

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 06 December 2019	09:45	City Chambers, Glasgow City Council, 80 George Square, Glasgow, G2 1DU

Present

Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries and Galloway Council); Bailie Norman MacLeod (Glasgow City Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); and Councillor Amanda Hawick (Shetland Islands 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, and K Murphy, Procurement Coordinator (Policy) (all Scotland Excel); and M Conaghan, Legal and Democratic Services Manager, C McCourt, Finance Business Partner, E Currie, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (all Renfrewshire Council).

Apologies

Councillor Graham Hutchison (City of Edinburgh Council); and Councillor Alister Mackinnon (Highland Council).

Declarations of Interest

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

Order of Business

In terms of Standing Order 12, the Convener intimated that he proposed to alter the order of business to facilitate the conduct of the meeting by considering item 2 of the agenda after item 3 of the agenda.

1 Minute

There was submitted the Minute of the meeting of the Executive Sub-committee held on 22 November 2019.

DECIDED: That the Minute be approved.

2 Living Wage Terminology

There was submitted a report by the Director of Scotland Excel relative to the various definitions used when referring to the Living Wage and outlining the terminology Scotland Excel would use in future reports.

The report provided information in relation to the Real Living Wage; the Scottish Living Wage; the Scottish Local Government Living Wage; the Glasgow Living Wage; the National Minimum Wage; and the National Living Wage.

DECIDED: That, in line with the Scottish Government, Scotland Excel would support the voluntary rate rather than the legal minimum rate of pay set by the UK Government and in recognising that the various definitions and terminology could be confusing, Scotland Excel would consistently and strongly promote the voluntary rate and the use of the term 'Real Living Wage' to make a distinction from the legal minimum rate set by the UK Government.

3 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 8 November 2019.

The report intimated that Scotland Excel was projecting a break-even position by year-end in its core activities and that it was anticipated that projects would contribute £173,000 to core.

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.

Sederunt

Provost Macdonald entered the meeting during consideration of the following item of business.

4 National Care Home Contract Cost Model

There was submitted a report by the Director of Scotland Excel providing an update on work being undertaken to complete the National Care Home Contract (NCHC) Cost Model.

The report intimated that the Cost Model had been developed to provide a transparent and evidence-based approach to underpin the national rate and provide longer-term sustainability for care homes for older people in Scotland. Agreement had been reached on the majority of the elements contained in the Cost Model which related to direct care, however, for the past three years, there had been no agreement on the business cost elements of the model. Last year's offer to the care home sector had been based on the Cost Model and it was agreed that further joint work would be required on the business costs and commercial return section in an attempt to finalise the model. This did not impact on the rate offered and it was made clear to the sector that it might be necessary to look at an alternative approach to reach agreement from April 2020 onwards, given the number of benchmarks rejected by them on the basis that they fell short of their member's expectations.

It was unlikely that agreement on the whole model would be reached for the 2020/21 national rate and it was proposed that the Cost Model be used to enter into negotiation with the sector on the annual uplift based on the direct care costs. Scotland Excel, supported by CoSLA, would lead the negotiation for local government.

Scottish Care called an Extraordinary General Meeting on 30 October 2019 followed by a member vote which concluded on 8 November 2019. Scottish Care advise that their members voted to accept the agreed Cost Care Model elements related to Direct Care Costs and for further negotiation on the outstanding elements of capital and provider return, occupancy and efficiency. Effectively members voted for a continuance of the national approach on agreeing the National Care Home Contract and Cost Model.

Scotland Excel had advised stakeholders of the current position and would lead negotiations with the sector supported by CoSLA following further consultation with stakeholders.

DECIDED: That the report be noted.

5 Contract Delivery Plan Update

There was submitted an update report by the Director of Scotland Excel relative to the progress of the 2019/20 contract delivery plan.

The report intimated that the contract delivery plan comprised framework renewals, new developments, framework extensions and frameworks with ongoing contract management only and appendices 1 to 4 to the report provided further details.

The report highlighted that contract delivery remained active with 73 current frameworks in the Scotland Excel portfolio, 12 of which were planned for renewal throughout the year; a further 15 new frameworks were planned for the year, nine of which had been delivered to date; and a further 23 frameworks on the current portfolio had extension options, 21 of which had already been approved.

The estimated forecast value of the Scotland Excel framework portfolio by 31 March 2020 would be approximately £1.9 billion.

It was noted that overall, efficiencies delivered to date were 2.7% which was above the 2.5% forecast savings.

In addition to the activity detailed in appendices 1 to 4, Scotland Excel had explored the benefits of further collaborative procurement across high spend, critical service areas of adult social care and construction; was currently evaluating the tender for care and support services, with the framework scheduled to go live in February 2020; would be working with members to undertake the strategy development phase of the Engineering and Construction Consultancy, with the framework scheduled to go live in Autumn 2020; and would continue to work in conjunction with the Digital Office to procure a replacement Social Work Care Case Management System.

As detailed in Appendix 5 to the report, contract participation levels remained high with spend levels in excess of 87% against forecast in the 12 months from July 2018 to June 2019. Expenditure across the portfolio was anticipated to continue to rise over the course of next year and beyond.

It was proposed that future reports contain reference to the targets set and that information be presented using the traffic light system of red, amber and green. This was agreed unanimously.

