

## Minute of Meeting Scotland Excel Executive Sub-Committee

Date	Time	Venue
Friday, 04 March 2016	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

### PRESENT

Councillors P Valentine (Angus Council); A Craik (Fife Council); M McElroy (Glasgow City Council); M Holmes (Renfrewshire Council); A Westlake (Shetland Islands Council) and Provost E Logan (South Lanarkshire Council).

### CHAIR

Councillor Holmes, Convener, presided.

### BY VIDEO CONFERENCING

Councillors C Shand (Aberdeenshire Council); B Fernie (Highland Council) and I Whyte (City of Edinburgh Council).

### APOLOGIES

Councillors N Macdonald (Comhairle Nan Eilean Siar); G Dykes (Dumfries and Galloway Council) and G McLean (North Ayrshire Council).

### IN ATTENDANCE

J Welsh, Director of Scotland Excel, S Brannagan, Head of Customer & Business Services, H Carr, Head of Strategic Procurement, N Burleigh, Senior Procurement Specialist, L Gordon, Senior Procurement Specialist, A Kowalska, Senior Procurement Specialist, E Martin, Senior Procurement Specialist and L Jones, Personal Assistant to the Director (all Scotland Excel); and D Forbes, Finance 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.

## 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 2015 to 5 February 2016.

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

## 2 CONTRACT FOR APPROVAL: SUPPLY AND DISTRIBUTION OF GROCERIES AND PROVISIONS

There was submitted a report by the Director of Scotland Excel relative to the proposed renewal framework for the supply and distribution of groceries and provisions which would operate from 1 May 2016 to 30 April 2020.

The report intimated that the framework would provide councils with a mechanism to procure a range of dairy and chilled products, dried goods, ambient goods, crisps, confectionery, soft drinks and water. A number of council services were likely to access the framework including schools, nurseries, leisure centres, community centres, social work, council buildings and civic centres. The renewal incorporated a number of enhancements to the current framework including the inclusion of locally sourced produce where possible, greater brand flexibility and an agreed product substitution list.

The framework had been split into three lots as detailed in table 1 in the report. This lotting structure recognised the current structure of the market place and had been designed to more closely align the requirements of councils and continued to maximise opportunities for small and medium-sized enterprises (SMEs) and the SME status for each bidder was detailed in Appendix 2 to 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. Orkney Islands and Stirling Councils would not be participating in the framework and discussions were currently ongoing with Glasgow City Council. It was noted that since publication of the report, updated information had been received and amendments had been made to the report and Appendix 1. The up-to-date report would be issued to members of the Sub-committee.

The framework had been advertised at £30 million per annum and seven tender responses had been received. Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the compliant offers received had been completed and Appendix 3 to the report detailed the scores relative to 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 be awarded to six suppliers across the three lots as detailed in Appendix 3 to the report.

**DECIDED:**

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

(b) That the up-to-date report referred to be issued to members of the Sub-committee.

### 3 **CONTRACT FOR APPROVAL: SUPPLY AND DELIVERY OF WASTE DISPOSAL EQUIPMENT**

There was submitted a report by the Director of Scotland Excel relative to the proposed renewal framework for the supply and delivery of waste disposal equipment which would operate from 1 April 2016 to 31 March 2019, with an option to extend for up to 12 months until 31 March 2020.

The report intimated that the framework would assist councils and other participating bodies in achieving Scottish Government targets for recycling and provide a mechanism to produce a range of waste disposal equipment including skips, large containers, compactors, balers and roll packers. The key users of the contract would be the waste and environmental departments within councils. A key objective of the framework was to ensure councils had sufficient competition, flexibility and choice of suppliers and products. The renewal incorporated a number of enhancements to the current framework including the inclusion of additional lots and products, a list of additional options and variations to skips and containers in order to streamline product customisation and increase competition within the framework.

The framework had been split into five lots as detailed in table 1 in the report. This lotting structure recognised the current structure of the supply market and had been designed to more closely align with requirements of councils and continued to maximise opportunities for small and medium-sized enterprises (SMEs) and the SME status for each bidder was detailed in Appendix 2 to the report.

Appendix 1 to the report detailed the participation, spend and savings summaries of the 29 councils participating in the framework. It was noted that the NHS, the Scottish Prison Service, Advanced Procurement for Universities and Colleges and Tayside Contracts would also be participating in the framework. Aberdeen City, East Ayrshire and East Renfrewshire Councils would not be participating. It was noted that since publication of the report, updated information had been received and amendments had been made to the report and Appendix 1. The up-to-date report would be issued to members of the Sub-committee.

The framework had been advertised at a value of £5 million over the four year period, £1.25 million per annum and 13 tender responses had been received. Based on the criteria and scoring methodology set out within the tender document, a full evaluation of the offers received had been completed and Appendix 3 to the report detailed the scores relative to 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 be awarded to six suppliers across the three lots as detailed in Appendix 3 to the report.

