

**MINUTE OF MEETING OF THE SCOTLAND EXCEL  
CHIEF OFFICERS MANAGEMENT GROUP  
HELD ON 14<sup>TH</sup> NOVEMBER, 2014**

Item 1

**PRESENT**

N Smith (City of Edinburgh); G Proudfoot (North Lanarkshire Council); S Black (Renfrewshire Council) and C Leese-Young (West Lothian Council).

**BY VIDEOLINK**

S Barron and D Low (both Highland Council); and K Dickson (Scottish Borders Council)

**IN ATTENDANCE**

J Welsh, Director; I McCulloch, Head of Professional Services; and A Richmond, Senior Procurement Specialist (all Scotland Excel); A Lewis, Head of Procurement (Glasgow City Council); K Graham, Head of Legal & Democratic Services, Clerk; E Coventry, Democratic Services Officer and K Druce, Assistant Committee Services Officer (all Renfrewshire Council).

**APOLOGIES**

C Innes (Aberdeen City Council); S Bruce (City of Edinburgh Council); G Whitefield (North Lanarkshire Council) and D Martin (Renfrewshire Council)

**1. MINUTE**

There was submitted the Minute of the meeting of the Management Group held on 8<sup>th</sup> August, 2014. It was noted that A Lewis, Head of Procurement, Glasgow City Council had been omitted from the list of those present and that the Minute required to be corrected to reflect this.

**DECIDED:** That the Minute be approved subject to the inclusion of A Lewis in the sederunt.

**2. PROGRESS REPORT – BUSINESS PLAN 2014**

There was submitted a report by the Director of Scotland Excel which provided an update on the development and activities of Scotland Excel since the last meeting in terms of the five strategic aims of Scotland Excel.

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

**3. UPDATE ON BUSINESS PLAN, WORKFORCE PLAN AND REVENUE ESTIMATES 2015**

There was submitted a report by the Director of Scotland Excel which provided an update and a proposal for a new business plan model. Following the appointment of the new Director and Scotland Excel's six years of positive growth and development, it was considered to be an appropriate time for Scotland Excel to update and present a new business model for the future.

To facilitate the business review, a proposal for a six-month extension to the current Business Plan and a one year Revenue Budget Estimate 2015/16 was approved by the Executive Sub Committee on 3<sup>rd</sup> October, 2014. The Executive Sub-Committee also approved the continuation and implementation of workforce planning measures to allow for flexibility within the organisational structure.

To allow the Director to engage with all stakeholder groups and to listen and understand their requirements the current Business Plan, which was due to expire on 31<sup>st</sup> March, 2015, would be extended to 30<sup>th</sup> September, 2015 with refreshed targets which would include business and structure review and change. The five key areas of the business plan would be updated to reflect new targets and initiatives required to enable continued progress. The Director would develop and present a new three year Business Plan for submission to the Joint Committee in June 2015 for the new business model and organisational structure.

**DECIDED:**

- (a) That the proposed programme of work for the new three year Business Plan be noted; and
- (b) That the Chief Executive Officer Management Group be updated on progress made at future meetings.

**4. SPEND ACTIVITY AND ESTIMATED FORECAST SAVINGS REPORT - Q1 2014/15**

There was submitted a report by the Director of Scotland Excel providing an overview of the spend activity and estimated savings achieved through the Scotland Excel collaborative contracts. The report included additional spend data provided by suppliers since the last meeting. The report covered 4 quarters from 1<sup>st</sup> July, 2013 (Quarter 2 2012/13) to 30<sup>th</sup> June, 2014 (Q1 2014/15). The report covered 58 contracts in quarter 2, 60 contracts in quarter 3, 53 contracts in quarter 4 and 51 contracts in the last reporting period.

**DECIDED:** That the participation levels and associated benefits forecast be noted.

**5. UPDATE ON THE CONTRACT DELIVERY SCHEDULE**

There was submitted a report by the Director of Scotland Excel which provided an update on the contract delivery schedule and contract delivery plan, summarised the progress made to date and delivery against priorities previously defined and focussed on developing and delivering new contract opportunities.

**DECIDED:** That the progress made to date be noted.

**6. RISK REGISTER**

There was submitted a report by the Director of Scotland Excel providing an update on the Risk Register that was maintained to assess threats/risks that could impact on the delivery of Scotland Excel's organisational objectives and to identify actions that could be taken to mitigate such risks.

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

**7. REVENUE BUDGET MONITORING**

There was submitted a Revenue Budget Monitoring Report by the Treasurer and the Director of Scotland Excel relative to the Revenue Budget in position for Scotland Excel to 10<sup>th</sup> October, 2014.

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

## 8. **PERFORMANCE AWARDS/ACCREDITATION**

There was submitted a report by the Director of Scotland Excel providing an update on self-assessment and external assessment to ensure high quality performance within the procurement community and as a Centre of Expertise. In addition to financial governance audits by Renfrewshire Council and Audit Scotland the organisation sought to ensure that it operated in the challenging environment of continuous improvement.

### **DECIDED:**

- (a) That the report be noted;
- (b) That Scotland Excel be commended for all the awards received as detailed in the report; and
- (c) That Scotland Excel's previous Director be congratulated on her award for Outstanding Contribution to Scottish Public Sector Procurement from GO Awards Scotland.

## 9. **SCHEDULE OF MEETINGS**

There was submitted a report by the Clerk relative to meeting dates for the Joint Committee; Executive Sub Committee and Chief Officers Management Group for 2015.

**DECIDED:** That the schedule of meetings be noted.