

Minute of Meeting Scotland Excel Chief Executive Officers Management Group

Date	Time	Venue
Wednesday, 18 August 2021	10:00	Remotely by MS Teams,

Present

Angela Scott, Chief Executive (Aberdeen City Council); Greg Colgan, Chief Executive (Dundee City Council), Eddie Fraser (East Ayrshire Council), Sandra Black, Chief Executive (Renfrewshire Council); and Cleland Sneddon, Chief Executive (South Lanarkshire Council).

Chair

Sandra Black, Chair, presided.

In Attendance

J Welsh, Chief Executive; H Carr, Head of Strategic Procurement; S Brannagan, Head of Customer and Business Services; L Robertson, Project and Account Manager; and M Robertson, Marketing and Communications Manager (all Scotland Excel); and K Graham, Head of Corporate Governance and K O'Neill, Assistant Democratic Services Officer (both Renfrewshire Council).

Conflicts of Interest

There were no conflicts of interest intimated prior to the commencement of the meeting.

1 **Minute**

There was submitted the Minute of the meeting of the Chief Executive Officers Management Group (CEOMG) held on 29 June 2021.

DECIDED: That the Minute be approved.

2 **Chief Executive's Update Report**

There was submitted a report by the Chief Executive of Scotland Excel providing an update on key developments within Scotland Excel since the meeting of the Group held on 29 June 2021.

The report provided information in relation to developments which included STAMP (Scotland's Technical Asset Management Platform) which would be used to develop a pipeline of potential collaborative contract opportunities and the Robotics Process Automation/Intelligent Automation (RPA/IA) project work which had been ongoing to establish a Dynamic Purchasing System (DPS) for Digital Telephone products.

Information was also provided on how Scotland Excel had been liaising with colleagues in COSLA and the Scottish Government to consider the impact of The Promise and related policy on national contracts. The Scottish Government's consultation on the creation of the national care service was published on 9 August 2021. Scotland Excel would carry out a detailed review of this consultation and would produce a response after engaging with councils. It was identified that support and guidance would be required from councils prior to the response being submitted.

Information was also provided on the ongoing issues encountered with the supply of construction materials which included availability and price increase. Scotland Excel would work with the Scottish Government and Scottish Enterprise to address the situation.

DECIDED:

(a) That the presentation be noted;

(b) That Scotland Excel provide a briefing note to councils relative to the Scottish Government's consultation on the creation of the national care service;

(c) That Scotland Excel develop a communications plan related to supply chain disruption and pricing fluctuations across the portfolio;

(d) That a special meeting of this group be arranged to further discuss the response to the creation of the national care service consultation; and

(e) That approval of the consultation response by the Executive Sub-committee be considered.

3 **Presentation: Proxima**

The presentation on the review of the National Procurement Strategy, Scotland commissioned by Scottish Government provided information on the Operating and Organisational Model; Digital Enablement; Supply Management Skills and Supplier Development; Policy and Regulations and Change and Communications.

Members were advised that a high level of governance and transparency had been maintained from the first wave of the reform and there was evidence of cross function collaboration. Strong leadership from the Scottish Government was evident across policy, capability and eCommerce; cross function collaboration was also evident and it was thought that the response to the COVID-19 Pandemic should be a catalyst for cohesive collaboration in action. It was also highlighted that procurement was more than only delivering savings.

DECIDED:

- (a) That the presentation be noted;
- (b) That Scotland Excel develop a marketing plan to show successes since the inception of Scotland Excel; and
- (c) That Scotland Excel share the Proxima report with SOLACE.

4 **Presentation: Scottish Enterprise**

The presentation provided information on the support provided by Scotland Excel in supporting Scottish Enterprise in Scotland's Manufacturing Recovery Plan.

Information was provided on the development of stakeholder relationship with Scottish Enterprise and included: benchmarking previous activities in supporting the manufacturing industry; the short-life working group established to review contract portfolios; holding workshops and exploring cross-over with community wealth building projects. The presentation also highlighted a number opportunities, both at a local level and at a national level, identified from Scotland's Manufacturing Recovery Plan which would be progressed further.

DECIDED: That the presentation be noted.

5 **Presentation: Intern Programme**

The presentation provided information on resourcing and capability across procurement services and all councils had been consulted to identify resources available. Information on the different initiatives, including Kirk Start, that had been introduced to address the resourcing difficulties were highlighted. Information was also provided on how Scotland Excel had a number of options available which could help support councils in addressing resources issues.

DECIDED:

- (a) That the presentation be noted; and
- (b) That Scotland Excel develop a national proposal for interns and share this with SOLACE.

6 **Date of Next Meeting**

DECIDED:

(a) That it be noted that the next scheduled meeting of the group would be held at 10.00 am on 10 November 2021; and

(b) That a special meeting of the group be arranged to discuss the Scottish Government's consultation on the national care service published on 9 August 2021.