

Notice of Meeting and Agenda Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 22 October 2021	09:30	Remotely by MS teams,

KENNETH GRAHAM
Clerk

Membership

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus Council); Councillor Andrew Johnston (City of Edinburgh Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries & Galloway Council); Councillor Altany Craik (Fife Council); Councillor Ruairi Kelly (Glasgow City Council); Councillor Jimmy Gray (Highland Council); Councillor Joe Cullinane (North Ayrshire Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Amanda Hawick (Shetland Islands Council) and Councillor Josh Wilson (South Lanarkshire Council)

Councillor John Shaw (Convener): Councillor Paul Di Mascio (Vice Convener)

Further Information

If you require further information in relation to this meeting please call 0141 618 7111.

Items of business

Apologies

Apologies from members.

Declarations of Interest

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

- | | | |
|-------------|--|----------------|
| 1 | Minute | 3 - 8 |
| | Minute of meeting of the Executive Sub-committee held on 17 September 2021. | |
| 2 | Revenue Budget Monitoring to 17 September 2021 | 9 - 12 |
| | Joint report by Treasurer and Chief Executive of Scotland Excel. | |
| 3(a) | Request for Associate Membership: Live Active Leisure Limited | 13 - 14 |
| | Report by Chief Executive of Scotland Excel. | |
| 3(b) | Request for Associate Membership: University of St Andrews | 15 - 16 |
| | Report by Chief Executive of Scotland Excel. | |
| 3(c) | Request for Associate Membership: Zero Waste Scotland Limited | 17 - 18 |
| | Report by Chief Executive of Scotland Excel. | |
| 4 | Date of Next Meeting | |
| | Note that the next meeting of the Executive Sub-committee will be held at 9.30 am on 19 November 2021. | |

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 17 September 2021	09:30	Remotely by MS teams,

Present

Provost Bill Howatson (Aberdeenshire Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries & Galloway Council); Councillor Altany Craik (Fife Council); Councillor Ruairi Kelly (Glasgow City Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); and Councillor Amanda Hawick (Shetland Islands Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

J Welsh, Chief Executive, S Brannagan, Head of Customer and Business Services, H Carr, Head of Strategic Procurement, L Campbell, Corporate Services Manager, L Richard, Strategic Procurement Manager, M Mitchell, Strategic Procurement Manager, J McKerrall, Strategic Procurement Manager, D Kerr, Senior Procurement Specialist, M Boyle, Senior Business Services Specialist, S Christie, Commercial Manager, and S Morrison, Project Account Manager and H Reed, Assistant Category Manager (all Scotland Excel); and M Conaghan, Legal & Democratic Services Manager, E Gray, Senior Committee Services Officer and P Shiach, Senior Committee Services Officer (all Renfrewshire Council).

Apologies

Councillor Angus MacMillan Douglas (Angus Council), Councillor Andrew Johnston (Edinburgh City Council), Councillor Joe Cullinane (North Ayrshire Council) and Councillor Josh Wilson (South Lanarkshire 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 20 August 2021.

DECIDED: That the Minute be approved.

2 **Response to Scottish Government Consultation**

There was submitted a report by the Chief Executive of Scotland Excel relative to the Scottish Government's consultation on the proposed National Care Service (NCS).

The report provided a background to the Independent Review of Adult Social Care and summarised its findings and recommendations including the establishment of a NCS in Scotland which would take over responsibility for the strategic aspects of social care planning and commissioning from local government, with local government instead becoming a care provider, alongside the private and voluntary sectors, which would be commissioned to deliver services on behalf of the NCS.

The report also set out the anticipated issues for local government, the wider social care market as a whole and Scotland Excel should the NCS be implemented. A proposed approach to the consultation response was detailed in terms of the national commissioning of social care services, the role of providing guidance and documentation to support local commissioning, improvements in procurement practices both generally and in the social care sector following the McLelland report in 2006, the absence of Scotland Excel's current role being articulated within the consultation document and the role of the regulator.

The report set out the governance proposal around the consultation response whereby a paper containing the full proposed consultation response would be submitted to a special meeting of the Scotland Excel Chief Executive Officers Management Group and to the Executive Sub-committee meeting in October 2021 for approval.

