initial 2 years of the framework	Neither accredited nor pay the Scottish Living Wage	Recognised Service Provider by the Living Wage Foundation
Allander Security Limited						Yes
Atalian Servest Limited					Yes	
Confida FM Limited				Yes		
Corporate Service Management Ltd					Yes	
DCL Security International Ltd				Yes		
G4S Cash Solutions (UK) Ltd			Yes			
G4S Secure Solutions (UK) Ltd					Yes	
Kingdom Security Limited				Yes		
MITIE Security Limited					Yes	
Profile Security Services Limited				Yes		
SecuriGroup Limited						Yes
Securitay Limited						Yes
Security Plus Limited			Yes			
Vigilant Security (Scotland) Limited						Yes

Scotland Excel

To: Executive Sub Committee

On: 25 October 2019

Report by Director Scotland Excel

Request for Associate Membership of Scotland Excel by Loreburn Housing Association Ltd

1 Introduction

In addition to the 32 local authorities who are full members of Scotland Excel, applications can be made for Associate Membership by organisations such as council arm's length organisations, community groups, charities, housing associations and voluntary organisations which are a public body or a body that engages in activities of a public nature.

Organisations apply to Scotland Excel for Associate Membership to allow them to access the frameworks for goods and services which we have in place for our full members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

2 Application

Loreburn Housing Association Ltd has 2376 properties based in Dumfries and Galloway and is a Community Benefit Society and a charity. It is also a Registered Social Landlord.

Loreburn Housing Association Ltd pays Scottish Living Wage and is currently in the process of applying for accreditation.

To ensure the efficient and cost-effective delivery of these services it has approached Scotland Excel and requested approval to become an associate member with access to our contracts.

3 Legislative Position

Before any application is submitted for approval, a number of validation checks on the organisation are carried out. These include a review of the Memorandum & Articles of Association, the financial position and the type of contracts that the organisation is likely to access.

Scotland Excel monitors all requests from arm's length and other organisations to become associate members to ensure that any legal requirements are met. In this case, Loreburn Housing Association Ltd qualifies for membership in accordance with the Local Authorities (Goods and Services) Act 1970 section 1 (1B) (c). Namely, that it has functions that are public in nature or engages in activities of that nature so long as the purpose or effect of access to Scotland Excel's services is to facilitate its discharge of those functions or activities.

4 Recommendation

It is recommended to committee that Loreburn Housing Association Ltd application to join Scotland Excel as an associate member be approved, at a £3,564 annual fee, subject to the agreement document.

Scotland Excel

To: Executive Sub Committee

On: 25 October 2019

Report by Director Scotland Excel

Request for Associate Membership of Scotland Excel by Scottish Legal Aid Board

1 Introduction

In addition to the 32 local authorities who are full members of Scotland Excel, applications can be made for Associate Membership by organisations such as council arm's length organisations, community groups, charities, housing associations and voluntary organisations which are a public body or a body that engages in activities of a public nature.

Organisations apply to Scotland Excel for Associate Membership to allow them to access the frameworks for goods and services which we have in place for our full members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

2 Application

The Scottish Legal Aid Board are a non-departmental public set up as a result of the Legal Aid Scotland Act 1986.

Its function is to manage and improve continuously publicly funded legal assistance and to advise Scottish Ministers on its strategic development for the benefit of society. The board aims by fulfilling its strategic objectives to contribute to an efficient justice system and improved outcomes for those who need services supported by legal aid.

Scottish Legal Aid Board pay the Scottish living wage to all employees, and is also an accredited Scottish Living Wage employer.

To ensure the efficient and cost-effective delivery of these services it has approached Scotland Excel and requested approval to become an associate member with access to our contracts.

3 Legislative Position

Before any application is submitted for approval, a number of validation checks on the organisation are carried out. These include a review of the Memorandum & Articles of Association, the financial position and the type of contracts that the organisation is likely to access.

Scotland Excel monitors all requests from arm's length and other organisations to become associate members to ensure that any legal requirements are met. In this case, Scottish Legal Aid Board qualifies for membership in accordance with the Local Authorities (Goods and Services) Act 1970 section 1 (1B)(b) namely as a public authority or body.

4 Recommendation

It is recommended to committee that Scottish Legal Aid Board application to join Scotland Excel as an associate member be approved, with no annual fee, subject to the agreement document.

Scotland Excel

To: Executive Sub Committee

On: 25 October 2019

Report by Director Scotland Excel

Request for Associate Membership of Scotland Excel by University of Strathclyde

1 Introduction

In addition to the 32 local authorities who are full members of Scotland Excel, applications can be made for associate membership by organisations such as council arms-length organisations, community groups, charities, housing associations and voluntary organisations which are a public body or a body that engages in activities of a public nature.

Organisations apply to Scotland Excel for associate membership to allow them to access frameworks for goods and services. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for local authority members.