DECIDED:

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

(b) That future reports contain information regarding targets set and that the information be presented using the traffic light system of red, amber and green.

6 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 ending 31 October 2019, the previous six and 12 months and provided information relating to the absence statistics and reasons.

It was proposed that information relating to the previous three years be detailed in future reports. This was agreed unanimously.

DECIDED:

(a) That the report be noted; and

(b) That information relating to the previous three years be detailed in future reports.

7 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 31 January 2020 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 31 January 2020	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

Present

Councillor Altany Craik (Fife Council); Councillor John Shaw (Renfrewshire Council); Councillor Amanda Hawick (Shetland Islands Council) and Councillor Collette Stevenson (South Lanarkshire Council).

By Video Conference

Councillor Gillian Owen (Aberdeenshire Council) (substitute for Provost Bill Howatson (Aberdeenshire Council); Provost Norman Macdonald (Comhairle Nan Eilean Siar) and Councillor Stephen Thompson (Dumfries and Galloway 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 Richard, Strategic Procurement Manager and I Murray, Senior Client Services Specialist (all Scotland Excel); and M Conaghan, Legal and Democratic Services Manager and K O'Neill, Assistant Democratic Services Officer (both Renfrewshire Council).

Apologies

Provost Bill Howatson (Aberdeenshire Council); Councillor Graham Hutchison (City of Edinburgh Council); Bailie Norman MacLeod (Glasgow City 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 the commencement of the meeting.

1 Minute

There was submitted the Minute of the meeting of the Executive Sub-committee held on 6 December 2019.

DECIDED: That the Minute be approved.

2 Contract for Approval: Supply and Distribution of Fresh Fruit and Vegetables

There was submitted a report by the Director of Scotland Excel relative to the award of a new framework for the supply and distribution of fresh fruit and vegetables which would operate from 1 April 2020 until 31 March 2022, with the option to extend for up to an additional two 12 month periods until 30 March 2024.

The framework provided councils and other participating bodies with a mechanism to procure a range of fresh/organic fruit and vegetables and supported councils with the introduction of the revised nutrition act that required a minimum of two portions of vegetables and a portion of fruit to be offered as part of a school lunch, in both primary and secondary schools.

The framework had been divided into two lots as detailed in figure 1 of the report and had been advertised at a value of £6 million over the four-year period.

Tender responses had been received from six suppliers and Appendix 1 to the report provided a summary of the offers received.

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 across two lots as outlined in Appendix 2.

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

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

3 Update on Social Work Care Case Management Framework Award Recommendation

The Head of Strategic Procurement gave a verbal update outlining changes required to the Social Work Case Management Framework presented to the meeting of this Executive Sub-committee held on 22 November 2019.

Members were advised that the scale of the level of detail in the framework required to be amended and that a presentation on this award be delivered at a future meeting of the Executive Sub-committee.

DECIDED:

(a) That the information provided by the Head of Strategic Procurement on the Social Work Care Case Management Framework Award recommendation be noted; and

(b) That a presentation on this award be delivered at a future meeting of the Executive Sub-committee.

4 Associate Member Update Report

There was submitted a report by the Director of Scotland Excel which provided an update on Scotland Excel associate membership.

The report intimated that associate members had always been part of Scotland Excel's membership base and generally joined Scotland Excel to take advantage of a particular contract. There was little or no engagement between associate members and Scotland Excel after the initial joining period which resulted in a relatively static membership level with an equivalent number of members joining and leaving over the years.

Scotland Excel associate membership was classified into five main groups, housing associations, Council arm's length organisations (ALEOs), transport bodies, organisations utilising reciprocal arrangements (Scottish Government and education) and other bodies and table 1 of the report detailed the breakdown of associate members per group.

The growth of associate membership was detailed in figure 1 of the report; the current income breakdown of associate members as at January 2020 was detailed in figure 2 of the report; the increase in the number of housing associations was detailed in figure 3 of the report; and the current fee split of associate members was detailed in figure 4 of the report.

Scotland Excel were currently updating its Associate Strategy which would be presented to committee in February 2020; were also introducing a lite touch account management process for associates to encourage take up of contracts and promotion of additional services; and would continue to review spend levels of associates to ensure that the fee reflected the usage from the associate.

DECIDED: That the progress made with regard to the ongoing work with current associate members and to encourage suitable organisations to apply for membership be noted.

5(a) Request for Associate Membership: West College Scotland

There was submitted a report by the Director of Scotland Excel advising that West College Scotland 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 and advised that no annual fee was payable as all education establishments were covered under the reciprocal no fee agreement.

DECIDED: That the application by West College Scotland to become an associate member of Scotland Excel, at no annual fee, be approved subject to completion and signing of the agreement documentation.

5(b) Request for Associate Membership: National Museums Scotland

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

5(c) Request for Associate Membership: Ardenglen Housing Association Limited

There was submitted a report by the Director of Scotland Excel advising that Ardenglen 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 Ardenglen Housing Association Limited to become an associate member of Scotland Excel, at an annual membership fee of £1,437, be approved subject to completion and signing of the agreement documentation.

5(d) Request for Associate Membership: Dunbritton Housing Association Limited

There was submitted a report by the Director of Scotland Excel advising that Dunbritton 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 Dunbritton Housing Association Limited to become an associate member of Scotland Excel, at an annual membership fee of £1,329, be approved subject to completion and signing of the agreement documentation.