Councillor Craik moved that a special meeting of the Scotland Excel Joint Committee be scheduled to allow further discussion around the consultation response prior to its submission. This was agreed unanimously.

DECIDED:

(a) That the issues set out in respect of the current proposals for a National Care Service be noted;

(b) That the proposed consultation response in respect of the specific areas which impact Scotland Excel's role be endorsed;

(c) That the response to the key general questions be endorsed;

(d) That Scotland Excel's position should be supported within individual council responses; and

(e) That a special meeting of the Scotland Excel Joint Committee be scheduled to allow further discussion around the consultation response prior to its submission.

3 **Supply Chain Disruption and Price Volatility**

There was submitted a report by the Chief Executive of Scotland Excel providing an update on the supply chain disruption and price variances that had occurred in recent months and the impact on the delivery of some of Scotland Excel's framework contracts and highlighting the controls and actions being taken forward to mitigate these risks. The report advised that Scotland Excel had launched a short life working group to collaborate shared experiences of the current volatility. The key insights from this engagement were detailed in the report.

DECIDED: That the progress made to date be noted that the ongoing activity outlined in the report be endorsed.

4 **Contract for Approval: Supply and Provision of Online School Payments, Cashless Catering and Kitchen Management and Nutritional Systems**

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a second-generation renewal framework for the supply and provision of online school payments, cashless catering and kitchen management and nutritional systems which had been advertised for the period 20 September 2021 until 19 September 2025. It was intended that the framework would commence on 19 October 2021.

The framework would provide councils and other participating bodies with a mechanism to procure a complete solution for online school payments, cashless catering, kitchen management and nutritional analysis systems permitting the award of call-offs under the framework by way of a mini-competition.

The framework had been divided into four lots, as detailed in table 1 of the report, and the forecast annual spend for participating councils and associate members was £1 million per annum, equating to an estimated £4 million over the full four-year term of the framework. Appendix 1 to the report detailed the participation, spend and savings summary of the 29 councils participating in the framework together with Tayside Contracts. It was noted that North Ayrshire, East Ayrshire and Edinburgh City Council were not intending to participate in this framework and had their own arrangements in place.

Tender responses had been received from five suppliers and Appendix 2 to the report provided a summary of the offers received.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the compliant offers had been carried out and Appendix 3 to the report detailed the scoring achieved by each bidder.

Based on the evaluation undertaken, and in line with the criteria and weightings set out in the report, it was recommended that a multi-supplier framework arrangement be awarded to five suppliers across the four lots, as outlined in Appendix 3 to the report. Appendix 4 to the report detailed the approach taken by suppliers in relation to fair work practices and their position on the payment of the Real Living Wage.

The report intimated that, in accordance with Scotland Excel's established contract and supplier management programme this framework had been classified as class D in terms of risk and spend, as detailed in Appendix 5 to the report.

DECIDED: That the award of the framework for the supply and provision of online school payments, cashless catering and kitchen management and nutritional systems, as detailed in Appendix 3 to the report, be approved.

5 **Request for Associate Membership: University of Stirling**

There was submitted a report by the Chief Executive of Scotland Excel advising that the University of Stirling had submitted an application to become an associate member of Scotland Excel.

The report provided details of the organisation and the legislative position in relation to the application.

DECIDED: That the application by the University of Stirling to become an associate member of Scotland Excel, with no annual membership fee, be approved subject to completion and signing of the agreement documentation.

Sederunt

Councillor Kelly left the meeting prior to consideration of the following item of business.

6 **Employee Absence Management Report**

There was submitted a report by the Chief Executive of Scotland Excel relative to employee absence statistics for Scotland Excel.

The report advised of the absence levels for the period ending 31 August 2021 and provided a breakdown of the current month, the last six months and 12 months absence figures, together with an illustration of 12 months in days and the last 12 months in percentages.

The rate of absence across the organisation had generally been maintained at or below the 4% target, with the exception of March 2021, where the absence rate rose to 5.1% due to long-term absences. The rolling six months and 12 months average absence rates had maintained at or below 3.6%.

