Scotland Excel

To: **Executive Sub Committee**

On: **23 November 2018**

**Report
by
the Clerk**

Meetings of Scotland Excel Executive Sub-committee in 2019

1.   Summary

1.1   The purpose of this report is to seek approval for the proposed dates for meetings of the Scotland Excel Executive Sub-committee in 2019.

2.   Recommendation

2.1   That, if required, meetings of Scotland Excel Executive Sub-committee be held on:-

Date	Time	Venue
25 January 2019	10.45 am	Scotland Excel Meeting Room 1, Renfrewshire House
22 February 2019	10.45 am	Scotland Excel Meeting Room 1, Renfrewshire House
22 March 2019	10.45 am	Scotland Excel Meeting Room 1, Renfrewshire House
26 April 2019	10.45 am	Scotland Excel Meeting Room 1, Renfrewshire House
31 May 2019	10.45 am	Scotland Excel Meeting Room 1, Renfrewshire House
21 June 2019	9.45 am	City Chambers, Glasgow City Council (prior to meeting of Scotland Excel Joint Committee)
23 August 2019	10.45 am	Scotland Excel Meeting Room 1, Renfrewshire House
20 September 2019	10.45 am	Scotland Excel Meeting Room 1, Renfrewshire House
25 October 2019	10.45 am	Scotland Excel Meeting Room 1, Renfrewshire House

| 22 November 2019 | 10.45 am | Scotland Excel Meeting Room 1, Renfrewshire House |
| 6 December 2019 | 9.45 am | City Chambers, Glasgow City Council (prior to meeting of Scotland Excel Joint Committee) |

3. Background

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

42(a). The Executive Sub-committee shall meet not less than four times in every calendar year. The time, dates and venues for all subsequent meetings will be approved by the Executive Sub-committee.

3.2 One of the main functions of the Executive Sub-committee is to consider reports on the award of contracts being let on behalf of Scotland Excel, therefore, the dates for the Executive Sub-committee meetings require to be fixed by referral to the planned award dates for these contracts. It is expected that all contract awards planned for 2019 can be accommodated within the timetable of meetings detailed in this report.