

Scotland Excel

To: Executive Sub-Committee

On: 19 November 2021

**Report by:
The Clerk**

Meetings of Scotland Excel Executive Sub-Committee in 2022

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 2022.
- 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 2022 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 not known how long this will continue. In light of this it is proposed that the Sub-committee continue to meet remotely. This will continue to be reviewed to take into account public health advice and guidance.

2. Recommendations

- 2.1 That, if required, meetings of Scotland Excel Executive Sub-committee be held on 28 January, 18 February, 18 March, 22 April, 19 August, 16 September, 21 October and 18 November 2022 and that where these meetings were being held remotely, they commence at 9.30 am and where they were being held within a venue, they commence at 10.45am;
- 2.2 That, if required, meetings of Scotland Excel Executive Sub-committee be held on 17 June and 9 December 2022, prior to meetings of the Joint Committee and that where these meetings were being held remotely, they commence at 9.30 am and where they were being held within a venue they commence at 9.45 am; and
- 2.3 That it be agreed that the Sub-committee continue to meet remotely and that this continue to be reviewed to take into account public health advice and guidance.