

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 19 June 2020	09:45	Remotely by MS Teams ,

Present

Provost Bill Howatson (Aberdeenshire Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Altany Craik (Fife Council); Bailie Norman MacLeod (Glasgow City Council); Councillor Alister Mackinnon (Highland Council); Councillor Paul Di Mascio (North Lanarkshire Council); and Councillor John Shaw (Renfrewshire Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

J Welsh, Chief Executive, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer and Business Services, L Campbell, Corporate Services Manager, S Kilgour, Senior Procurement Specialist and L Richard, Strategic Procurement Manager (all Scotland Excel); and M Conaghan, Legal and Democratic Services Manager and E Currie, Senior Committee Services Officer (both Renfrewshire Council).

Apologies

Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); and Councillor Amanda Hawick (Shetland Islands 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 29 May 2020.

DECIDED: That the Minute be approved.

Sederunt

Provost Howatson entered the meeting during consideration of the following item of business.

2(a) Contract for Approval: Demolition and Deconstruction Works

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a renewal framework agreement for demolition and deconstruction works which would operate from 1 August 2020 to 31 July 2022, with an option to extend for up to two further years until 31 July 2024.

It was noted that an amended Appendix 3 to the report together with a summary of the changes made had been issued to members prior to the meeting.

The framework provided councils and other participating members with a mechanism to procure demolition and deconstruction works ranging from simple shoring to complex multi-storey demolitions and enable them to provide vital emergency services.

To ensure delivery which met members' needs, Scotland Excel had targeted three key areas in developing this strategy: increased market participation; simplified call-off procedures and improved support of the Scottish Government's declared climate emergency. Police Scotland had identified demolition as an area of potential risk regarding serious and organised crime and as such the declaration of non-involvement in human trafficking and exploitative labour had been included in the tender.

The report summarised the outcome of the procurement process for this national framework agreement.

The framework had been divided into three lots as detailed in figure 1 of the report and the maximum estimated value of services that might be awarded under the framework was £72 million. Appendix 1 to the report detailed the participation, spend and savings summary of those 30 councils participating in the framework together with those associate members who had confirmed their intention to participate. It was noted that the two remaining councils had their own frameworks in place.

Tender responses had been received from 33 tenderers 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 compliant offers had been carried out and the amended 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 25 suppliers as outlined in the amended Appendix 3 to the report.

Appendix 4 to the report detailed the Real Living Wage status of bidders.

It was noted that any reference to Thompsons of Prudoe Limited in the report and appendices should make reference to Thompsons of Prudhoe Limited and that any reference to Coleman Group (CNC Group Holdings Ltd) should make reference to CNC Group Holdings Limited t/a The Coleman Group.

DECIDED:

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

(b) That it be noted that any reference to Thompsons of Prudoe Limited in the report and appendices should make reference to Thompsons of Prudhoe Limited and that any reference to Coleman Group (CNC Group Holdings Ltd) should make reference to CNC Group Holdings Limited t/a The Coleman Group.

2(b) Contract for Approval: Supply and Delivery of Catering Sundries

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a renewal framework agreement for the supply and delivery of catering sundries which would operate from 1 August 2020 to 31 July 2022, with an option to extend for up to an additional two 12 month periods until 31 July 2024.

The framework provided councils and associate members with a mechanism to procure a range of catering sundries including disposable/recycling cups, plates and cutlery and other cookware and crockery for use within catering environments including schools, cafes and restaurants, corporate and civic locations, leisure centres, community centres and social work premises.

The renewal incorporated a number of enhancements to the current framework including the option for recyclable and compostable products. The report summarised the outcome of the procurement process for this national framework agreement.

The framework had been divided into two lots as detailed in figure 1 of the report and had been advertised with a value of up to £4 million per annum. Appendix 1 to the report detailed the participation, spend and savings summary of the 32 councils participating in the framework together with Tayside Contracts.

Tender responses had been received from 10 tenderers 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 compliant offers had been carried out and the amended 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 nine suppliers as outlined in Appendix 3 to the report.

Appendix 4 to the report detailed the Real Living Wage status of bidders and Appendix 5 to the report detailed a summary of contract and supplier management classifications.

