

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 21 June 2019	09:45	City Chambers, Glasgow City Council, 80 George Square, Glasgow, G2 1DU

Present

Provost Bill Howatson (Aberdeenshire Council); Provost Norman Macdonald (Cohmhairle Nan Eilean Star); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Altany Craik (Fife Council); Bailie Norman MacLeod (Glasgow City Council); Councillor A Mackinnon (Highland Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Amanda Hawick (Shetland Islands Council) and Councillor Collette Stevenson (South Lanarkshire Council).

Chair

Councillor John Shaw, Convener, presided.

In Attendance

J Welsh, Director, S Brannagan, Head of Customer & Business Services, J Kenney and D Pettigrew, both Category Managers (all Scotland Excel); M Conaghan, Legal and Democratic Services Manager, C McCourt, Finance Business Partner, A McNaughton, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (all Renfrewshire Council).

Apologies

Councillor Angus Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council) and Councillor Donald L Reid (North Ayrshire Council).

Declarations of Interest

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

1 Minute of the Executive Sub-committee

There was submitted the Minute of the meeting of the Executive Sub-committee held on 31 May 2019.

DECIDED: That the Minute be approved.

2 Revenue Budget Monitoring Report to 24 May 2019

There was submitted a joint revenue budget monitoring report by the Treasurer and the Director of Scotland Excel for the period 1 April to 24 May 2019.

The report intimated that year-to-date net expenditure for Core was £214,000, which comprised gross expenditure of £370,000, less gross income of £156,000.

The Projects year-to-date net expenditure was £70,000, which comprised gross expenditure of £187,000, less gross income of £117,000. Projects were expected to contribute £173,000 funding to Core Operations during 2019/20, as per the approved budget.

The table in the report provided an analysis of the actual spend to date along with projected net expenditure for 2019/20 and included a summary of movement in the Revenue Reserve.

DECIDED: That the report be noted.

3(a) Contract for Approval: Bikeability Scotland Training Providers

There was submitted a report by the Director of Scotland Excel seeking approval for the establishment of a new Dynamic Purchasing System (DPS) for Bikeability Scotland Training Providers, which the Director of Scotland Excel had elected to establish in terms of Contract Standing Order 28 and also for the Director of Scotland Excel to be granted the appropriate delegation to appoint new entrants to the DPS during its lifetime, as detailed in the report.

The report intimated that the DPS provided an opportunity for Scotland Excel to provide a national collaborative solution to deliver a mechanism that would help raise the uptake and standard of Bikeability Scotland training received in schools.

This route to market had been chosen following careful consideration and market engagement. By tendering this opportunity as a DPS, it would allow the flexibility of new entrants to bid to join throughout the lifetime of the contract and increase, not only the supply base, but also the level of cyclist skill in Scotland through professional training.

Based on the current spend analysis and grant information provided by Cycling Scotland, the DPS had been advertised at a value of approximately £300,000 per annum and had been advertised by use by all 32 local authorities.

Appendix 1 to the report detailed the service providers requesting to be granted access to the DPS by adequately evidencing their ability to meet the defined qualification criteria, subject to final clarifications.

It was noted that any reference in the appendices to TTC Group Limited should be replaced by Cycle Experience Limited.

DECIDED:

- (a) That the establishment of the Dynamic Purchasing System (DPS) for Bikeability Scotland Training Providers be approved;
- (b) That the initial respondents selected to participate in the DPS, as detailed in Appendix 1 to the report, be approved;
- (c) That delegated authority be granted to the Director of Scotland Excel, or delegate, to approve the evaluation outcome and award participation on the DPS to new entrants completing the DPS qualification process to Scotland Excel's satisfaction, thereby enabling their participation in the DPS during its lifetime, ensuring compliance with the applicable procurement rules including the statutory 10-day maximum period for evaluation and notification of outcome;
- (d) That the Executive Sub-committee be updated on the status of available service providers on an annual basis as part of the annual Procurement Report; and
- (e) That any reference in the appendices to the report to TTC Group Limited be replaced by Cycle Experience Limited.

3(b) Contract for Approval: Asbestos Related Works and Services

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for asbestos surveys, removal and disposal and analytical services which would commence on 15 July 2019 to 14 July 2021, with an option to extend for up to a further two 12-month periods until 14 July 2023.

