

## **Minute of Meeting Scotland Excel Chief Executive Officers Management Group**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Wednesday, 28 August 2019	10:00	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

### **Present**

Cleland Sneddon, Chief Executive (Argyll & Bute Council) and Annemarie O'Donnell, Chief Executive (Glasgow City Council).

### **By Tele Conference**

Margo Williamson, Chief Executive (Angus Council) and Steve Grimmond, Chief Executive (Fife Council).

### **Chair**

In the absence of Sandra Black, Chair, Cleland Sneddon presided.

### **In Attendance**

J Welsh, Director, H Carr, Head of Strategic Procurement, J Hunt, Strategic Programme Manager, J Bowles, Category Manager, S Blackhall, IT Operational Manager, and L Campbell, Corporate Services Manager (all Scotland Excel); and C MacDonald, Senior Committee Services Officer (Renfrewshire Council).

### **Apologies**

Angela Scott, Chief Executive (Aberdeen City Council) and Sandra Black, Chief Executive (Renfrewshire Council).

### **Conflicts of Interest**

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

## **1 Minute**

There was submitted the Minute of the meeting of the Chief Executive Officers Management Group (CEOMG) held on 15 May 2019.

**DECIDED:** That the Minute be approved.

## **Sederunt**

Annemarie O'Donnell entered the meeting during consideration of the following item of business.

## **2 Director's Update**

There was submitted a report by the Director of Scotland Excel which provided an update on key developments within Scotland Excel since the meeting of the Group held on 15 May 2019.

The report provided information in relation to a digital office update; collaboration with the Scottish Government; Care Services; the Scotland Excel Academy; new build housing; and an update on the contract plan and contracts approved since May 2019 and new associate members.

In relation to the Digital Office data gathering exercise, it was agreed that an email would be sent to all CEOMG members providing an update on their status.

During discussion, mention was made of Brexit, the current position and potential future options/scenarios and implications. It was agreed that information would be gathered across a full range of contracts and an email sent to all local authorities advising of the anticipated impact.

**DECIDED:**

(a) That the report be noted;

(b) That an email be sent to all CEOMG members providing an update on their status in relation to the Digital Office data gathering exercise; and

(c) That an email be sent to all local authorities advising of the Scotland Excel preparatory work in relation to Brexit.

## **3 Demonstration: Business Intelligence**

S Blackhall, IT Operational Manager, gave a demonstration on the new Business Intelligence application which was now available for members. The demonstration indicated that when members logged in to the application it automatically filtered all information relevant to their local authority; allowed members to monitor and analyse information; and produce reports. It was noted that additional reports would be developed.

**DECIDED:** That the demonstration be noted.

## **4 Presentation: New Build**

J Bowles, Category Manager, gave a presentation to the Group in relation to the new build residential framework.

The presentation provided background information; outlined the framework overview; detailed the benefits of using the framework; highlighted the framework rebate model; and looked at the priorities going forward and how to support councils.

**DECIDED:** That the presentation be noted.

## **5 Presentation: Economic Development**

J Welsh, Director, gave a presentation to the Group in relation to local economic development.

The presentation looked at the local landscape and detailed some headline facts and highlighted discussion areas.

A O'Donnell advised she had a meeting scheduled with the Deputy Director for Manufacturing and Industries at the Scottish Government and would provide feedback to members prior to the next scheduled meeting of the Group.

**DECIDED:**

(a) That the presentation be noted; and

(b) That feedback from the meeting with the Deputy Director for Manufacturing and Industries, Scottish Government, in relation to economic development be provided to members of the Group.

## **6 Care Homes Procurement Options**

There was submitted a report by the Director of Scotland Excel relative to Care Home Procurement Options.

The report set out alternative arrangements if there was a failure to finalise the Care Home Cost Model and Scottish Care advocated a shift from national to local arrangements for agreeing procurement of care home services across Scotland.

The report intimated that if the cost model could not be agreed by 30 September 2019, councils would require to discuss which approach they would wish to adopt and develop a timeline to review the contract, advertise and undertake mandatory, insurance, technical and financial checks in advance of contract award from 1 April 2020. The report advised that Option 3 was the closest to the current national arrangement depending on how many councils wished Scotland Excel to undertake this activity on their behalf.

The report further intimated that if the sector moved to propose a shift to local arrangements, Scotland Excel would survey member councils on their preferred procurement option and implementation approach.

**DECIDED:** That the report be noted.

## **7 Date of Next Meeting**

**DECIDED:** That it be noted that the next meeting of the CEOMG would be held at 10.00 am on 27 November 2019 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.