

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 29 June 2018	09:45	City Chambers, Glasgow City Council, 80 George Square, Glasgow, G2 1DU

Present

Provost Bill Howatson (Aberdeenshire Council); 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); Councillor Amanda Westlake (Shetland Islands Council); and Councillor Collette Stevenson (South Lanarkshire Council).

Chair

Councillor John Shaw, Convener, presided.

In Attendance

J Welsh, Director, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer & Business Services, L Richard, Strategic Procurement Manager, L Cairns, Senior Procurement Specialist and S Brysdon, Procurement Coordinator (all Scotland Excel); M Conaghan, Legal and Democratic Services Manager, D Low, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (all Renfrewshire Council).

Apologies

Councillor Graham Hutchison (City of Edinburgh Council); Councillor Altany Craik (Fife Council); Councillor A Mackinnon (Highland Council); and Councillor Todd Ferguson (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 1 June 2018.

DECIDED: That the Minute be approved.

2(a) Contract for Approval: Supply and Distribution of Fresh Meats, Cooked Meats and Fresh Fish

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for the supply and distribution of fresh meats, cooked meats and fresh fish which would be effective from 1 October 2018 to 30 September 2021 with the option to extend to 30 September 2022.

The report intimated that the framework provided councils with a mechanism to procure a range of fresh goods and that users of the framework were likely to include schools, nurseries, leisure centres, community centres, social work, council buildings and civic centres. The renewal framework incorporated a number of enhancements including locally sourced produce and an increase in sustainable products.

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

The framework had been divided into four lots and 41 geographical sub-lots as detailed in table 1 of the report and had been advertised at an estimated value of £10 million per annum.

It was noted that 28 councils had confirmed their intention to participate in the framework. In addition, Tayside Contracts had confirmed their intention to participate.

Tender responses had been received from ten suppliers and a summary of offers received was detailed in Appendix 2 to the report. The report highlighted that Hartleys Farm Foods Limited was non-compliant with the second stage technical assessment as they failed to offer an ability to service any council area. It was also noted that reference to Gordon McWilliam (Aberdeen) Limited in Appendix 2 to the lots offered should read 1, 2 and 4.

Based on the criteria and scoring methodology set out within the tender document, a full evaluation of the compliant offers had been completed 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 agreement be awarded to seven suppliers across the four lots as outlined in Appendix 3 to the report.

DECIDED:

(a) That the award of the framework agreement for the supply and distribution of fresh meats, cooked meats and fresh fish, as detailed in Appendix 3 to the report, be approved; and

(b) That it be noted that reference to Gordon McWilliam (Aberdeen) Limited in Appendix 2 to the lots offered should read 1, 2 and 4.

2(b) Contract for Approval: Supply and Delivery of Roadstone

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for the supply and distribution of roadstone which would be effective from 23 July 2018 to 30 June 2022.

The report intimated that the framework provided councils with a mechanism to procure a range of coated, uncoated and recycled roadstone as well as ready mixed concrete to support the requirements of councils' road departments. The renewal framework incorporated a number of enhancements including additional products, the removal of any limits on the number of quarries or plants offered and an increased commercial focus on distribution costs.

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

The framework had been divided into four lots as detailed in table 1 of the report and had been advertised at an estimated value of £20 million over the four-year period. It was noted that 10 councils had confirmed their intention to participate in the framework.

Tender responses had been received from 14 suppliers and a summary of offers received was detailed in Appendix 2 to the report.

Based on the criteria and scoring methodology set out within the tender document, a full evaluation of the compliant offers had been completed 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 agreement be awarded to 14 suppliers across the four lots as outlined in Appendix 3 to the report.

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

2(c) Contract for Approval: Social Care Agency Workers

There was submitted a report by the Director of Scotland Excel relative to the award of a national framework agreement for social care agency workers.

The report intimated that the framework aimed to bring flexibility and scope to meet the ever-changing needs of the care and support market by allowing the addition of new suppliers throughout the duration of the agreement, where required, to enable the continued delivery of best value and sufficient geographic and service coverage across all of Scotland.

The framework had been divided into three lots as detailed in table 1 of the report and also 17 geographical regions to encourage SME participation and allow suppliers operating in specific geographical areas to submit competitive bids. It was noted that the framework was available to all 32 councils, NHS National Procurement, the Scottish Prison Service and a number of associate member housing associations.

