Scotland Excel

To: **Joint Committee**

On: **9 December 2022**

Report by:
The Clerk

Meetings of Scotland Excel Joint Committee in 2023

1.   Summary

1.1   The purpose of this report is to seek approval for the proposed dates for meetings of the Scotland Excel Joint Committee in 2023.

1.2   In terms of Scotland Excel's Procedural Standing Orders:-

    5.   The Joint Committee shall meet not less than two times in each calendar year. The dates, times and places for ordinary meetings of the Joint Committee shall be decided by the Joint Committee.

    6.   A special meeting of the Joint Committee may be called at any time:

    (a) by the Convener or Vice-Convener; or

    (b) if at least one quarter of the total number of members require a meeting in writing specifying the business to be transacted.

    Any special meeting shall be held within 14 days from the date when the Clerk receives a written request and at the time and place specified by the Clerk in consultation with the Convener.

1.3   The Joint Committee normally meets in June of each year to approve the draft accounts for Scotland Excel and also in November or December of each year to approve the budget. It is considered at this time that all of the business that requires to be transacted by the Joint Committee in 2023 can be dealt with at the two meetings.

1.4   The Executive Sub-committee, at its meeting held on 18 November 2022, decided meeting dates for 2023 and agreed that it would meet on 16 June and 8 December 2023, prior to meetings of the Joint Committee.

1.5   Currently, all Scotland Excel meetings are being held remotely using the Microsoft Teams platform and the arrangements for these meetings has been working well. In light of this it is proposed that the Joint Committee continue to meet remotely using the Microsoft Teams platform.

2.   Recommendations

2.1   That meetings of Scotland Excel Joint Committee be held at 10.45 am on 16 June and 8 December 2023; and

2.2   That it be agreed that the Joint Committee continue to meet remotely using the Microsoft Teams platform.