

SCOTTISH BORDERS COUNCIL MAJOR CONTRACTS GOVERNANCE GROUP

MINUTES of Meeting of the MAJOR
CONTRACTS GOVERNANCE GROUP held
in Council Chamber, Council Headquarters,
Newtown St Boswells TD6 0SA on Thursday,
12 July 2018 at 2.00 pm

Present:- Councillors G. Turnbull (Chairman), G. Edgar, D. Moffat, E. Thornton-Nicol,
T. Weatherston.
Apologies:- Councillor J. Fullarton. Mr J. Wilson (Chairman SB Cares).
Absent:- Councillor T. Miers.
In Attendance:- P Barr (Managing Director SB Cares), L Crombie (Operations Director SB
Cares), P Cathrow (Independent Living and Corporate Services Manager SB
Cares), S Holmes (Principal Internal Auditor), D Girdler (Chief Officer Roads),
J Fleming (Finance Business Partner), Democratic Services Officer (P
Bolson).

1. **WELCOME AND INTRODUCTIONS**

The Chairman welcomed everyone to the meeting of the Major Contracts Governance Group.

2. **ORDER OF BUSINESS**

The Chairman varied the order of business as shown on the agenda and the Minute reflects the order in which the items were considered at the meeting.

3. **MINUTE**

There had been circulated copies of the Minute of the meeting of the Major Contracts Governance Group of 12 April 2018.

DECISION

NOTED the Minute for signature by the Chairman.

SB CARES BUSINESS

4. **MEMBERS' REPORT AND UNAUDITED FINANCIAL STATEMENTS 2017-18**

There had been circulated copies of a report by the Finance and Commercial Director presenting the Unaudited Members' Report and Financial Statements for Scottish Borders Supports LLP and Scottish Borders Cares LLP for the year ending 31 March 2018. These reports and Financial Statements were undergoing external audit during June and July 2018. Mr Barr highlighted the main points of the reports and provided clarification as requested by Members

DECISION

NOTED the report.

5. **SB CARES FINANCIAL POSITION UPDATE 2018-19**

There had been circulated copies of a report by the Finance and Commercial Director providing an update on the progress towards setting a detailed revised budget for SB Cares for 2018/19. Discussions were ongoing to finalise the expectations in terms of service provision and financial impact to enable the Council's Financial Plan for 2018/19 to be reflected in SC Cares revised budget for the same period. The report detailed the progress in agreeing the efficiency savings target, the main contract price for SBC and the potential influences of the Council's wider Health and Social Care budget. The report advised that a number of activities, as detailed in paragraph 4.5 of the report, were

already underway towards achieving £480k efficiency savings and Mr Barr explained that it would be challenging in terms of identifying the remaining efficiencies approved in the Council's budget. Discussion followed and in response to questions from Members, Mr Barr explained how changes made to the SBC budget affected SB Cares. He also advised that work was in progress proposing changes to the way in which the Enablement service was managed. With reference to absence management, Members were informed that money available through the Transformation programme was being used to focus on areas that required development, including training and wellbeing.

DECISION

- (a) NOTED the progress in updating the revised budget position for SB Cares.**
- (b) AGREED that the revised budget be presented at the next meeting of the Major Contracts Governance Group.**

6. SB CARES PROJECTS 2018-19 UPDATE

- 6.1 With reference to paragraph 4 of the Minute of 12 April 2018, 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 report advised that all projects being taken forward by SB Cares during 2018/19 would be included within the Programme for monitoring purposes and would be grouped by the Business Plan Strategic Aims, namely Quality; Efficiency; and Business Growth. The Appendix to the report contained an overview of these projects. The report also contained the current status of projects that made up the 2017/18 Transformation Programme, highlighting that three were now complete and a further five were ongoing.
- 6.2 Discussion followed and Officers answered Members' questions. In relation to the Council's Care Estate, Mr Barr advised that a further update would be presented to the Major Contracts Governance Group in due course. Mr Cathrow confirmed that SB Cares used Scotland Excel when appropriate and when this offered best value. With reference to the fleet of vehicles used by SB Cares, Mr Cathrow advised that, looking forward, it was intended that all fleet vehicles would eventually be electric and work was ongoing to install charging points/rapid charging points across the area. Using electric vehicles was also the most economically viable option as compared to a 45p per mile rate paid when employees were required to use their own vehicles. Following the transfer of the alarm system to East Lothian Council, SB Cares was now looking at ways in which co-ordinated working could be improved, eg by bringing PAT testing back in-house.

DECISION

NOTED the progress in developing the programme of projects for SB Cares for 2018/19.

7. CARE INSPECTION

With reference to paragraph 5 of the Minute of 12 April 2018, there had been circulated copies of a report by the Operations Director SB Cares giving the updated position on the inspection of SB Care services by the Care Inspectorate. Members were advised that since the last report, the final grades for Home Care East had been confirmed as 3 for all three of the Quality of Life themes inspected. Following inspection, the grades for Deanfield Care Home following inspection had also been received, namely Grade 4 for Quality of Care and Support; Grade 4 for Quality of Environment; and both Quality of Staffing and Quality of Management receiving Grade 3. The inspection report for Deanfield had also included very positive comment in a time of considerable change and implementation of new National Care Standards. Oakview Day Service had recently been inspected and the outcome would be presented at the next meeting of the Major Contracts Governance Group. In response to a question regarding staff training, Ms Crombie explained that there were a number of ways for staff to undertake training, including elearning and modular methods, and SB Cares would look to commission places and courses as appropriate.

DECISION

NOTED:-

- (a) the updated Home Care East report;
- (b) the inspection grades for Deanfield Care Home;
- (c) the update on the recruitment of the specialist training professional.

8. **SCHEDULE OF MEETINGS**

The next meeting of the Major Contracts Governance Group would take place at 2.00pm on Tuesday 18 September 2018. The schedule of meetings from November 2018 to June 2019 was presented as follows:-

6 November 2018

5 March 2019

4 June 2019

All meetings would commence at 2.00pm.

DECISION

NOTED the dates for future meetings.

9. **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 disclosure of exempt information as defined in paragraphs 6 and 8 of the part 1 of Schedule 7A to the Act.

SUMMARY OF PRIVATE BUSINESS

10. **MINUTE**

Members considered the Private Section of the Minute of the Major Contracts Governance Group of 12 April 2018.

SB CARES BUSINESS

11. **COMMERCIAL DEVELOPMENT UPDATE**

Members considered the update report.

SBc CONTRACTS BUSINESS

12. **SBc CONTRACTS TRADING OPERATION UPDATE AT 31 MARCH 2018**

Members considered the update report.

The meeting concluded at 3.40pm.