The report intimated that the framework enabled councils to effectively manage planned, ad-hoc and emergency asbestos related requirements in all council owned property such as housing stock and civic buildings. Several enhancements were incorporated in the renewal including the division of each lot into six geographical regions. Tenderers would offer for one, any or all lots and any region within a lot, therefore encouraging bids from local suppliers, facilitating tailored regional pricing and increasing competition and capacity for call-offs.

The report summarised the outcome of the procurement process for this national framework arrangement.

The framework had been divided into three lots as detailed in table 1 of the report and had been advertised at an estimated value of £12 million per annum. It was noted that 29 councils had confirmed their intention to participate in the framework, East Ayrshire, East Renfrewshire and Glasgow City Councils had their own contractual arrangements in place.

Tender responses had been received from 44 suppliers and a summary of offers received was detailed in Appendix 2 to the report. Based on the criteria and scoring methodology set out within the tender document, a full evaluation of the offers had been completed and Appendix 3 to the report detailed the scoring achieved by each bidder.

Based on the evaluation undertaken, and in line with the criteria and weightings detailed within the report, it was recommended that a multi-supplier framework agreement be awarded to 44 suppliers across the three lots as outlined in Appendix 3 to the report.

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

It was noted that any reference in the appendices to the report to Exova Environmental UK Limited should be replaced with Element Materials Technology Environmental UK Limited.

It was also noted that William Munro Constructions (Highland) Limited had withdrawn their submission in respect of Lot 1.

DECIDED:

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

(b) That any reference in the appendices to the report to Exova Environmental UK Limited be replaced with Element Materials Technology Environmental UK Limited; and

(c) That it be noted that William Munro Constructions (Highland) Limited had withdrawn their submission in respect of Lot 1.

3(c) Contract for Approval: Supply and Delivery of Alcoholic and Associated Beverages

There was submitted a report by the Director of Scotland Excel relative to the award of a new framework agreement for the supply and delivery of alcoholic and associated beverages which would be effective from 1 August 2019 until 31 July 2022, with the option to extend for up to an additional 12-month period until 31 July 2023.

The report intimated that the requirement for this framework had arisen due to the upcoming expiration of a regional contract led by South Ayrshire Council to procure these requirements with Edinburgh City, Fife and North Ayrshire Councils acting as collaborative partners. Scotland Excel had engaged with these councils with the intention of using this agreement as a model form which to establish a notional framework.

The new framework would provide councils with a mechanism to procure a range of alcoholic and associated beverages including, but not limited to, draught beer and packaged beer and cider, wines, spirits, ready to drink alcoholic beverages and soft drinks and mixers.

The framework had been advertised at a value of £5 million over the four-year period and the report summarised the outcome of the procurement process.

One tender response had been received and a summary of this offer was detailed in Appendix 1 to the report.

Based on the evaluation undertaken, and in line with the criteria and weightings detailed within the report, it was recommended that a single-supplier framework be awarded to Tennent Caledonian Brewers Wholesale Limited (Tennents).

The report further advised that Tennents had accepted as part of the terms and conditions of the framework that they would hold prices firm for the first 12-months of the framework.

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

4 Date of Next Meeting

DECIDED:

(a) That an additional meeting of the Executive Sub-committee be held at 10.00 am on 2 August 2019 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley; and

(b) That thereafter it be noted that the next meeting of the Executive Sub-committee would be held at 10.45 am on 23 August 2019 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 02 August 2019	10:00	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

Present

Councillor Graham Hutchison (City of Edinburgh Council); Provost Norman Macdonald (Comhairle Nan Eilean Siar); Councillor Altany Craik (Fife Council); Bailie Norman MacLeod (Glasgow City Council); Councillor Paul Di Mascio (North Lanarkshire Council); and Councillor John Shaw (Renfrewshire Council).

By Video Conference

Councillor Alister Mackinnon (Highland Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

J Welsh, Director; S Brannagan, Head of Customer & Business Services; J McKerrall, Strategic Procurement Manager; L Campbell, Corporate Services Manager; G McColl, Senior Communications Specialist and J Bowles, Category Manager (all Scotland Excel); M Conaghan, Legal & Democratic Services Manager, E Currie, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (all Renfrewshire Council).