DECIDED: That the award of the framework agreement for the supply and delivery of catering sundries, as detailed in Appendix 3 to the report, be approved.

3 Request for Associate Membership: Bon Accord Care Limited

There was submitted a report by the Chief Executive of Scotland Excel advising that Bon Accord Care Limited 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 Bon Accord Care Limited to become an associate member of Scotland Excel, with no annual membership fee, be approved subject to completion and signing of the agreement documentation.

4 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 28 August 2020.

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 18 September 2020	10:45	Remotely by MS Teams ,

Present

Provost Bill Howatson (Aberdeenshire Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Altany Craik (Fife Council); Councillor Ruairie Kelly (Glasgow City Council); Councillor Joe Cullinane (North Ayrshire Council); Councillor John Shaw (Renfrewshire Council) and Councillor Collette Stevenson (South Lanarkshire Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

J Welsh, Chief Executive, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer and Business Services, L Campbell, Corporate Services Manager, S Kilgour, Senior Procurement Specialist, L Richard, Strategic Procurement Manager and S Nicolson, Customer Account Manager (all Scotland Excel); M Conaghan, Legal and Democratic Services Manager, C McCourt, Finance Business Partner and E Currie, Senior Committee Services Officer (both Renfrewshire Council) and M Ferris, Senior Manager (Audit Scotland).

Apologies

Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); Councillor Paul Di Mascio (North Lanarkshire Council); and Councillor Amanda Hawick (Shetland Islands Council).

Declarations of Interest

Councillor Stevenson declared a financial interest in relation to item 5 of the agenda and indicated that she would remain in the meeting and take no part in the discussion or voting thereon.

Prior to the start of the meeting the Convener welcomed Councillor Ruairie Kelly and Councillor Joe Cullinane to their first Scotland Excel Executive Sub-committee meeting. The Convener also thanked Bailie Norman MacLeod for his contribution to the work of and support given to Scotland Excel as a member of both the Executive Sub-committee and Joint Committee.

1 Minute

There was submitted the Minute of the meeting of the Executive Sub-committee held on 19 June 2020.

DECIDED: That the Minute be approved.

2 Revenue Budget Monitoring

There was submitted a report by the Treasurer and the Chief Executive of Scotland Excel for the period 1 April to 21 August 2020.

The report intimated that Scotland Excel was projecting a £76,000 overspend by year-end in its core activities and a £114,000 overspend by year-end within projects, both of which would result in a drawdown from reserves. Further detail was provided in section 3 of the report.

Appendix 1 to the report provided an analysis of the actual spend to date along with projected net expenditure for 2020/21 and included a summary of movement in the revenue reserve. Appendix 2 to the report provided an analysis of the actual spend to date along with projected next expenditure for 2020/21 and included a summary of movement in the project reserves.

DECIDED: That the report be noted.

3 Audit Scotland Accounts Submission

There was submitted a report by the Chief Executive of Scotland Excel relative to the revised timetable for submission of the Scotland Excel annual report and accounts.

The report intimated that the annual accounts and reports schedule would have seen Audit Scotland present its audit opinions at this meeting. COVID-19 had had an impact on this schedule and a new proposed timetable had been agreed with Audit Scotland. It was now anticipated that a report would be submitted to the meeting of this sub-committee scheduled to be held on 27 November 2020. A copy of the proposed revised timetable was appended to the report.

DECIDED: That the proposed revised timetable by Audit Scotland be noted.

4 Update on the Contract Portfolio Review (during Covid)

There was submitted a report by the Chief Executive of Scotland Excel providing an update on the actions taken by Scotland Excel to ensure contractual continuity during the current COVID-19 outbreak.

In response to the current coronavirus (COVID-19) outbreak, the Scottish Government had issued specific procurement guidance by way of a number of Scottish Procurement Policy Notes (SPPNs) and these were detailed in the report.

Scotland Excel had taken steps to review the contract portfolio taking into account strategic and reprioritisation needs. As a result of this review and the impact on normal business practices, Scotland Excel had deferred some projects and extended, or was in the process of extending, the current frameworks for Fostering; Vehicle Parts; Domestic Furniture; Education Furniture; and Personal Protective Equipment.

