

**MINUTE OF MEETING OF THE SCOTLAND EXCEL EXECUTIVE SUB-COMMITTEE
HELD AT RENFREWSHIRE HOUSE, PAISLEY ON 30 JANUARY, 2015**

PRESENT

Councillors 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); and Provost E Logan (South Lanarkshire Council).

Councillor Valentine, Vice Convener, presided.

APOLOGIES

Councillors G Dykes (Dumfries and Galloway Council); L Erskine (Fife Council); M Smith (Highland Council); M Holmes (Renfrewshire Council); and A Westlake (Shetland Council)..

IN ATTENDANCE

J Welsh, Director of Scotland Excel, H Carr, Head of Strategic Procurement; I McCulloch, Head of Professional Services; J McLaggan, Business Services Manager; R Bridgen, Senior Procurement Specialist; G Montgomery, Senior Procurement Specialist; L Richard, Acting Category Manager; and K Copland, Business Services Assistant (all Scotland Excel); and D Forbes, Finance Manager; E Coventry, Democratic Services Officer; and K Druce, Assistant Committee Services Officer (all Renfrewshire Council).

DECLARATIONS OF INTEREST

Councillor McElroy (Glasgow City Council) declared an interest in Item 10(b) of the Agenda as he was an employee of the Scottish Parliament and indicated his intention not to take part in any discussion or voting thereon.

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 5 December, 2014.

DECIDED: That the Minute be approved.

2. REVENUE BUDGET MONITORING REPORT

There was submitted a Revenue Budget Monitoring report by the Treasurer and Director of Scotland Excel for the period 1 April, 2014 to 2 January, 2015.

DECIDED: That the report be noted.

3. TRANSFORMING SCOTLAND EXCEL - BUSINESS, BUDGET AND WORKFORCE PLAN UPDATE REPORT

There was submitted a report by the Director which provided an update on progress made on the Transforming Scotland Excel - Business, Budget and Workforce Plan.

The report advised that the Director continued with the Stakeholder Engagement Programme to engage with all stakeholder groups to understand their requirements. The category management model of procurement continued to be embedded into the organisation with the first stages of changes in organisational structure being implemented.

A number of core projects were identified that would support Scotland Excel in achieving its goals. Each project had been assigned an internal project manager and a project brief had been agreed. The overall programme would be managed by internal Scotland Excel resources and supported and delivered by the appointment of two temporary Business Change Project Managers. The core projects launched were:- Stakeholder Engagement; Funding the future of Scotland Excel; Business and Market Intelligence; Governance, Policy and Processes; Leading Change and Organisational Development.

The report indicated that workforce planning was an ongoing aspect of business development and as such, revision of the organisational plan was required to achieve the flexibility required to reshape and manage the current and future workforce over the next year.

A number of workforce planning actions were already underway including: vacancy management; the realignment of various posts into different business areas in line with customer needs; a review of temporary employees; and an assessment of interest in Voluntary Redundancy/Voluntary Early Retirement (VR/VER). To enable Scotland Excel to take the organisation and its stakeholders to the next level of excellence through the Transformational Change Project and to enable Scotland Excel VR/VER where appropriate, it was proposed that funding of up to £200k be utilised from the forecast underspend in the current financial year 2014/15 and that any successful VR/VER applications be agreed through a phased approach over 2015.

The report intimated that over the next few months the new business plan and structure would be developed for presentation and approval for the Joint Committee on 12 June, 2015 and up until then regular update progress reports would be presented at each Committee.

DECIDED: That the report be noted.

4. PROGRESS REPORT

There was submitted a report by the Director of Scotland Excel which provided an update on the development and activities of Scotland Excel since the last meeting in terms of the five strategic aims of Scotland Excel.

DECIDED: That the report be noted.

5. ASSESSING PROCUREMENT CAPABILITY – 2014 PCA RESULTS

There was submitted a report by the Director of Scotland Excel which detailed findings of the 2014 Procurement Capability Assessment (PCA) Programme. After completion of the 2014 assessments, the sector had 4 organisations at Superior level, 25 at Improved and 3 at Conformance level of performance. The PCA was constructed of 8 sections each focussing on different aspects of procurement performance. In 2014 the section on contract and supplier management made the largest improvement (7%). This area was a particular weakness for public sector and the increase demonstrated the improvement made in this area.

An Annual Event would be held in late March 2015 to:- analyse the results of the PCA's undertaken; discuss the assessment regime that would replace the current PCA's; and address future requirements for Scotland Excel in supporting the Councils.

DECIDED: That the report be noted.

6. CONTRACTS FOR APPROVAL

(a) Janitorial Supplies

There was submitted a report by the Director of Scotland Excel relative to the framework for the supply and delivery of janitorial products for the period from 1 March 2015 until 28 February 2018 with an option to extend for up to 12 months to 28 February, 2019. The new framework was renamed Janitorial Products to establish a clear difference for customers from the Washroom Solutions framework. The framework covered a wide range of janitorial products; the significant spend items were black bin bags, paper towels and washing detergents.

The report indicated that the framework was split into three distinct product group areas within one Lot: Janitorial products; Paper products and Chemical products. Additionally each group had two sections: Highest value spend range to include products that had demonstrated expenditure in excess of £20k per annum and Mid value spend range to include products that had demonstrated spend in excess of £5k per annum. This equated to approximately £8 million per annum.

