

Scotland Excel

To: Executive Sub Committee

On: 29 September 2017

**Report
by
Director Scotland Excel**

Conference and Supplier Awards Project Update Report

1 Introduction

This event brings together Scotland Excel's Annual Conference and Supplier Awards to a single event in 2018. The conference will be located at the Radisson Blu, Glasgow on the 20th and 21st February 2018.

The Supplier Awards portion of our event provides an opportunity to recognise some of the suppliers helping to support the delivery of effective public services in partnership with Scotland Excel and the Scottish Local Authorities.

The conference offers the opportunity to share and shape best practice in the community fostering further innovation and collaboration across stakeholder groups which will be reflected in the content over the two days.

A core project team from across the organisation has been appointed and project development governance has been identified to ensure a supportive and efficient development environment.

2 Background

The project deliverables are identified as:

- Bringing together the Local Government Procurement Community to discuss and shape the Public Sector Procurement environment
- Providing an opportunity to share best practice from both within and out with the community.
- Celebrating the achievements of Framework Suppliers over a number of performance categories
- To contribute to and continue to grow the positive profile of Scotland Excel in order to encourage further supplier engagement and member support.

3 Project Update

The project has identified 4 key work streams; Communications, Events Management, Supplier Awards and Conference, working together to develop and deliver the conference. The work streams are led by key staff in the organisation from the senior management, office services and communications teams.

The first milestone is delivered with the Supplier Awards campaign going live on 18 September 2017. This included the microsite (accessible from the Scotland Excel website homepage). The closing date for entries is 27 October 2017. An external judging panel with experts from each of the 9 categories has been identified. This has been supported by a comprehensive communications strategy utilising direct communication and digital media platforms.

Scotland Excel has taken the lead from a number of public sector conferences including CIPFA and COSLA and will for the first time pursue the opportunity to have conference sponsors.

4 Project Benefits

Both Conference and Supplier Awards have been received well previously and expectation has grown. This ambitious project aims to deliver an event that will meet the identified project deliverables, take the opportunity to raise our profile to new and existing suppliers and deliver a relevant, valuable experience to our partners.

5 Recommendations

Members are asked to note progress on the Conference and Supplier Awards and note the date within their diaries.