Scotland Excel proposed to extend an additional three frameworks, being Outdoor Play Equipment; Energy Efficiency; and Organic Waste, for a maximum of six months.

The report intimated that these actions sought to ensure continuity of supply and reduce supplier burdens under those frameworks. This was essential to ensure Scotland Excel members continued to have access to the goods and services they needed to operate effectively.

DECIDED:

(a) That the actions taken to date, subject to further consultation with relevant bodies and legal colleagues to ensure the modifications proposed were applied appropriately and in accordance with Scotland Excel's governance and applicable Regulations, be noted; and

(b) That the recommendations for contract extensions, detailed in section 4 of the report, be approved.

Declaration of Interest

Councillor Stevenson, having declared a financial interest in the following item of business, remained in the meeting and took no part in the discussion.

5 Update on the Contract Delivery Plan

There was submitted a report by the Chief Executive of Scotland Excel providing a progress update on the 2020/21 contract delivery plan.

The report intimated that the contract delivery plan comprised framework renewals, new developments, framework extensions and frameworks with ongoing contract management only and appendices 1 to 4 to the report provided further details.

The report highlighted that there were 73 current frameworks in the Scotland Excel portfolio. Appendix 1 to the report detailed those frameworks to be renewed before 31 March 2021; Appendix 2 to the report detailed the new frameworks that would be added to the portfolio before 31 March 2021; Appendix 3 to the report detailed flexible contracts in 2020/21; and Appendix 4 to the report detailed those frameworks that had

extension options likely to be exercised in 2020/21, with seven of these already approved.

The estimated forecast value of the Scotland Excel framework portfolio by 31 March 2021 would be approximately £2 billion.

It was noted that overall, efficiencies delivered to date in 2020/21 were 1.3%, which was slightly below the forecast range but that this figure only took into account the two frameworks delivered in 2020/21, one of which was demolition services. This was reported as 0% due to the challenges of benchmarking against the bespoke nature of the projects likely to be undertaken.

In addition to the activity detailed in appendices 1 to 4, Scotland Excel was exploring the benefits of further collaborative procurement across high spend, critical service areas in the construction, corporate and social care teams and further detail was provided in the report.

A summary of spend and forecast savings per council for 2019 was detailed in Appendix 5 to the report, with an average forecast efficiency of circa 2.5%. The running average efficiency since 2018 remained in line with the forecast at circa 3.1%.

DECIDED: That the progress made to date be noted.

6 Operating Plan - 2020 and Beyond

There was submitted a report by the Chief Executive of Scotland Excel relative to the proposed interim Operating Plan covering the period 1 April to 31 December 2020 and providing an update on the progress of future operating planning.

The report intimated that Scotland Excel's five-year corporate strategy had been approved at the meeting of the Joint Committee held in June 2018. To support the strategy, annual operating plans were developed to set priorities and develop detailed action plans which were cascaded as annual performance objectives for employees. Reports were produced quarterly and submitted to meetings of this sub-committee with half-yearly and annual reports being submitted to meetings of the Joint Committee.

This process had been impacted by the global pandemic and subsequent resourcing issues. An interim document had been produced which would record the commitments Scotland Excel would deliver between April and December 2020, a copy of which was appended to the report. An additional plan covering January 2021 to March 2022 was being prepared.

It was noted that members had previously indicated a desire to change the quarterly reporting methodology. Scotland Excel intended to explore this further at a dedicated event prior to the Joint Committee meeting in June 2020 but as this event had been cancelled, no input from members had been obtained.

DECIDED:

(a) That the interim Operating Plan covering the period 1 April to 31 December 2020 be approved;

(b) That the strategy and progress on future operating planning be noted; and

(c) That members consider subsequent reporting methods and advise the Chief Executive accordingly.

7(a) Request for Associate Membership: Crown Office and Procurator Fiscal Service

There was submitted a report by the Chief Executive of Scotland Excel advising that the Crown Office and Procurator Fiscal Service 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 Crown Office and Procurator Fiscal Service to become an associate member of Scotland Excel, with no annual membership fee, be approved subject to completion and signing of the agreement documentation.