Apologies

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus Council); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Donald L Reid (North Ayrshire Council); and Councillor Amanda Hawick (Shetland 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 21 June 2019.

DECIDED: That the Minute be approved.

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Councillors Craik and Di Mascio entered the meeting during consideration of the following item of business.

2 Contract for Approval: New Build Residential Construction

There was submitted a report by the Director of Scotland Excel relative to the award of a national collaborative framework for the construction of new build residential properties.

The report intimated that the development of this framework had been funded by 11 councils and would provide councils, housing associations and other associate members with a mechanism to procure a range of residential properties from contractors, including all enabling and ancillary works and services. The framework focused primarily on the delivery of affordable houses, bungalows and flats, but allowed for the delivery of other residential properties such as sheltered housing, student accommodation and mixed tenure properties.

The Scottish Government introduced the Affordable Housing Supply Programme (AHSP) to address the shortfall in affordable homes and fund the building of 50,000 homes by 2021. As such there was an increased demand from members for these services and this would continue beyond the period of the AHSP.

The new framework supported the delivery of Scotland's National Outcomes which included tackling inequalities in Scottish society; living in well-designed, sustainable places with access to amenities and services we need; improving life chances for children, young people and families at risk; and allowing people to maintain their independence as they get older. The framework specification encouraged delivery of properties which complied with Housing for Varying Needs and Secure by Design to maximise the adaptability of the delivered properties and the living standards of tenants.

The framework had been divided into five lots as detailed in table 1 of the report and would be effective initially for a period of 24 months from the award date with an option to extend for up to a further 24 months.

The framework had been advertised at £1.5 billion over the maximum period of four years and it was noted that 13 councils had confirmed their intention to participate in the framework from the start date. It was anticipated that a further nine councils would use the framework in future and the remaining 10 councils were not currently looking to participate in the framework as they either had no housing stock or were using their other framework arrangements. To allow for potential migration from existing

arrangements, all 32 councils were included in the contract notice for the framework. Cross sectoral discussions had been held with Advanced Procurement for Universities and Colleges and associate members, including housing associations, who had confirmed their intention to participate in the framework. Appendix 1 to the report detailed the participation and spend summary.

The report summarised the outcome of the procurement process for this national framework agreement. From the 26 candidates brought forward to the ITT stage, Scotland Excel received 22 offers before the closing date. One supplier failed to submit a complete commercial response and as such this bid was non-compliant and the supplier had been advised that they would not be considered further.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the 21 compliant offers had been completed and Appendix 3 to the report detailed the scoring achieved by each tenderer in each lot and per council area.

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 be awarded to 19 suppliers across the 32 geographical areas and five lots, as outlined in Appendix 3 to the report.

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

It was noted that Scotland Excel would host a national launch event for this framework on 8 October 2019 bringing together key players across procurement, housing and policy, together with the awarded suppliers. An invitation to this national launch event would be issued to members of the Executive Sub-committee.

It was proposed that the Director of Scotland Excel provide members of the Executive Sub-committee with information in relation to the awarded suppliers history in relation to blacklisting; and further that the Director of Scotland Excel submit regular reports to the Joint Committee on rebate income from the New Build Housing Framework and other income streams.

DECIDED:

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

(b) That the Director of Scotland Excel provide members of the Executive Sub-committee with information in relation to the awarded suppliers history in relation to blacklisting; and

(c) That the Director of Scotland Excel submit regular reports to the Joint Committee on rebate income from the New Build Housing Framework and other income streams.

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

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 23 August 2019	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

Present

Councillor Altany Craik (Fife Council); Bailie Norman MacLeod (Glasgow City Council); Councillor Alister Mackinnon (Highland Council); Councillor John Shaw (Renfrewshire Council) and Councillor Collette Stevenson (South Lanarkshire Council).

By Video Conference

Provost Norman Macdonald (Comhairle Nan Eilean Siar) and Councillor Stephen Thompson (Dumfries and Galloway Council).

Chair

Councillor John Shaw, Convener, presided.

In Attendance

J Welsh, Director, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer & Business Services, E Kidd and S Brydson, Senior Procurement Specialists and K Copland, Procurement Coordinator (all Scotland Excel); M Conaghan, Legal & Democratic Services Manager, C McCourt, Finance Business Partner and E Currie, Senior Committee Services Officer (all Renfrewshire Council).

