

SCOTTISH BORDERS COUNCIL

MAJOR CONTRACTS GOVERNANCE GROUP

MINUTE of Meeting of the MAJOR CONTRACTS GOVERNANCE GROUP held in Council Chamber, Council Headquarters, Newtown St Boswells on Tuesday, 5 March 2019 at 2.00 pm

Present:- Councillors R Tatler (Chairman), G Edgar, E Thornton-Nicol, T Weatherston and Mr J Wilson (Chairman SB Cares).

Apologies:- Councillor D Moffat.

In Attendance:- P Barr (Managing Director SB Cares), L Crombie (Operations Director SB Cares), P Cathrow (Service Development Manager SB Cares), T Dixon (Finance and Information Manager SB Cares); P McNulty (Contracts Manager SBc Contracts), I Wilkinson (Commercial Manager SBc Contracts); J Stacey (Chief Officer Audit & Risk), Democratic Services Officer (J Turnbull).

1. **MINUTE**

There had been circulated copies of the Minute of the meeting of the Major Contracts Governance Group of 6 November 2018.

DECISION

NOTED the Minute for signature by the Chairman.

2. **MATTERS ARISING FROM THE MINUTE**

With reference to paragraph 5 of the Minute of 6 November, the Chairman advised that CGI and Live Borders would present their reports at the next meeting.

DECISION

NOTED.

SB CARES BUSINESS

3. **SB CARES 2018/19 PROGRAMME TRACKER**

With reference to paragraph 2 of the Minute of 6 November, there had been circulated copies of a report by the Finance and Commercial Director providing an update on the programme of projects being undertaken by SB Cares during 2018/19. The Appendix to the report contained an overview of these projects including their current status. The Managing Director, Philip Barr, highlighted that improvements to communications included a Staff Engagement Group and rebranding programme. In response to a question regarding the 22% reduction in overtime hours, Ms Crombie advised that this had been achieved by amalgamating teams in order that they could cover absences in other areas, recruiting additional staff and reducing sickness absences. Mr Cathrow clarified that the 'Trusted Assessor' was an SB Cares officer qualified to make decisions on appropriate home support equipment for clients. With regard to Fleet Management, there would be appointments to three new posts: Vehicle Movement Officer, Fleet Administrator and Business Partner, all of which would maximise the benefit of the fleet. Regarding electric vehicles, Mr Cathrow explained that they had procured an additional three electric vehicles, increasing the electric fleet further would depend on the charging facilities available.

DECISION

(a) AGREED the updated Project report.

- (b) **NOTED the progress on the 2018/19 Programme Tracker and associated targets and service improvements.**

4. **SB CARES SERVICES**

There had been circulated copies of a report by the Operations Director presenting the Care Inspectorate Grades for all services, including those inspected since the previous meeting. The report also provided details on recruitment, induction and training. The Operations Director, Lynne Crombie, highlighted the Grade 6 awarded to St Ronan's Care Home and that the overall trend was positive across all services. There was a discussion on recruitment and Ms Crombie explained that they promoted the benefits of working for SB Cares at recruitment events, including: pension scheme, living wage provider and career development. Mr Barr added that SB Cares had a full training plan to meet all mandatory training requirements. It was noted that SB Cares' training budget was centrally controlled by HR and the Chairman requested that this be raised at the Leaders' Group. With regard to the Discharge to Assess Unit, Ms Crombie explained that from 1 January 2019, they had been granted a variation of 23 beds from 15 beds.

DECISION

NOTED:-

- (a) **The continued improvement in the Cares Inspectorate Grades**
- (b) **The first grade 6 awarded to SB Cares' Care Home, St Ronans.**
- (c) **The recruitment programme had been positive in attracting significant numbers of quality applicants;**
- (d) **The progress in identifying appropriate mandatory training, although a required budget was still required to be identified; and**
- (e) **That SB Cares had been a very active partner in the delivery of the IJB Winter plan.**

5. **PRIVATE BUSINESS**

DECISION

AGREED under Section 50A(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting during consideration of the business contained in the following items on the ground that they involved the likely Part 1 of Schedule 7A to the Act.

6. **MINUTE**

Members considered the Private Section of the Minute of the Major Contracts Governance Group of 6 November 2018.

SB CARES BUSINESS

7. **SB CARES FINANCIAL POSITION 2018/19**

There had been circulated copies of a report by the Managing Director updating on the financial position of SB Cares and provided a projected outturn for the current financial year.

8. **SB CARES COMMERCIAL DEVELOPMENTS**

There had been circulated copies of a report by the Managing Director updating on development of SB Cares commercial activities.

SBc CONTRACTS BUSINESS

9. **SBc CONTRACTS TRADING OPERATION UPDATE AT 31 DECEMBER 2018**
There had been circulated copies of a report by the Chief Officer Roads providing an update on trading and financial position of SBc Contracts for the period to 31 December 2018.

The meeting concluded at 3.40 pm