Tender responses had been received from 48 suppliers and a summary of offers received was detailed in Appendix 2 to the report. A number of tenderers withdrew their tender submissions or were deemed non-compliant and the reasons were detailed in section 4 of the report

Based on the criteria and scoring methodology set out within the tender document, a full evaluation of the remaining compliant offers had been completed and Appendix 3 to the report detailed the scoring achieved by each bidder.

In order to provide a range of providers for each region and to provide coverage and choice it was recommended that participation on the flexible framework be awarded to 15 tenderers as outlined in Appendix 3 to the report.

DECIDED: That the participation of 15 tenderers on the flexible framework, as detailed in Appendix 3 to the report, be approved.

3 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 24 August 2018 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 24 August 2018	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

Present

Councillor Altany Craik (Fife Council); Bailie Norman MacLeod (Glasgow City Council); and Councillor John Shaw (Renfrewshire Council).

By Videolink

Provost Bill Howatson (Aberdeenshire Council).

Chair

Councillor J Shaw, Convener, presided.

In Attendance

J Welsh, Director, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer & Business Services, J Baxter, Senior Procurement Specialist, K Carlin, Procurement Co-ordinator, S Irvine, Senior Procurement Specialist, G Montgomery, Category Manager and G Mooney, Category Analyst(all Scotland Excel) and M Conaghan, Legal and Democratic Services Manager, E Currie, Senior Committee Services Officer, K O'Neill, Assistant Democratic Services Office,; L Dickie, Finance Manager and K Crawford, Accountant (all Renfrewshire Council).

Apologies

Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries & Galloway Council); Councillor Alister Mackinnon (Highland Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor Collette Stevenson (South Lanarkshire Council); and Councillor Amanda Westlake (Shetland Islands Council).

Declarations of Interest

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

Order of Business

The Convener advised that Item number 3(c) of the Agenda, Contract for Approval – Domestic Gas Boiler Maintenance, had been withdrawn and would be considered at a future meeting of the Executive Sub-committee.

1 Minute of the Executive Sub-committee

There was submitted the Minute of the meeting of the Executive Sub-committee held on 29 June 2018.

DECIDED: That the Minute be approved.

2 Revenue Budget Monitoring

There was submitted a joint revenue budget monitoring report by the Treasurer and the Director of Scotland Excel for the period 1 April to 20 July 2018.

The report intimated that gross expenditure was £2,000 under budget and income was currently break even which had resulted in a net underspend of £2,000.

DECIDED: That the report be noted.

3(a) Contract for Approval: Provision and Delivery of Washroom Solutions and Sanitary Products

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for Provision and Delivery of Washroom Solutions and Sanitary Products which would be effective from 1 October 2018 until 30 September 2022.

The report intimated that the framework, which supported the Scottish Government's commitment of promoting dignity to women by providing free sanitary products to students in educational establishments, would provide councils with a mechanism to procure a range of products and services which included, but was not limited to, disposal of sanitary waste, nappy waste, sharps and medical waste, and the provision of sanitisers; air fresheners and sanitary products. Users of the framework were likely to include schools, nurseries, leisure centres, community centres, social work, council buildings and civic centres.

The framework had been divided into two lots as detailed in table 1 of the report and had been advertised at an estimated value of £3.5 million per annum.

It was noted that 29 Councils had confirmed their intention to participate in the framework, these were detailed in Appendix 1. Tender responses had been received from six suppliers and a summary of offers received was detailed in Appendix 2 to the report.

Based on the criteria and scoring methodology set out within the tender document, a full evaluation of the compliant offers had been completed and Appendix 3 to the report detailed the scoring achieved by each bidder.

DECIDED: That the award of the framework agreement for the Provision and Delivery of Washroom Solutions and Sanitary Products, as detailed in Appendix 3 to the report, be approved.

3(b) Contract for Approval: Supply and Delivery of First Aid Materials

There was submitted a report by the Director of Scotland Excel relative to the award of a new framework agreement for the Supply and Delivery of First Aid Materials which would be effective from 1 October 2018 until 30 September 2021 with the option to extend for up to an additional one-year period until 30 September 2022.