Apologies

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); Councillor Paul Di Mascio (North Lanarkshire Council); and Councillor Amanda Hawick (Shetland Islands Council).

Declarations of Interest

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

1 Minute

There was submitted the Minute of the meeting of the Executive Sub-committee held on 2 August 2019.

It was proposed that item 2 – Contract for Approval: New Build Residential Construction – be amended by the addition of the words ‘of the Executive Sub-committee’ following the word ‘members’ in the last paragraph and decision (b) of the Minute. This was agreed.

DECIDED: That the Minute, as amended, be approved.

2 Revenue Budget Monitoring

There was submitted a joint revenue budget monitoring report by the Treasurer and the Director of Scotland Excel for the period 1 April to 19 July 2019.

The report intimated that at the end of period 4, Scotland Excel was projecting a break-even position in its Core activities and Projects were anticipated to contribute £173,000 to Core, as per the approved budget.

The 2019/20 budget had included a temporary drawdown from Project reserve balances carried forward of £120,000 to fund Supported Living/Care at Home activity. The Scottish Government had provided grant funding of £150,000 for this activity and this reserve funding was no longer required in 2019/20.

To better align to the reporting structure, budget adjustments between budget headings had been processed. In addition, a £14,000 reserve drawdown was now budgeted to cover the further 0.5% pay inflation awarded in 2028/19, as approved but not quantified in the 2019/20 budget report.

At 19 July 2019, the year-to-date net expenditure for Core was £694,000, which comprised gross expenditure of £927,000, less gross income of £233,000. The projection for the end of 2019/20 was a break-even position for Core.

The Projects year-to-date net expenditure was £59,000, which comprised gross expenditure of £341,000, less gross income of £282,000. Projects were expected to contribute £173,000 funding to Core Operations during 2019/20, as per the approved budget.

The table appended to the report provided an analysis of the actual spend to date along with projected net expenditure for 2019/20 and included a summary of movement in the Revenue Reserve, as well as a glossary of terms.

It was proposed that ‘other income’ be detailed in the glossary of terms in future revenue budget monitoring reports and this was agreed.

DECIDED:

(a) That the report be noted; and

(b) That ‘other income’ be detailed in the glossary of terms in future revenue budget monitoring reports.

Declaration of Interest

Councillor Stevenson declared a financial interest in the following item of business and that she would take no part in the discussion and decision on this item, she remained in the meeting.

3 Social Care Flexible Frameworks Governance

There was submitted a report by the Director of Scotland Excel relative to the children's residential care and education services including short breaks flexible framework agreement and the social care agency workers flexible framework agreement.

The report intimated that the regulations relating to the procurement of social care services allowed for a more flexible approach of these services, in comparison to other goods or services, known as the 'light-touch' regime. This allowed Scotland Excel more scope to choose the procurement methodology most suited to the market whilst fundamentally adhering to the EU Treaty principles of non-discrimination, equal treatment, transparency and proportionality.

Scotland Excel had utilised the flexibility of the light-touch regime and developed the children's residential care and education services including short breaks flexible framework agreement which commenced on 1 May 2018 and the social care agency workers flexible framework agreement which commenced on 1 August 2018. These were similar to a Dynamic Purchasing System (DPS) but were not subject to the same restrictions. The operation of each flexible framework agreement could be varied to suit the specific market requirements and ultimately the needs of those utilising the services.

In order to ensure equal treatment of providers applying to join any flexible framework agreement and to confirm that any new provider met the required framework standards, Scotland Excel would replicate the initial procurement procedures at the point of application for new providers to ensure they were subject to the same minimum requirements and assessment as those who had participated from the commencement dates.

Following evaluation of offers received, a report detailing the recommendation to award would be submitted to the Director of Scotland Excel, or Head of Strategic Procurement in the Director's absence, for approval. In line with the agreed governance for DPS arrangements, the Executive Sub-committee would be updated on the addition of providers to flexible framework agreements on an annual basis in the annual procurement report.