7(b) Request for Associate Membership: National Library of Scotland

There was submitted a report by the Chief Executive of Scotland Excel advising that the National Library of Scotland 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 National Library of Scotland to become an associate member of Scotland Excel, with no annual membership fee, be approved subject to completion and signing of the agreement documentation.

7(c) Request for Associate Membership: Queens Cross Housing Association Limited

There was submitted a report by the Chief Executive of Scotland Excel advising that Queens Cross Housing Association Limited 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 Crown Office and Procurator Fiscal Service to become an associate member of Scotland Excel, at an annual membership fee of £6,503, be approved subject to completion and signing of the agreement documentation.

8 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 23 October 2020.

Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 27 November 2020	10:45	Remotely by MS Teams ,

Present

Provost Bill Howatson (Aberdeenshire Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Altany Craik (Fife Council); Councillor Ruairie Kelly (Glasgow City Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council) and Councillor Collette Stevenson (South Lanarkshire Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

J Welsh, Chief Executive, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer and Business Services, L Campbell, Corporate Services Manager and L Robertson, Project and Accounts Manager (all Scotland Excel); M Conaghan, Legal and Democratic Services Manager, C McCourt, Finance Business Partner and E Currie, Senior Committee Services Officer (all Renfrewshire Council) and M Ferris, Senior Manager and S Afzal, Senior Auditor (both Audit Scotland).

Apologies

Councillor Joe Cullinane (North Ayrshire Council) and Councillor Amanda Hawick (Shetland Islands Council).

Declarations of Interest

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

1 Minute

There was submitted the Minute of the meeting of the Executive Sub-committee held on 18 September 2020.

It was noted that in the Present section of the Minute, Councillor Joe Cullinane should be shown as an elected member for North Ayrshire Council.

DECIDED: That, subject to the above amendment, the Minute be approved.

2 Revenue Budget Monitoring

There was submitted a revenue budget monitoring report by the Treasurer and the Chief Executive of Scotland Excel for the period 1 April to 16 October 2020.

The report intimated that Scotland Excel was projecting a £36,000 overspend by year-end in its core activities and a £189,000 overspend by year-end within projects, both of which would result in a drawdown from reserves. Further detail was provided in section 3 of the report.

Appendix 1 to the report provided an analysis of the actual spend to date along with projected net expenditure for 2020/21 and included a summary of movement in the revenue reserve. Appendix 2 to the report provided an analysis of the actual spend to date along with projected net expenditure for 2020/21 and included a summary of movement in the project reserves.

In relation to the new build residential framework, the report advised that it was unlikely that the level of construction by councils and housing associations through the framework would meet the revised expectations made during the earlier stage of the pandemic. It was anticipated that these new build projects would still take place, but over a longer period, which remained a phasing issue and rebates would therefore arise in later periods.

There was an impact on the current year's project income and the Executive Team were engaged in a number of steps to mitigate the issue. Members would continue to receive updates on progress for the remainder of the financial year.

DECIDED: That the report be noted.

3 Revenue Estimates 2021/22

There was submitted a report by the Treasurer and the Chief Executive of Scotland Excel relative to the revenue estimates of Scotland Excel including the requisition of the constituent authorities for the financial year 2021/22 along with indicative planning figures for 2022/23 and 2023/24.

The report provided information on the assumptions that the budget had been based on; income from projects; a financial overview for Scotland Excel; the Scotland Excel funding model; and member authority requisitions for 2021/22.

Appendix 1 to the report detailed the revenue estimates of Scotland Excel for 2020/21 to 2023/24 and Appendix 2 to the report detailed requisitions from constituent authorities in 2020/21 and 2021/22 and the savings achieved in 2019/20.

DECIDED:

(a) That the revenue estimates of Scotland Excel for the financial year 2021/22, as detailed in Appendix 1 of the report, be noted and recommended to the Joint Committee;

(b) That the requisitions from constituent authorities, as detailed in Appendix 2 to the report, be noted; and

(c) That the indicative estimates for 2022/23 and 2023/24 be noted.

