

Scotland Excel

To: Chief Executive Officers Management Group

On: 18 November 2020

**Report by:
The Clerk**

Meetings of the Chief Executive Officers Management Group in 2021

1. Summary

- 1.1 The purpose of this report is to seek approval for the proposed dates for meetings of the Chief Executive Officers Management Group in 2021.
- 1.2 In terms of the Chief Executive Officers Management Group Procedures:-
 - 4.2 The Group shall meet not less than 4 times in each calendar year. Other than the first meeting arranged in terms of paragraph 4.1 the dates, times and venues for meetings of the Group shall be decided by the Group. Meetings organised in terms of paragraphs 4.1 and 4.2 shall be Ordinary Meetings of the Group.
- 1.3 Currently, all Scotland Excel meetings are being held remotely using the Microsoft Teams platform and it is not known how long this will continue. In light of this it is proposed that the dates and times of meetings in 2021 be agreed and that members be advised of the venue for future meetings.

2. Recommendations

- 2.1 That meetings of the Chief Executive Officers Management Group be held at 10.00 am on 17 February; 12 May; 18 August; and 10 November 2020; and
- 2.2 That members be advised of the venue for future meetings.