

Scotland Excel

To: Scotland Excel Executive Sub-committee

On: 27 November 2015

**Report
by
the Clerk**

Meetings of Scotland Excel Executive Sub-committee in 2016

1. Summary

- 1.1 The purpose of this report is to seek approval for the proposed dates for meetings of the Scotland Excel Executive Sub-committee in 2016.

2. Recommendation

- 2.1 That meetings of Scotland Excel Executive Sub-committee be held on:-

Date	Time	Venue
12 February, 2016	10.45 am	Scotland Excel Meeting Room 1, Renfrewshire House
4 March, 2016	10.45 am	Scotland Excel Meeting Room 1, Renfrewshire House
22 April, 2016	10.45 am	Scotland Excel Meeting Room 1, Renfrewshire House
13 May, 2016	10.45 am	Scotland Excel Meeting Room 1, Renfrewshire House
17 June, 2016	9.45 am	City Chambers, Glasgow City Council (prior to meeting of Scotland Excel Joint Committee)
16 September, 2016	10.45 am	Scotland Excel Meeting Room 1, Renfrewshire House
14 October, 2016	10.45 am	Scotland Excel Meeting Room 1, Renfrewshire House
18 November, 2016	10.45 am	Scotland Excel Meeting Room 1, Renfrewshire House
9 December, 2016	9.45 am	City Chambers, Glasgow City Council (prior to meeting of Scotland Excel Joint Committee); and

3. Background

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

42(a). The Executive Sub-committee shall meet not less than four times in every calendar year. The time, dates and venues for all subsequent meetings will be approved by the Executive Sub-committee.

3.2 One of the main functions of the Executive Sub-committee is to consider reports on the award of contracts being let on behalf of Scotland Excel, therefore, the dates for the Executive Sub Committee meetings require to be fixed by referral to the planned award dates for these contracts. It is expected that all contract awards planned for 2016 can be accommodated within the timetable of meetings detailed in this report.