6 Single Use Plastics Update Report

There was submitted a report by the Director of Scotland Excel relative to single use of plastic items within Scotland Excel frameworks.

The Single Use Plastics Update Report January 2020 was appended to the report and provided an update on progress made to date and outlined development activity being undertaken to continue to drive the sourcing of viable alternative products.

DECIDED: That the report and progress made to date be noted.

7 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 28 February 2020 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 28 February 2020	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

Present

Provost Norman Macdonald (Comhairle Nan Eilean Siar); Councillor Altany Craik (Fife Council); Baillie Norman MacLeod (Glasgow City Council); Councillor John Shaw (Renfrewshire Council); and Councillor Collette Stevenson (South Lanarkshire Council).

By Video Conference

Provost Bill Howatson (Aberdeenshire Council) and Councillor Stephen Thompson (Dumfries and Galloway 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, S Brydson, Senior Procurement Specialist, J Hunt, Strategic Programme Manager, A Kowalska, Procurement Co-ordinator and L Cairns, Senior Procurement Specialist (all Scotland Excel); and M Conaghan, Legal and Democratic Services Manager (for items 1 and 2 only), C McCourt, Finance Business Partner, E Currie, 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); Councillor Alister MacKinnon (Highland 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 the commencement of the meeting.

1 Minute

There was submitted the Minute of the meeting of the Executive Sub-committee held on 31 January 2020.

In relation to item 4 – Associate Member Update Report – the Director of Scotland Excel advised that the report in relation to Scotland Excel’s Associate Strategy would be submitted to the meeting of this Sub-committee to be held on 27 March 2020.

DECIDED:

(a) That the Minute be approved; and

(b) That it be noted that the report in relation to Scotland Excel’s Associate Strategy would be submitted to the meeting of this Sub-committee to be held on 27 March 2020.

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 2019 to 3 January 2020.

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

The table appended to 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.

It was proposed that the information contained in future revenue budget monitoring reports be presented in a different format and this was agreed.

DECIDED:

(a) That the report be noted; and

(b) That the information contained in future revenue budget monitoring reports be presented in the format agreed by the Sub-committee.

3(a) Contract for Approval: National Flexible Framework for Care and Support Services

There was submitted a report by the Director of Scotland Excel relative to the award of the first national flexible framework agreement for the provision of care and support services, care at home and supported living services, in Scotland which would operate from 1 April 2020 until 31 March 2024.

The report intimated that the flexible nature of this framework meant that it would re-open on a six-monthly basis throughout its four-year duration to allow new providers to join, ensuring that a diverse range of services and providers were available to meet the varying needs of people across the country, and promote choice for people who needed support.

Scotland Excel had been funded by the Scottish Government to explore collaborative opportunities in the delivery of care and support services in Scotland and following significant stakeholder engagement, a flexible framework was developed to deliver services predominately delivered into people's own homes and communities.

Currently, councils and Health and Social Care Partnerships (HSCPs) in Scotland contracted separately for these services and this flexible framework provided an opportunity to introduce a single procurement approach, minimising repetition to enable commissioners to focus on ensuring that individual needs were understood and that care packages were enabled to support this.

People who currently accessed care and support through an existing council contract should remain under the contracted arrangement until they chose an alternative or, if their care needs were reassessed. It was likely that the new flexible framework would initially be used for new care and support requirements ensuring ongoing service continuity for people in line with the Scottish Government guidance on procurement of care and support services.

The report summarised the procurement process. The advertised value of the flexible framework was £560 million over a four-year period and 22 Councils/HSCPs had confirmed their intention to use the flexible framework throughout its duration. All 32 councils and HSCPs were named on the published contract notice to allow them to use the flexible framework in the future and an overview of the participating councils was detailed in Appendix 1 to the report.

Tender responses had been received from 84 providers across 334 registered services as detailed in Appendix 2 to the report. There were five unsuccessful providers as their bids were non-compliant with the published qualification criteria. There were three providers who were partly successful as some of their tendered services were non-compliant with the published qualification criteria.

Scotland Excel would work with any providers interested in applying to participate when the flexible framework reopened and with successful providers who wished to vary their services.

Based on the evaluation undertaken, and in line with the criteria and weightings set out in the report, it was recommended that 79 providers across the 22 geographical areas be awarded to the flexible framework from its commencement, as outlined in Appendix 3 to the report. It was noted that this appendix required to be amended so that the total score for Glasgow Homecare Limited trading as Home Instead Senior Care Glasgow South stated 77.5 and not 100.

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

DECIDED:

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

(b) That it be noted that Appendix 3 to the report required to be amended so that the total score for Glasgow Homecare Limited trading as Home Instead Senior Care Glasgow South stated 77.5 and not 100;

(c) That authority be delegated to the Director of Scotland Excel, or Head of Strategic Procurement in the Director's absence, to approve recommendations following the evaluation of offers received on the periodic re-opening of the flexible framework, or following the consideration of formal requests from existing providers for the addition of new services; and

(d) That it be noted that the appointment of any new providers to the flexible framework would be included within the annual procurement report.

