



## Minute of Meeting Scotland Excel Executive Sub-Committee

Date	Time	Venue
Friday, 27 November 2015	09:45	City Chambers, Glasgow City Council, 80 George Square, Glasgow, G2 1DU

### PRESENT

Councillors C Shand (Aberdeenshire Council); P Valentine (Angus Council); I Whyte (City of Edinburgh Council); N Macdonald (Comhairle nan Eilean Siar); G McLean (North Ayrshire Council); M Holmes (Renfrewshire Council); A Westlake (Shetland Islands Council) and Provost E Logan (South Lanarkshire Council).

### CHAIR

Councillor Holmes, Convener, presided.

### IN ATTENDANCE

J Welsh, Director of Scotland Excel, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer & Business Services, A Richmond, Senior Procurement Specialist and L Jones, Personal Assistant to the Director (all Scotland Excel); and M Conaghan, Legal and Democratic Services Manager, E Currie, Senior Committee Services Officer and K Druce, Assistant Democratic Services Officer (all Renfrewshire Council).

### APOLOGIES

Councillor G Dykes (Dumfries and Galloway Council).

### DECLARATIONS OF INTEREST

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

1 **MINUTE**

There was submitted the Minute of the meeting of the Executive Sub-Committee held on 2 October, 2015.

**DECIDED:** That the Minute be approved.

2 **MEETINGS OF SCOTLAND EXCEL EXECUTIVE SUB-COMMITTEE 2016**

There was submitted a report by the Clerk relative to proposed dates and venues for meetings of the Executive Sub-committee in 2016.

**DECIDED:** That the dates and venues for meetings of the Executive Sub-committee in 2016, as detailed in the report, be approved.

3 **REQUEST FOR ASSOCIATE MEMBERSHIP OF SCOTLAND EXCEL - CORDIA (SERVICES) LLP**

There was submitted a report by the Director of Scotland Excel indicating that Cordia (Services) LLP, an arms length organisation of Glasgow City Council, had submitted an application to become an associate member of Scotland Excel.

**DECIDED:** That the application by Cordia (Services) LLP to become an associate member of Scotland Excel, at no fee, subject to completion and signing of the agreement document, be approved.

4 **REQUEST FOR ASSOCIATE MEMBERSHIP OF SCOTLAND EXCEL - CITY BUILDING (GLASGOW) LLP**

There was submitted a report by the Director of Scotland Excel indicating that City Building (Glasgow) LLP, an arms length organisation of Glasgow City Council, had submitted an application to become an associate member of Scotland Excel.

**DECIDED:** That the application by City Building (Glasgow) LLP to become an associate member of Scotland Excel, at no fee, subject to completion and signing of the agreement document, be approved.

5 **REQUEST FOR ASSOCIATE MEMBERSHIP OF SCOTLAND EXCEL - WHEATLEY GROUP**

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

**DECIDED:** That the application by the Wheatley Group to become an associate member of Scotland Excel, at an annual membership fee of £30,000 subject to completion and signing of the agreement document, be approved.

6 **DATE OF NEXT MEETING**

**DECIDED:** That it be noted that the next meeting of the Executive Sub-committee would be held at 10.45 am on 12 February, 2016 in Scotland Excel Meeting Room 1, Renfrewshire House, Paisley.



## Minute of Meeting Scotland Excel Executive Sub-Committee

Date	Time	Venue
Friday, 04 March 2016	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

### PRESENT

Councillors P Valentine (Angus Council); A Craik (Fife Council); M McElroy (Glasgow City Council); M Holmes (Renfrewshire Council); A Westlake (Shetland Islands Council) and Provost E Logan (South Lanarkshire Council).

### CHAIR

Councillor Holmes, Convener, presided.

### BY VIDEO CONFERENCING

Councillors C Shand (Aberdeenshire Council); B Fernie (Highland Council) and I Whyte (City of Edinburgh Council).

### APOLOGIES

Councillors N Macdonald (Comhairle Nan Eilean Siar); G Dykes (Dumfries and Galloway Council) and G McLean (North Ayrshire Council).