The requirement for this procurement had arisen due to the forthcoming expiration of two regional contracts led by North Lanarkshire and Midlothian Councils. It was estimated that around two-thirds of local authorities currently procured first aid materials through these existing frameworks, whilst the rest were procuring these products through their own individual arrangements. It was intended that this Scotland Excel framework would consolidate and replace these, offering a national collaborative solution for first aid materials.

The report intimated that the framework had been developed by the Operational Supplies and Services (OSS) Team with a fast-tracked approach which had been divided into two lots as detailed in figure 1 of the report and had been advertised at an estimated value of £8 million over the four-year period.

Tender responses had been received from six suppliers detailed in Appendix 1 and a summary of offers received for each lot was detailed in Appendix 2 to the report.

DECIDED: That the award of the framework agreement for the Supply and Delivery of First Aid Materials, as detailed in Appendix 2 to the report, be approved.

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

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for the Supply and Delivery of Road Maintenance Materials which would be effective from 17 September 2018 until 31 August 2022.

The framework covered the supply and delivery of an extensive range of commonly purchased road maintenance materials which included pedestrian safety barriers, drainage products, kerbstones, bollards and traffic cones to support councils' roads departments.

The framework had been divided into seven lots as detailed in table 1 of the report and had been advertised at an estimated value of £2.5 million per annum.

It was noted that all 32 Councils and Tayside Contracts had confirmed their intention to participate in the framework, these were detailed in Appendix 1. Tender responses had been received from 23 suppliers and a summary of offers received was detailed in Appendix 2 to the report.

Based on the criteria and scoring methodology set out within the tender document, a full evaluation of the compliant offers had been completed and Appendix 3 to the report detailed the scoring achieved by each of the 19 successful bidders.

DECIDED: That the award of the framework agreement for the Supply and Delivery of Road Maintenance Materials, as detailed in Appendix 3 to the report, be approved.

3(d) Contract for Approval: Supply and Delivery of Street Lighting Materials

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for the Supply and Delivery of Street Lighting Materials from 1 August 2018 until 31 July 2021 with an option to extend for a further 12-month period until 31 July 2022 (effective date 1 October 2018).

The framework covered a range of products from traditional street lighting materials such as steel and aluminium lighting columns to the latest generation high technology Light Emitting Diode (LED) Lanterns.

The renewal framework would assist councils in the maintenance of their street lighting infrastructure and delivery of the LED street lighting replacement programmes which supported the Scottish Government's climate change targets and the transition to a low carbon economy.

The framework had been divided into eight lots as detailed in table 1 of the report and had been advertised at an estimated value of £35 million per annum.

It was noted that all 32 Councils had confirmed their intention to participate in the framework, these were detailed in Appendix 1. Tender responses had been received from 31 suppliers and a summary of offers received was detailed in Appendix 2 to the report.

Based on the criteria and scoring methodology set out within the tender document, a full evaluation of the compliant offers had been completed and Appendix 3 to the report detailed the scoring achieved by each of the 25 successful bidders.

DECIDED: That the award of the renewal framework agreement for the Supply and Delivery of Street Lighting Materials, as detailed in Appendix 3 to the report, be approved.

3(e) Contract for Approval: Treatment and Disposal of Recyclable and Residual Waste

There was submitted a report by the Director of Scotland Excel which informed the Executive Sub Committee that the Scotland Excel Environment Category Team (within Transport, Roads and Environment) intended to introduce a Dynamic Purchasing System (DPS) for the Treatment and Disposal of Recyclable and Residual Waste. This DPS would replace the recently expired Recyclable and Residual Waste Framework (14/13).

This would involve following a route to market that was new to Scotland Excel and was intended to secure the provision of assorted services for the treatment and disposal of various waste related materials collected by councils. This route to market had been chosen for a number of reasons that were outlined within the report. The

definition of a DPS and key differences to a framework agreement were detailed together with the desired outcomes that the team and the User Intelligence Group (UIG) hoped to achieve with its creation. An explanation was provided on how DPS aligned with guidance/legal tests in terms of its validity as an option and how it would operate and the next steps going forward. were also detailed.

The DPS would seek legally compliant service providers, capable of delivering the treatment of material(s), whilst allowing for a small level of tailoring for operational requirements at an individual council level.

Councils required a simple method to contract award for treatment (and disposal) services from appropriately qualified contractors, assured of regulatory compliance and ideally, with as much choice as possible in terms of capacity to contract. It was considered that a DPS was more likely to satisfy this need than the traditional framework model. A matrix of desired outcomes and the likelihood of these being achieved each under the framework model versus the DPS was detailed in Appendix 1.

