

## Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 22 October 2021	09:30	Remotely by MS teams,

### Present

Councillor Charles Buchan (substitute for Provost Howatson) (Aberdeenshire Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Altany Craik (Fife Council); Councillor Ruairi Kelly (Glasgow City Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Amanda Hawick (Shetland Islands Council); and Councillor Josh Wilson (South Lanarkshire Council).

### Chair

Councillor Shaw, Convener, presided.

### In Attendance

J Welsh, Chief Executive; H Carr, Head of Strategic Procurement; L Campbell, Corporate Services Manager; S Christie, Commercial Manager; I Calder, Customer Account Manager; J Reid, Corporate Services Assistant; L McIntyre, Senior Communications Specialist and K Forrest, Office Manager (all Scotland Excel); and M Conaghan, Legal & Democratic Services Manager; C McCourt, Finance Business Partner; L Meikle, Senior Accountancy Assistant; E Currie, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (all Renfrewshire Council).

### Apologies

Provost Bill Howatson (Aberdeenshire Council); Councillor Andrew Johnston (City of Edinburgh Council); Councillor Stephen Thompson (Dumfries & Galloway Council); and Councillor Joe Cullinane (North Ayrshire Council).

### Declarations of Interest

Councillor Craik declared an interest in item 3(b) of the agenda – Request for Associate Membership: University of St Andrews – as he was a member of the University Court and indicated that it was his intention to leave the meeting during consideration of this item and not to take part in any discussion or voting thereon.

## **Order of Business**

In terms of Standing Order 12, the Convener intimated that he proposed to alter the order of business to facilitate the conduct of the meeting by considering item 3(b) of the agenda after item 3(c) of the agenda.

### **1 Minute**

There was submitted the Minute of the meeting of the Executive Sub-committee held on 17 September 2021.

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

### **2 Revenue Budget Monitoring to 17 September 2021**

There was submitted a joint revenue budget monitoring report by the Treasurer and the Chief Executive of Scotland Excel for the period 1 April to 17 September 2021.

The report intimated that at the end of period 6, Scotland Excel was projecting a break-even position by year-end in its core activities and a planned £173,000 drawdown from project reserves by year-end within projects. It was noted that both budgets would continue to be monitored closely over the remainder of the financial year. Further detail was provided in section 3 of the report.

Appendices 1 and 2 to the report provided an analysis of the actual spend to date along with projected net expenditure for 2021/22 and included a summary of movement in both the revenue reserve and projects reserves.

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

### **3(a) Request for Associate Membership: Live Active Leisure Limited**

There was submitted a report by the Chief Executive of Scotland Excel advising that Live Active Leisure Limited 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 Live Active Leisure Limited to become an associate member of Scotland Excel, with no annual membership fee, be approved subject to completion and signing of the agreement documentation.

### **3(b) Request for Associate Membership: Zero Waste Scotland Limited**

There was submitted a report by the Chief Executive of Scotland Excel advising that Zero Waste Scotland Limited 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 Zero Waste Scotland Limited to become an associate member of Scotland Excel, with no annual membership fee, be approved subject to completion and signing of the agreement documentation.

### **Declaration of Interest**

Councillor Craik, having declared a financial interest in the following item of business, left the meeting and took no part in the discussion.

#### **3(c) Request for Associate Membership: University of St Andrews**

There was submitted a report by the Chief Executive of Scotland Excel advising that the University of St Andrews 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 University of St Andrews to become an associate member of Scotland Excel, with no annual membership fee, be approved subject to completion and signing of the agreement documentation.

#### **4 Date of Next Meeting**

**DECIDED:** That it be noted that the next meeting of the Executive Sub-committee would be held at 9.30 am on 19 November 2021.

At this point in the meeting, the Convener welcomed Councillor Josh Wilson (South Lanarkshire Council) to his first Scotland Excel meeting.