

Minute of Meeting

Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 23 November 2018	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

Present

Councillor Charles Buchan (Aberdeenshire Council) (substitute for Provost William Howatson); Bailie Norman MacLeod (Glasgow City Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Amanda Westlake (Shetland Islands Council) and Councillor Collette Stevenson (South Lanarkshire Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

J Welsh, Director, H Carr, Head of Strategic Procurement and S Brannagan, Head of Customer & Business Services (all Scotland Excel); and A MacArthur, Head of Finance, M Conaghan, Legal & Democratic Services Manager and D Low, Senior Committee Services Officer (all Renfrewshire Council).

Apologies

Provost Bill Howatson, (Aberdeenshire Council); Councillor Angus Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); Provost Norman Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson. (Dumfries & Galloway Council); Councillor Altany Craik (Fife Council) and Councillor Alister Mackinnon (Highland Council).

Declarations of Interest

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

1 Minute

There was submitted the Minute of the meeting of the Executive Sub-committee held on 26 October 2018.

DECIDED: That the Minute be approved.

2 Revenue Budget Monitoring

There was submitted a joint revenue budget monitoring report by the Treasurer and the Director of Scotland Excel for the period 1 April to 12 October 2018.

The report intimated that gross expenditure was £4,000 under budget and income was currently £10,000 under recovered which resulted in a net overspend of £6,000.

DECIDED: That the report be noted.

3(a) Request for Associate Membership - East Kilbride and District Housing Association Limited

There was submitted a report by the Director of Scotland Excel advising that East Kilbride and District Housing Association had submitted an application to become an associate member of Scotland Excel.

DECIDED: That the application by East Kilbride and District Housing Association to become an associate member of Scotland Excel, at an annual membership fee of £790, be approved subject to completion and signing of the agreement documentation.

3(b) Request for Associate Membership - Link Group Limited

There was submitted a report by the Director of Scotland Excel advising that Link Group Limited had submitted an application to become an associate member of Scotland Excel.

DECIDED: That the application by Link Group Limited to become an associate member of Scotland Excel, at an annual membership fee of £10,680, be approved subject to completion and signing of the agreement documentation.

4 Funding 2019/20 Update

There was submitted a report by the Director of Scotland Excel providing an update on the funding strategy for fiscal period 2019/20 set out in the Funding Model Review report approved at the meeting of the Joint Committee held on 29 June 2018.

The report provided an update on the progress made by Scotland Excel to maximise income through consultancy services; new build housing; learning and development through the Scotland Excel Academy; rebates; and associate member expansion. It was anticipated that consultancy services, learning & development and associate

member expansion would generate income in 2019/20 with the other two areas contributing in subsequent years. Having implemented the hybrid funding approach approved by the Joint Committee in June 2018, the report anticipated that a requisition increase of 2% would be required for 2019/20.

DECIDED:

(a) That the progress made since June 2018 be noted; and

(b) That the contents of the report be endorsed and that it be noted that an updated report would be submitted to the meeting of the Joint Committee to be held on 7 December 2018.

5 Risk Register Update

There was submitted a report by the Director of Scotland Excel providing an update on the risk register maintained to assess threats and risks that could impact on the delivery of Scotland Excel's organisational objectives and the actions identified to mitigate such risks.

It was proposed that in future the risks included in the register be ranked in order of degree of risk and that each risk indicate the level of movement between the previously reported risk ranking and the new risk ranking being reported. This was agreed.

DECIDED:

(a) That in future the risks included in the register be ranked in order of degree of risk (highest to lowest) and that each risk indicate the level of movement between the previously reported risk ranking and the new risk ranking being reported; and

(b) That the report otherwise be noted.

6 Employee Absence Management Report

There was submitted a report by the Director of Scotland Excel relative to employee absence statistics for Scotland Excel. The report advised of the absence levels for the period ending 31 October 2018, the previous six and 12 months and provided information relating to the absence statistics and reasons.

DECIDED: That the report be noted.

7 Meetings of Scotland Excel Executive Sub-committee in 2019

There was submitted a report by the Clerk relative to proposed dates and venues for meetings of the Executive Sub-committee in 2019.

DECIDED: That the dates and venues for meetings of the Executive Sub-committee in 2019 as detailed in the report, be approved.

8 Date of Next Meeting

DECIDED: That it be noted that the next meeting of the Executive Sub-committee would be held at 9.45am on 7 December November 2018 in Glasgow City Chambers, George Square, Glasgow.