

## **Scotland Excel**

**To: Joint Committee**

**On: 17 June 2022**

**Report by:  
Chief Executive of Scotland Excel**

### **Elected Member Engagement Plan**

#### **1. Purpose of the Report**

As a membership organisation funded by all 32 local authorities, Scotland Excel is committed to positive and productive engagement with all levels of council stakeholders. This report provides an overview of the engagement activity proposed for Joint Committee elected members.

#### **2. Meetings**

A member of Scotland Excel's Executive Team will request a meeting with all elected members from the Joint Committee at least once each year. These meetings provide a one-to-one opportunity to discuss the organisation's recent activities and forward plans, as well as examine the value delivered for each council from its membership. Meetings can take place in-person or by video link, and will also cover any specific topics requested by the elected member.

In addition, a member of Scotland Excel's Senior Management Team will make contact with Joint Committee members twice per year. This provides an opportunity for elected members to discuss any specific matters about Scotland Excel and/or public procurement that may have come to their attention during that quarter. Initial contact will be made by email and/or telephone, and may be followed by an in-person or video link if requested.

#### **3. Publications**

Scotland Excel publishes a quarterly e-newsletter which is sent to Joint Committee members to update them on recent activities. Members are also sent copies of corporate publications and briefing notes, and are invited to visit the Scotland Excel website at [www.scotland-excel.org.uk](http://www.scotland-excel.org.uk) for information, news and updates on the organisation's activities.

#### **4. Events & Media**

Scotland Excel delivers a range of events and media activities to raise awareness of its work and promote the value of public procurement to its members.

Joint Committee members will receive invitations to online and in-person events which may be of interest. Recent examples include the Annual Conference, which this year took place on 18-19 May, and the Building a Net Zero Scotland event to promote energy efficiency frameworks which took place on 26 May. In 2023, Members will be invited to Scotland Excel's biennial Supplier Awards which celebrate the role of suppliers in public procurement.

An ongoing programme of press releases, advertorial features and social media activity takes places throughout the year. Examples are included in the Joint Committee Welcome Pack. Elected Members are often invited to provide a quote for press releases which cover activity in their area.

#### **5. Training**

The Scotland Excel Academy offers regular Introduction to Public Procurement courses which may be of interest to elected members wishing to know more about the public procurement landscape. These one-day courses are delivered online. Bespoke training on any relevant topic can be arranged for Joint Committee members where there is sufficient demand.

#### **6. Enquiries & Ongoing Support**

Scotland Excel operates an account management function which assigns a dedicated Account Manager for each council. Account Managers will make contact to introduce themselves to the Joint Committee members for their assigned councils, and will thereafter be available for any support elected members may need at any time.

Elected Members can also make contact with Executive Team or Senior Management Team members at any time they deem appropriate.

#### **7. Recommendation**

The members of the Joint Committee are invited to approve the proposed elected member engagement plan.