The report highlighted that the COVID-19 pandemic had had an adverse impact on the 2020/21 average sickness days per employee figure compared to the same period in 2019/20. In particular the COVID-19 pandemic appeared to have had an adverse impact on the mental wellbeing of staff with the predominant cause of long-term sickness absence being reported as mental ill health. The impact of the pandemic could also be evidenced when comparing the absence pattern from the previous 12 months.

It was noted that, as an organisation, Scotland Excel focussed on supporting attendance policies and made use of occupational health and other support services to maintain employee attendance and to support members of staff who might be experiencing difficulties whilst remaining at work.

It was noted that Scotland Excel had signed up to the Mental Health at Work Commitment which provided a road map to assist the organisation achieve better outcomes in relation to the mental health for its employees. The Mental Health at Work Commitment was based around six 'Thriving at Work' standards and details of these were provided in the report. This Commitment provided a framework to guide actions and provided a range of resources and information to assist Scotland Excel in fulfilling its commitment.

DECIDED: That the content of the report be noted.

7 **Date of Next Meeting**

DECIDED: That it be noted that the next meeting of the Executive Sub-committee would be held at 9.30 am on 22 October 2021.

Scotland Excel

To: Executive Sub-Committee

On: 22 October 2021

**Report by:
Joint Report by the Treasurer and the Chief Executive**

Revenue Budget Monitoring Report to 17 September 2021

1. Summary

- 1.1 At the end of Period 6, Scotland Excel is projecting a break-even position by year-end in its Core activities and a planned £173k drawdown from Project Reserves by year-end within Projects. Both Core and Projects budgets will continue to be monitored closely over the remainder of the financial year. Further detail is provided at section 3.

2. Recommendations

- 2.1 It is recommended that members note the report.

3. Background

Core

- 3.1 At 17 September 2021, the year-to-date net expenditure for Core was £1.683m, comprising gross expenditure of £1.698m, less gross income of £0.015m. Income in relation to Council Requisitions and Associate Income is anticipated in October, when annual invoices are due to be raised.
- 3.2 The projection for the end of 2021/22 is a break-even position for Core. At Period 4, the projection was a £25k overspend. All projected variances are the same as those reported at Period 4, with the following exceptions:
- **Employee Costs – £9k overspend**
The projected expenditure figure, which was an overspend of £20k at Period 4, has been revised to reflect the most up-to-date estimates and assumptions on spend, including a lower level of staff turnover than usual, coupled with the phased introduction of the revised staffing structure within Scotland Excel, as reported on 19 March 2021. Employee Costs will continue to be closely monitored throughout the remainder of the financial year.

- **Supplies and Services – £10k underspend**

The projected outturn, which was estimated as a £1k overspend at Period 4, reflects the most up-to-date estimates and assumptions on various items, such as conferences, stationery and telephony. This is likely to vary over the remainder of the year as return to HQ plans develop.

- **Associate Income – £10k over-recovery**

The Scotland Excel Associates team continues to promote the benefits of membership. The projected over-recovery, which was estimated at £7k at Period 4, reflects increased income from new associates joining Scotland Excel.

3.3 Income and expenditure will continue to be monitored throughout the financial year and all projections and assumptions will be kept under review.

3.4 Appendix 1 provides an analysis of the actual spend to date along with projected net expenditure for 2021/22 and includes a summary of movement in the Revenue Reserve, as well as a glossary of terms.

Projects

3.5 The year-to-date net expenditure at Period 6 for Projects was £177k, comprising gross expenditure of £605k and gross income of £428k.

3.6 The projection for Projects at the end of 2021/22 is a planned drawdown of £173k from Project Reserves, after an anticipated transfer to Core of £280k. The planned drawdown from Projects Reserves includes a number of assumptions in relation to recruitment and salary costs in addition to a number of Consultancy projects coming to an end, including those with East Lothian Council and Tayside Procurement Consortium.

3.7 The projected spend in Employee Costs within Projects has increased by £153k since Period 4, owing to a new project with South Lanarkshire Council, as well as growth in the Flexible Procurement Team (formerly the Hosted Procurement Team).

