

To: Executive Sub Committee

On: 26 October 2018

**Report
by
Director Scotland Excel**

**Request for Associate Membership of Scotland Excel by Cairn Housing
Association**

1 Introduction

In addition to the 32 local authorities who are full members of Scotland Excel, applications can be made for Associate Membership by organisations such as council arms-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 we have in place for our full members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

2 Application

Following work carried out with them as part of a review of procurement capability within the organisation, Cairn Housing Association has applied to Scotland Excel for associate membership.

Cairn Housing Association has 3194 properties across Scotland and are a registered charity.

Cairn Housing Association are also a Living Wage employer.

To ensure the efficient and cost-effective delivery of these services they have approached Scotland Excel and requested approval to become an associate member with access to our contracts.

3 Legislative Position

Before any application is submitted to committee for consideration checks are made into the organisation including scrutiny of the Memorandum & Articles of Association, finances and the type of contracts that the organisation wishes to access. Membership commences once committee has approved the application and a Membership Agreement between Scotland Excel and the organisation is signed.

Scotland Excel monitors all requests from arms-length and other organisations to become associate members to ensure that any legal requirements are met. In this case Cairn Housing Association qualify for membership as in accordance with the Local Authorities (Goods and Services) Act 1970 section 1 (1B)(c) namely that the organisation is a person who, not being a public body, has functions of a public nature or engages in activities of that nature and the purpose or effect of its access to Scotland Excel's services is to facilitate its discharge of those functions or activities.

4 Recommendation

It is recommended to committee that the Cairn Housing Association application to join Scotland Excel as an associate member be approved, at a £4,790 annual fee, subject to completion and signing of the agreement document.