

# **Scotland Excel**

**To: Executive Sub Committee**

**On: 16<sup>th</sup> September 2016**

**Report  
by  
Director Scotland Excel**

## **Request for Associate Membership of Scotland Excel by Highland and Island Airports Limited**

### **1 Introduction**

In addition to the 32 local authorities who are full members of Scotland Excel applications can be made for Associate Membership by organisations such as council arms 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.

Organisations apply to Scotland Excel for Associate Membership to allow them to access the frameworks for goods and services which we have in place for our full members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

### **2 Application**

Highlands and Islands Airports Limited (HIAL) is a company wholly owned by the Scottish Ministers and is sponsored by the Scottish Government Transport Directorate. The company's purpose is to maintain the safe operation of its airports, and to support economic and social development in the Highlands and Islands. HIAL currently operates 10 airports in the Highlands and Islands of Scotland, located at Barra, Benbecula, Campbeltown, Islay, Inverness, Kirkwall, Stornoway, Sumburgh, Tiree and Wick. In December 2007, HIAL assumed responsibility for the operation of Dundee Airport and now operates it via a wholly owned subsidiary company, Dundee Airport Limited

HIAL administers the Air Discount Scheme (ADS) on behalf of the Scottish Ministers. The aim of the ADS is to support remote communities in the Highlands

and Islands through discounted air services and support economic development, accessibility and social inclusion, at an affordable price for residents.

To ensure the efficient and cost effective delivery of these services HIAL has approached Scotland Excel and requested approval to become an associate member with access to our contracts.

### **3 Legislative Position**

Before any application is submitted to committee for consideration checks are made into the organisation including scrutiny of the Memorandum & Articles of Association, finances and the type of contracts that the organisation wishes to access. Membership commences once committee has approved the application and a Membership Agreement between Scotland Excel and the organisation is signed. The Membership Agreement protects Scotland Excel and Renfrewshire Council in the event of default by the Associate Member in any contract.

Scotland Excel monitors all requests from organisations to become associate members to ensure that all legal requirements are met. In this case HIAL qualify for membership as they, in accordance with the Local Authorities (Goods and Services) Act 1970, are a public body.

### **4 Recommendation**

It is recommended to committee that the HIAL application to join Scotland Excel as an associate member be approved, at an annual fee of £500, subject to completion and signing of the agreement document.