4 Annual Audit Report on the Annual Accounts 2019/20

Under reference to item 4 of the Minute of the meeting of the Joint Committee held on 19 June 2020, there was submitted a report by the Treasurer relative to the audited annual accounts 2019/20.

The report intimated that The Local Authority Accounts (Scotland) Regulations 2014 required the audited accounts to be approved for signature no later than 30 September each year. This year, owing to the COVID-19 pandemic, this date had been extended to 30 November 2020.

Section 10 of the Regulations required the relevant committee to consider any report made by the appointed auditor before deciding whether to sign the audited accounts.

Audit Scotland's annual audit report formed Appendix 1 to the report and included their opinion that the annual accounts were free from material misstatement and presented a true and fair view of Scotland Excel's financial position at 31 March 2020 as well as details of one adjustment made to the accounts during the course of the audit.

A copy of the audited annual accounts 2019/20 was attached as Appendix 2 to the report.

Following approval, the audited accounts would be submitted to the Convener, Treasurer and Chief Executive of Scotland Excel for secure digital signature.

DECIDED:

(a) That the findings of the 2019/20 audit as contained in the external auditor's annual audit report, which formed Appendix 1 to the report, be noted; and

(b) That the Scotland Excel 2019/20 audited annual accounts, which formed Appendix 2 to the report, be approved for signature.

5(a) Request for Associate Membership of Scotland Excel by Cernach Housing Association Limited

There was submitted a report by the Chief Executive of Scotland Excel advising that Cernach Housing Association Limited 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 Cernach Housing Association Limited to become an associate member of Scotland Excel, with an annual membership fee of £1,245, be approved subject to completion and signing of the agreement documentation.

5(b) Request for Associate Membership of Scotland Excel by Drumchapel Housing Co-operative Limited

There was submitted a report by the Chief Executive of Scotland Excel advising that Drumchapel Housing Co-operative Limited 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 Drumchapel Housing Co-operative Limited to become an associate member of Scotland Excel, with an annual membership fee of £718, be approved subject to completion and signing of the agreement documentation.

5(c) Request for Associate Membership of Scotland Excel by Construction Scotland Innovation Centre (Operating under Edinburgh Napier University).

There was submitted a report by the Chief Executive of Scotland Excel advising that Construction Scotland Innovation Centre, operating under Edinburgh Napier University, 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 Edinburgh Napier University, acting as the administrative institution for Construction Scotland Innovation Centre, to become an associate member of Scotland Excel, with no annual membership fee, be approved subject to completion and signing of the agreement documentation.

5(d) Request for Associate Membership of Scotland Excel by Kendoon Housing Association Limited

There was submitted a report by the Chief Executive of Scotland Excel advising that Kendoon Housing Association Limited 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 Kendoon Housing Association Limited to become an associate member of Scotland Excel, with an annual membership fee of £500, be approved subject to completion and signing of the agreement documentation.

5(e) Request for Associate Membership of Scotland Excel by Kingsridge Cleddans Housing Association Limited

There was submitted a report by the Chief Executive of Scotland Excel advising that Kingsridge Cleddans Housing Association Limited 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 Kingsridge Cleddans Housing Association Limited to become an associate member of Scotland Excel, with an annual membership fee of £500, be approved subject to completion and signing of the agreement documentation.

5(f) Request for Associate Membership of Scotland Excel by Pineview Housing Association Limited

There was submitted a report by the Chief Executive of Scotland Excel advising that Pineview Housing Association Limited 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 Pineview Housing Association Limited to become an associate member of Scotland Excel, with an annual membership fee of £800, be approved subject to completion and signing of the agreement documentation.

5(g) Request for Associate Membership of Scotland Excel by University of Aberdeen

There was submitted a report by the Chief Executive of Scotland Excel advising that the University of Aberdeen 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 Aberdeen 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 and Councillor Di Mascio left the meeting during consideration of the following item of business.