### IN ATTENDANCE

J Welsh, Director of Scotland Excel, S Brannagan, Head of Customer & Business Services, H Carr, Head of Strategic Procurement, N Burleigh, Senior Procurement Specialist, L Gordon, Senior Procurement Specialist, A Kowalska, Senior Procurement Specialist, E Martin, Senior Procurement Specialist and L Jones, Personal Assistant to the Director (all Scotland Excel); and D Forbes, Finance Manager, E Currie, Senior Committee Services Officer and K Brown, Committee Services Officer (all Renfrewshire Council).

### DECLARATIONS OF INTEREST

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

## 1 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 2015 to 5 February 2016.

**DECIDED:** That the report be noted.

## 2 CONTRACT FOR APPROVAL: SUPPLY AND DISTRIBUTION OF GROCERIES AND PROVISIONS

There was submitted a report by the Director of Scotland Excel relative to the proposed renewal framework for the supply and distribution of groceries and provisions which would operate from 1 May 2016 to 30 April 2020.

The report intimated that the framework would provide councils with a mechanism to procure a range of diary and chilled products, dried goods, ambient goods, crisps, confectionery, soft drinks and water. A number of council services were likely to access the framework including schools, nurseries, leisure centres, community centres, social work, council buildings and civic centres. The renewal incorporated a number of enhancements to the current framework including the inclusion of locally sourced produce where possible, greater brand flexibility and an agreed product substitution list.

The framework had been split into three lots as detailed in table 1 in the report. This lotting structure recognised the current structure of the market place and had been designed to more closely align the requirements of councils and continued to maximise opportunities for small and medium-sized enterprises (SMEs) and the SME status for each bidder was detailed in Appendix 2 to the report.

Appendix 1 to the report detailed the participation, spend and savings summary of the 29 councils participating in the framework. It was noted that Tayside Contracts would also be participating in the framework. Orkney Islands and Stirling Councils would not be participating in the framework and discussions were currently ongoing with Glasgow City Council. It was noted that since publication of the report, updated information had been received and amendments had been made to the report and Appendix 1. The up-to-date report would be issued to members of the Sub-committee.

The framework had been advertised at £30 million per annum and seven tender responses had been received. Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the compliant offers received had been completed and Appendix 3 to the report detailed the scores relative to each bidder.

Based on the evaluation undertaken and in line with the criteria and weightings detailed in the report it was recommended that a multi-supplier framework be awarded to six suppliers across the three lots as detailed in Appendix 3 to the report.

**DECIDED:**

(a) That the award of the framework agreement, as detailed in Appendix 3 to the report, be approved; and

(b) That the up-to-date report referred to be issued to members of the Sub-committee.

### 3 **CONTRACT FOR APPROVAL: SUPPLY AND DELIVERY OF WASTE DISPOSAL EQUIPMENT**

There was submitted a report by the Director of Scotland Excel relative to the proposed renewal framework for the supply and delivery of waste disposal equipment which would operate from 1 April 2016 to 31 March 2019, with an option to extend for up to 12 months until 31 March 2020.

The report intimated that the framework would assist councils and other participating bodies in achieving Scottish Government targets for recycling and provide a mechanism to produce a range of waste disposal equipment including skips, large containers, compactors, balers and roll packers. The key users of the contract would be the waste and environmental departments within councils. A key objective of the framework was to ensure councils had sufficient competition, flexibility and choice of suppliers and products. The renewal incorporated a number of enhancements to the current framework including the inclusion of additional lots and products, a list of additional options and variations to skips and containers in order to streamline product customisation and increase competition within the framework.

The framework had been split into five lots as detailed in table 1 in the report. This lotting structure recognised the current structure of the supply market and had been designed to more closely align with requirements of councils and continued to maximise opportunities for small and medium-sized enterprises (SMEs) and the SME status for each bidder was detailed in Appendix 2 to the report.

Appendix 1 to the report detailed the participation, spend and savings summaries of the 29 councils participating in the framework. It was noted that the NHS, the Scottish Prison Service, Advanced Procurement for Universities and Colleges and Tayside Contracts would also be participating in the framework. Aberdeen City, East Ayrshire and East Renfrewshire Councils would not be participating. It was noted that since publication of the report, updated information had been received and amendments had been made to the report and Appendix 1. The up-to-date report would be issued to members of the Sub-committee.

The framework had been advertised at a value of £5 million over the four year period, £1.25 million per annum and 13 tender responses had been received. Based on the criteria and scoring methodology set out within the tender document, a full evaluation of the offers received had been completed and Appendix 3 to the report detailed the scores relative to each bidder.

