

## Scotland Excel

To: Joint Committee

On: 11 December 2020

Report by:  
The Clerk

### Meetings of Scotland Excel Joint Committee in 2021

#### 1. Summary

- 1.1 The purpose of this report is to seek approval for the proposed dates for meetings of the Scotland Excel Joint Committee in 2021.

#### 2. Recommendations

- 2.1 That meetings of Scotland Excel Joint Committee be held at 10.45 am on 18 June and 10 December 2021; and
- 2.2 That members be advised of the venue for future meetings.

#### 3. Background

- 3.1 In terms of Scotland Excel's Procedural Standing Orders:-

5. The Joint Committee shall meet not less than two times in each calendar year. The dates, times and places for ordinary meetings of the Joint Committee shall be decided by the Joint Committee.
6. A special meeting of the Joint Committee may be called at any time:
- (a) by the Convener or Vice-Convener; or
  - (b) if at least one quarter of the total number of members require a meeting in writing specifying the business to be transacted.

Any special meeting shall be held within 14 days from the date when the Clerk receives a written request and at the time and place specified by the Clerk in consultation with the Convener.

- 3.2 The Joint Committee normally meets in June of each year to approve the draft accounts for Scotland Excel and also in November or December of each year to approve the budget.

- 3.3 It is considered at this time that all of the business that requires to be transacted by the Joint Committee in 2021 can be dealt with at the two meetings.
- 3.4 The Executive Sub-committee, at its meeting held on 27 November 2020 decided that it would meet on 18 June and 10 December 2021.