

## Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 31 May 2019	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

### Present

Councillor Charles Buchan (substitute for Provost Bill Howatson) (Aberdeenshire Council); Bailie Norman MacLeod (Glasgow City Council); Councillor Donald L Reid (North Ayrshire Council); Councillor John Shaw (Renfrewshire Council); and Councillor Collette Stevenson (South Lanarkshire Council).

### By Video Conference

Councillor Stephen Thompson (Dumfries and Galloway Council).

### Chair

Councillor Shaw, Convener, presided.

### In Attendance

J Welsh, Director, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer & Business Services and L Campbell, Corporate Services Manager (all Scotland Excel); M Conaghan, Legal & Democratic Services Manager, C McCourt, Finance Business Partner, E Currie, Senior Committee Services Officer and K O'Neill, Assistant Democratic Services Officer (all Renfrewshire Council).

### Apologies

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); Provost Norman Macdonald (Comhairle Nan Eilean Siar); Councillor Altany Craik (Fife Council); Councillor Paul Di Mascio (North Lanarkshire 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 26 April 2019.

In relation to the update provided in the Minute in relation to the legal challenge to the supply and delivery of grounds maintenance, it was noted that no final account had been submitted.

#### **DECIDED:**

(a) That the Minute be approved; and

(b) That it be noted that no final account had been submitted in relation to the legal challenge to the supply and delivery of grounds maintenance contract.

## **Sederunt**

Councillor Stevenson entered the meeting during consideration of the following item of business.

### **2 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 2018 to 31 March 2019.

The report intimated that Scotland Excel ended the 2018/19 financial year with a small overspend of £3,288 within its Core Operations, comprising an underspend in expenditure of £2,922 and an under-recovery in income of £6,210.

The approved total drawdown from reserves was £90,000 in the year for Core Operations. As reported in period 9, there were additional pressures in Core Operations relating to ICT software and telephony, external recruitment support and costs relating to the local government Supplier Development Programme which supported local spend initiatives. These pressures were offset by a higher than expected underspend in Employee Costs owing to the prudent management of vacancies, resulting in an underspend in gross expenditure for 2018/19 of £2,922.

The Projects ended the year with a surplus of income over expenditure of £422,404. Some of this balance was committed for future Project spend, the detail and management of this balance would be reported in the draft Annual Accounts brought to the Joint Committee on 21 June 2019.

The table in the report provided an analysis of the budget and actual spend during 2018/19 and included a summary of movement in the General Reserve.

**DECIDED:** That the year-end positions in both Core Operations and Projects detailed in the report be noted.

### **3 Request for Associate Membership - Glasgow West Housing Association Limited**

There was submitted a report by the Director of Scotland Excel advising that Glasgow West 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.

It was proposed that, in future reports, the Living Wage be detailed as the Scottish Living Wage. This was agreed.

#### **DECIDED:**

(a) That the application by Glasgow West Housing Association Limited to become an associate member of Scotland Excel, at an annual membership fee of £2,230, be approved subject to completion and signing of the agreement documentation; and

(b) That, in future reports, the Living Wage be detailed as the Scottish Living Wage.

### **4 Draft Funding Model Update**

There was submitted a report by the Director of Scotland Excel providing an update on the progress made on generating additional funding.

The report intimated that the revenue estimates 2018/19 report presented to the Joint Committee at its meeting held on 8 December 2017 and the Funding Model Review presented to its meeting held on 29 June 2018 highlighted the challenging future financial landscape for local government and the impact on Scotland Excel. It was recognised that over the medium term, local government in Scotland was likely to face further contraction in available resources. In this context, Scotland Excel continued to seek operational savings to manage its financial position flexibly in order to maintain its aim of minimising the level of requisition required and also to develop value propositions for member authorities to ensure that best value was achieved.

The Joint Committee in June 2018 approved a number of funding opportunities, identified by Scotland Excel, being consultancy services; learning and development; associate membership expansion; new build housing; and rebates and the report provided an update on each of the funding opportunities.

The comments provided by members would be incorporated into the report submitted to the meeting of the Joint Committee to be held on 21 June 2019.

#### **DECIDED:**

(a) That the progress made be noted;

(b) That it be noted that further updates would be presented to future meetings of the Joint Committee on funding projects including delivery against income targets; and

(c) That it be noted that the comments provided by members would be incorporated into the report submitted to the meeting of the Joint Committee to be held on 21 June 2019.

## **5 Risk Register Update**

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 to identify actions that had been taken to mitigate such risks. A copy of the risk register was appended to the report.

The comments provided by members would be incorporated into future reports.

### **DECIDED:**

- (a) That the report be noted;
- (b) That it be noted that the comments provided by members would be incorporated into future reports; and
- (c) That risk register reports be brought quarterly to the Executive Sub-committee.

## **6 Date of Next Meeting**

### **DECIDED:**

- (a) That it be noted that the next meeting of the Executive Sub-committee would be held at 9.45 am on 21 June 2019 in Glasgow City Chambers; and
- (b) That it be noted that a meeting of the Executive Sub-committee would require to be held during the period 29 July to 9 August 2019.