

Scotland Excel

To: Executive Sub-Committee

On: 29 January 2021

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

Request for Associate Membership of Scotland Excel by Shetland's Transport Partnership (ZetTrans)

1. Background

- 1.1 Scotland Excel operates an associate programme to allow access to its frameworks and services to a wide range of other public service bodies. Applications can be made for associate membership by organisations such as council arm's length organisations, community groups, charities, housing associations and voluntary organisations which are a public body or a body that engages in activities of a public nature.

Organisations apply to Scotland Excel for Associate Membership to allow them to access the frameworks for goods and services which are in place for members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for local authority members.

Associate membership supports the wider aims of Scotland Excel by increasing overall spend against frameworks, by providing additional income and by supporting the goals of promoting excellent public procurement across Scotland.

2. Organisation Background

- 2.1 ZetTrans is one of seven Regional Transport Partnerships (RTPs) in Scotland, set up under the Transport (Scotland) Act 2005. Regional Transport Partnerships (RTPs) are statutory bodies responsible for bringing together key stakeholders in transport planning in an area to produce and deliver strategies which improve and enhance transport and travel. ZetTrans is the statutory body responsible for the provision and maintenance of public transport services in the Shetland Islands.
- 2.2 ZetTrans staff are provided by Shetland Islands Council and salaries are paid in accordance within the Council policies and pay grades.

3. Associate Membership Process

3.1 Before any application is submitted for approval, a number of validation checks are carried out. These include a review of the Memorandum & Articles of Association, the financial position and the type of contracts that the organisation is likely to access. It is confirmed that satisfactory validation checks have been completed in relation to this application.

3.2 Scotland Excel monitors all requests from applicants to become associate members to ensure that any legal requirements are met. In this case, ZetTrans qualifies for membership in accordance with the Local Authorities (Goods and Services) Act 1970. The organisation is a public body, established by the Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005 made under the Transport (Scotland) Act 2005. Namely, that it has functions that are public in nature or engages in activities of that nature so long as the purpose or effect of access to Scotland Excel's services is to facilitate its discharge of those functions or activities.

3.3 Fees are determined in a number of ways:

Arm's Length External Organisations (ALEOs) related to local authority members pay no fee as this is covered within requisition fees.

National Health Service (NHS) bodies, Colleges and Universities, and Non departmental bodies of the Scottish Government pay no fee under a reciprocal agreement that allows local authorities to utilise contracts created by the relevant procurement centres of expertise.

All other associate fees are calculated on a standard methodology agreed by committee. For example, housing associations pay based on the number of houses within their portfolio.

4. Recommendations

4.1 It is recommended to committee that ZetTrans application to join Scotland Excel as an associate member be approved, with an annual fee of £500 subject to conclusion of the agreement document.