

Scotland Excel

To: Joint Committee

On: 30 June 2017

**Report
by
Director Scotland Excel**

Elected Member Engagement Plan

1. Introduction

Scotland Excel is developing an engagement programme to help Joint Committee members stay informed about the work of Scotland Excel and key matters relating to public procurement throughout the year. The plan has been informed by the responses of previous Joint Committee members to our recent customer satisfaction survey.

This report provides members with a high level overview of the programme.

2. Pre Joint committee activities

Prior to the Joint committee meeting in June, we have undertaken a number of steps to support members:

- Scotland Excel has developed a briefing note on public procurement which will form part of the Improvement Service's Elected Members' Briefing Series, and will pursue other partnership opportunities with the Improvement Service (IS) for education materials and events which support Elected Members.
- A letter has been written to each council leader from the director of Scotland Excel.
- Once the joint committee member is known, a welcome letter has been sent requesting a meeting.
- Scotland Excel has developed an induction pack of key information which is available to all Joint Committee members in hard copy or electronic format.
- A number of meetings have been scheduled with members.

3. Ongoing activities

To support member engagement, a rolling annual programme of activities will be developed, updated and circulated to members on a regular basis. The programme will consist of a range of activities which our survey suggested would be of interest to members:

- A planned member induction event in September 2017 which would include organisational and procurement awareness.
- Further Meetings to be scheduled prior to and subsequent to the Joint Committee in June.
- Themed round table events
- Influencer dinners
- Invitations to Scotland Excel events
- Development & training opportunities
- Newsletters

4. Recommendation

The Joint Committee is asked to note the progress and plans to support member engagement.