3(b) Contract for Approval: Secure Care Services

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework for secure care which would operate from 1 April 2020 to 31 March 2022, with an option to extend for up to 24 months.

The report intimated that three reviews had been conducted during the last year of the current arrangement and the findings and recommendations could have a significant impact on the future of secure care services in Scotland as they presented a degree of uncertainty with regards to the political, social and legal environment in which these services operated. In order to manage the risk associated with this uncertainty, the new contracts were designed to be capable of adapting to changes in legislation, standards and practice. To ensure service, continuity and stability whilst awaiting the outcome of the reviews, the new contract term would be for a period of two years, with an option to extend for a further period of up to 24 months.

The report summarised the procurement process and all parties responsible for purchasing secure accommodation placements in Scotland, being 32 councils and the Scottish Government, had agreed to use the new contracts from the start date. Appendix 1 to the report detailed the participation and spend summary of all participants.

Tender responses had been received by four providers as 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 received had been completed and Appendix 2 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 the contracts be awarded to the four providers as detailed in Appendix 3 to the report.

Appendix 4 to the report detailed the Real Living Wage status of bidders. It was noted that this appendix required to be amended to read that both Rossie Young People's Trust and St. Mary's Kenmure were accredited living wage employers and that Kibble Education and Care Centre paid the Real Living Wage to all employees but were not accredited.

DECIDED:

(a) That the award of contracts for secure care services, as detailed in Appendix 3 to the report, be approved; and

(b) That it be noted that Appendix 4 to the report required to be amended to read that both Rossie Young People's Trust and St. Mary's Kenmure were accredited living wage employers and that Kibble Education and Care Centre paid the Real Living Wage to all employees but were not accredited.

3(c) Contract for Approval: Supply and Delivery of Electrical Materials

There was submitted a report by the Director of Scotland Excel relative to the award of a fourth-generation renewal framework for the supply and delivery of electrical materials which would operate from 1 April 2020 until 31 March 2022, with the option to extend for up to 24 months.

The framework provided councils and other participating bodies with a mechanism to procure a range of electrical products including, but not limited to, cables, wiring accessories, circuit protection, heating, ventilation, safety detectors, and lamps.

The report summarised the outcome of the procurement process for the national framework agreement which incorporated multi-offer lots to provide a choice and flexibility for a range of manufacturer brands. As well as delivering savings, rebates and sustainable procurement initiatives, this renewal also supported recent legislative changes.

The framework had been divided into seven lots as detailed in figure 1 of the report and the total projected contract value was £80 million. Appendix 1 to the report detailed the participation and spend summary for the 31 councils participating in the framework. Tayside Contracts, NHS and Scottish Prison Service had confirmed their intention to participate in the framework.

Tender responses had been received from 13 suppliers however, two tenderers rejected the terms and conditions and withdrew their offers. Appendix 2 to the report provided a summary of the offers received.

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 3 to the report detailed the scoring achieved by each bidder in each lot.

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 11 suppliers across seven lots as outlined in Appendix 3 to the report.

Appendix 4 to the report detailed the Real Living Wage status of bidders at point of tender.

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

3(d) Contract for Approval: Supply and Delivery of Waste Disposal Equipment

There was submitted a report by the Director of Scotland Excel relative to the award of a third-generation renewal framework for the supply and delivery of waste disposal equipment which would operate from 1 April 2020 until 31 March 2024.

The framework provided councils and other participating bodies with a mechanism to procure a wide range of waste disposal equipment including, but not limited to, large containers, skips, compactors, balers and roll-packers.

The report summarised the outcome of the procurement process for this third-generation framework agreement.

The framework had been divided into four lots as detailed in figure 1 of the report and had been advertised at a value of £5 million over the four-year period. Appendix 1 to the report detailed the participation, spend and savings summary of those 31 councils participating in the framework.

Tender responses had been received from nine suppliers and Appendix 2 to the report provided a summary of the offers received.

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

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

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

4 Operating Plan Update 2019/20

There was submitted a report by the Director of Scotland Excel relative to the progress made towards delivering the five-year corporate strategy.

The report intimated that 52 of the 64 actions were progressing in line with plans; five activities were progressing more slowly than anticipated; three activities had been completed during the first three quarters of the financial year; and four activities would commence in the fourth quarter of this financial year.

It was noted that the recommendation in the report referred to the Joint Committee and that this should be the Executive Sub-committee.

DECIDED: That the Executive Sub-committee note the progress made in delivering the commitments contained in the Operating Plan 2019/20.

5 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 27 March 2020 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 27 March 2020	10:45	By Video Conference,

Present

Provost Bill Howatson (Aberdeenshire Council); Councillor Paul Di Mascio (North Lanarkshire Council); and Councillor John Shaw (Renfrewshire 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 and L Muir, Senior Procurement Specialist (all Scotland Excel); M Conaghan, Legal and Democratic Services Manager, C McCourt, Finance Business Partner and E Currie, Senior Committee Services Officer (all Renfrewshire Council); and M Ferris, Senior Audit Manager (Audit Scotland).

Apologies

Councillor Graham Hutchison (City of Edinburgh Council); Provost Norman Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries and Galloway Council); Bailie Norman McLeod (Glasgow City Council); Councillor Alister Mackinnon (Highland Council); and Councillor Amanda Hawick (Shetlands Islands Council).

