

Minute of Meeting Scotland Excel Chief Executive Officers Management Group

Date	Time	Venue
Monday, 21 May 2018	10:00	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

Present

Joyce White, Chief Executive (West Dunbartonshire Council) and Annemarie O'Donnell, Chief Executive (Glasgow City Council).

By Video Conference

Angela Scott, Chief Executive (Aberdeen City Council) and Judy Orr, Head of Customer and Support Services (Argyll & Bute Council).

Chair

In the absence of the Chair, Joyce White, the Chair's nominee, chaired the meeting.

In Attendance

J Welsh, Director, H Carr Head of Strategic Procurement, S Brannagan, Head of Customer and Business Services, A Richmond, Senior Procurement Manager and B Murray, Procurement Development Manager (all Scotland Excel); and K Graham, Head of Corporate Governance and E Currie, Senior Committee Services Officer (both Renfrewshire Council).

Apologies

Sandra Black, Chief Executive (Renfrewshire Council), Cleland Sneddon, Chief Executive, (Argyll & Bute Council) and Mary Pitcaithly, Chief Executive and Stuart Ritchie, Head of Customer and Support Services (both Falkirk Council).

1 Minute

There was submitted the Minute of the meeting of the Chief Executive Officers Management Group held on 26 February 2018.

DECIDED: That the Minute be approved.

Sederunt

Annemarie O'Donnell, Chief Executive (Glasgow City Council) entered the meeting prior to consideration of the following item of business.

2 Five Year Strategy

The Director gave a presentation to the group relative to Scotland Excel's new five-year strategy which would be presented to the Executive Sub-committee and Joint Committee.

The presentation included information on the reasons for the move to a five-year model; the vision and values; the delivery of outcomes through Scotland Excel's goals and objectives; stakeholder consultation and feedback; the annual operating plan; and how performance would be measured and reported.

The strategy map provided an overview of the business goals and strategic objectives which supported Scotland Excel's aim.

It was noted that the strategy and operating plan would be presented to the Executive Sub-committee at its meeting to be held on 1 June 2018 and the Joint Committee at its meeting to be held on 29 June 2018; that the strategy would be published in July 2018 and performance would be reported quarterly.

It was proposed that the presentation be noted; that a report on the risk strategy and associated horizon scanning be submitted to the next meeting of this group; that a report on the courses offered by the Scotland Excel Academy be submitted to the next meeting of this group; that the membership of this group be raised at the meeting of SOLACE being held in August 2018 and that information in relation to membership of the group since it was established be provided to Joyce White; and that following the meeting of the Executive Sub-committee to be held on 1 June 2018, the refreshed strategy be provided to members of this group. This was agreed.

DECIDED:

- (a) That the presentation be noted;
- (b) That a report on the risk strategy and associated horizon scanning be submitted to the next meeting of this group;
- (c) That a report on the courses offered by the Scotland Excel Academy be submitted to the next meeting of this group;
- (d) That the membership of the group be raised at the meeting of SOLACE being held in August 2018 and that information in relation to membership of the group since it was established be provided to Joyce White; and

(e) That following the meeting of the Executive Sub-committee to be held on 1 June 2018, the refreshed strategy be provided to members of this group.

Chair

Joyce White left the meeting at 10.35am and returned at 10.50am during which time Annemarie O'Donnell chaired the meeting.

3 Governance Update

The Procurement Development Manager gave a presentation to the group in relation to the review of the governance structure of Scotland Excel which included information on the reasons for the review; initial research undertaken; the four options explored; and scenario testing.

The next steps would be to recommend to the Joint Committee at its meeting to be held on 29 June 2018 that the current model be maintained and that the current Scheme of Delegated Functions be updated.

It was proposed that a paper be submitted to a future meeting of SOLACE to advise members of the additional areas of work being undertaken by Scotland Excel and that this group be kept updated on the review of the Improvement Service which was currently underway; and that further work be undertaken within Scotland Excel's governance review to ascertain how Scotland Excel could support local authorities in employing unique project posts within their organisations. This was agreed.

DECIDED:

(a) That it be noted that the Director would submit a report to the meeting of the Joint Committee to be held on 29 June 2018 recommending that the current model be maintained;

(b) That it be noted that the current Scheme of Delegated Functions would be updated and submitted to the meeting of the Joint Committee to be held on 29 June 2018 for approval;

(c) That a paper be submitted to a future meeting of SOLACE to advise members of the additional areas of work being undertaken by Scotland Excel;

(d) That the group be kept updated on the review of the Improvement Service currently underway; and

(e) That further work be undertaken within Scotland Excel's governance review to ascertain how Scotland Excel could support local authorities in employing unique posts within their organisations.

4 Future Funding

The Head of Customer and Business Services and the Senior Procurement Manager gave a presentation to the group in relation to the future funding options for Scotland Excel.

The presentation included information relative to the future financial landscape of local government; the deficit for both 2019/20 and 2020/21 together with details of the options being considered to address these; care home services for older people and care and support services; and the funding options being considered.

The next steps would be to continue market analysis and forecasting income; continue stakeholder engagement; provide a five-year income plan with associated blended options including elements of each of the six items identified; submitting a report to a future meeting of the Joint Committee and ensuring continuation of vital member services for care.

It was proposed that the Director, in her paper being submitted to SOLACE, provide information on how programmes delivered by the Scotland Excel Academy could be used by local authorities to support retraining of staff who were subject to redeployment. This was agreed.

DECIDED:

(a) That the presentation be noted; and

(b) That the Director, in her paper being submitted to SOLACE, provide information on how programmes delivered by Scotland Excel Academy could be used by local authorities to support retraining of staff who were subject to redeployment.

5 Shared Services Update

The Head of Customer and Business Services and the Head of Strategic Procurement gave a presentation to the group in relation to shared services.

The presentation included information in relation to the strategic direction and development of Scotland Excel's shared services offering; the Fife Council project; the work undertaken in relation to SEEMiS; the work undertaken with the Digital Office; the work being carried out for Aberdeen City Council; options appraisal; and the shared service offering.

It was proposed that the Director, in her paper being submitted to SOLACE, provide information on how Scotland Excel could further assist local authorities with their digital challenges and consider further collaboration with the Improvement Service and Local Government Digital Office. This was agreed.

DECIDED:

(a) That the presentation be noted; and

(b) That the Director, in her paper being submitted to SOLACE, provide information on how Scotland Excel could further assist local authorities with their digital challenges and consider further collaboration with the Improvement Service and the Local Government Digital Office.

6 Directors Update

There was submitted a report by the Director of Scotland Excel providing an update on key developments within Scotland Excel since the last meeting of this group held on 26 February 2018.

The report detailed information in relation to work with the Local Government Digital Office; the Scottish Government projects on affordable housing and social care; an update on the Contract Plan; the Scotland Excel Academy; contracts approved by the Executive Sub-committee since February 2018; an update on new associate members; and Scotland Excel receiving two awards at the UK Go Awards in April 2018.

DECIDED: That the report be noted.

7 Date of Next Meeting

DECIDED: That it be noted that the next meeting of the group would be held at 10.00 am on 27 August 2018 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.