Based on the evaluation undertaken and in line with the criteria and weightings detailed in the report it was recommended that a multi-supplier framework be awarded to six suppliers across the three lots as detailed in Appendix 3 to the report.

#### **DECIDED:**

(a) That the award of the framework agreement, as detailed in Appendix 3 to the report, be approved; and

(b) That the up-to-date report referred to be issued to members of the Sub-committee.

#### 4 **CONTRACT FOR APPROVAL: SUPPLY AND DELIVERY OF ELECTRICAL MATERIALS**

There was submitted a report by the Director of Scotland Excel relative to the proposed renewal framework for the supply and delivery of electrical materials which would operate from 1 April 2016 to 31 March 2018, with an option to extend for up to two 12 month periods until 31 March 2020.

The report intimated that the framework would provide councils and other participating bodies with a mechanism to procure a range of electrical materials in support of construction projects, maintenance programmes and ad-hoc repairs. A key objective of the framework was to ensure councils had sufficient competition and flexibility to effectively manage their requirements across a range of diverse building types and housing stock.

The framework had been split into eight lots as detailed in table 1 in the report. This lotting structure had been designed to more closely align with requirements of councils whilst also recognising the current structure of the market place and continued to maximise opportunities for small and medium-sized enterprises (SMEs) and the SME status for each bidder was detailed in Appendix 2 to the report.

Appendix 1 to the report detailed the participation, spend and savings summaries of the 28 councils participating in the framework. It was noted that the NHS, the Scottish Prison Service and the Scottish Government would also be participating in the framework. East Ayrshire, Fife, Glasgow City and Stirling Councils would not be participating.

The framework had been advertised at a value of £56 million for the full term of the framework and 10 tender responses had been received. Based on the criteria and scoring methodology set out within the tender document, a full evaluation of the offers received had been completed and Appendix 3 to the report detailed the scores relative to each bidder.

Based on the evaluation undertaken and in line with the criteria and weightings detailed in the report it was recommended that a multi-supplier framework be awarded to eight suppliers across the eight lots as detailed in Appendix 3 to the report.

**DECIDED:** That the award of the framework agreement, as detailed in Appendix 3 to the report, be approved.

#### 5 **DEMOLITION CONTRACT UPDATE**

The Head of Strategic Procurement gave a verbal update on the Demolition Services contract which had been agreed at the meeting of the Executive Sub-committee held on 2 October 2015. He advised that following the meeting intelligence had been received from Police Scotland and that during the standstill period of the contract, two of the partially successful bidders had challenged the award.

In view of this, it was determined that the contract be not awarded and that the contract be re-tendered. A report on the award of this contract would be submitted to the next meeting of the Executive Sub-committee to be held on 22 April 2016.

**DECIDED:** That the position be noted.



## 6 **BIANNUAL REPORTING - COMMUNITY BENEFITS**

There was submitted a report by the Director of Scotland Excel relative to the development and implementation of a process to collect community benefits delivered from contracts and a summary of the benefits received.

The report intimated that at the meeting of the Scotland Excel Joint Committee held on 5 December 2014 an outline was provided of the planned development activity to allow the capture and recording of delivered benefits on a routine basis. A process had now been implemented whereby Scotland Excel collated and reported on information received from the supply base twice a year. The report detailed the results for the period April to September 2015 and Appendix 1 to the report detailed the community benefits by category for each council.

### **DECIDED:**

(a) That the progress made to date be noted; and

(b) That the measures proposed to monitor and develop community benefits in order to continue to deliver benefits beyond traditional cost savings be agreed.

## 7 **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 October to December 2015 and provided information relating to the absence statistics and reasons.

**DECIDED:** That the report be noted.

### 8(a) **REQUEST FOR ASSOCIATE MEMBERSHIP OF SCOTLAND EXCEL - CULTURE PERTH & KINROSS**

There was submitted a report by the Director of Scotland Excel indicating that Culture Perth & Kinross, an arms length organisation of Perth & Kinross Council had submitted an application to become an associate member of Scotland Excel.

**DECIDED:** That the application by Culture Perth & Kinross to become an associate member of Scotland Excel, at no fee, subject to completion and signing of the agreement document, be approved.