DECIDED:

(a) That authority be delegated to the Director of Scotland Excel, or Head of Strategic Procurement, in the Director's absence, or their delegates, to approve award recommendations for any new entrants for both the children's residential care and education services including short breaks and social care agency workers flexible framework agreements; and

(b) That the Executive Sub-committee be updated on the addition of providers to both flexible framework agreements on an annual basis in the annual procurement report.

4(a) Contract for Approval: Care Homes for Adults with Learning Disabilities Including Autism (CHALD)

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for care homes for adults with learning disabilities including autism which would operate from 16 September 2019 to 15 September 2023.

The report intimated that the framework had been based on the existing model whilst encompassing changes to policy, guidance and legislation and the refresh of the Keys to Life strategy. The framework sought to ensure that there continued to be sufficient choice of quality and value for money provision with the capability and capacity to deliver suitable services, as required, and sought to encourage innovative approaches to promoting choice and control, increasing life choices and improving lifestyles for adults with learning disabilities. A key element included supporting people to maintain or develop links with their preferred communities and Scotland Excel had responded to this by developing this renewal as a flexible framework agreement.

New providers and or services would be added to the framework at up to three points during the framework period and incumbent providers could have new services admitted to the framework at these points.

The framework had been advertised with an estimated value of £106 million over the four-year term and breakdown of the forecast formed Appendix 1 to the report. North Lanarkshire Council had intimated that it would not participate in this framework in line with the council's policy of not purchasing adult residential care. The framework would be open to the remaining 31 local authorities, NHS organisations and integrated bodies.

The report summarised the outcome of the procurement process for this framework. Tender responses had been received from 26 providers and 70 services. One provider could not commit to implementing the insurance requirements and withdrew their two services; another provider submitted a bid for a care home which did not meet the Care Inspectorate registration requirements and withdrew; and a further provider, who had 10 services, withdrew in the latter stages of evaluation.

Based on the criteria and scoring methodology set out in the tender documents, a full evaluation of the remaining compliant offers had been carried out and Appendix 1 to the report detailed the scoring achieved by each bidder.

The terms of the framework required that providers hold at least a grade 4 for the Care and Support criteria of a Care Inspectorate inspection. Care homes with lower grades were recommended for a deferred award which would be valid for 12 months, whereby the provider must evidence sufficient improvement and inspection grades which did meet the requirement.

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, both immediate and deferred, to 24 providers and 57 care homes as outlined in Appendix 1 to the report.

Appendix 2 to the report detailed the forecast spend; Appendix 3 to the report detailed the Scottish Living Wage status for suppliers at the point of tender; and Appendix 4 to the report detailed the SME status of providers.

It was noted that all awards to Cygnet Health Care Limited would be deferred awards and that Appendix 1 to the report would be amended to reflect this.

DECIDED:

(a) That the award of the framework agreement, as detailed in Appendix 1 to the report, as amended, be approved;

(b) That authority be delegated to the Director of Scotland Excel, or Head of Strategic Procurement, in the Director's absence, or their delegates, to approve award recommendations for any new entrants to the framework;

(c) That the Executive Sub-committee be updated on the addition of providers to the framework on an annual basis in the annual procurement report; and

(d) That it be noted that all awards to Cygnet Health Care Limited would be deferred awards and that Appendix 1 to the report would be amended to reflect this.

4(b) Contract for Approval: Supply and Delivery of Community Meals

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for the supply and delivery of community meals which would operate from 1 September 2019 until 31 August 2022, with the option to extend for up to 12 months until 31 August 2023.

The report summarised the outcome of the procurement process for this framework and intimated that the framework would provide a wide variety of nutritionally balanced, good quality, affordable meals which would be delivered to people in their own homes, community venues and council premises.

The framework had been divided into three lots as detailed in table 1 of the report and had been advertised with a forecast spend of approximately £4 million per annum across the three lots. It was noted that 16 councils had confirmed their intention to participate in the framework, however, all member councils had been listed in the contract notice as potential participants to enable them to access the framework in the future.

Tender responses had been received from two suppliers and a summary of the offers received was detailed in Appendix 2 to the report. The community meals marketplace was limited at present and the volume of bids received demonstrated this. Scotland Excel would continue to engage with SMEs to provide support and development to expand the marketplace and number of bidders who could provide these services in future.

