

# Scotland Excel

**To: Scotland Excel Executive Sub-committee**

**On: 10 February 2016**

**Report  
by  
the Clerk**

## **Meetings of Scotland Excel Executive Sub-committee in March 2017**

### **1. Summary**

- 1.1 At the meeting of the Executive Sub-committee held on 16 September 2016 it was decided that meetings of the Executive Sub-committee be held on 27 January, 10 February, 3 March, 30 June, 15 September, 13 October, 17 November and 8 December 2017.
- 1.2 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.
- 1.3 Having considered the planned award dates for contracts during March 2017 it is now considered to be more suitable for the meeting in March to take place at the end of the month. Therefore, it is proposed to cancel the meeting scheduled for 3 March 2017 and to hold a meeting of the Executive Sub-committee on 31 March 2017.

### **2. Recommendations**

- 2.1 That the meeting of the Executive Sub-committee scheduled to be held at 10.45 am on 3 March 2017 be cancelled; and
- 2.2 That a meeting of the Executive Sub-committee be held at 10.45 am on 31 March 2017 in Scotland Excel Meeting Room 1, Renfrewshire House.

### **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.