### 8(b) **REQUEST FOR NEW ASSOCIATE MEMBERSHIP - DYSPRAXIA SCOTLAND**

There was submitted a report by the Director of Scotland Excel indicating that Dyspraxia Scotland had submitted an application to become an associate member of Scotland Excel.

**DECIDED:** That the application by Dyspraxia Scotland to become an associate member of Scotland Excel, at an annual membership fee of £500, subject to completion and signing of the agreement document, be approved.

## **EXCLUSION OF PRESS AND PUBLIC**

The Sub-committee resolved that the press and public be excluded from the meeting during consideration of the following items of business as it was likely, in view of the nature of the business to be transacted, that if members of the press and public were present, that there would be disclosure to them of exempt information as defined in paragraphs 6 and 8 of Part I of Schedule 7A of the Local Government (Scotland) Act 1973.

## **DECLARATION OF INTEREST**

Prior to consideration of the following item of business, Councillor McElroy (Glasgow City Council) declared an interest and indicated his intention to leave the meeting during consideration of the item and not to take part in any discussion or voting thereon.

### **9 SECURE CARE FEE NEGOTIATIONS**

There was submitted a report by the Director of Scotland Excel relative to the national contracts for secure care beds. The contracts allowed for an annual application for fee reviews. In accordance with the terms of the contract agreed with the providers, all four providers had requested fee increases to apply from 1 April 2016. All fees agreed would remain fixed to 31 March 2017.

**DECIDED:** That the increase of weekly fees, as detailed in Appendix 1 to the report, which were in accordance with the contract terms agreed with the named providers, be approved.

## **SEDERUNT**

Councillor McElroy (Glasgow City Council) returned to the meeting prior to consideration of the following item.

### **10 DATE OF NEXT MEETING**

**DECIDED:** That it be noted that the next meeting of the Executive Sub-committee would be held at 10.45 am on 22 April 2016 in Scotland Excel Meeting Room 1, Renfrewshire House, Paisley.

## Minute of Meeting Scotland Excel Executive Sub-Committee

Date	Time	Venue
Friday, 13 May 2016	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

### **PRESENT**

Councillors A Craik (Fife Council); B Fernie (Highland Council); M Holmes (Renfrewshire Council); A Westlake (Shetland Islands Council); and Provost E Logan (South Lanarkshire Council).

### **CHAIR**

Councillor Holmes, Convener, presided.

### **VIDEO LINK**

Councillors C Shand (Aberdeenshire Council) and I Whyte (City of Edinburgh Council).

### **APOLOGIES**

Councillors P Valentine (Angus Council); N Macdonald (Comhairle Nan Eilean Siar); M McElroy (Glasgow City Council) and G McLean (North Ayrshire Council).

### **IN ATTENDANCE**

J Welsh, Director of Scotland Excel, S Brannagan, Head of Customer & Business Services, H Carr, Head of Strategic Procurement, A Richmond, Strategic Procurement Manager, J McKerrall, Category Manager and Z Brown, Graduate Trainee and L Jones, Personal Assistant to the Director (all Scotland Excel); and D Forbes, Finance Manager, E Currie, Senior Committee Services Officer and K Brown, Committee Services Officer (all Renfrewshire Council).

## **DECLARATIONS OF INTEREST**

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

### **1 REVENUE BUDGET MONITORING REPORT**

There was submitted a joint revenue budget monitoring report by the Treasurer and the Director of Scotland Excel for the period 1 April 2015 to 4 March 2016.

**DECIDED:** That the report be noted.

### **2 ASSOCIATE MEMBERS UPDATE REPORT**

There was submitted a report by the Director of Scotland Excel relative to the work undertaken to support and develop associate membership of Scotland Excel.

The report intimated that a review of the associate member fee structure had been undertaken with a move towards new fee levels based upon the spend on contracts made by member organisations.

The report provided information in relation to the first stage of the associate membership project to review the existing membership base and mitigate the potential negative impact of the fee structure changes; the sector focused approach taken by Scotland Excel with Scottish housing associations being identified as the first sector; and the production of an associate membership strategy covering the approach Scotland Excel would undertake to promote the benefits of associate membership to appropriate groups, to raise awareness of potential savings, share best practice and generate income from membership fees.

**DECIDED:** That the report be noted.

### **3 OPERATING PLAN UPDATE 2015/16 AND OPERATING PLAN 2016/17**

There was submitted a report by the Director of Scotland Excel relative to the projects and activities undertaken by the organisation in 2015/16 and the draft 2016/17 operating plan.

