

Minute of Meeting Scotland Excel Chief Executive Officers Management Group

Date	Time	Venue
Monday, 12 June 2017	14:30	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

PRESENT

A O'Donnell, Chief Executive (City of Glasgow Council) and S Black, Chief Executive (Renfrewshire Council).

BY VIDEOLINK

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

CHAIR

In the absence of the Chair, A O'Donnell, 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 E Kidd, Senior Procurement Specialist (all Scotland Excel); and K Graham, Head of Corporate Governance and E Currie, Senior Committee Services Officer (both Renfrewshire Council).

APOLOGIES

C Sneddon, Chief Executive (Argyll & Bute Council); M Pitcaithly, Chief Executive and S Ritchie, Director of Corporate and Housing Services (both Falkirk Council); S Black, Chief Executive (Renfrewshire Council) (for lateness) and J Whyte, Chief Executive (West Dunbartonshire Council).

1 **MINUTE**

There was submitted the Minute of the meeting of the Chief Executive Officers Management Group held on 20 February 2017.

DECIDED: That the Minute be approved.

CHAIR

S Black entered the meeting during consideration of the following item of business and assumed the Chair.

2 **INDEXATION**

H Carr gave a presentation to the group on indexation which covered the market in which the organisation operated in and the contract variances; key price drivers; the need to report information in a different way; market indices; and how the use of one toolkit across the sector would assist local authorities.

DECIDED:

(a) That the presentation be noted; and

(b) That the Director of Scotland Excel take this matter forward with local authority corporate procurement units.

3 **TELECARE**

E Kidd gave a presentation to the group on the development work for telecare and telehealth technologies which covered what analogue telecare currently looked like; problems with analogue telecare; what digital telecare would look like; the advantages of digital; and what telehealth would look like.

A discussion took place concerning who was leading on technology development and funding allocations – care or health and how to ensure an effective joined approach. It was proposed that the presentation be delivered to the Integrated Managers Network.

DECIDED:

(a) That the presentation be noted; and

(b) That the presentation be delivered to the Integrated Managers Network.

4 **EARLY YEARS STRATEGY**

A Richmond gave a presentation to the group on the expansion of early learning and childcare (ELC) which covered the increase in free ELC provision from the current 600 hours to 1140 hours by 2020; the funding local authorities would receive from the Scottish Government over six years to expand ELC; the Scottish Government's vision for the expansion of ELC underpinned by a set of four principals being quality, flexibility, accessibility and affordability; current ELC delivery; implementation challenges; and the role for Scotland Excel.

The group discussed this matter and noted that a number of councils were more cited on this matter than others and that development of a commissioning strategy would assist local authorities. A Scott advised that she was driving this matter at regional level and A O'Donnell advised that her local authority had two or three models depending on the size of the building and both agreed to share information with other Chief Executive's and the Director of Scotland Excel. It was noted that Scotland Excel had gathered some preliminary information on this matter. Scotland Excel was keen to understand from local authorities what support, if any, Scotland Excel could offer to assist with the planned ELC expansion.

DECIDED:

- (a) That the presentation be noted;
- (b) That A Scott and A O'Donnell share information with other Chief Executive's and the Director of Scotland Excel; and
- (c) That the Director of Scotland Excel establish what local authorities required from the organisation.

SEDERUNT

A Scott left the meeting during consideration of the following item of business.

5 HOW TO GROW SERVICES IN A CHALLENGING ENVIRONMENT

J Welsh gave a presentation to the group on the growth of the organisation since 2008 which covered why the organisation kept growing; the barriers to growth and the governance and funding opportunities for growth.

The group then discussed a possible change in the structure of the organisation.

DECIDED:

- (a) That the presentation be noted; and
- (b) That the Director of Scotland Excel submit a report to a future meeting of this group on a possible change of structure for Scotland Excel.

6 CUSTOMER SATISFACTION SURVEY - SENIOR STAKEHOLDERS

There was submitted a report by the Director of Scotland Excel providing members of the group with the key findings of the customer satisfaction surveys undertaken in November 2016 and providing a brief overview of the results of the surveys sent to procurement and service stakeholders.

The report detailed the key findings of senior stakeholders and procurement leads and other officers and the full results of the senior stakeholder surveys were appended to the report.

DECIDED: That the report be noted.

7 **DIRECTORS UPDATE REPORT**

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 20 February 2017.

The report detailed information in relation to LGDT; the Scottish Government projects on social care and housing; the careers event held on 7 March 2017 in Glasgow; contracts approved by the Executive Sub-committee in March 2017; an update on new associate members; the PCIP status and the work being undertaken to contact and meet with Joint Committee members.

In relation to the careers event held in Glasgow, it was proposed that consideration be given to hosting a joint career recruitment event with local authorities. It was noted that candidates were signposted to procurement positions within local authorities.

DECIDED:

(a) That the report be noted; and

(b) That consideration be given to hosting a joint career recruitment event with local authorities.

8 **ANY OTHER BUSINESS**

DECIDED: That it be noted that there were no other items of business for consideration.

9 **DATE OF NEXT MEETING**

DECIDED: That it be noted that the next meeting of the group would be held at 10.00 am on 9 August 2017 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.