2 Application

University of Strathclyde is a Higher Education Institution based in Glasgow.

University of Strathclyde pays the Scottish Living Wage to all staff, and is an accredited Scottish Living Wage employer as well as a registered charity.

To support the efficient and cost-effective delivery of these services, University of Strathclyde has approached Scotland Excel and requested approval to become an associate member.

3 Legislative Position

Before any application is submitted to committee for consideration checks are made into the organisation, including scrutiny of the Memorandum & Articles of Association, finances, and the type of contracts which the organisation wishes to access. Membership commences following Executive Subcommittee approval and a Membership Agreement between Scotland Excel and the organisation is signed.

Scotland Excel monitors all requests from arms-length and other organisations to become associate members, in order to ensure that any legal requirements are met. In this case, University of Strathclyde qualifies for membership as they in accordance with the Local Authorities (Goods and Services) Act 1970 section 1 (1B)(b) as a public authority or body.

4 Recommendation

It is recommended to committee that University of Strathclyde application to join Scotland Excel as an associate member be approved, with no annual fee, subject to completion and signing of the agreement document.

Scotland Excel

To: Executive Sub-Committee

On: 25 October 2019

**Report
by
Director Scotland Excel**

Scotland Excel Conference & Supplier Excellence Awards 2020

1. Introduction

In 2015, Scotland Excel launched the Supplier Excellence Awards, the first-ever awards programme to recognise the role of suppliers within public procurement and identify examples of innovation and good practice being delivered by suppliers for Scotland Excel members.

The second awards programme was launched in September 2017 and culminated in a high-profile awards ceremony which took place in Glasgow in February 2018.

The awards ceremony was held in conjunction with Scotland Excel's annual conference for local government procurement professionals which has been taking place since 2009. This provided an opportunity to bring procurement officers and suppliers together on the second day of the conference.

This report outlines the work that is being undertaken to deliver the Scotland Excel Conference & Supplier Excellence Awards 2020. The conference will take place at the Radisson Blu hotel in Glasgow on 20-21 February 2020, with the awards ceremony held at the same venue on the evening of 20 February.

2. Business Objectives

The Conference & Supplier Excellence Awards contribute to the delivery of a range of commitments within Scotland Excel's operating plan relating to procurement capability, contract management, supplier engagement and business growth.

The specific objectives of the conference and awards programme are:

- To provide a conference platform tailored specifically for procurement and other professionals from Scotland Excel's member organisations which enables them to increase their knowledge, share best practice and network with their peers.
- To deliver an awards programme which encourages innovation and good practice among Scotland Excel's supply base that results in significant benefits for members and their communities.

- To capitalise on the conference and awards programme as an opportunity to enhance Scotland Excel's profile and reputation within the Scottish public, private and third sectors, which strengthens stakeholder engagement and supports growth.
- To provide networking opportunities for key Scotland Excel stakeholders, across the public, private and third sectors at both the conference and awards ceremony.

3. Project Status

The project is currently progressing in line with plans. The awards programme was launched on 25 September 2019. All eligible Scotland Excel suppliers were sent an email to advise them that the awards are open for entries and direct them to the awards website where they can submit their entries online.

This launch email forms part of a wider communications campaign which includes reminder emails, social media and news articles on Scotland Excel's corporate website. Contract owners are promoting the awards during supplier calls and meetings, and council procurement teams have been encouraged to highlight the awards to eligible suppliers.

There are eight categories of award which focus on key aspects of sustainable procurement, including an award for small and third sector suppliers. Entries close on 04 November and will be assessed using a two-stage judging process. A panel of 12 judges from local government and the wider public sector have all confirmed their participation. Shortlisted entries are expected to be announced on 20 November 2019.

Plans for the conference and awards ceremony are also underway. The agenda for the conference is in the early stages of development and will be curated around the theme of 'Inclusive Growth'. It is envisaged that the conference audience will be extended beyond procurement practitioners to other professionals within local government, such as economic development officers, that influence local growth strategies. The conference will also be open to other public sector partners and associate members involved in this area. A conference website is in development.

The awards ceremony has been planned around the highly-successful blueprint that was created for the 2018 event. Broadcaster and musician, Dougie Vipond, will reprise his role as host, and the Cabinet Secretary for Finance, Economy & Fair Work, Derek Mackay MSP, has once again been approached as the guest speaker. Invitations will be sent to key stakeholders in early November, when tickets will also go on sale for suppliers. Between 400-500 guests are expected to attend.

A range of sponsorship packages have been developed to defray the costs of the conference and awards ceremony, and approaches are being made to potential sponsors. Ticket sales for both the conference and awards ceremony will also make a significant contribution to costs. A budget tracking tool has been developed to monitor expenditure and income.

4. Recommendation

Members of the Executive Sub-Committee are asked to note that progress that has been made towards the delivery of the Conference and Supplier Awards and note the date within their diaries.

