

Report

Report to:	Community and Enterprise Resources Committee
Date of Meeting:	29 June 2021
Report by:	Executive Director (Community and Enterprise Resources) Executive Director (Finance and Corporate Resources)

Subject:	Supplier Development Programme - Staffing
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ♦ update the Community and Enterprise Resources Committee on the Supplier Development Programme
- ♦ seek approval for 1 Full Time Equivalent (FTE) Marketing and Events Assistant and 1 FTE Business Development Officer to be added to the establishment on a fixed term basis for 1 year

2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendations: -

- (1) that the addition of 1 FTE Marketing and Events Assistant on Grade 2, Level 1-4 (£21,497 to £28,011) and 1 FTE Business Development Officer on Grade 3, Level 2-4 (£32,994 to £38,779) be added to the Planning and Economic Development establishment for a fixed term of 1 year, as detailed in section 5, be approved; and
- (2) that the appointment of these additional officers on a full cost recovery basis from the Scottish Government and Supplier Development Programme (SDP) be noted.

3. Background

- 3.1. The Supplier Development Programme (SDP) is a business support initiative which aims to help Small and Medium Enterprises (SMEs) improve their performance in winning contracts with public sector organisations through offering information, support and training events to help them compete in the tendering processes.
- 3.2. The Programme was founded initially by three local authorities (Glasgow, East Renfrewshire and South Lanarkshire) in 2005 and is set up as a not-for-profit company limited by guarantee. The Programme now consists of the 32 Scottish local authorities and is funded by members' subscriptions, contributions from new member subscribers and other public bodies as listed in Appendix 1. Income generated through events and Scottish Government contributions also support the SDP.
- 3.3. South Lanarkshire Council (SLC) succeeded Glasgow City Council in 'hosting' SDP in 2014, initially for a two-year period, and subsequently this period was extended at two-yearly intervals. At the Executive Committee on 20 August 2020, the Council agreed

to continue to host the Programme, within the Planning and Economic Development Service, until further notice.

- 3.4. The Programme is managed through a Board of Directors made up from Elected Members and senior officers from 13 member authorities and a Scottish Government officer. The current Board membership is noted in Appendix 2. Councillor Colette Stevenson is currently the SLC Board representative. The company and its operations are managed below board level by a hierarchy of regional management, stakeholder and executive groups, with the board membership representing a broad geographic balance.
- 3.5. With growing awareness and membership of the Programme, SDP has been delivering increased events and training sessions to support Councils and other members throughout the COVID-19 crisis. In turn, the SDP is facilitating engagement with local suppliers and upskilling local business to improve their capability and skills and gain confidence to tender for public and private sector opportunities. It is within this context that Scottish Government has provided funding support to meet this increasing demand, details of which are set out in section 4.
- 3.6. SDP also plays an important role in a range of City and Growth deals including Glasgow City Region City Deal (GCRCD) where the contribution of SDP was highlighted through a recent Centre for Local Economic Strategy (CLES) report, with the SDP being embedded in the GCRCD strategy and its recovery plans. The Sustainable Procurement Duty implemented through Procurement reform (Scotland) Act 2014 and Public Contracts (Scotland) regulations 2015, requires public sector procurement to focus on sustainable and inclusive economic growth, in particular, through facilitating the participation of SMEs and third sector bodies in procurement. SDP is a key enabler to achieve this.
- 3.7. With increasing interest in Community Wealth Building nationally, and procurement spend highlighted as one of the core ‘pillars’ necessary to achieve the desired economic and community outcomes, this has further increased the demands on SDP and cemented its place at the heart of economic recovery activity.
- 3.8. The current team comprises, 1 FTE SDP Manager post and 3 FTE Officers. These posts were made permanent following the Executive Committee approval on 12 August 2020 and continue to be funded by SDP on a full cost recovery basis.

4. Scottish Government Funding

- 4.1. As noted in paragraph 3.5, to support the increasing demand on the Programme the Scottish Government have offered the SDP a grant of up to £150,000 over the financial year 2021/2022 with the purpose of supporting the Programme to maintain and develop its services and training support for SMEs, third sector and supported businesses.
- 4.2. The main objectives/expected outcomes of the grant are:-
 - ◆ Develop and expand the SDP existing programme of training activities and events, to support green economic recovery plans and improve SME and third sector capability to bid for public contracts.
 - ◆ With the restrictions relating to COVID-19, SDP will utilise the grant to continue to broaden its online training and engagement schedule to reach suppliers, including those that may not otherwise have engaged online.

- ◆ To build on the SDP model of early engagement, intervention, and bespoke training that links suppliers to buyers and specific contracts relevant to their markets and adapt this model to online activities while restrictions relating to COVID-19 are in place.
- ◆ Develop a programme of training workshops/webinars and events to improve SMEs/ suppliers' ability to deliver Climate Emergency/ net zero outcomes in public sector contracts.
- ◆ Investigate potential supply chain opportunities for Scottish businesses associated with major public/private sector investment programmes in key market areas (for example HS2, Heathrow expansion, Rail Cluster supply chain, Freeports/Green Ports)
- ◆ Strengthen the strategic development and reach of the SDP through more focused and targeted planning and engagement to increase membership and support effective local economic development.
- ◆ Develop more robust data analysis to support and strengthen management information systems, allowing the SDP to better assess the effectiveness of existing activity and identify new opportunities.
- ◆ Raise the profile and awareness of the SDP and procurement within government and the small business community by strengthening existing capability and capacity and building on existing marketing, communications and social media strategies.
- ◆ Refresh the Marketing and Communications Strategy and Social Media Strategy, including target to increase the number of users/reach and to introduce 'paid ads' across social media platforms.