Declarations of Interest

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

Additional Item

The Convener intimated that there was an additional item of business in relation to Covid-19 Emergency Governance Arrangements which had not been included in the notice calling the meeting. The Convener, being of the opinion that the item which is dealt with at item 8 below, was urgent in view of the need to advise members of the position, authorised its consideration.

Order of Business

In terms of Standing Order 12, the Convener intimated that he proposed to alter the order of business to facilitate the conduct of the meeting by considering item 8 of the agenda after the additional item of business.

1 Minute

There was submitted the Minute of the meeting of the Executive Sub-committee held on 28 February 2020.

DECIDED: That the Minute be approved.

2 Audit Scotland Annual Audit Plan 2019/20

There was submitted a report by the Treasurer relative to Audit Scotland's annual audit plan 2019/20 for the Joint Committee which outlined Audit Scotland's planned activities in their audit for the 2019/20 financial year, a copy of which was appended to the report.

The report intimated that, based on analysis of the risks facing the Joint Committee, Audit Scotland had submitted an audit plan which outlined its approach to the audit of the Joint Committee's 2019/20 annual accounts to assess whether the accounts provided a true and fair view of the Joint Committee's financial position and also whether the accounts had been prepared in accordance with proper accounting practice, the 2019 Code of Practice on Local Authority Accounting in the UK.

The annual audit plan outlined the responsibilities of the Joint Committee, Treasurer and Audit Scotland; an assessment of key challenges and risks; the approach and timetable for completion of the audit; and included a section on Audit Risks which had been included in the audit plans of many bodies which Audit Scotland worked with. The inclusion of this section was not a reflection of any specific risk within the Joint Committee.

The Senior Audit Manager, Audit Scotland, focussed on three sections of the audit plan being the risks identified in Exhibit 1, materiality and the audit fee.

DECIDED: That Audit Scotland's annual audit plan 2019/20 be noted.

3 Contract Authorisation: Supply Only and Supply and Distribution of Groceries and Provisions

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for the supply only and the supply and distribution of groceries and provisions which would operate from 1 May 2020 until 30 April 2022, with an option to extend for up to two one-year periods until 30 April 2024.

The framework provided councils with a mechanism to procure a range of dairy and chilled products, dried goods, ambient products, crisps, confectionery, soft drinks and water. The renewal incorporated a number of enhancements including the option for manufacturers to bid directly and it was anticipated that this would create brand flexibility, enhance locally sourced produce and increase the inclusion of sustainable products.

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

The framework had been divided into five lots as detailed in figure 1 of the report and had been advertised at a value of up to £30 million per annum. Appendix 1 to the report detailed the participation, spend and savings summary of those 30 councils participating in the framework together with Tayside Contracts. It was noted that Orkney Islands Council had its own arrangements in place and Shetland Islands Council did not confirm their intention to participate in the framework.

Tender responses had been received from 17 tenderers and Appendix 2 to the report provided a summary of the offers received. The commercial offer submitted by two tenderers was uncompetitive when compared to other offers for the lot and they were therefore unsuccessful.

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 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 framework arrangement be awarded to 15 suppliers as outlined in Appendix 3 to the report.

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

DECIDED: That the award of the framework agreement for the supply only and supply and distribution of groceries and provisions, as detailed in Appendix 3 to the report, be approved.

4 Outline of the Scotland Excel approach to Contract and Supplier Management

There was submitted a report by the Director of Scotland Excel relative to Scotland Excel's approach to contract and supplier management.

The report intimated that regular contract reviews maintained the relationship between Scotland Excel and the supply base; supported active engagement to monitor contract and supplier performance; and maintained an awareness of market developments and their impact across the sector. During the mobilisation stages of new contracts, contract owners met with suppliers to discuss performance requirements and Scotland Excel's contract and supplier management approach in detail. A contract specific management plan was then developed with contract owners considering, as a minimum, contract classification (and therefore risk and value); contract type; supply base stability; macro environment; and PESTLES issues. These management action plans were monitored through scheduled reviews and the performance elements were assessed.

The contract segmentation tool considered a range of 14 criteria and, once completed, automatically generated a total score out of 100, the higher the output score the higher the classification of contract and supplier management activity. There were five segmentation classifications rated from class A to E and these were detailed in table 1 of the report.

Management information was collected quarterly from suppliers which enabled Scotland Excel to highlight potential areas of additional savings and areas where contracts did not accurately reflect customer needs. This data was shared with customers via UIG's and quarterly account management reviews. At a high level, feedback to customers on performance monitoring was provided via commercial UIG's, together with spend, savings and overall business and contract performance.

The contract management process was underpinned by gathering data from a broad selection of stakeholders and questionnaire returns. Suppliers were informed of relevant feedback from Councils and were held accountable for delivery of actions arising from this feedback.

DECIDED: That the report be noted and the current approach to contract supplier management be endorsed.

5 Associate Strategy

There was submitted a report by the Director of Scotland Excel relative to Scotland Excel's Associate Member Strategy, a copy of which was appended to the report.

The report intimated that the Associate Member Strategy had been refreshed as a number of key changes had occurred since it was first published in 2016.