3.8 The additional projected over-recovery of income for projects since Period 4 of £88k relates mainly to a new project with South Lanarkshire Council.

3.9 Appendix 2 provides an analysis of the actual spend to date along with projected net expenditure for 2021/22 and includes a summary of movement in the Project reserves, as well as a glossary of terms.

REVENUE BUDGET MONITORING STATEMENT 2021/22
1 April 2021 to 17 September 2021

Core	Approved Budget	Year to Date Actual	Projected Full Year Actual	Projected Full Year Variance (Adverse) / Favourable	Prior Period Projection	Movement in Projection Adverse / (Favourable)
	£000s	£000s	£000s	£000s	£000s	£000s
Employee Costs	3,652	1,501	3,661	(9)	3,672	(11)
Property Costs	216	0	216	0	216	0
Transport Costs	20	0	8	12	8	0
Supplies and Services	292	190	282	10	293	(11)
Transfer Payments	14	6	14	0	14	0
Support Costs	266	1	272	(6)	272	0
Gross Expenditure	4,460	1,698	4,453	7	4,475	(22)
Council Requisitions	(3,770)	0	(3,770)	0	(3,770)	0
Temporary Reserve Use	0	0	0	0	0	0
Associate Income	(180)	(13)	(190)	10	(187)	(3)
Income from Projects	(297)	0	(280)	(17)	(280)	0
Rebates	(213)	(2)	(213)	0	(213)	0
Gross Income	(4,460)	(15)	(4,453)	(7)	(4,450)	(3)
Drawdown from Reserves	0	1,683	0	0	25	(25)

Summary of in-year Movement in Reserves	£000s
Opening Revenue Reserve at 1 April 2021	249
Budgeted Draw on Reserves	0
Projected Year-end variance	0
Closing Revenue Reserve at 31 March 2022	249
% of Operating Income	5.6%

Glossary

Employee Costs: Includes direct employee costs such as salary costs, overtime and indirect employee costs such as training, recruitment advertising

Property Costs: Includes expenses directly related to the running of premises and land, eg rates, rents and leases, utilities, contract cleaning

Transport Costs: Includes all costs associated with the provision, hire or use of transport, including travelling allowances, taxi and car hire costs and staff mileage

Supplies and Services: Includes all supplies and service expenses, such as ICT costs, and administrative costs such as stationery, postages, printing and advertising

Transfer Payments: Includes costs of payments for which no good or services are received in return e.g. Apprenticeship Levy

Support Costs: Includes central support charges e.g. Renfrewshire Council SLA and telephony recharges ('Administration Costs' in approved budget)

REVENUE BUDGET MONITORING STATEMENT 2021/22
1 April 2021 to 17 September 2021

Projects	Budget as at Period 4	Year to Date Actual	Projected Full Year Actual	Full Year Variance (Adverse) / Favourable	Prior Period Projection	Movement in Projection Adverse / (Favourable)
	£000s	£000s	£000s	£000s	£000s	£000s
Employee Costs	1,500	556	1,653	(153)	1,500	153
Transport Costs	7	0	3	4	2	1
Supplies and Services	52	47	51	1	52	(1)
Transfer Payments	2	2	4	(2)	4	0
Third Party Payments	268	0	266	2	268	(2)
Gross Expenditure	1,829	605	1,977	(148)	1,826	151
Income from Projects	(1,677)	(428)	(2,084)	407	(1,996)	(88)
Gross Income	(1,677)	(428)	(2,084)	407	(1,996)	(88)
Net Expenditure Sub-Total	152	177	(107)	259	(170)	63
Transfer to Core	252	0	280	(28)	280	0
Net Expenditure	404	177	173	231	110	63

Summary of in-year Movement in Project Reserves	£000s
Opening Revenue Reserve at 1 April 2021	772
Budgeted Draw on Reserves	(404)
Projected year-end variance	231
Closing Revenue Reserve at 31 March 2022	599
% of Operating Income	28.7%

Glossary

Employee Costs: Includes direct employee costs such as salary costs, overtime and indirect employee costs such as training, recruitment advertising