- 4.3. To deliver on these objectives and outcomes the Scottish Government have specified that a Marketing and Events Assistant and a Business Development Officer be appointed, and that contributions toward funding, with balance of funding from the SDP budget, would be provided for these posts, as detailed below:-

Marketing and Events Assistant

This role has for the period January to May 2021 been resourced through a graduate placement scheme which was funded by Scottish Government. SDP wish to formalise this role with a 1-year contract which is again funded by the Scottish Government Grant. The Marketing Assistant will be responsible for assisting with the delivery of training, workshops/webinars and the increasing programme of Meet the Buyer events. In addition, the Marketing Assistant will help the SDP team deliver increased social media output and raise the profile of SDP online. Scottish Government are contributing £24,000 towards funding this post.

Business Development Officer

This is a new post which will play a key role to drive new membership (and income) both in the public and private sector and to deliver stakeholder engagement and raise awareness of key projects and contract opportunities. Scottish Government are contributing £25,000 towards funding this post.

5. Employee Implications

- 5.1. The current arrangement will continue with the programme management team staffed by four Council officers and costs recovered from SDP Limited.
- 5.2. It is proposed, therefore, that the following are added to the establishment of Planning and Economic Development Services for a 1-year fixed term period.

5.3.

Post title	Number of posts	Grade / SCP	Hourly Rate	Annual salary (excluding on-costs)	Gross salary (including on-costs 30.3%)
Marketing and Events Assistant	1	Grade 2 Level 1-4	£11.78 - £16.52	£21,497 - £28,011	£30,147 - £39,281
Business Development Officer	1	Grade 3 Level 2-4	£18.08 - £21.25	£32,994 - £38,779	£42,991 - £50,529
Total				£54,491 - £66,790	£73,138 - £89,810

6. Financial Implications

- 6.1. There are no financial implications for South Lanarkshire Council. All employee costs relating to the two posts and the costs associated with hosting and operationally managing the posts will continue to be met from SDP budgets and Scottish Government funding. The Council has a Service Level Agreement in place with SDP which governs this arrangement.

7. Climate Change, Sustainability and Environmental Implications

- 7.1. By continuing to support the procurement of goods and services from local supply chains this helps support the local economy and employment, reduces the transport carbon outputs of longer supply chains and, therefore, contributes to reducing emissions and environmental sustainability.

8. Other Implications

- 8.1. The SDP programme is hosted by South Lanarkshire Council on behalf of all 32 Scottish local authority members, other public bodies and the Scottish Government. SDP makes a valuable contribution to Economic recovery and Community Wealth Building outcomes and its continued positive performance reflects well on South Lanarkshire Council adding to its positive reputation.
- 8.2. There is the possibility of the Programme failing to meet its objectives on behalf of 32 member authorities and a reputational risk to the Council if the Programme does not continue to be delivered in a consistent manner. This risk can be minimised by South Lanarkshire Council continuing to host the SDP and maintaining oversight via the Council's robust performance monitoring and management procedures.

9. Equality Impact Assessment and Consultation Arrangements

- 9.1. This matter does not require an equality impact assessment to be undertaken.
- 9.2. Consultation has been undertaken with SDP Board and council economic development and procurement officers who support the recommendation of this report.

Michael McGlynn
Executive Director (Community and Enterprise Resources)

Paul Manning
Executive Director (Finance and Corporate Resources)

8 June 2021

Link(s) to Council Values/Ambitions/Objectives

- ◆ Support the local economy by providing the right conditions for growth, improving skills and employability.

Previous References

- ◆ Executive Committee reports 14 May 2014, 14 April 2016, 28 March 2018 and 12 August 2020

List of Background Papers

None

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

Steve Keating, Economic Development Manager
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Appendix 1

As well as all 32 Scottish local authorities, the following public sector bodies are members of the Programme.

- Forestry and Land Scotland
- Highlands and Islands Enterprise
- Historic Environment Scotland
- Registers of Scotland
- National Records of Scotland
- Scottish Parliament
- Scottish Fire and Rescue
- Scottish Enterprise
- SEPA
- Strathclyde Partnership Transport
- Wheatley Housing Group
- Select
- SPTE
- Scottish Procurement Alliance
- Social Security Scotland
- South of Scotland Enterprise

Corporate members

Jacobs, R J McLeod, Robertson Facilities Management

Appendix 2

Supplier Development Programme, Board of Directors May 2021

Local Authority Area	Name
Dumfries and Galloway Council	Councillor Andrew S Wood
Dundee City Council	Karen Lawson
East Ayrshire Council	Councillor Gordon Jenkins
East Renfrewshire Council	Councillor Anthony Buchanan
Edinburgh City Council	Paula Deegan
Falkirk Council	Peter Reid
Fife Council	Pamela Stevenson
Glasgow City Council	Jackie Hill
Inverclyde Council	Stuart Jamieson
Moray Council	Diane Beattie
North Lanarkshire Council	Councillor Heather Brannan-McVey – Chair
South Ayrshire Council	Councillor Peter Henderson - Vice-Chair
South Lanarkshire Council	Councillor Collette Stevenson
Scottish Government	Ben Coburn - ex officio