The Scottish Governments Procurement Journey provided guidance which detailed when a DPS could be an appropriate route to market. Whilst much of the guidance was subject to interpretation, based upon knowledge of the market area, Scotland Excel believed that the needs related to this service area met the majority of the defined criteria. The key criteria presented by the guidance and a summary of Scotland Excel's interpretation of how it aligned was listed in Appendix 2.

Scotland Excel would provide template terms and conditions and a template evaluation methodology that councils could opt to use or tailor to their own operational needs. Awarding contracts under the DPS would ensure councils achieved bespoke pricing based upon their own material content and quality as well as individual operational requirements.

The introduction of a Dynamic Purchasing System was a first for Scotland Excel as an organisation and provided an alternative to a framework model that in relation to this particular service area, offered a number of key benefits that would help councils meet their operational service needs within a landscape of policy change and market uncertainty. As Scotland's leading procurement organisation for local authorities, it was considered that this particular contract area provided an opportunity to be at the forefront in terms of introducing a procurement tool that could offer benefits across the organisation's contract portfolio as a whole, whilst securing a service delivery option for councils that would be relatively easy to use and would cover needs at a national level.

DECIDED:

(a) That the use of the Dynamic Purchasing System procurement tool for the Treatment and Disposal of Recyclable and Residual Waste be approved; and

(b) That it be noted that a report would be submitted to a future meeting of the Executive Sub-committee on progress with the tender to set up the Dynamic Purchasing System.

4 Request for Associate Membership of Scotland Excel: The Wise Group

There was submitted a report by the Director of Scotland Excel advising that The Wise Group had submitted an application to become an associate member of Scotland Excel.

DECIDED: That the application by The Wise Group to become an associate member of Scotland Excel, at an annual membership fee of £1,000, be approved subject to completion and signing of the agreement documentation.

5 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 to 31 July 2018, the previous six and 12 months and provided information relating to the absence statistics and reasons.

DECIDED: That the report be noted.

6 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 September 2018 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 28 September 2018	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

Present

Councillor Charles Buchan (Aberdeenshire Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Bailie Norman MacLeod (Glasgow City Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); and Councillor Amanda Westlake (Shetland Islands Council).

By Video Conferencing

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 & Business Services, G Sutherland, Senior Procurement Specialist, Z Brawn, Senior Procurement Specialist, and R Green, Procurement Co-ordinator (all Scotland Excel); E Currie, Senior Committee Services Officer, K O'Neill, Assistant Democratic Services Officer, and M Ball, Principal Accountant (Management Accounting) (all Renfrewshire Council); and M Ferris and S Afzal (both Audit Scotland).

Apologies

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus 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 3(b) of the agenda before item 3(a) of the agenda.

1 Minute

There was submitted the Minute of the meeting of the Executive Sub-committee held on 24 August 2018.

DECIDED: That the Minute be approved.

2 Revenue Budget Monitoring

There was submitted a joint revenue budget monitoring report by the Treasurer and the Director of Scotland Excel for the period 1 April to 17 August 2018.

The report intimated that gross expenditure was £6,000 under budget and income was currently breakeven which resulted in a net underspend of £6,000.

DECIDED: That the report be noted.

3(a) Audited Annual Accounts 2017/18

Under reference to item 4 of the Minute of the meeting of this Joint Committee held on 29 June 2018 there was submitted a joint report by the Treasurer and Director of Scotland Excel relative to the audited annual accounts for the Joint Committee for 2017/18.

The report intimated that in accordance with the Local Authority Accounts (Scotland) Regulations 2014 the audited accounts must be approved for signature by the Joint Committee no later than 30 September each year. Following approval, the audited accounts would be signed by the Director of Scotland Excel, Convener and Treasurer. The report detailed the main changes from the unaudited to the audited accounts.

The audited annual accounts had been amended to reflect changes identified during the audit by Audit Scotland in the Annual Audit Report 2017/18 and an amended set of audited annual accounts had been issued to members of the Executive Sub-committee. It was proposed that paragraph 4 of page 11 of the audited accounts 2017/18, as amended, be deleted. This was agreed.

