

## **Minute of Meeting Scotland Excel Executive Sub-committee**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Friday, 08 December 2023	09:30	Remotely by MS Teams,

### **Present**

Councillor David Keating (Aberdeenshire Council); Councillor Brenda Durno (Angus Council); Councillor Kenny Macleod (Comhairle Nan Eilean Siar); Councillor Carlyne Wilson (Dumfries & Galloway Council); Councillor Altany Craik (Fife Council); Councillor Derek Loudon (Highland Council); Councillor Dennis Leask (Shetland Islands Council), Councillor Chris Cullen (South Ayrshire Council); and Councillor John Shaw (Renfrewshire Council).

### **Chair**

Councillor Shaw, Convener, presided.

### **In Attendance**

J Welsh, Chief Executive, H Carr, Director of Strategic Procurement, S Brannagan, Director of Customer & Business Services, L Campbell, Customer Services Manager, M Mitchell, Strategic Procurement Manager, K Forrest, Office Manager, J Clark, Senior Procurement Specialist, K Nugent, Project and Accounts Manager, L Mooney, Senior Communications Specialist, M Boyle, Senior Business Services Specialist and N Hyde, Programme Manager (all Scotland Excel); and C McCourt, Head of Finance & Procurement, L Mitchell, Managing Solicitor (Contracts & Conveyancing), A Burns, Corporate Finance Manager, D Blackburn, Principal Accountant, E Currie and E Gray, both Senior Committee Services Officers and T McGowan, Senior Accountancy Assistant (all Renfrewshire Council).

### **Apologies**

Councillor Michael McPake (North Lanarkshire Council) and Councillor Walter Brogan (South Lanarkshire Council).

## **Declarations of Interest and Transparency Statements**

There were no declarations of interest or transparency statements intimated prior to the commencement of the meeting.

### **1 Minute**

There was submitted the Minute of the meeting of the Executive Sub-committee held on 17 November 2023.

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

### **2 Contract for Approval: Grounds and Plant Equipment**

The Convener advised that the report by the Chief Executive of Scotland Excel relative to the award of a third-generation renewal framework for grounds and plant equipment was withdrawn from the agenda.

**DECIDED:** That it be noted that the report had been withdrawn.

### **3 Request for Associate Membership: Scottish Society for the Prevention of Cruelty to Animals**

There was submitted a report by the Chief Executive of Scotland Excel advising that the Scottish Society for the Prevention of Cruelty to Animals had submitted an application to become an associate member of Scotland Excel.

The report provided details of the organisation and the legislative position in relation to the application.

**DECIDED:** That the application by the Scottish Society for the Prevention of Cruelty to Animals to become an associate member of Scotland Excel, with an annual membership fee of £1,100, be approved, subject to completion and signing of the agreement documentation.

### **4 Employee Supporting Attendance**

There was submitted a report by the Chief Executive of Scotland Excel relative to supporting employee attendance, highlighting the absence rate in the organisation and the support mechanisms implemented to support staff members.

The report intimated that Scotland Excel worked to an absence rate of below 4% which aligned with partner organisations, supported good practice in this area and demonstrated the ongoing commitment to absence management as a key efficiency target.

The report advised of the absence levels for the 12-month period to October 2023 and provided a breakdown of the current month, the last six months and 12 months absence figures, together with an illustration of 12 months in days and percentages. Appendix 1 to the report detailed the rate of absence across the organisation, which had been maintained at below the 4% target, with one exception.

It was noted that, in addition to actively supporting members of staff absent through ill health, Scotland Excel continued to implement positive early intervention practices to maintain employee attendance; supported staff who might be experiencing difficulties whilst remaining at work; actively supported and encouraged positive mental health amongst staff members with 21 staff trained as accredited Mental Health First Aiders; and was implementing a programme of awareness and support for staff experiencing difficulties through menopause.

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

## 5 **Date of Next Meeting**

**DECIDED:** That it be noted that the next meeting of the Executive Sub-committee would be held remotely on MS teams at 9.30 am on 26 January 2024.