

Minute of Meeting Scotland Excel Chief Executive Officers Management Group

Date	Time	Venue
Monday, 18 March 2024	10:00	Remotely by MS teams,

Present

Greg Colgan, Chief Executive (Dundee City Council); Eddie Fraser, Chief Executive (East Ayrshire Council); Annemarie O'Donnell, Chief Executive (Glasgow City Council); Alan Russell, Chief Executive (Renfrewshire Council) and David Robertson, Chief Executive (Scottish Borders Council).

Chair

Alan Russell, Chair, presided.

In Attendance

J Welsh, Chief Executive, H Carr, Director of Strategic Procurement, S Brannagan, Director of Customer & Business Services, J McKerrall, Strategic Programme Manager, L Campbell, Customer Services Manager, N Hyde, Skills & Resources Manager, S Christie, Commercial Programme Manager and K Forrest, Office Manager (all Scotland Excel); and M Conaghan, Head of Corporate Governance and E Currie, Senior Committee Services Officer (both Renfrewshire Council).

Apology

Angela Scott, Chief Executive (Aberdeen City Council).

Conflicts of Interest

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

Prior to the start of the meeting, the Chair welcomed David Robertson to his first meeting of the Group.

1 **Minute**

There was submitted the Minute of the meeting of the Chief Executive Officers Management Group (CEOMG) held on 8 November 2023.

DECIDED: That the Minute be approved.

2 **Chief Executive's Update Report**

There was submitted a report by the Chief Executive of Scotland Excel providing an update on key developments within Scotland Excel, since the meeting of the CEOMG held on 8 November 2023, reflecting the key strategic activities and outputs delivered by each team within the corporate structure.

The report advised that Scotland Excel continued to focus on driving efficiency to support the financial sustainability of local public services, one of the five strategic goals which underpinned the organisation's 2023/28 Corporate Strategy.

The report provided a strategic overview and detailed updates on Scotland Excel's strategic procurement and commissioning; recent framework awards and key frameworks in development; social care; resources and skills; savings opportunities; flexible procurement; the Scotland Excel Academy and commercial services.

DECIDED:

(a) That the report be noted;

(b) That the Chief Executive of Scotland Excel provide information on the Scotland Excel graduate programme at the May meeting of SOLACE; and

(c) That it be noted that the Chief Executive of Scotland Excel would provide information to the May meeting of SOLACE regarding the Professional Development Award (PDA) in commissioning and that this information would be provided to members of this Group.

3 **Social Care Update**

There was submitted a report and presentation by the Chief Executive of Scotland Excel providing an update in relation to the national social care contracts.

Detail was provided in relation to the National Care Home Contract (NCHC); the adult social care fee variation; the children's services fee variation; the joint event Scotland Excel held with CPPS members to discuss working with national contracts and areas for collaborative improvement; and minimising duplication.

Members of the Group discussed the conversations Scotland Excel were having with providers in relation to the rates for care homes; the number of councils utilising Scotland Excel care frameworks; procurement and ethical commissioning; minimising duplication; the frustrations felt by providers; and the balance of the strategic group to include both finance officers and chief social work officers.

DECIDED:

(a) That the report and presentation be noted;

(b) That it be noted that the Chief Executive of Scotland Excel would discuss the National Care Home Contract with Eddie Fraser; and

(c) That Scotland Excel bring an overview of uptake of the care portfolio to the next CEOMG as part of the care update.

Sederunt

Annemarie O'Donnell left the meeting during consideration of the following item of business.

4 Presentation: CE Transformation Group Update

There was submitted a presentation by the Chief Executive of Scotland Excel relative to the CE Transformation Group activities.

The presentation provided information on projects currently being progressed, new projects and slow to progress projects; the matters raised at SOLACE meetings together with responses; the pilot work undertaken on behalf of the CE Transformation Group in relation to contract registers, framework feedback and access to contract information; and the next steps.

Following discussion, it was noted that a letter from this Group would be issued to Chief Executives seeking their co-operation in ensuring that the requested information was returned to Scotland Excel; and that the Chief Executive of Scotland Excel make arrangements for this matter to be discussed at a future meeting of SOLACE.

DECIDED:

(a) That the presentation be noted;

(b) That it be noted that a letter from this Group would be issued to Chief Executives from the Chair of the CEOMG seeking their co-operation in ensuring that the requested information was returned to Scotland Excel; and

(c) That it be noted that the Chief Executive of Scotland Excel would make arrangements for this matter to be discussed at a future meeting of SOLACE.

5 Presentation: Savings Team Update

There was submitted a presentation by the Chief Executive of Scotland Excel relative to the work of the Savings Team.

The presentation provided information in relation to Scotland Excel's savings tracker; recently completed projects, current projects and those projects in the pipeline; the various communication methods which would keep everyone informed of the work being carried out by the Team; and the next steps..

The presentation provided further information in relation to the next Financial Transactions Project, and it was noted that further information would be provided to Alan Russell to get his input into the Procurement Card Phase 2 element of the project.

DECIDED:

(a) That the presentation be noted; and

(b) That it be noted that further information would be provided to Alan Russell to get his input into the Procurement Card Phase 2 element of the project.

6 **Date of Next Meeting**

DECIDED: That it be noted that the next meeting of this Group would be held remotely on MS teams at 10.00 am on 24 June 2024.

Valedictory

Alan Russell, having noted that Annemarie O'Donnell had left the meeting earlier, advised that this was the last meeting of the Group that Annemarie would attend as she was retiring at the end of the month. On behalf of the Group, he thanked Annemarie for the invaluable work she had undertaken during her time on the Group and also for her collaboration and the support given.