Transport Costs: Includes all costs associated with the provision, hire or use of transport, including travelling allowances, taxi and car hire costs and staff mileage

Supplies and Services: Includes all supplies and service expenses, such as ICT costs, and administrative costs such as stationery, postages, printing and advertising

Transfer Payments: Includes costs of payments for which no good or services are received in return e.g. Apprenticeship Levy

Third Party Payments: Includes payments to other agencies and organisations in return for services, e.g. CMI/SQA fees



Scotland Excel

To: Executive Sub-Committee

On: 22 October 2021

**Report by:
Chief Executive of Scotland Excel**

Request for Associate Membership of Scotland Excel by Live Active Leisure Ltd

1. Background

- 1.1 Scotland Excel operates an Associate programme to allow access to its frameworks and services to a wide range of other public service orientated bodies. Applications can be made for Associate Membership by organisations such as council arm's 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.

Although associate members have access to frameworks, they do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

Associate membership supports the wider aims of Scotland Excel by increasing overall spend against frameworks, providing additional income and supporting the goals of promoting excellent public procurement across Scottish organisations.

2. Organisation Background

- 2.1 Live Active Leisure Ltd is an arm's-length external organisation of Perth & Kinross Council and provide sport and leisure management services to give the people of Perth and Kinross the opportunity to enjoy the benefits of a physically active lifestyle.
- 2.2 Live Active Leisure Ltd is an accredited real living wage employer.
- 2.3 Live Active Leisure Ltd is a private company limited by guarantee without share capital and a registered Scottish charity.

3. Associate Membership Process

- 3.1 Before any application is submitted for approval, a number of validation checks on the organisation are carried out. These include a review of the Memorandum & Articles of Association, the financial position and the type of contracts that the organisation is likely to access. It is confirmed that satisfactory validation checks have been completed in relation to this application.
- 3.2 Scotland Excel monitors all requests from applicants to become associate members to ensure that any legal requirements are met. In this case, Live Active Leisure Ltd can be recommended for associate membership access in accordance with the Local Authorities (Goods and Services) Act 1970 section 1 (1B)(c). Namely, that it has functions that are public in nature or engages in activities of that nature so long as the purpose or effect of access to Scotland Excel's services is to facilitate its discharge of those functions or activities.
- 3.3 Fees are determined in a number of ways:
- Arm's-Length External Organisations (ALEOs) related to local authority members pay no fee as this is covered within requisition fees.
- National Health Service (NHS) bodies, Colleges and Universities, and Non departmental bodies of the Scottish Government pay no fee under a reciprocal agreement that allows local authorities to utilise contracts created by the relevant procurement centres of expertise.
- All other associate fees are calculated on a standard methodology agreed by committee. e.g. Housing Associations pay based on the number of houses within their portfolio.

4. Recommendations

- 4.1 It is recommended to committee that Live Active Leisure Ltd application to join Scotland Excel as an associate member be approved, with no annual fee as part of the reciprocal agreement and subject to the agreement document.



Scotland Excel

To: Executive Sub-Committee

On: 22 October 2021

**Report by:
Chief Executive of Scotland Excel**

Request for Associate Membership of Scotland Excel by University of St Andrews

1. Background

- 1.1 Scotland Excel operates an Associate programme to allow access to its frameworks and services to a wide range of other public service orientated bodies. Applications can be made for Associate Membership by organisations such as council arm's 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.

Although associate members have access to frameworks, they do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

Associate membership supports the wider aims of Scotland Excel by increasing overall spend against frameworks, providing additional income and supporting the goals of promoting excellent public procurement across Scottish organisations.

2. Organisation Background

- 2.1 The University of St Andrews is a higher education institution founded in 1413 and the oldest of the four ancient universities in Scotland. The University of St Andrews is an international university and has just been ranked the top university in the United Kingdom, according to The Times and Sunday Times Good University Guide 2022. The University Court of the University of St Andrews incorporated under the Universities (Scotland) Act 1889 is the governing body of the University of St Andrews and the entity wishing to use Scotland Excel's services
- 2.2 The University of St Andrews is a real living wage employer.