The report intimated that the rolling operating plan recorded the high level activities and commitments that would be delivered to achieve the organisations four strategic goals and would be used to set annual priorities and detailed performance objectives for the organisation and employees. A review of progress would be undertaken in April each year and the plan updated to ensure it remained closely aligned with the goals of the three year strategy and respond to any changes in the external environment. The operating plan 2015/16 year-end report formed Appendix 1 to the report.

The draft operating plan 2016/17, which formed Appendix 2 to the report, outlined the high level of activities and commitments for the second year of the strategy delivery. Scotland Excel's Performance Review and Development (PRD) programme for staff was underway to assess their performance against assigned objectives in 2015/16 and cascade new objectives for delivering the priorities identified for 2016/17. Members were requested to provide any comments on the draft operating plan 2016/17 to the Director of Scotland Excel.

It was noted that, from April 2016, reports on progress against the activities in the operating plan would be produced at the end of each quarter and submitted to the Executive Sub-committee at the next scheduled meeting.

The Director of Scotland Excel undertook to provide information to members in relation to the shared services strategy aligned to customer requirements when available.

**DECIDED:**

(a) That the approach taken by Scotland Excel to update the operating plan and the progress made by Scotland Excel in delivering its corporate strategy be noted;

(b) That members provide any comments on the draft operating plan 2016/17 to the Director of Scotland Excel; and

(c) That the Director of Scotland Excel provide information to members in relation to the shared services strategy aligned to customer requirements when available.

**4 RISK REGISTER UPDATE**

Under reference to item 7 of the Minute of the meeting of the Joint Committee held on 27 November 2015 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.

**DECIDED:**

(a) That members provide any feedback on the risk register and actions identified to manage risks to the Director of Scotland Excel; and

(b) That the report be noted.

**5 CONTRACT FOR APPROVAL - CUSTOMER SERVICE PLATFORM**

There was submitted a report by the Director of Scotland Excel relative to a new collaborative framework for the provision of a Customer Service Platform solution for councils which would operate from 1 June 2016 to 31 May 2019, with an option to extend for up to 12 months until 31 May 2020.

The report intimated that the framework would provide councils with a software solution that staff could use to input and process customer service requests, along with an online portal that allowed customers to input these service requests personally, without the need to interact with staff. Scotland's councils delivered a diverse range of customer services and a key goal for all councils was to ensure each citizen had a positive customer experience. Delivering services to customers was vital to ensure councils fulfilled their duty of care to the public.

The framework had been split into two lots as detailed in table 1 in the report. This lotting structure recognised the current structure of the supply market and had been designed to more closely align with requirements of councils and continued to maximise opportunities for small and medium-sized enterprises (SMEs) and the SME status for each bidder was detailed in Appendix 1 to the report. Sixteen councils had expressed an interest in actively participating in the framework to date. Several councils had contracts in place for this year and therefore did not currently intend to utilise the framework until these arrangements expired. Highland, Scottish Borders, Edinburgh and Argyll and Bute Councils had all recently tendered or awarded a contract for similar software packages and therefore did not intend to utilise the framework. The NHS boards and NHS National Shared Services were named in the contract advert so might use the framework at a later date.

The framework had been advertised at a value of £15 million over the four year period, £3.75 million per annum and 10 tender responses had been received. Based on the criteria and scoring methodology set out within the tender document, a full evaluation of the offers received had been completed and Appendix 2 to the report detailed the scores relative to each bidder.

Based on the evaluation undertaken and in line with the criteria and weightings detailed in the report it was recommended that a multi-supplier framework be awarded to two suppliers in Lot 1 and three suppliers in Lot 2 as detailed in Appendix 2 to the report.

**DECIDED:** That the award of the framework agreement, as detailed in Appendix 2 to the report, be approved.

## 6 CARE HOME SERVICES FOR OLDER PEOPLE

Under reference to item 6 of the Minute of the meeting of this Executive Sub-committee held on 28 August 2015 there was submitted a report by the Director of Scotland Excel providing an update on the project considering the future procurement of care home services for older people.

