

Minute of Meeting Scotland Excel Chief Executive Officers Management Group

| Date | Time | Venue |
|-----------------------------|-------------|---|
| Wednesday, 19 February 2020 | 10:00 | Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley |

Present

Annemarie O'Donnell, Chief Executive (Glasgow City Council) and Sandra Black, Chief Executive (Renfrewshire Council).

By Video Conference

Cleland Sneddon, Chief Executive (South Lanarkshire Council).

By Tele Conference

Angela Scott, Chief Executive (Aberdeen City Council) and Steve Grimmond, Chief Executive (Fife Council).

Chair

Sandra Black, Chair, presided.

In Attendance

J Welsh, Director, H Carr Head of Strategic Procurement, S Brannagan, Head of Customer and Business Services, J Campbell, Category Manager (Social Care), B Murray, Procurement Development Manager and L Richard, Strategic Procurement Manager (all Scotland Excel); and K Graham, Head of Corporate Governance (Clerk) and T Slater, Senior Committee Services Officer (both Renfrewshire Council).

Apology

Margo Williamson, Chief Executive (Angus Council).

Conflicts of Interest

There were no conflicts of interest intimated prior to the commencement of the meeting.

1 Minute

There was submitted the Minute of the meeting of the Chief Executive Officers Management Group (CEOMG) held on 28 August 2019.

DECIDED: That the Minute be approved.

Sederunt

Cleland Sneddon joined the meeting during consideration of the following item of business.

2 Directors Update

There was submitted a report by the Director of Scotland Excel providing an update on key developments within Scotland Excel since the meeting of the Group held on 28 August 2019.

The report provided information in relation to a digital office update; collaboration with the Scottish Government; care services; the Scotland Excel Academy; new build housing; and an update on the contract plan and contracts approved since September 2019 and new associate members.

The Director of Scotland Excel agreed to provide an update in relation to data gathering and the contract plan at the next meeting of the Group.

DECIDED: That the report be noted.

3 Presentation: Care Update

H Carr, Head of Strategic Procurement gave a presentation on the National Care Home Contract (NCHC); the Care and Support Services National Framework; Early Learning and Childcare; Secure Care and the rising costs of care.

An update was provided on the continuing negotiations in relation to the NCHC. CoSLA was due to consider recommendations on 28 February 2020 with mediation being considered if there was not resolution.

DECIDED: That the presentation and update in relation to the National Care Home Contract be noted.

4 Community Benefits

There was submitted a report by the Director of Scotland Excel relative to the Community Benefits delivered in the period 1 April to 30 September 2019 as a result of the Scotland Excel framework portfolio.

The report advised that, twice yearly, suppliers and providers were requested to complete a comprehensive Community Benefits template. Information on Community Benefits by council area was provided in Appendix 1 to the report.

DECIDED: That the presentation be noted.

5 Sustainable Approach to Plastics

There was submitted a report by the Director of Scotland Excel relative to single use of plastic items within Scotland Excel frameworks.

The Single Use Plastics Update Report January 2020 provided an update on progress made to date and outlined development activity being undertaken to continue to drive the sourcing of viable alternative products.

DECIDED: That the report and progress made to date be noted.

6 Presentation: Food in Schools

The Strategic Procurement Manager gave a presentation on school food and feeding the mind which provided an overview of the food frameworks; information on where Scotland Excel were; Scottish spend statistics; SME engagement; the barriers faced and the role of procurement; where Scotland Excel are now; upcoming changes to nutritional requirements for food and drink in schools; and future goals and aspirations.

DECIDED: That the presentation be noted.

7 Review of Job Title for the Director of Scotland Excel

There was submitted a report by the Clerk regarding the job title for the most senior officer in the Scotland Excel structure.

The report intimated that the post of Director of Scotland Excel had been created when the organisation was established in 2008 and, at that time, the job title reflected the title of the most senior officer's post in the predecessor organisation, the Authorities Buying Consortium, on which Scotland Excel's governance was initially based.

The role of the Director was set out in Scotland Excel's governance documents and was defined as the officer appointed by the joint committee to have overall responsibility for the operational performance of Scotland Excel. There had been significant changes to the landscape in which Scotland Excel operated since its inception in 2008, and this had demanded that the Director operated at a much more strategic level, engaging national and local stakeholders in the development of Scotland Excel, the promotion of excellence in strategic procurement in local government and a much more proactive relationship with industry and suppliers.

The original focus of the Director's role had been primarily to get the organisation set up and running effectively but the role was now key in supporting and leading emerging policy agendas for both local and national government. The proposed revision of the job title more accurately reflected the strategic nature of the role and the level of stakeholder engagement and influencing required. In these circumstances, it could be considered important to support the profile of the post in that environment as it continued to change, that the lead officer for Scotland Excel be also given the title of Chief Executive. The change in title of the post would not involve a regrading of the post and should the proposal be supported by the Group, the Clerk submit a report to the next meeting of the Executive Sub-Committee to agree the change in job title.

DECIDED: That the proposal that the job title for the post of Director of Scotland Excel be retitled as Chief Executive of Scotland Excel be supported and that the Clerk submit a report to the next meeting of the Executive Sub-committee to seek agreement for the change in job title.

8 Date of Next Meeting

DECIDED: That it be noted that the next meeting of the CEOMG would be held at 10.00 am on 6 May 2020 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.