3. Associate Membership Process

3.1 Before any application is submitted for approval, a number of validation checks on the organisation are carried out. These include a review of the Memorandum & Articles of Association, the financial position and the type of contracts that the organisation is likely to access. It is confirmed that satisfactory validation checks have been completed in relation to this application.

3.2 Scotland Excel monitors all requests from applicants to become associate members to ensure that any legal requirements are met. In this case, the University Court of the University of St Andrews can be recommended for associate membership access in accordance with the Local Authorities (Goods and Services) Act 1970, section 1 (1B)(b). Namely, that it has functions that are public in nature or engages in activities of that nature so long as the purpose or effect of access to Scotland Excel's services is to facilitate its discharge of those functions or activities.

3.3 Fees are determined in a number of ways:

Arms Length External Organisations (ALEOs) related to local authority members pay no fee as this is covered within requisition fees.

National Health Service (NHS) bodies, Colleges and Universities, and Non departmental bodies of the Scottish Government pay no fee under a reciprocal agreement that allows local authorities to utilise contracts created by the relevant procurement centres of expertise.

All other associate fees are calculated on a standard methodology agreed by committee. e.g. Housing Associations pay based on the number of houses within their portfolio.

4. Recommendations

4.1 It is recommended to committee that The University Court of the University of St Andrews application to join Scotland Excel as an associate member be approved, with no annual fee as part of the reciprocal agreement and subject to the agreement document.

Scotland Excel

To: Executive Sub-Committee

On: 22 October 2021

**Report by:
Chief Executive of Scotland Excel**

Request for Associate Membership of Scotland Excel by Zero Waste Scotland Ltd

1. Background

- 1.1 Scotland Excel operates an Associate programme to allow access to its frameworks and services to a wide range of other public service orientated bodies. Applications can be made for Associate Membership by organisations such as council arm's 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.

Although associate members have access to frameworks, they do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

Associate membership supports the wider aims of Scotland Excel by increasing overall spend against frameworks, providing additional income and supporting the goals of promoting excellent public procurement across Scottish organisations.

2. Organisation Background

- 2.1 Zero Waste Scotland Ltd exists to lead Scotland to use products and resources responsibly, focusing on where they can have the greatest impact on climate change. Using evidence and insight, their goal is to inform policy, and motivate individuals and businesses to embrace the environmental, economic, and social benefits of a circular economy.
- 2.2 Zero Waste Scotland Ltd is an accredited real living wage employer.
- 2.3 Zero Waste Scotland Ltd is a private company limited by guarantee without share capital and a registered Scottish charity. Zero Waste Scotland Ltd is wholly owned by the Scottish Government and report to Ministers.

3. Associate Membership Process

3.1 Before any application is submitted for approval, a number of validation checks on the organisation are carried out. These include a review of the Memorandum & Articles of Association, the financial position and the type of contracts that the organisation is likely to access. It is confirmed that satisfactory validation checks have been completed in relation to this application.

3.2 Scotland Excel monitors all requests from applicants to become associate members to ensure that any legal requirements are met. In this case, Zero Waste Scotland Ltd can be recommended for associate membership access in accordance with the Local Authorities (Goods and Services) Act 1970 section 1 (1B)(c). Namely, that it has functions that are public in nature or engages in activities of that nature so long as the purpose or effect of access to Scotland Excel's services is to facilitate its discharge of those functions or activities.

3.3 Fees are determined in a number of ways:

Arm's-Length External Organisations (ALEOs) related to local authority members pay no fee as this is covered within requisition fees.

National Health Service (NHS) bodies, Colleges and Universities, and Non departmental bodies of the Scottish Government pay no fee under a reciprocal agreement that allows local authorities to utilise contracts created by the relevant procurement centres of expertise.

All other associate fees are calculated on a standard methodology agreed by committee. e.g. Housing Associations pay based on the number of houses within their portfolio.

4. Recommendations

4.1 It is recommended to committee that Zero Waste Scotland Ltd application to join Scotland Excel as an associate member be approved, with no annual fee as part of the reciprocal agreement and subject to the agreement document.