

North Ayrshire Council

Community Wealth Building (CWB) Commission – Lead Officer Working Group

Note of Lead Officer Working Group Meeting held on 25 February 2021, 3pm – 4.30pm via Microsoft Teams

Present

Caitriona McAuley, Head of Service (Economic Development and Regeneration), North Ayrshire Council (Chair)
Kaileigh Brown, Co-Leader - Third Sector, The Ayrshire Community Trust (TACT)
Brian Connolly, CWB Specialist, Scottish Enterprise
Philip Martin, Head of Procurement, Scottish Enterprise
Jim Johnstone, Economy & Regeneration Coordinator, South Ayrshire Council
Gavin Cockburn, Procurement Coordinator, South Ayrshire Council
Zoe Fance, Procurement Service Lead, South Ayrshire Council
David McDowall, Interim Head of Planning and Economic Development, East Ayrshire Council
Lesley McLean, Procurement Manager, East Ayrshire Council
Donna Neilson, Workforce Planning Manager, East Ayrshire Council
Simon Bell, Service Manager: Architecture and Asset Planning with Capital Programme, East Ayrshire Council
Stephen McDonagh, Head of Procurement, Scottish Fire and Rescue Service
Paul Blackwood, Workforce Planning Manager, Scottish Fire and Rescue Service
Eddie Kenna, Station Commander, Scottish Fire and Rescue Service
Sarah Leslie, HR Director, NHS Ayrshire and Arran
Fraser Bell, Assistant Director (Programmes), Property & Capital Planning, NHS Ayrshire and Arran
Nicola Graham, Director of Infrastructure and Support Services, NHS Ayrshire & Arran
Shirley Lawtie, Acting Head of Procurement, NHS Ayrshire and Arran (Standing in for Sandy Agnew)
Anne Lyndon, Senior Manager Procurement, North Ayrshire Council
Lisa Burns, Procurement Development Manager, North Ayrshire Council
Kathleen Harper, Procurement Manager, Ayrshire College
Brian Shaw, Chief Inspector, Police Scotland
Derek Frew, Ayrshire Divisions Partnership Lead Officer, Police Scotland

Secretariat

Julie McLachlan, Senior Manager – Economic Policy, North Ayrshire Council
Mhairi Paterson, Community Wealth Building Coordinator, North Ayrshire Council

Apologies

Sandy Agnew, NHS Ayrshire and Arran
Paul Zealey, Skills Development Scotland

1. Welcome and Purpose of Meeting

The Chair noted the apologies submitted and welcomed everyone to the first meeting of the Lead Officer Working Group (LOWG) for the Ayrshire Community Wealth Building Commission. It was noted that there was excellent representation from across all organisations within the CWB Commission. The purpose of the meeting was to introduce all officers appointed to the LOWG and the various CWB Commission workstreams, clarify the role of the LOWG and provide updates on current activities, including the intended approach of the procurement workstream.

It was noted that meetings of the LOWG would be quarterly and forthcoming meetings more streamlined, with only the lead CWB representative from each organisation in attendance.

2. Introductions

The Chair invited all attendees to introduce themselves to the group.

3. CWB Commission background and role of the Lead Officer Working Group

Julie McLachlan noted at its previous meeting on 10 December, the CWB Commission agreed to a review of its Terms of Reference and remit, which reflect the expansion of the Commission to include East and South Ayrshire Councils. An indicative workplan of activities was also agreed by the Commission. This workplan focusses on three key pillars – procurement, fair employment and land and assets. It was agreed a Lead Officer Working Group (LOWG) would be created to take ownership of the Commission Workplan, progress actions as directed by the Commission and report on progress.

Commission Members were asked to nominate an officer to the LOWG, and in addition suggest officers for the three CWB workstreams that would be progressed. To increase capacity and facilitate engagement, a lead organisation for each workstream was sought to progress actions in collaboration with other Commission members. South Ayrshire Council agreed to lead the procurement workstream and Scottish Enterprise will lead land and assets. A lead is still to be appointed for the fair employment workstream, however the Secretariat are in discussions with Skills Development Scotland regarding support they can offer to this workstream. Volunteers to lead this workstream would be welcome.

3.2 Discussion on governance of workstreams within LOWG

Questions were posed to the group in respect of the governance of the LOWG and workstreams and reporting to the CWB Commission.