To date 29 councils and Tayside Contracts had confirmed their participation in this framework. Glasgow, Stirling and The Highlands Councils would not be participating.

DECIDED: That the business be awarded as follows.

Supply and Delivery of Janitorial Products
Unico Limited
Instock Disposables Limited
Alliance

(b) Security Services & Equipment

There was submitted a report by the Director of Scotland Excel relative to the framework for the supply and delivery of Security Services and Equipment (including installation, maintenance and repair) for the period from 1 April, 2015 to 31 March, 2018, with an option to extend for up to one year until 31 March, 2019.

The existing framework covered the supply of manned guards and the stewarding of council organised public events. The scope of the replacement framework had been extensively widened to incorporate a broader range of security services such as CCTV and alarm systems design, installation and maintenance. This framework provided councils and other participating bodies with a mechanism to procure a wide range of security services and solutions ranging from traditional manned guards to more sophisticated technology based solutions such as intruder and fire alarms, sprinkler systems and CCTV.

As part of the strategy development for this framework a full security services expenditure review was conducted and six Lots were agreed by the User Intelligence Group (UIG) incorporating the updated range of technological requirements such as CCTV and alarms etc. Based on the expenditure split, an overall framework saving figure of 7.84% was estimated, generating annual savings of approximately £1m. The following lotting structure was designed to align with council requirements and to maximise opportunities for SMEs:

The report indicated that the framework was six Lots as follows: Lot 1 - The provision of Manned Guarding Services (Including Mobile & Key holding); Lot 2 - The provision of Event Stewarding and Marshalling Services; Lot 3 - The provision of CCTV Security Systems (incl. Installation, CCTV-ARC services, maintenance & repair); Lot 4 - The provision of Security Alarm Systems (incl. Installation, ARC services, maintenance & repair); Lot 5 - The provision of Fire Detection Alarm Systems (incl. Installation, ARC services, maintenance & repair); and Lot 6 - The provision of combined CCTV, Security Alarm & Fire Systems (incl. Installation, ARC services, maintenance & repair).

To date 28 councils and Tayside Contracts have confirmed their intention to participate in this framework. Fife Council had indicated it would consider participation in the longer term subject to internal review and expiry of existing contractual arrangements. East Ayrshire Council, North Ayrshire Council and Scottish Borders Council advised they would not participate as they had arrangements in place locally. However, all member councils were listed in the EU contract notice as potential participants and may access the framework in the future if required.

DECIDED: That the business be awarded as follows:

Supplier	Award
AFA FIRE & SECURITY LTD	Lots 3, 4 5,6
Alarmfast Supervision Security Systems Ltd	Lots 5, 6
Allander Security Limited	Lot 1
Chubb Fire & Security Limited	Lots 3, 4 5,6
Croma Vigilant	Lot 2
FES Limited	Lots 3, 4 5,6
G4S Secure Solutions	Lots 1, 2
GTS Solutions CIC	Lots 1, 2
IC Fire & Security Ltd	Lots 3, 4 5,6
IRN SECURITY	Lots 3, 4 5,6
MITIE Security Ltd	Lots 1, 2
Profile Security Services Ltd	Lot 1
SecuriGroup	Lots 1, 2
Securitay Limited	Lot 1
Sercon Support Services Ltd	Lot 1
Spie Scotshield Limited	Lots 3, 4 5,6

7. EMPLOYEE ABSENCE MANAGEMENT REPORT

There was submitted a report by the Director of Scotland Excel providing information on the employee absence statistics for Scotland Excel. The report advised of the absence levels for the period to November, 2014 and provided information relating to the absence statistics and reasons thereto.

DECIDED: That the report be noted.

8. ASSOCIATE MEMBER APPLICATIONS

(a) Community Safety Glasgow

There was submitted a report by the Director of Scotland Excel indicating that a request for associate membership of Scotland Excel had been received from Community Safety Glasgow. It was noted that Community Safety Glasgow was a limited company with charitable status, established by Glasgow City Council in October 2006 as an Arms Length External Organisation (ALEO). The aim of the organisation was to prevent crime, tackle antisocial behaviour and promote community safety in the city by

delivering a range of interventions, activities and programmes across the city through schools and communities.

DECIDED: That the Community Safety Glasgow application to join Scotland Excel as an associate member be approved subject to completion and signing of the SLA and, as an ALEO of Glasgow City Council there be no annual membership fee.

(b) Scottish Parliament Corporate Body

There was submitted a report by the Director of Scotland Excel indicating that a request for associate membership of Scotland Excel had been received from the Scottish Parliament Corporate Body which was a body of the Scottish Parliament responsible for the administration of the Parliament. The Scottish Parliamentary Corporate Body was established by section 21 of, and Schedule 2 to, the Scotland Act 1998. The Scottish Parliamentary Corporate Body considered and made decisions on a wide range of issues in relation to the running of the Parliament and included the property, staff and resources that the Parliament required in order to operate.

The Scottish Parliamentary Corporate Body had expressed interest in potentially accessing some of the future contracts which Scotland Excel was developing. To enable them to do this they had submitted a request for associate membership.

DECIDED: That the Scottish Parliamentary Corporate Body application to join Scotland Excel as an associate member be approved subject to completion and signing of the SLA and payment of annual membership fee of £650.

9. DATE OF NEXT MEETING

The next meeting would be held on 6 March, 2015.

That the meeting due to be held on 22nd May be moved to 15th May 2015