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

Based on the evaluation undertaken, and in line with the criteria and weightings set

out in the report, it was recommended that a multi-supplier framework arrangement be awarded to two suppliers as outlined in Appendix 3 to the report.

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

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

4(c) Contract for Approval: Supply and Distribution of Fresh Bread, Rolls and Baking Products

There was submitted a report by the Director of Scotland Excel relative to the award of a new framework agreement for the supply and distribution of fresh bread, rolls and bakery products which would operate from 1 October 2019 until 30 September 2022, with the option to extend for up to an additional 12-month period until 30 September 2023.

The report summarised the outcome of the procurement process for this national framework agreement and intimated that the framework would provide a mechanism for local authorities to procure a range of fresh bread, rolls and bakery products.

Tender responses had been received from eight suppliers. One supplier failed to upload their pricing schedule by the closing date and time and had therefore been deemed non-compliant and one supplier was deemed to be non-compliant in the second stage commercial assessment. A summary of the six compliant offers received together with their SME status was detailed in Appendix 1 to the report.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of compliant offers had been carried out and Appendix 2 to the report detailed the scoring achieved by each bidder.

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

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

DECIDED: That the award of the framework agreement for supply and distribution of fresh bread, rolls and bakery products, as detailed in Appendix 2 to the report, be approved.

5(a) Request for Associate Membership of Scotland Excel by Cornerstone Community Care

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

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

It was proposed that the legal persona of organisations be confirmed in future reports relating to requests for associate membership. This was agreed.

DECIDED:

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

(b) That the legal persona of organisations be confirmed in future reports relating to requests for associate membership.

5(b) Request for Associate Membership of Scotland Excel by Scottish Courts and Tribunals Service

There was submitted a report by the Director of Scotland Excel advising that the Scottish Courts and Tribunal Service 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 the Scottish Courts and Tribunal Service to become an associate member of Scotland Excel, at no annual membership fee, be approved subject to completion and signing of the agreement documentation.

5(c) Request for Associate Membership of Scotland Excel by Scottish Police Authority

There was submitted a report by the Director of Scotland Excel advising that the Scottish Police Authority had submitted an application to become an associate member of Scotland Excel.

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

It was noted that the Scottish Policy Authority was in the process of reviewing its Scottish Living Wage status. It was proposed that this matter be revisited in six-months time and that an update report be submitted to a future meeting of the Executive Sub-committee. This was agreed.

DECIDED:

(a) That the application by the Scottish Police Authority to become an associate member of Scotland Excel, at an annual membership fee of £5,000, be approved subject to completion and signing of the agreement documentation; and

(b) That the matter of the Scottish Policy Authority reviewing its Scottish Living Wage status be revisited in six months time and that a report be submitted to a future meeting of the Executive Sub-committee.

5(d) Request for Associate Membership of Scotland Excel by Shettleston Housing Association Limited

There was submitted a report by the Director of Scotland Excel advising that Shettleston 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 Shettleston Housing Association to become an associate member of Scotland Excel, at an annual membership fee of £3,471, be approved subject to completion and signing of the agreement documentation.

6 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 20 September 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.

Minute of Meeting Scotland Excel Executive Sub-committee

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

Present

Councillor Charles Buchan (substitute for Provost Bill Howatson) (Aberdeenshire Council); Bailie Norman MacLeod (Glasgow City Council); Councillor Paul Di Mascio (North Lanarkshire Council); and Councillor John Shaw (Renfrewshire Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer and Business Services, C Taylor, Affordable Housing Project Manager, L Campbell, Corporate Services Manager, E McCluskie, Procurement Co-ordinator and C Richardson, Senior Procurement Specialist (all Scotland Excel); and M Conaghan, Legal and Democratic Services Manager, C McCourt, Finance Business Partner and E Currie, Senior Committee Services Officer (all Renfrewshire Council).

Apologies

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus MacMillan Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); Provost Norman Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Altany Craik (Fife Council); Councillor Alister MacKinnon (Highland Council); and Councillor Amanda Hawick (Shetland Islands Council).

Declarations of Interest

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

1 Minute

There was submitted the Minute of the meeting of the Executive Sub-committee held on 20 September 2019.

DECIDED: That the Minute be approved.

2 Revenue Budget Monitoring

There was submitted a revenue budget monitoring report by the Treasurer and the Director of Scotland Excel for the period 1 April to 13 September 2019.