#### **DECIDED:**

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

(b) That the up-to-date report referred to be issued to members of the Sub-committee.

#### 4 **CONTRACT FOR APPROVAL: SUPPLY AND DELIVERY OF ELECTRICAL MATERIALS**

There was submitted a report by the Director of Scotland Excel relative to the proposed renewal framework for the supply and delivery of electrical materials which would operate from 1 April 2016 to 31 March 2018, with an option to extend for up to two 12 month periods until 31 March 2020.

The report intimated that the framework would provide councils and other participating bodies with a mechanism to procure a range of electrical materials in support of construction projects, maintenance programmes and ad-hoc repairs. A key objective of the framework was to ensure councils had sufficient competition and flexibility to effectively manage their requirements across a range of diverse building types and housing stock.

The framework had been split into eight lots as detailed in table 1 in the report. This lotting structure had been designed to more closely align with requirements of councils whilst also recognising the current structure of the market place and continued to maximise opportunities for small and medium-sized enterprises (SMEs) and the SME status for each bidder was detailed in Appendix 2 to the report.

Appendix 1 to the report detailed the participation, spend and savings summaries of the 28 councils participating in the framework. It was noted that the NHS, the Scottish Prison Service and the Scottish Government would also be participating in the framework. East Ayrshire, Fife, Glasgow City and Stirling Councils would not be participating.

The framework had been advertised at a value of £56 million for the full term of the framework and 10 tender responses had been received. Based on the criteria and scoring methodology set out within the tender document, a full evaluation of the offers received had been completed and Appendix 3 to the report detailed the scores relative to 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 be awarded to eight suppliers across the eight 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.

#### 5 **DEMOLITION CONTRACT UPDATE**

The Head of Strategic Procurement gave a verbal update on the Demolition Services contract which had been agreed at the meeting of the Executive Sub-committee held on 2 October 2015. He advised that following the meeting intelligence had been received from Police Scotland and that during the standstill period of the contract, two of the partially successful bidders had challenged the award.

In view of this, it was determined that the contract be not awarded and that the contract be re-tendered. A report on the award of this contract would be submitted to the next meeting of the Executive Sub-committee to be held on 22 April 2016.

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

## 6 **BIANNUAL REPORTING - COMMUNITY BENEFITS**

There was submitted a report by the Director of Scotland Excel relative to the development and implementation of a process to collect community benefits delivered from contracts and a summary of the benefits received.

The report intimated that at the meeting of the Scotland Excel Joint Committee held on 5 December 2014 an outline was provided of the planned development activity to allow the capture and recording of delivered benefits on a routine basis. A process had now been implemented whereby Scotland Excel collated and reported on information received from the supply base twice a year. The report detailed the results for the period April to September 2015 and Appendix 1 to the report detailed the community benefits by category for each council.

### **DECIDED:**

(a) That the progress made to date be noted; and

(b) That the measures proposed to monitor and develop community benefits in order to continue to deliver benefits beyond traditional cost savings be agreed.

## 7 **EMPLOYEE ABSENCE MANAGEMENT REPORT**

There was submitted a report by the Director of Scotland Excel relative to employee absence statistics for Scotland Excel. The report advised of the absence levels for the period October to December 2015 and provided information relating to the absence statistics and reasons.

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

### 8(a) **REQUEST FOR ASSOCIATE MEMBERSHIP OF SCOTLAND EXCEL - CULTURE PERTH & KINROSS**

There was submitted a report by the Director of Scotland Excel indicating that Culture Perth & Kinross, an arms length organisation of Perth & Kinross Council had submitted an application to become an associate member of Scotland Excel.

**DECIDED:** That the application by Culture Perth & Kinross to become an associate member of Scotland Excel, at no fee, subject to completion and signing of the agreement document, be approved.

### 8(b) **REQUEST FOR NEW ASSOCIATE MEMBERSHIP - DYSPRAXIA SCOTLAND**

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

**DECIDED:** That the application by Dyspraxia Scotland 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.

## **EXCLUSION OF PRESS AND PUBLIC**

The Sub-committee resolved that the press and public be excluded from the meeting during consideration of the following items of business as it was likely, in view of the nature of the business to be transacted, that if members of the press and public were present, that there would be disclosure to them of exempt information as defined in paragraphs 6 and 8 of Part I of Schedule 7A of the Local Government (Scotland) Act 1973.

## **DECLARATION OF INTEREST**

Prior to consideration of the following item of business, Councillor McElroy (Glasgow City Council) declared an interest and indicated his intention to leave the meeting during consideration of the item and not to take part in any discussion or voting thereon.

### **9 SECURE CARE FEE NEGOTIATIONS**

This item is exempt,

### **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 22 April 2016 in Scotland Excel Meeting Room 1, Renfrewshire House, Paisley.