



## Minute of Meeting

### Scotland Excel Chief Officers Management Group

Date	Time	Venue
Friday, 23 March 2015	14:30	Glasgow Caledonian University

#### **PRESENT**

G Proudfoot (North Lanarkshire Council); S Black (Renfrewshire Council) and C Leese-Young (West Lothian Council).

#### **BY VIDEOLINK**

S Barron and J Hyslop (both Highland Council); and D Robertson and K Dickson (Scottish Borders Council).

#### **IN ATTENDANCE**

J Welsh, Director; H Carr Head of Strategic Procurement; J McLaggan, Business Services Manager; and A Richmond, Senior Procurement Specialist (all Scotland Excel); and E Coventry, Democratic Services Officer (Renfrewshire Council).

#### **APOLOGIES**

C Innes (Aberdeen City Council); S Bruce and N Smith (City of Edinburgh Council); A Lewis, Head of Procurement (Glasgow City Council); A Gould (Highland Council); G Whitefield (North Lanarkshire Council) and G Hope (West Lothian Council).

## 1. **MINUTE**

There was submitted the Minute of the meeting of the Management Group held on 14<sup>th</sup> November, 2014.

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

## 2. **PROGRESS REPORT – BUSINESS PLAN 2014**

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.

Following discussion it was agreed that Item (a) “Deliver the Contract Delivery Programme on Time and Secure Savings in Line with Agreed Predictions” of the Best value Strategic Aim, should be regarded ‘Red’ in terms of the RAG Status due to the slippage in a number of contracts which were due to be delivered in 2014/15.

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

## 3. **REVENUE BUDGET MONITORING**

There was submitted a Revenue Budget Monitoring Report by the Treasurer and the Director of Scotland Excel relative to the Revenue Budget in position for Scotland Excel to 30<sup>th</sup> January 2015.

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

## 4. **SPEND ACTIVITY AND ESTIMATED FORECAST SAVINGS REPORT – Q2 2014/15**

There was submitted a report by the Director of Scotland Excel providing an overview of the spend activity and estimated savings achieved through the Scotland Excel collaborative contracts. The report included additional spend data provided by suppliers since the last meeting. The report covered 4 quarters from 1<sup>st</sup> October, 2013 (Quarter 3 2012/13) to 30<sup>th</sup> September, 2014 (Q2 2014/15). The report covered 60 contracts in quarter 3, 53 contracts in quarter 4, 51 contracts in quarter 1 and 53 contracts in the last reporting period.

**DECIDED:** That the participation levels and associated benefits forecast be noted.

## 5. **UPDATE ON THE CONTRACT DELIVERY SCHEDULE**

There was submitted a report by the Director of Scotland Excel which provided an update on the contract delivery schedule and contract delivery plan, summarised the progress made to date and delivery against priorities previously defined and focussed on developing and delivering new contract opportunities.

**DECIDED:** That the progress made to date be noted.

## **6. UPDATE ON THREE YEAR DEVELOPMENT PLAN**

The Director of Scotland Excel provided an update on the preparation of the three year development plan which would be submitted to the meeting of the Joint committee to be held in June 2015.

To facilitate the business review, a proposal for a six-month extension to the current Business Plan and a one year Revenue Budget Estimate 2015/16 was approved by the Executive Sub Committee on 3<sup>rd</sup> October, 2014. The Executive Sub-Committee also approved the continuation and implementation of workforce planning measures to allow for flexibility within the organisational structure.

The Director indicated that she had engaged with stakeholder groups to listen and understand their requirements from the current Business Plan. She indicated that she had introduced an internal change programme and implementation of workforce planning measures to allow for flexibility within the organisational structure.

The Plan would identify funding models/options, outline a menu of options for councils, and would enable Scotland Excel to lead on best practice and change.

The five key areas of the business plan would be updated to reflect new targets and initiatives required to enable continued progress.

### **DECIDED:**

- (a) That the proposed programme of work for the new three year Business Plan be noted; and
- (b) That the Chief Executive Officer Management Group be updated on progress made with the Plan.

## **7. DELIVERY OF NATIONAL CARE HOME PROJECT**

There was submitted a report by the Director of Scotland Excel which provided a progress update regarding Scotland Excel taking on a much more active role in the procurement and management of the National Care Home Contract and set out the expected benefits and potential risks.

Scotland Excel was in dialogue with COSLA to move forward with a value proposition and a series of sample reports had been produced for council and partnership feedback.

The report indicated that management of the National Care Home Contract could not be undertaken within present resources. The skills required to effectively manage the National Care Home Contract included procurement, commissioning, data analysis, financial accounting and risk management. The resources to support these activities needed to reflect the contract spend, circa £600m per annum with approximately 353 providers across circa 887 care homes. The resources currently in place provided capacity only to annually negotiate fees, as well as some policy development work. It was estimated that Scotland Excel would require circa £250k per annum to undertake the necessary activities. This would deliver a 0.5FTE commissioning manager, 0.5FTE legal services, one procurement specialist, a financial specialist, a data specialist and administrator. The overall cost to councils was estimated at only 0.04% of the current expenditure across Scotland.

A full project plan for transfer of responsibilities would be drawn up following formal agreement to the transfer of procurement activity to Scotland Excel.

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

## **8. MEMBERSHIP AND FUTURE AGENDA**

The Chair indicated that the Clerk would be writing to the current members of the Group to ask if they would be prepared to continue as members for a further year pending a review of the governance arrangements.

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

## **9. SUPPLIER AWARDS EVENT**

The Director advised that a Scotland Excel Supplier Excellence Awards and Development Event would take place on Thursday 11<sup>th</sup> June at the Glasgow Royal Concert Hall to celebrate good practice, innovation and suppliers who go the extra mile.

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

## **10. DATE OF NEXT MEETING**

The next meeting would be held on 29 May, 2015.