3(b) Annual Audit Report 2017/18

Under reference to item 4 of the Minute of the meeting of this Joint Committee held on 29 June 2018 there was submitted a report by Audit Scotland relative to the Annual Audit Report 2017/18 for the Joint Board.

The report intimated that the audit certificate issued by Audit Scotland provided an unqualified opinion that the annual accounts present a true and fair view of the financial position of the Joint Committee as at 31 March 2018, in accordance with the accounting policies detailed in the accounts.

Amendments to the wording in relation to paragraph 40 of Part 2 of the report and follow up action point 2 of Appendix 1 to the report were proposed and agreed. M Ferris, Audit Scotland advised that these amendments would appear in the final Annual Audit Report 2017/18.

Audit Scotland had amended their covering letter for the Annual Audit Report 2017/18 and an amended letter had been issued to members of the Executive Subcommittee.

DECIDED:

(a) That the report and amendments to the wording in paragraph 40 and follow up action point 2 of Appendix 1 be noted; and

(b) That the audited accounts 2017/18, as amended, be approved for signature by the Director of Scotland Excel, Convener and Treasurer.

4(a) Contract for Approval: Asbestos Surveys, Removal and Disposal and Analytical Services

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for asbestos surveys, removal and disposals and analytical services which would be effective from 1 November 2018 until 31 October 2020, with an option to extend for up to 24 months to 31 October 2022.

The Convener intimated that the Director of Scotland Excel had withdrawn this report.

DECIDED: That it be noted that the report had been withdrawn.

4(b) Contract for Approval: Domestic Gas Boiler Maintenance

There was submitted a report by the Director of Scotland Excel relative to the award of the first national collaborative framework for gas boiler maintenance which would be effective from 22 October 2018 until 13 September 2020, with an option to extend for up to two years until 13 September 2022.

The report intimated that the framework provided councils and associate members with a mechanism to procure a contractor to carry out annual servicing, maintenance and ad-hoc repairs of gas boilers across their housing stock. The framework would support councils in delivering against Scotland's National Outcomes and ensure gas boilers were efficient and working economically, reducing fuel emissions and increasing energy efficiency within the housing sector.

The level of spend was anticipated to be in the region of £10 million per annum, increasing as current contractual arrangements expired. It was noted that eight councils had confirmed their intention to participate in the framework with an additional two councils considering their options. Six associate members had also confirmed their intention to participate in the framework.

Tender responses had been received from 12 suppliers. One supplier failed to submit a commercial response and as such this bid was non-compliant.

Based on the criteria and scoring methodology set out within the tender document, a full evaluation of the 11 compliant offers had been completed and Appendix 3 to the report detailed the scoring achieved by each bidder.

Based on the evaluation undertaken to secure best value, capacity and coverage it was recommended that a multi-supplier framework agreement be awarded to nine suppliers across the 37 geographical areas as outlined in Appendix 3 to the report.

It was noted that the figure in table 1 of the report in relation to technical points should read 39.9%. An amended last page of Appendix 3 was tabled at the meeting.

DECIDED:

(a) That it be noted that the figure in table 1 of the report in relation to technical points should read 39.9%; and

(b) That the award of the framework agreement for the domestic gas boiler maintenance, as detailed in Appendix 3 to the report, as amended, be approved.

4(c) Contract for Approval: Supply, Delivery and Installation of Commercial Catering Equipment

There was submitted a report by the Director of Scotland Excel relative to the award of a framework agreement for the supply, delivery and installation of commercial catering equipment which would be effective from 1 November 2018 until 31 October 2021, with an option to extend for up to an additional 12-month period until 31 October 2022.

The report intimated that the framework provided councils with a mechanism to procure a range of gas, electric and refrigerated commercial catering equipment and summarised the outcome of the procurement process for this national framework arrangement.

The framework had been divided into five lots as detailed in table 1 of the report and had been advertised at an estimated value of £16 million over the four-year period.

Tender responses had been received 19 suppliers and a summary of offers received was detailed in Appendix 1 to the report.

Based on the criteria and scoring methodology set out within the tender document, a full evaluation of the compliant offers had been completed 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 agreement be awarded to 14 suppliers across the five lots as outlined in Appendix 2 to the report.

DECIDED: That the award of the framework agreement for the supply, delivery and installation of commercial catering equipment, as detailed in Appendix 2 to the report, be approved.

