

Scotland Excel

To: Executive Sub-committee

On: 22 November 2019

**Report
by
The Clerk**

Meetings of Scotland Excel Executive Sub-committee in 2020

1. Summary

- 1.1 The purpose of this report is to seek approval for the proposed dates for meetings of the Scotland Excel Executive Sub-committee in 2020.

2. Recommendation

- 2.1 That, if required, meetings of Scotland Excel Executive Sub-committee be held on:-

Date	Time	Venue
31 January 2020	10.45 am	Scotland Excel Meeting Room 1, Renfrewshire House
28 February 2020	10.45 am	Scotland Excel Meeting Room 1, Renfrewshire House
27 March 2020	10.45 am	Scotland Excel Meeting Room 1, Renfrewshire House
24 April 2020	10.45 am	Scotland Excel Meeting Room 1, Renfrewshire House
29 May 2020	10.45 am	Scotland Excel Meeting Room 1, Renfrewshire House
19 June 2020	9.45 am	City Chambers, Glasgow City Council (prior to meeting of Scotland Excel Joint Committee)
28 August 2020	10.45 am	Scotland Excel Meeting Room 1, Renfrewshire House
18 September 2020	10.45 am	Scotland Excel Meeting Room 1, Renfrewshire House

23 October 2020	10.45 am	Scotland Excel Meeting Room 1, Renfrewshire House
27 November 2020	10.45 am	Scotland Excel Meeting Room 1, Renfrewshire House
11 December 2020	9.45 am	City Chambers, Glasgow City Council (prior to meeting of Scotland Excel Joint Committee)

3. Background

3.1 In terms of Scotland Excel's Procedural Standing Orders:-

42(a). The Executive Sub-committee shall meet not less than four times in every calendar year. The time, dates and venues for all subsequent meetings will be approved by the Executive Sub-committee.

3.2 One of the main functions of the Executive Sub-committee is to consider reports on the award of contracts being let on behalf of Scotland Excel, therefore, the dates for the Executive Sub-committee meetings require to be fixed by referral to the planned award dates for these contracts. It is expected that all contract awards planned for 2020 can be accommodated within the timetable of meetings detailed in this report.