The report intimated that since the meeting on 28 August 2015, 24 councils had provided funding to take forward the contract management service and develop the procurement strategy; three forums had been held with nominated lead contacts from the 24 councils to refine the contract management service to better align with local requirements and to start shaping the procurement strategy; and Scotland Excel had maintained regular dialogue with CoSLA, Scottish Local Government Partnership, providers and other key stakeholders.

In parallel to this work, CoSLA had completed fee negotiations with providers for 2016/17. CoSLA and providers had established a group to consider reforming the National Care Home Contract (NCHC). The remit of the group would be to consider whether the current NCHC was fit for purpose in light of policy, demographic and financial drivers as outlined in the Future of Residential Care for Older People in Scotland report published in March 2014.

The report provided information in relation to market intelligence; a procurement strategy; the NCHC fee negotiations and the reform of the NCHC project.

It was noted that continued significant stakeholder involvement was required in order to ensure that the procurement strategy was successfully delivered and to ensure that this Scotland Excel led activity was both recognised and made a significant contribution to the work of the NCHC Project Group. Without building on existing support there was a significant risk that the market would not engage with any recommended procurement option and/or the recommended option would not be politically acceptable. The report detailed a programme of activity to develop the procurement strategy which would be discussed and agreed with stakeholders and regular update reports would be submitted to the Executive Sub-committee.

**DECIDED:**

- (a) That the progress made in developing and implementing Scotland Excel's new contract management service role be noted;
- (b) That the procurement strategy development work undertaken be noted;
- (c) That the outcome from the National Care Home Contract (NCHC) fee negotiations for 2016/17 be noted; and
- (d) That the establishment of the project group to consider NCHC reform be noted.

**7 LOCAL AUTHORITY LIVING WAGE COMMITMENT - BRIEFING PAPER**

There was submitted a briefing paper providing an overview of the new local authority living wage commitment agreed in the local government settlement for 2016/17 and highlighting the impact of this commitment for Scotland Excel contracts.

The briefing paper intimated that payment of a living wage and other fair work practices were widely regarded as important tools to help improve the quality of social care services. The 2016/17 local government settlement included a requirement for local authorities to pay the living wage of £8.25 per hour to all care workers in adult social care from 1 October 2016. This requirement extended to purchased care services as well as in-house provision impacting care homes, care at home and housing support services.

The briefing paper provided information in relation to the practical procurement issues in terms of both existing and new contracts; matters concerning the award of unlawful state aid to providers being raised with the Scottish Government State Aid Policy Team; the financial impact of this requirement; the guidance document being produced by CoSLA in collaboration with the Scottish Government and others; and the impact on Scotland Excel contracts in the areas of care home services for older people, social and care agency workers and care homes for adults with learning disabilities.



It was noted that Scotland Excel would produce a strategy to review and manage necessary changes to the framework for care homes with adults with learning difficulties.

**DECIDED:** That the update provided be noted and that the development of a Scotland Excel strategy to support applicable existing arrangements be supported.

8(a) **REQUEST FOR ASSOCIATE MEMBERSHIP OF SCOTLAND EXCEL BY LIVE BORDERS**

There was submitted a report by the Director of Scotland Excel indicating that Live Borders had submitted an application to become an associate member of Scotland Excel.

**DECIDED:** That the application by Live Borders to become an associate member of Scotland Excel, at no fee, subject to completion and signing of the agreement document, be approved.

8(b) **REQUEST FOR ASSOCIATE MEMBERSHIP OF SCOTLAND EXCEL BY LOCHALSH AND SKYE HOUSING ASSOCIATION**

There was submitted a report by the Director of Scotland Excel indicating that Lochalsh & Skye Housing Association had submitted an application to become an associate member of Scotland Excel.

**DECIDED:** That the application by Lochalsh & Skye Housing Association to become an associate member of Scotland Excel, at a fee of £500, subject to completion and signing of the agreement document, be approved.

8(c) **REQUEST FOR ASSOCIATE MEMBERSHIP BY ANGUS ALIVE**

There was submitted a report by the Director of Scotland Excel indicating that Angus Alive had submitted an application to become an associate member of Scotland Excel. **DECIDED:** That the application by Angus Alive to become an associate member of Scotland Excel, at no fee, subject to completion and signing of the agreement document, be approved.

9 **DATE OF NEXT MEETING**

**DECIDED:** That it be noted that the next meeting of the Executive Sub-committee would be held at 9.45 am on Friday 17 June 2016 in the City Chambers, Glasgow City Council.