5 Request for Associate Membership: Advice Direct Scotland

There was submitted a report by the Director of Scotland Excel advising that Advice Direct Scotland, an independent member of the Scottish Association of Citizens Advice Bureaux and registered charity, had submitted an application to become an associate member of Scotland Excel.

DECIDED: That the application by Advice Direct Scotland 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 Early Learning and Childcare and Procurement: Delivering the 1140 Hours

There was submitted a report by the Director of Scotland Excel relative to Scotland Excel's work regarding the expansion of Early Learning and Childcare (ELC) in Scottish local authorities.

The report intimated that currently every three and four-year old were entitled to 600 hours of funded childcare per year. Local authorities used a variety of processes to ensure suitable early learning and childcare provision was available in their local area. In October 2016 the Scottish Government launched "A Blueprint for 2020: The Expansion of Early Learning and Childcare in Scotland" which set out their vision to nearly double the entitlement to free ELC for every three and four-year old and eligible two-year olds to 1140 hours per year by 2020.

The Scottish Government formed a Service Models Working Group (SMWG) in June 2017 to develop the principles and detailed documentation for the expansion. In particular, the SMWG had focussed on a new National Standard and a "Funding Follows the Child" approach.

In March 2018, the Scottish Government and CoSLA published "The ELC Service Model for 2020: Consultation Paper" setting out the "Funding Follows the Child" approach which sought views of the National Standard that would underpin it. Given Scotland Excel's strong background of working across Scottish local authorities to develop and deliver national, collaborative projects, the SMWG had commissioned Scotland Excel to develop the necessary ELC supporting guidance.

Scotland Excel had been awarded grant funding by the Scottish Government to deliver the work and the report detailed the remit and workplan of the project. Scotland Excel would co-produce guidance with local authorities with input from provider bodies and other relevant stakeholders. Focus Groups would be set up to identify and share best practice and develop the contents of each of the guidance documents. Consultation with public, private and third sector providers would also be undertaken.

DECIDED: That the new project which Scotland Excel was undertaking in relation to Early Learning and Childcare be noted.

7 Update on the Contract Delivery Plan

There was submitted an update report by the Director of Scotland Excel relative to the progress of the 2018/19 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 contract delivery remained active with 62 current frameworks in the Scotland Excel portfolio, nine of which were to be renewed before 31 March 2019; a further six new frameworks would be added to the contract portfolio by 31 March 2019; and a further eight frameworks on the current portfolio had extension options that were likely to be exercised in 2018/19, four of which had already been approved.

Scotland Excel was exploring the benefits of further collaborative procurement across high spend, critical service areas of adult social care and construction and in 2018/19 would co-produce and implement a procurement strategy for care and support services; would deliver a new sourcing strategy for care home services for older people; had released an updated prior information notice for a new build housing framework aimed to support council delivery of new affordable houses, enabling councils to attain a range of works and services; and working in partnership with the Digital Office had released a prior information notice for market engagement across a range of projects to drive digital transformation across Scotland.

It was noted that overall, efficiencies delivered to date continued to be within the 2% to 4% forecast range.

DECIDED: That the report be noted.

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 26 October 2018 in Scotland Excel Meeting Room 1, Renfrewshire House, Paisley.

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 26 October 2018	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

Present

Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Bailie Norman MacLeod (Glasgow City Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Collette Stevenson (South Lanarkshire Council); and Councillor Amanda Westlake (Shetland Islands Council).

By Videoconference

Provost William Howatson (Aberdeenshire Council) and Councillor Stephen Thompson (Dumfries and Galloway Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer & Business Services, K Carlin, Procurement Coordinator, E Kidd, Senior Procurement Specialist, and M Robertson, Marketing and Communications Manager (all Scotland Excel); and M Conaghan, Legal and Democratic Services Manager; D Low, Senior Committee Services Officer, K Crawford, Senior Accountant and N O'Brien, Assistant Committee Services Officer (all Renfrewshire Council).

Apologies

Councillor Angus Macmillan Douglas (Angus Council); Councillor Altany Craik (Fife Council); 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 commencement of the meeting.

1 Minute

There was submitted the Minute of the meeting of the Executive Sub-committee held on 28 September 2018.

DECIDED: That the Minute be approved.

