

Minute of Meeting Scotland Excel Chief Executive Officers Management Group

| Date | Time | Venue |
|------------------------|-------------|--|
| Monday, 27 August 2018 | 10:00 | Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley |

Present

Annemarie O'Donnell, Chief Executive (Glasgow City Council) and Clelland Sneddon, Chief Executive (Argyll & Bute Council).

By Video Conference

Angela Scott, Chief Executive (Aberdeen City Council).

Chair

In the absence of the Chair, Annemarie 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, Z Brawn, Senior Procurement Specialist, I McNaught, Customer Development Manager, S Blackhall, Senior IT Specialist, and A Stewart, Senior Procurement Specialist (all Scotland Excel); and K Graham, Head of Corporate Governance (Clerk) and E Currie, Senior Committee Services Officer (both Renfrewshire Council).

Apologies

Sandra Black, Chief Executive (Renfrewshire Council); Joyce White, Chief Executive (West Dunbartonshire Council) and Kenneth Lawrie, 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 21 May 2018.

DECIDED: That the Minute be approved.

2 The Academy

I McNaught, Customer Development Manager, gave a presentation to the group in relation to the Scotland Excel Academy which included information on the vision for the Academy; the courses available; learning programmes in the Academy Portfolio; information on the flexible schedule of obtaining units and credits; information on the cost of delivering a Project Management course, 4 Foundations of Public Service Collaborative Innovative Change course, and information on non-accredited Customer and Supplier Management Scotland Excel qualification; and the Academy Roadmap.

It was proposed that the Director of Scotland Excel deliver this presentation to SOLACE to advise members of the work of the Scotland Excel Academy. This was agreed.

DECIDED:

(a) That the presentation be noted; and

(b) That the Director of Scotland Excel deliver this presentation to SOLACE to advise members of the work of the Scotland Excel Academy.

3 Digital Update

S Brannagan, Head of Customer and Business Services, Alistair Stewart, Senior Procurement Specialist and S Blackhall, Senior IT Specialist gave a presentation to the group in relation to the Spend Data Repository and Business Intelligence Projects which included information on the background to the projects; information on the technical and spend data storage requirements; the current status of the Spend Data Repository and Business Intelligence projects; market intelligence on care homes for older people which included the separate data sources of council/HSCP, CI data storage and Spikes Cavell observatory; and market information available in relation to the care home contract.

The presentation included a demonstration of the Business Intelligence reports

DECIDED: That the presentation be noted.

4 Care Update

A Richmond, Senior Procurement Manager gave a presentation to the group providing an update on Social Care.

The presentation included information on adult and older people services; care homes and associated challenges; and care and support and associated challenges.

DECIDED: That the presentation be noted.

5 Early Learning and Childcare

Z Brawn, Senior Procurement Specialist gave a presentation to the group on the work undertaken by Scotland Excel in relation to the Early Learning and Childcare Expansion.

The presentation included the background and an overview of the project; upcoming changes; the size and shape of the current market; local authority commissioning; and an overview of the work undertaken by Scotland Excel.

The group discussed the challenges ahead, including a new stakeholder group and sustainability; issues around Funding Follows the Child including expectations and reality, fundamental change, and whether councils were ready for a 'blended' approach; and the current working models for Early Learning and Childcare and procurement.

DECIDED: That the presentation be noted.

6 Director's 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 21 May 2018.

The report detailed information in relation to work with the Local Government Digital Office; the Scottish Government projects on affordable housing, new build housing, care and support services, care home services for older people, and early learning and childcare; the Scotland Excel Academy; an update on the contract plan and contracts approved since June 2018; an update on new associate members; and the membership of this group.

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 19 November 2018 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.

Brexit

At the close of the meeting a discussion took place regarding Brexit. The Director of Scotland Excel advised that the Scottish Government held monthly conference calls to share practice.

The Head of Strategic Procurement advised that Scotland Excel had compiled a position paper broken down by category and that the risks would be reported to a future meeting of this group.

Valedictory

The Chair advised that this was Andrew Richmond's last CEOMG meeting before he retired from Scotland Excel. Members thanked him for his many years of hard work and contribution to Scotland Excel and wished him well for a long and happy retirement.

