

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 21 May 2021	09:30	Remotely by MS teams,

Present

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (Edinburgh Council); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Altany Craik (Fife Council); Councillor Ruairi Kelly (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, Chief Executive, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer and Business Services, L Campbell, Corporate Services Manager, S Christie, Commercial Manager, G Montgomery, Category Manager, E Campbell, Procurement Data Specialist, Z Shankly, Customer Account Manager, L McIntyre, Senior Communications Specialist and K Forrest, Office Manager (all Scotland Excel); C McCourt, Finance Business Partner (for items 1 and 2 only), L Meikle, Senior Accountancy Assistant, E Currie, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (for items 2 to 7 only) (all Renfrewshire Council).

Apologies

Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Jimmy Gray (Highland Council); and Councillor Joe Cullinane (North Ayrshire 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 23 April 2021.

DECIDED: That the Minute be approved.

Sederunt

Councillor Kelly joined the meeting prior to consideration of the following item of business.

2 **Revenue Budget Monitoring Report to 31 March 2021**

There was submitted a joint revenue budget monitoring report by the Treasurer and the Chief Executive of Scotland Excel for the period 1 April 2020 to 31 March 2021.

The report intimated that Scotland Excel had ended the 2020/21 financial year with a net underspend of £15,000 in its core activities and a £12,000 underspend by year-end within projects, which resulted in an increase to reserves. Further detail was provided in section 3 of the report.

The appendices to the report provided an analysis of the actual income and expenditure for 2020/21 and included a summary of movement in both the revenue reserve and in project reserves.

DECIDED: That the year-end positions in both core operations and projects, as detailed in the report, be noted.

Sederunt

Councillor Macmillan Douglas joined the meeting during consideration of the following item of business.

3 **Contract for Approval: Waste Composition Analysis Services**

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a first-generation framework for waste composition analysis services which would operate from 9 June 2021 to 8 June 2025.

The framework would offer a mechanism for councils to procure the services of suitably qualified service providers to conduct waste composition analysis, including sorting and detailed reporting of analysis results following scrutiny of waste collected from households at the kerbside or via household waste and recycling services.

It was noted that Scotland Excel had delivered this framework with support from Zero Waste Scotland, a not-for-profit organisation funded by the Scottish Government with a remit to use evidence and insight to inform policy and motivate individuals and businesses to embrace the environmental, economic, and social benefits of a circular economy. Zero Waste Scotland would, over the coming years, provide support to councils for the procurement of waste composition analysis services ensuring a consistent approach, high quality data and ease of market engagement.

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

The framework comprised one lot and was available for use by all 32 councils plus Tayside Contracts. The forecast annual spend for participating councils and associate members, with contingency, was £750,000 per annum, equating to an estimated £3 million over the full four-year term of the framework.

Tender responses had been received from five suppliers and Appendix 1 to the report provided a summary of the offers received and their SME status.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the 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 five suppliers as outlined in Appendix 2 to the report.

Appendix 3 to the report detailed the approach taken by suppliers in relation to fair work practices and their position on the payment of the Real Living Wage.

The report intimated that, in accordance with Scotland Excel's established contract and supplier management programme, this framework had been classified as class D in terms of risk and spend, as detailed in Appendix 4 to the report.

DECIDED: That the award of the multi-supplier framework for waste composition analysis services, as detailed in Appendix 2 to the report, be approved.

4(a) **Request for Associate Membership of Scotland Excel by Easthall Park Housing Co-operative Limited**

There was submitted a report by the Chief Executive of Scotland Excel advising that Easthall Park Housing Co-operative 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 Easthall Park Housing Co-operative Limited to become an associate member of Scotland Excel, with an annual membership fee of £1,042, be approved subject to completion and signing of the agreement documentation.

4(b) **Request for Associate Membership of Scotland Excel by Royal Botanic Garden Edinburgh**

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

Sederunt

Councillor Craik left the meeting prior to consideration of the following item of business.

5 Community Benefits and Fair Work Practices Update

There was submitted a report by the Chief Executive of Scotland Excel highlighting the community benefits delivered as a result of the Scotland Excel framework portfolio in the period 1 March 2020 to 30 September 2020 together with an update on fair work practices which would give an analysis of suppliers and providers Living Wage status.

The report intimated that Scotland Excel continually strived to be innovative in its approach to community benefits and recognised that community benefits had a considerable social, environmental and economic impact within local communities. The approach to community benefit commitments had been developed to further advance the undertakings made by suppliers and to facilitate a robust process for the collection of responses. The newly developed community benefit menu had been favoured by procurement specialists when embarking on new procurement exercises and offered a focussed approach across the Scotland Excel procurement portfolio. It aimed to encourage suppliers and providers to deliver community benefits within the awarding council area.

It was noted that data collation for the periods 1 October 2019 to 31 March 2020 and 1 April 2020 to September 2020 had been collated together owing to the coronavirus pandemic. Information supplied by providers had been collated to illustrate the variety and extent of community benefits delivered as a result of Scotland Excel frameworks and this method of collection together with ongoing contract management aimed to support the delivery of commitments made by suppliers and providers at point of tender. For the two returns to 30 September 2020, community benefits had been sought from suppliers and providers who had received in excess of £50,000 spend over the preceding two quarters via a Scotland Excel framework.

Table 1 to the report provided a summary of the social value added across the portfolio since 2013. The figures were complete for the six-month period through to the end of September 2020.

The appendix to the report detailed the community benefits by council for the period April 2020 to September 2020. In relation to fair work practices, including the Living Wage, the report intimated that Scotland Excel commenced formal consideration within tenders in early 2015 and that the respective position on bidders' work practices had been outlined within contract approval reports submitted to the Executive Sub-committee. The report detailed the overall position across Scotland Excel's portfolio.

It was noted that the next community benefits data collection, analysis and review cycle would be completed in line with management information process to cover the period to the end of March 2021.

DECIDED: That the report be noted and that the ongoing practice to monitor delivery of community benefits for the 2021/22 financial year be supported.

6 **Strategic Risk Register Update**

There was submitted a report by the Chief Executive of Scotland Excel providing an update on the Strategic Risk Register, a copy of which was appended to the report.

The report intimated that the strategic risk register assessed threats and risks that could impact on the delivery of Scotland Excel's organisational objectives and identified controls and actions being taken to mitigate these risks. The register had been created in June 2018 and adjusted in June 2019 to better reflect that used by partner organisations.

There were 10 risks identified, ranging in assessed risk score from six to 20, and a summary of the key statistics in relation to each was detailed in the register. The impact of the COVID-19 pandemic was the over-riding influence on all strategic risk throughout the year coupled with the continuing uncertainty around the medium and long-term impact of Brexit. These factors were reflected in the upwards trend in relation to risk scores over the earlier periods of 2020/21.

It was noted that a full and comprehensive review of the Strategic Risk Register was scheduled to be undertaken in May 2021 facilitated by Renfrewshire Council's Risk Manager and that this may result in a change to the types of risk identified within the register and how it was presented to committee.

DECIDED: That the report be noted and that members provide any feedback on the strategic risk register and the actions taken to manage risks.

7 **Date of Next Meeting**

DECIDED: That it be noted that the next meeting of the Executive Sub-committee would be held at 9.30 am on 18 June 2021.