

Scotland Excel

To: Executive Sub-Committee

On: 17 November 2023

**Report by:
The Clerk**

Meetings of Scotland Excel Executive Sub-committee in 2024

1. Summary

- 1.1 The purpose of this report is to seek approval for the proposed dates for meetings of the Scotland Excel Executive Sub-committee in 2024.
- 1.2 In terms of Scotland Excel's Procedural Standing Orders:-
 - 42(a). The Executive Sub-committee shall meet not less than four times in every calendar year. The time, dates and venues for all subsequent meetings will be approved by the Executive Sub-committee.
- 1.3 One of the main functions of the Executive Sub-committee is to consider reports on the award of contracts being let on behalf of Scotland Excel, therefore, the dates for the Executive Sub-committee meetings require to be fixed by referral to the planned award dates for these contracts. It is expected that all contract awards planned for 2024 can be accommodated within the timetable of meetings detailed in this report.
- 1.4 Currently, all Scotland Excel meetings are being held remotely using the Microsoft Teams platform and it is proposed that the Executive Sub-committee continue to meet remotely using the Microsoft Teams platform.

2. Recommendations

- 2.1 That, if required, meetings of Scotland Excel Executive Sub-committee be held remotely using the Microsoft Teams platform at 9.30 am on 26 January, 16 February, 15 March, 19 April, 17 May, 21 June, 23 August, 20 September, 18 October, 15 November and 6 December 2024.