2 Revenue Budget Monitoring

There was submitted a joint revenue budget monitoring report by the Treasurer and the Director of Scotland Excel for the period 1 April to 14 September 2018.

The report intimated that gross expenditure was £5,000 under budget and income was currently breakeven which resulted in a net underspend of £5,000.

DECIDED: That the report be noted.

3(a) Contract for Approval: Supply and Delivery of Road Signage Materials

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for the supply and delivery of signage materials which would be effective from 1 December 2018 until 30 November 2021, with an option to extend for up to an additional one-year period to 30 November 2022.

The report intimated that the framework provided councils with a mechanism to procure materials which would support road maintenance programmes.

The framework had been developed by the Operational Supplies and Services (OSS) Team with a fast-tracked approach involving key stakeholders and had been divided into four lots as detailed in figure 1 of the report and had been advertised at an estimated value of £5 million over the four-year period. Appendix 1 to the report detailed the participation, spend and savings summary of the 31 councils participating in the framework. Orkney Islands Council would not be participating in any new arrangement as they had their own sign shop.

Tender responses had been received 14 suppliers and a summary of offers received and their SME status was detailed in Appendix 2 to the report.

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 agreement be awarded to 11 suppliers across the four lots as outlined in Appendix 3 to the report.

Appendix 4 to the report detailed suppliers with Living Wage status.

DECIDED: That placings on this framework for the supply and delivery of road signage materials, be awarded to the suppliers as detailed in Appendix 3 to the report.

Declaration of Interest

Provost Macdonald declared a non-financial interest in item 3(b) of the agenda as he was a retained firefighter with the Scottish Fire and Rescue Service and indicated his intention to remain in the meeting during consideration of the item and not to take part in any discussion or voting thereon.

3(b) Contract for Approval: Technology Enabled Care

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for the supply of telecare and telehealth technologies, renamed as technology enabled care, which would be effective from 1 January 2019 until 31 December 2019, with an option to extend for up to three one-year periods to 31 December 2022.

The report intimated that the framework provided councils, health and social care partnerships and associate members with a mechanism to procure technology enabled care and ancillary monitoring services to maintain, promote and support independent living. The framework would allow for four annual break clauses and would exercise Regulation 72 of the procurement regulations to allow a digital specification to be added to the framework during the four-year duration.

The framework would provide more comprehensive location and lifestyle monitoring services together with consumer grade home health monitoring peripheral devices to help reduce unnecessary routine admissions to primary and secondary healthcare.

The framework had been divided into 10 lots as detailed in table 1 of the report and had been advertised at an annual value of £6.3 million. Appendix 1 to the report detailed the participation, spend and savings summary of the 32 councils/health and social care partnerships, three health boards and three housing associations participating in the framework.

Tender responses had been received from 17 suppliers and a summary of offers received was detailed in Appendix 2 to the report.

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.

The offers received within lot 10 (Alarm Receiving Technology) could not be equally evaluated on a like-for-like basis due to the changing nature of current technology available. As a result, lot 10 had not been recommended for award. Further engagement would be carried out to identify the most appropriate method for local authorities to purchase this technology.

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 agreement be awarded to 14 suppliers across the nine lots as outlined in Appendix 3 to the report.

Appendix 4 to the report detailed suppliers with Living Wage status at point of tender.

It was noted that any reference in the appendices to the report to ITS Design Ltd trading as Alert-It should be replaced with ITS Designs Ltd trading as Alert-It.

DECIDED:

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

(b) That it be noted that any reference in the appendices to the report to ITS Design Ltd trading as Alert-It should be replaced with ITS Designs Ltd trading as Alert-It.

4(a) Request for Associate Membership: Cairn Housing Association

There was submitted a report by the Director of Scotland Excel advising that Cairn Housing Association had submitted an application to become an associate member of Scotland Excel.

DECIDED: That the application by Cairn Housing Association to become an associate member of Scotland Excel, at an annual membership fee of £4,790, be approved subject to completion and signing of the agreement documentation.

4(b) Request for Associate Membership: SEStran (South East of Scotland Transport Partnership)

There was submitted a report by the Director of Scotland Excel advising that SEStran had submitted an application to become an associate member of Scotland Excel.

DECIDED: That the application by SEStran 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.

5 Operating Plan 2018/19 Update

There was submitted a report by the Director of Scotland Excel relative to the Q1 progress made against operating plan activities and commitments during 2018/19.

