

**MINUTE OF MEETING OF THE SCOTLAND EXCEL EXECUTIVE SUB-COMMITTEE  
HELD AT CITY CHAMBERS, GLASGOW ON 12 JUNE, 2015**

**PRESENT**

Councillors W Howatson (Aberdeenshire Council); P Valentine (Angus Council); I Whyte (City of Edinburgh Council); N Macdonald (Comhairle nan Eilean Siar); M McElroy (Glasgow City Council); G McLean (North Ayrshire Council); M Holmes (Renfrewshire Council); A Westlake (Shetland Islands Council) and Provost E Logan (South Lanarkshire Council).

Councillor Holmes, Convener, presided.

**APOLOGIES**

Councillors G Dykes (Dumfries and Galloway Council) and M Smith (Highland Council).

**IN ATTENDANCE**

J Welsh, Director of Scotland Excel, H Carr, Head of Strategic Procurement; J McLaggan, Business Services Manager; S Brannagan, Head of Customer & Business Services; M Robertson, Marketing and Communications Manager and N Burleigh, Procurement Specialist (all Scotland Excel); M Conaghan, Legal and Democratic Services Manager and E Coventry, Democratic Services Officer (both Renfrewshire Council) and J Thompson, Senior Procurement Officer (Angus Council).

**DECLARATIONS OF INTEREST**

The Clerk intimated this was a standard item on the Agenda and asked members to indicate if there were any declarations of interest.

No declarations of interest were expressed.

**1. MINUTE OF THE MEETING OF THE EXECUTIVE SUB-COMMITTEE**

There was submitted the Minute of the meeting of the Executive Sub-Committee held on 15 May, 2015.

**DECIDED:** That the Minute be approved.

**EXCLUSION OF PRESS AND PUBLIC**

The Joint Board resolved that the press and public be excluded from the meeting during consideration of item 2 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, there could 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.

## 2. **CONTRACTS**

### **Supply and Delivery of Community Meals**

There was submitted a report by the Director of Scotland Excel, relative to a second generation framework agreement for the supply and delivery of prepared meals for the provision of community meals service for the period 1 September 2015 until 31 August 2018 with the option to extend for up to 12 months to 1 September 2019.

The key objective of the framework was to provide high quality, appetising meals covering cultural as well as dietary needs, and including special requirements like soft foods or diabetic meals which promoted health and wellbeing. As detailed in Appendix 1, 19 councils had confirmed their intention to participate in the framework. The remaining councils had confirmed that they would not participate due to either having no requirement for community meals service or having their own arrangements in place. However, all member councils were listed in the contract notice as potential participants in order that they may access the framework in the future if required where an offer was received for them.

Councils provided meals services through a number of different models and had different purchasing requirements in addition to varying approaches to customer payment contributions, therefore the tender document was developed to reflect these requirements using the following lots: Bulk delivery of frozen meals to a central distribution point; Delivery of frozen meals to customers at home and Delivery of hot meals directly to customers at home.

The forecast spend for participating local authorities was £3.5m per annum across all three lots.

**DECIDED:** That the business be awarded as follows:

#### **Lot 1 - Bulk Delivery to a Central Distribution Point**

Apetito Limited  
ICare (GB) Limited  
MacLean's Bakery (Benbecula) Ltd

#### **Lot 2 - Frozen Delivery Service to Customers at Home Council Nominated Premises**

##### **Evaluation A - North Lanarkshire**

Apetito Limited  
ICare (GB) Limited  
Oakhouse Foods Limited

##### **Evaluation B - Aberdeen City, City of Edinburgh, Dundee City**

Apetito Limited  
ICare (GB) Limited  
Oakhouse Foods Limited

**Evaluation C - East Ayrshire**

Apetito Limited  
ICare (GB) Limited  
Oakhouse Foods Limited

**Evaluation D - East Dunbartonshire, East Renfrewshire, Falkirk, Fife, Glasgow, Inverclyde, North Ayrshire, Renfrewshire, South Ayrshire, South Lanarkshire, West Dunbartonshire, West Lothian**

Apetito Limited  
ICare (GB) Limited  
Oakhouse Foods Limited

**Evaluation E - Clackmannanshire, East Lothian, Midlothian, Perth & Kinross, Stirling**

Apetito Limited  
Oakhouse Foods Limited

**Evaluation F - Aberdeenshire, Angus, Dumfries & Galloway, Scottish Borders**

Apetito Limited  
Oakhouse Foods Limited

**Evaluation G – Moray**

Apetito Limited

**Lot 3 - Daily Delivery of Hot Meals to Customers at Home Council Nominated Premises**

**Evaluation A - Aberdeen City, City of Edinburgh, Dundee City, Glasgow**

ICare (GB) Limited  
Apetito Limited

**Evaluation B - East Ayrshire, East Dunbartonshire, East Renfrewshire, Falkirk, Fife, Inverclyde, North Ayrshire, North Lanarkshire, Renfrewshire, South Lanarkshire, West Dunbartonshire, West Lothian**

Apetito Limited  
ICare (GB) Limited

**Evaluation C - South Ayrshire**

ICare (GB) Limited  
Apetito Limited

**Evaluation D - Angus, Clackmannanshire, East Lothian, Midlothian, Stirling**

Apetito Limited

**3. DATE OF NEXT MEETING**

The next meeting would be held on 28 August, 2015.