Meetings of the LOWG would be quarterly and occur in the month prior to Commission meetings. Updates on the activities of the LOWG would be required at each Commission meeting. Feedback from each of the workstreams would be delivered to the LOWG and subsequently reported to the Commission.

It was noted that although only three of the CWB pillars are currently in focus, there was a need to try and ensure alignment across all pillars. Quarterly LOWG meetings would provide opportunity to take a wide view and consider alignment of activities.

It was agreed the Secretariat would produce a standardised reporting template and procedure for workstreams to provide updates to the LOWG. The lead organisation for each workstream was asked to share contact details with all officers involved in the workstream.

4. Procurement workstream next steps

A presentation on the intended approach of the procurement workstream was given by Zoe Fance and Gavin Cockburn from South Ayrshire Council. A summary of the outputs of the previous North Ayrshire Commission Procurement Workshop held in November 2019 was given alongside the proposed follow up actions. These actions will be adopted by the procurement workstream and include:

- Update procurement spend analysis and undertake further consideration of the data to assess opportunities for CWB
- Identify opportunities for joint procurement on a regional basis
- Identify opportunities for supplier awareness and development for businesses and the third sector across the Ayrshire region, including raising awareness of potential tender opportunities such as through Quick Quotes (additional support from the AGD CWB Fund may potentially help support the delivery of these ambitions)
- Engage with Scottish Government on the benefits for more local procurement and barriers which may prevent this.

Zoe Fance outlined a roadmap for engagement with all Anchor Institution representatives involved in the workstream. Engagement would commence with one to one meetings, followed by the first full meeting of workstream representatives due to take place in April. In producing an update of the procurement spend analysis, it was noted that the definition of 'local' within procurement varies across organisations and therefore can be problematic for the accurate classification of spend data.

It was agreed an update of the spend analysis across the organisations will be shared at the next meeting of the CWB Commission on 29 March. The following points were noted by attendees:

- It may be helpful to look at the work of Birmingham Anchor Network on targeting low value contracts to third sector suppliers.
- David McDowall from East Ayrshire Council noted that there is potential to explore opportunities within the food and drinks sector. Work is already underway within East Ayrshire Council to identify gaps in local supply and local suppliers are being supported to grow their capacity. It was noted there would be benefit in the Ayrshire Regional Economic Partnership Food and Drink workstream engagement with the procurement workstream.
- The Ayrshire Growth Deal CWB Business Locality Officers can support with identifying supplier development opportunities when in post.
- It was noted there was a need to explore and consider the opportunities within the procurement of Energy contracts.

- There was a desire to consider a consortium approach to procurement which would help address challenges for smaller businesses in tendering for larger contracts.

5. Ayrshire Economic Joint Committee – Ayrshire Growth Deal, Community Wealth Building Fund

Julie McLachlan noted that the Final Business Case of the £3 million Ayrshire Growth Deal Community Wealth Building Fund was approved by the Ayrshire Economic Joint Committee on 22 February 2021. Subject to Scottish Government final sign off, the Fund is due to commence at the start of the next financial year subject to recruitment. Future updates on the AGD CWB project will be provided to the LOWG.

6. Health Foundation: Economies for Healthier Lives funding

An overview of a recently submitted funding bid by North Ayrshire Council and NHS Ayrshire and Arran on behalf of the Commission to the Health Foundation: Economies for Healthier Lives programme was given. The programme intends to fund up to four partnerships with between £300,000 to £500,000 for three years to support economic development projects that seek to improve health and reduce health inequalities. The proposal submitted outlines how NHS Ayrshire and Arran, the CWB Commission, CLES and Public Health Scotland would work to explore CWB opportunities for public health bodies and enhance the role of Ayrshire Anchor Institutions through the creation of an Ayrshire Anchor Network building on the CWB Anchor Charter. If successful, the project would inform and shape how Ayrshire Anchor Institutions work together and would be relevant to the activities of the LOWG, providing capacity to deliver on wider regional CWB ambitions. A decision on whether the proposal will be considered for a full application is expected by April.

7. Next Steps and future agenda items

It was noted it would be useful to see the planned approach of the other workstreams (Fair Employment and Land and Assets) at future meetings. There would also be opportunities to provide updates and case studies of how CWB has been embedded within respective organisations. Attendees were asked to give thought to future updates and case studies.

The next meeting of the LOWG is on Wednesday 19th May 2021, 2pm – 4pm.

8. AOB

No other business arising.