6 Draft Operating Plan Performance Report for 1 April 2020 to 31 December 2020

Under reference to item 6 of the Minute of the meeting of this Sub-committee held on 18 September 2020, there was submitted a report by the Chief Executive of Scotland Excel presenting the organisation's performance against the interim Operating Plan for 1 April to 31 December 2020, a copy of which was appended to the report.

The report intimated that quarterly progress reports were produced to track Scotland Excel's performance against operating plan commitments and would be submitted to the Executive Sub-committee quarterly and to the Joint Committee half-yearly and annually.

The report also tracked performance against key performance indicators linked to strategic outcomes.

It was noted that the majority of the commitments in the operating plan were progressing in line with plans and were indicated as green within the report. Four activities were progressing more slowly than anticipated, predominantly due to the impact of COVID-19 and these were indicated as amber within the report.

DECIDED: That Scotland Excel's performance in the delivery of the interim Operating Plan be noted.

7 Draft Proposed Operating Plan 1 January 2021 to 31 March 2022

There was submitted a report by the Chief Executive of Scotland Excel relative to the organisation's draft proposed Operating Plan for the period 1 January 2021 to 31 March 2022, a copy of which was appended to the report.

The report intimated that quarterly progress reports were produced to track Scotland Excel's performance against operating plan commitments and would be submitted to the Executive Sub-committee quarterly and to the Joint Committee half-yearly and annually.

Following feedback from the Executive Sub-committee, the operating plan model had been simplified. The proposed operating plan retained the sixteen strategic objectives set out in the five-year plan and reduced the previous sixty-eight detailed commitments to thirty broader commitments which would form the main part of future reporting. These broader commitments aligned to over one hundred and twenty internal team commitments that would be used to direct organisational activity.

The proposed plan was the fourth and penultimate operating plan of the five-year Scotland Excel strategy and provided a number of steps supporting the overall goals to achieve the agreed outcomes. Recognition of key environmental factors such as COVID-19 and Brexit and the challenges facing members were at the heart of the approach. Sustainability and the ethos of community wealth building was also an important factor influencing many commitments.

The proposed plan did not contain quantified key performance indicators. The current environment of uncertainty had made it difficult to provide indicators that offered a degree of confidence of future stability. It might be prudent for shorter term quarterly indicators to be agreed during the period.

DECIDED: That the progress in the draft operating plan be noted and that members provide feedback on the overall approach and key performance indicators prior to submission to the Joint Committee in December 2020.

8 Strategic Risk Register Update

There was submitted a report by the Chief Executive of Scotland Excel providing an update on the strategic risk register, a copy of which was appended to the report.

The report intimated that the strategic risk register assessed threats and risks that could impact on the delivery of Scotland Excel's organisational objectives and identified controls and actions being taken to mitigate these risks. The register had been created in June 2018 and adjusted in June 2019 to better reflect that used by partner organisations.

There were 10 risks identified, ranging in assessed risk score from six to 20, and a summary of the key statistics in relation to each was detailed in the register. The impact of the COVID-19 pandemic was the over-riding influence on all strategic risk at present coupled with the continuing Brexit uncertainty. These factors were reflected in the upwards trend in relation to risk scores showing against a number of the existing strategic risks and in the introduction in April 2020 of a new risk in respect of SXL-010-20/21 'national emergency including pandemic'.

DECIDED: That members provide any feedback on the strategic risk register and the actions taken to manage risks.

9 Meetings of Scotland Excel Executive Sub-committee in 2021

There was submitted a report by the Clerk relative to proposed dates for meetings of the Executive Sub-committee in 2021.

DECIDED:

(a) That, if required, meetings of the Executive Sub-committee be held on 29 January, 19 February, 19 March, 23 April, 21 May, 18 June, 20 August, 17 September, 22 October, 19 November and 10 December 2021 and that where these meetings were being held remotely, they commence at 9.30 am and where they were being held within a venue, they commence at 10.45am;

(b) That, if required, meetings of the Executive Sub-committee be held on 18 June and 10 December 2021, prior to meetings of the Joint Committee and that where these meetings were being held remotely, they commence at 9.30 am and where they were being held within a venue they commence at 9.45 am; and

(c) That members be advised of the venue for future meetings.

10 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 11 December 2020.