Scotland Excel had over 80 associate members which were split into five categories of Council Arms Length External Organisations (ALEOs); housing associations; third sector; non-departmental public bodies/reciprocal arrangements; and other organisations. The report detailed the focus on growth of membership in each of these categories.

Scotland Excel had explored its existing fee structure and future options for development and the strategy set out options together with a recommendation that Scotland Excel retained future rebates associated with associate spend which would be implemented over a period of time with a review of appropriate documentation and notification to suppliers and associate members.

DECIDED:

(a) That the strategic direction set out in the strategy be noted; and

(b) That the move to implementing a model whereby associate member rebates were retained by Scotland Excel to support organisational sustainability be approved.

6(a) Request for Associate Membership: Angus Housing Association Limited

There was submitted a report by the Director of Scotland Excel advising that Angus 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 Angus Housing Association Limited to become an

associate member of Scotland Excel, at an annual membership fee of £3,000, be approved subject to completion and signing of the agreement documentation.

6(b) Request for Associate Membership: Edinburgh International Festival Society

There was submitted a report by the Director of Scotland Excel advising that Edinburgh International Festival Society 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 Edinburgh International Festival Society 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

6(c) Request for Associate membership: Scottish Canals

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

6(d) Request for Associate Membership: Scottish Fire and Rescue Service

There was submitted a report by the Director of Scotland Excel advising that the Scottish Fire and Rescue 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 Fire and Rescue Service 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.

6(e) Request for Associate Membership: Trust Housing Association Limited

There was submitted a report by the Director of Scotland Excel advising that Trust 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 Trust Housing Association Limited to become an associate member of Scotland Excel, at an annual membership fee of £5,325, be approved subject to completion and signing of the agreement documentation.

6(f) Request for Associate Membership: University of Edinburgh

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

7 Review of Job Title for Director of Scotland Excel

There was submitted a report by the Clerk seeking approval to the post title of Director of Scotland Excel being changed to Chief Executive of Scotland Excel.

The report intimated that the post of Director of Scotland Excel had been created when the organisation was established in 2008 and, at that time, the job title reflected the title of the most senior officer's post in the predecessor organisation, the Authorities Buying Consortium, on which Scotland Excel's governance was initially based.

The role of the Director was set out in Scotland Excel's governance documents and was defined as the officer appointed by the joint committee to have overall responsibility for the operational performance of Scotland Excel. There had been significant changes to the landscape in which Scotland Excel operated since its inception in 2008, and this had demanded that the Director operated at a much more strategic level, engaging national and local stakeholders in the development of Scotland Excel, the promotion of excellence in strategic procurement in local government and a much more proactive relationship with industry and suppliers.

The original focus of the Director's role had been primarily to get the organisation set up and running effectively but the role was now key in supporting and leading emerging policy agendas for both local and national government. The proposed revision of the job title more accurately reflected the strategic nature of the role and the level of stakeholder engagement and influencing required. The change in title of the post would not involve a regrading of the post.

DECIDED: That the post of Director of Scotland Excel be retitled as Chief Executive of Scotland Excel.

8 Covid-19 Emergency Governance Arrangements

There was submitted a report by the Director of Scotland Excel relative to Covid-19.

The report intimated that the UK Government had issued detailed guidance in relation to measures that should be taken to restrict the spread of the Covid-19 virus. These

measures included restrictions on unnecessary travel and meetings and advice for specified groups of citizens who were seen as being at greater risk from infection. In view of this guidance, and to support measures to prevent the spread of the virus, the report sought approval for delegations to the Director to enable decisions to be taken without there being a requirement for the Executive Sub-committee.

Scotland Excel was currently operating a full service via remote working for all employees in line with government guidance with the specific focus being working with suppliers to ensure that the goods and services required to support essential frontline services continued to be available to councils. Regular updates were being provided to councils in relation to supplier stock levels for essential items and advice on alternative sources of supply where possible. This was an ever-changing picture and everything was being done to make sure council procurement teams had access to all information available at the time.

Condition 6.1(c) of Scotland Excel's Standing Orders Relating to Contracts required a signature to validate contract processes where the contract was subject to standing orders, unless where the Clerk and Director agreed otherwise. Both the Clerk and the Director of Scotland Excel had agreed to dispense with condition 6.1(c) of Scotland Excel's Standing Orders Relating to Contracts and this change would allow award letters to be issued electronically and thereby facilitate staff working from home maintaining social distancing and self-isolation.

Members thanked all staff members of Scotland Excel for the work being undertaken in ensuring the organisation operated as 'business as usual' and noted that the organisation was well placed to allow all staff to work remotely.

DECIDED:

(a) That delegated authority be granted to the Director, in consultation with the Chair and/or Vice Chair of the Executive Sub-committee, to cancel, if necessary, the planned meeting of the Executive Sub-committee scheduled to be held on 29 May 2020 and any subsequent meeting;

(b) That delegated authority be granted to the Director, in consultation with the Chair and/or Vice Chair, to make all decisions required relating to the functions of the Executive Sub-committee in advance of the next meeting of the Executive Sub-committee taking place;

(c) That it be agreed that temporary associate membership, at no fee, be granted to any public body or third sector organisation that the Director felt would benefit efforts to tackle the current crisis; and

(d) That the actions taken to protect Scotland Excel staff and to support councils at this time be noted.