The report intimated that Scotland Excel was projecting an overspend of £14,000 by year-end in its core activities and that it was anticipated that projects would contribute £173,000 to core.

DECIDED: That the report be noted.

3(a) Contract for Approval: Provision of Debt Recovery and Sheriff Officer Services

There was submitted a report by the Director of Scotland Excel relative to the award of a new framework for the provision of debt recovery and sheriff officer services which would operate from 1 December 2019 until 30 November 2022, with the option to extend for up to an additional 12 months until 30 November 2023.

The report intimated that the expiry of the regional contract, led by Comhairle nan Eilean Siar, to procure these requirements with Clackmannanshire, East Dunbartonshire and Highland Councils, as collaborative partners, presented an opportunity for Scotland Excel to provide a national collaborative solution that would drive value through consolidation of the spend.

The report summarised the outcome of the procurement process for this national framework agreement and intimated that the framework would provide a mechanism for local authorities to procure a range of debt recovery and sheriff officer services. It was anticipated that these services would be predominately utilised by revenue and budget departments within local authorities who did not have the capacity to retrieve outstanding debt in-house.

The framework had been divided into two lots as detailed in the report and had been advertised at a value of £4.4 million over the four-year period.

Tender responses had been received from six suppliers and Appendix 1 to the report outlined the location of the service providers with all six being based in Scotland supporting the Scottish economy.

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, it was recommended that a multi-supplier framework agreement be awarded to the service providers as outlined in Appendix 2 to the report.

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

DECIDED: That the award of the framework agreement for provision of debt recovery and sheriff officer services, as detailed in Appendix 2 to the report, be approved.

3(b) Contract for Approval: Security Services and Cash Collection

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework for the provision of security services and cash collection which would operate from 16 September 2019 until 15 September 2023, effective from 1 December 2019.

The report summarised the outcome of the procurement process for this national framework agreement and intimated that the framework would provide councils and other participating associate members with a mechanism to procure a range of security services, including guarding, stewarding, marshalling, key holding and mobile patrols and included cash collect services.

The framework had been divided into four lots as detailed in table 1 of the report and Appendix 1 to the report detailed the participation and spend summary of those participating in the framework.

It was noted that 18 candidates were brought forward to the ITT stage and one candidate did not submit an offer. Tender responses had been received from 17 suppliers by the closing date then one supplier subsequently withdrew their offer.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the 16 compliant offers had been carried out and Appendix 3 to the report detailed the scoring achieved by each tenderer in each lot per council area.

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 14 suppliers across the 32 geographical areas and four lots as outlined in Appendix 3 to the report.

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

DECIDED: That the award of the framework agreement for provision of security services and cash collection, as detailed in Appendix 2 to the report, be approved.

4(a) Request for Associate Membership: Loreburn Housing Association Limited

There was submitted a report by the Director of Scotland Excel advising that Loreburn 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 Loreburn Housing Association Limited to become an associate member of Scotland Excel, at an annual membership fee of £3,564, be approved subject to completion and signing of the agreement documentation.

4(b) Request for Associate Membership: Scottish Legal Aid Board

There was submitted a report by the Director of Scotland Excel advising that the Scottish Legal Aid Board 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 the Scottish Legal Aid Board to become an associate member of Scotland Excel, with no annual fee, be approved subject to completion and signing of the agreement documentation.

4(c) Request for Associate Membership: University of Strathclyde

There was submitted a report by the Director of Scotland Excel advising that the University of Strathclyde 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 the University of Strathclyde to become an associate member of Scotland Excel, with no annual fee, be approved subject to completion and signing of the agreement documentation.

5 Scotland Excel Conference and Supplier Excellence Awards 2020

There was submitted a report by the Director of Scotland Excel relative to Scotland Excel's Conference and Supplier Excellence Awards 2020.

The report outlined the work being undertaken to deliver the conference and awards ceremony which would be held in the Radisson Blu Hotel, Glasgow on 20 and 21 February 2020.

It was noted that this event contributed 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 report detailed the objectives of the event and the project status

DECIDED:

(a) That the progress made towards delivery of the Conference and Supplier Awards be noted; and

(b) That members note this date in their diaries.

6 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 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, 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.