DECIDED: That the report be noted.

6 Date of Next Meeting

DECIDED: That it be noted that the next meeting of the Executive Sub-committee would be held at 10.45am on 23 November 2018 in Scotland Excel Meeting Room 1, Renfrewshire House, Paisley.

Minute of Meeting

Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 23 November 2018	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

Present

Councillor Charles Buchan (Aberdeenshire Council) (substitute for Provost William Howatson); Bailie Norman MacLeod (Glasgow City Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Amanda Westlake (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 and S Brannagan, Head of Customer & Business Services (all Scotland Excel); and A MacArthur, Head of Finance, M Conaghan, Legal & Democratic Services Manager and D Low, Senior Committee Services Officer (all Renfrewshire Council).

Apologies

Provost Bill Howatson, (Aberdeenshire Council); Councillor Angus Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); Provost Norman Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson. (Dumfries & Galloway Council); Councillor Altany Craik (Fife Council) and Councillor Alister Mackinnon (Highland Council).

Declarations of Interest

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

1 Minute

There was submitted the Minute of the meeting of the Executive Sub-committee held on 26 October 2018.

DECIDED: That the Minute be approved.

2 Revenue Budget Monitoring

There was submitted a joint revenue budget monitoring report by the Treasurer and the Director of Scotland Excel for the period 1 April to 12 October 2018.

The report intimated that gross expenditure was £4,000 under budget and income was currently £10,000 under recovered which resulted in a net overspend of £6,000.

DECIDED: That the report be noted.

3(a) Request for Associate Membership - East Kilbride and District Housing Association Limited

There was submitted a report by the Director of Scotland Excel advising that East Kilbride and District Housing Association had submitted an application to become an associate member of Scotland Excel.

DECIDED: That the application by East Kilbride and District Housing Association to become an associate member of Scotland Excel, at an annual membership fee of £790, be approved subject to completion and signing of the agreement documentation.

3(b) Request for Associate Membership - Link Group Limited

There was submitted a report by the Director of Scotland Excel advising that Link Group Limited had submitted an application to become an associate member of Scotland Excel.

DECIDED: That the application by Link Group Limited to become an associate member of Scotland Excel, at an annual membership fee of £10,680, be approved subject to completion and signing of the agreement documentation.

4 Funding 2019/20 Update

There was submitted a report by the Director of Scotland Excel providing an update on the funding strategy for fiscal period 2019/20 set out in the Funding Model Review report approved at the meeting of the Joint Committee held on 29 June 2018.

The report provided an update on the progress made by Scotland Excel to maximise income through consultancy services; new build housing; learning and development through the Scotland Excel Academy; rebates; and associate member expansion. It was anticipated that consultancy services, learning & development and associate

member expansion would generate income in 2019/20 with the other two areas contributing in subsequent years. Having implemented the hybrid funding approach approved by the Joint Committee in June 2018, the report anticipated that a requisition increase of 2% would be required for 2019/20.

DECIDED:

(a) That the progress made since June 2018 be noted; and

(b) That the contents of the report be endorsed and that it be noted that an updated report would be submitted to the meeting of the Joint Committee to be held on 7 December 2018.

5 Risk Register Update

There was submitted a report by the Director 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 the actions identified to mitigate such risks.

It was proposed that in future the risks included in the register be ranked in order of degree of risk and that each risk indicate the level of movement between the previously reported risk ranking and the new risk ranking being reported. This was agreed.

DECIDED:

(a) That in future the risks included in the register be ranked in order of degree of risk (highest to lowest) and that each risk indicate the level of movement between the previously reported risk ranking and the new risk ranking being reported; and

(b) That the report otherwise be noted.

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 2018, the previous six and 12 months and provided information relating to the absence statistics and reasons.

DECIDED: That the report be noted.

7 Meetings of Scotland Excel Executive Sub-committee in 2019

There was submitted a report by the Clerk relative to proposed dates and venues for meetings of the Executive Sub-committee in 2019.

DECIDED: That the dates and venues for meetings of the Executive Sub-committee in 2019 as detailed in the report, be approved.

8 Date of Next Meeting

DECIDED: That it be noted that the next meeting of the Executive Sub-committee would be held at 9.45am on 7 December November 2018 in Glasgow City Chambers, George Square, Glasgow.