9 Date of Next Meeting

DECIDED: That it be noted that the next meeting of the Executive Sub-committee was scheduled to be held at 10.45 am on 29 May 2020 unless cancelled by the Director of Scotland Excel.

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 29 May 2020	10:45	Remotely by MS Teams ,

Present

Provost Bill Howatson (Aberdeenshire Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Altany Craik (Fife Council); Bailie Norman MacLeod (Glasgow City Council); Councillor Alister 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 Shaw, Convener, presided.

In Attendance

J Welsh, Director, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer and Business Services and L Campbell, Corporate Services Manager (all Scotland Excel); M Conaghan, Legal and Democratic Services Manager, C McCourt, Finance Business Partner and E Currie, Senior Committee Services Officer (all Renfrewshire Council); and M Ferris, Senior Audit Manager (Audit Scotland).

Apologies

Councillor Angus Macmillan Douglas (Angus Council) and Councillor Graham Hutchison (City of Edinburgh Council).

Declarations of Interest

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

1 Minute

There was submitted the Minute of the meeting of the Executive Sub-committee held on 27 March 2020.

It was noted that Councillor Hawick's and Bailie McLeod's apologies had not been recorded in the Minute.

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

2 Revenue Budget Monitoring

There was submitted a revenue budget monitoring report by the Treasurer and the Chief Executive of Scotland Excel for the period 1 April 2019 to 31 March 2020.

The report intimated that Scotland Excel had ended the 2019/20 financial year with a net overspend of £6,139 within its Core Operations, a saving of £7,861 compared to the budgeted reserve drawdown of £14,000.

As projected at Period 10, the expenditure overspend arose mainly within Employee Costs with other minor overspends in Premises Costs and Apprenticeship Levy (Transfer Payments). These were offset by underspends across Supplies and Services, including furniture and marketing and Transport Costs. The net result was an overspend in gross expenditure for 2019/20 of £51,611.

Income was higher than anticipated as a Scottish Government grant of £150,633 funded the Supported Living/Care at Home activity that was budgeted to be funded from £120,000 of Project reserve balances, as such this drawdown was no longer needed. This, along with other short-term unplanned project income, resulted in an over-recovery in gross income for 2019/20 of £59,472. At 1 April 2019, the balance on the Projects Reserve was £636,924.

The Projects ended the year with a surplus of income over expenditure of £126,368. This balance was committed for future Project spend, the detail and management of this balance would be reported in the draft Annual Accounts, due to be brought before the Joint Committee on 19 June 2020.

The table in the report provided an analysis of the budget and actual spend during 2019/20 and included a summary of movement in the General Reserve.

It was noted that the last sentence of paragraph 1.1 of the report should read 'Further detail is provided in section 3' and not section 4 as stated.

DECIDED: That the year-end positions in both Core Operations and Projects detailed in the report be noted.

3(a) Request for Associate Membership: Crown Estate Scotland

There was submitted a report by the Chief Executive of Scotland Excel advising that Crown Estate Scotland 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 Crown Estate Scotland to become an associate member of Scotland Excel, with no annual membership fee, be approved subject to completion and signing of the agreement documentation.

3(b) Request for Associate Membership: South of Scotland Enterprise Agency

There was submitted a report by the Chief Executive of Scotland Excel advising that South of Scotland Enterprise Agency 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 South of Scotland Enterprise Agency to become an associate member of Scotland Excel, with no annual membership fee, be approved subject to completion and signing of the agreement documentation.

Prior to consideration of the following item of business, the Head of Customer and Business Services advised that in terms of the delegation awarded to the Director, now Chief Executive, at the meeting of the Executive Sub-committee held on 27 March 2020, 18 requests for temporary associate membership, at no fee, had been received from public body or third sector organisations.

4 Update on Contract Delivery Plan

There was submitted a report by the Chief Executive of Scotland Excel relative to the progress of the 2020/21 contract delivery plan.

The report intimated that the contract delivery plan comprised framework renewals, new developments, framework extensions and frameworks with ongoing contract management only and appendices 1 to 3 to the report provided further details.

The report highlighted that there were 74 current frameworks in the Scotland Excel portfolio. Appendix 1 to the report detailed those frameworks to be renewed before 31 March 2021; Appendix 2 to the report detailed the new frameworks that would be added to the portfolio before 31 March 2021; and Appendix 3 to the report detailed those frameworks that had extension options likely to be exercised in 2020/21

The estimated forecast value of the Scotland Excel framework portfolio by 31 March 2021 would be approximately £2 billion.

The national flexible framework for Care and Support Services went live in April 2020 and a total of 78 care providers offering 316 services had been awarded a place on

the framework; the services for engineering and construction consultancy would now be delivered through two individual frameworks, an Engineering and Technical Consultancy framework and a Construction and Building Consultancy framework.

In light of the severe impact on normal business practices resulting from the current coronavirus/Covid-19 outbreak, Scotland Excel had deferred some projects and proposed to extend some current frameworks as detailed in Appendix 4 to the report.

In addition to the activity detailed in appendices 1 to 3, Scotland Excel was exploring the benefits of further collaborative procurement across high spend, critical service areas in the construction and corporate teams; scoping a new opportunity for Robotics Process Automation/Artificial Intelligence; testing further changes to the information capture tool used for data gathering purposes with West Lothian Council; continuing work on the revised procurement process for the Social Care Case Management Framework; provided input to the digital telecare procurement playbook instruction manual aimed at supporting those buying Telecare kit and services; and further enhanced the scope of the Online School Payments system.

It was noted that overall, efficiencies delivered in 2019 were circa 2.5% which was in line with the forecast range.

It was proposed that a further schedule be included in future reports detailing the spend data by contract, and that the spend by council be sorted alphabetically.

DECIDED:

(a) That the overall contract delivery plan review, including the proposed actions to be taken as a result, be noted;

(b) That the recommendations for contract extensions, as detailed in Appendix 4 of the report be approved, subject to further consultation with relevant bodies and legal colleagues to ensure the modifications proposed were applied appropriately and in accordance with Scotland Excel's governance and applicable Regulations; and

(c) That a further schedule be included in future reports detailing the spend data by contract, and that the spend by council table should be sorted alphabetically.

5 Risk Register Update

There was submitted a report by the Chief Executive 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 controls and actions that had been taken to mitigate such risks. A copy of the risk register was appended to the report.

It was noted that the impact of the COVID-19 pandemic was the over-riding influence on all strategic risk at present coupled with continuing Brexit uncertainty. These factors were reflected in the upwards trend in relation to risk score showing against a number of the existing strategic risks and in the introduction of a new risk in respect of National Emergency including Pandemic. The updated Strategic Risk Register identified a number of existing and new linked actions in relation to each strategic risk aimed at mitigating the impact of each risk in the present day and going forward. This risk was currently positioned on the highest risk score of 25. While Scotland Excel was operating well within the home working environment, the continuing uncertainty

of when and how the lockdown was going to end necessitated this risk remaining on the maximum risk score. A number of linked actions had been identified in relation to this risk aimed at mitigating the impact on the organisation at present and making sure that the organisation learned from the current pandemic going forward.

Other risks with risk scores impacted by the COVID-19 pandemic were detailed in table 2 in the Strategic Risk Register. Factors taken into consideration, in addition to COVID-19, when reviewing the risk register over the year included Brexit; recruitment challenges within the procurement sector; continuing financial uncertainty across local government; the developing importance of corporate social responsibility; growing environmental awareness across society and the increasing size of the Scotland Excel contract portfolio.

DECIDED: That the report be noted.

6 Employee Absence Management Report

There was submitted a report by the Chief Executive of Scotland Excel relative to employee absence statistics for Scotland Excel. The report advised of the absence levels for the period ending 31 March 2020 and provided a breakdown of the current month, the last six and 12 months absence figures, together with an illustration of 12 months in days and the last 12 months in percentages.

The rate of absence across the organisation had been maintained below the 4% target with the rolling six and 12 month average absence rates now at or below 2.5%.

DECIDED: That the report be noted.

7 Covid-19 Update

There was submitted a report by the Chief Executive of Scotland Excel providing an update on the impact of COVID-19 with regard to a number of operational matters within Scotland Excel.

The report intimated that the UK Government had issued detailed guidance in relation to measures that should be taken to restrict the spread of the Covid-19 virus. These measures included restrictions on unnecessary travel and meetings and advice for specified groups of citizens who were seen as being at greater risk from infection.

In view of this guidance, and to support measures to prevent the spread of the virus, the Executive Sub-committee at its meeting held on 29 March 2020 delegated authority to the Director, in consultation with the Chair and/or Vice Chair of the Executive Sub Committee the power to cancel, if necessary, the planned meeting of the Executive Sub-committee on 29 May 2020 and any subsequent meeting; authority to make all decisions required relating to the functions of the Executive Sub-committee in advance of the next meeting of the Executive Sub-committee and agreed to temporary associate membership at no fee to any public body or third sector organisation that the Director felt would benefit efforts to tackle the current crisis.

Scotland Excel was currently operating a full service via remote working for all employees in line with government guidance with the specific focus being working with suppliers to ensure that the goods and services required to support essential frontline services continued to be available to councils. Regular updates were being provided to councils in relation to supplier stock levels for essential items and advice

on alternative sources of supply where possible. This was an ever-changing picture and everything was being done to make sure council procurement teams had access to all information available at the time.

The Chief Executive Officers Management group (CEOMG) at its meeting held on 6 May 2020 considered reports on five key areas of business and the impact of COVID-19, being PPE; Food; Care; Waste; and Construction and these were appended to the report.

Scotland Excel had successfully held both the March Executive Sub-committee meeting and the May CEOMG meeting via video conference and after consultation with the convener, it had been proposed that the meetings of the Executive Sub-committee scheduled to be held on 29 May and 19 June would also take place using the same methods. Scotland Excel was currently reviewing its video conferencing platform and would be in touch with every elected member to test connectivity for future meetings. It was noted that paragraph 4.1 of the report should refer to the March Executive Sub-committee meeting and not the April Executive Sub-committee meeting.

The Chief Executive gave a commitment to work with officers from councils in relation to provision of supplies and that she would provide members with the breakdown information for their council.

DECIDED: That the report be noted and the measures taken to continue operations during the COVID-19 pandemic be supported.

8 Date of Next Meeting

DECIDED: That it be noted that the next meeting of the Executive Sub-committee would be held at 9.45 am on 19 June 2020.