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MAJOR CONTRACTS GOVERNANCE GROUP TUESDAY, 5 NOVEMBER 2019

A MEETING of the MAJOR CONTRACTS GOVERNANCE GROUP will be held in the COUNCIL CHAMBER, COUNCIL HEADQUARTERS, NEWTOWN ST BOSWELLS on TUESDAY, 5 NOVEMBER 2019 at 2.00 pm

J. J. WILKINSON,
Clerk to the Council,

30 October 2019

BUSINESS		
1.	Apologies for Absence	
2.	Order of Business	
3.	Declarations of Interest	
4.	Minute (Pages 3 - 8) Minutes of the Meetings of the Major Contracts Governance Group held on 4 June 2019 and 17 September 2019 to be noted. (Copies attached.)	5 mins
5.	Any Other Items Previously Circulated	
6.	Any Other Items which the Chairman Decides are Urgent	
7.	Items Likely To Be Taken In Private Before proceeding with the private business, the following motion should be approved:- “That under Section 50A(4) of the Local Government (Scotland) Act 1973 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 6 of Part 1 of Schedule 7A to the aforementioned Act.”	
8.	Minute (Pages 9 - 12) Private sections of the Minutes of the Meetings of the Major Contracts Governance Group held on 4 June 2019 and 17 September to be noted. (Copies attached.)	5 mins

SBc CONTRACTS BUSINESS		
9.	SBc Contracts Trading Operations Update To consider report by Chief Officer Roads (To follow).	30 mins

NOTES

- 1. Timings given above are only indicative and not intended to inhibit Members' discussions.**
- 2. Members are reminded that, if they have a pecuniary or non-pecuniary interest in any item of business coming before the meeting, that interest should be declared prior to commencement of discussion on that item. Such declaration will be recorded in the Minute of the meeting.**

Membership of Committee:- Councillors R. Tatler (Chairman), G. Edgar, J. A. Fullarton, T. Miers, D. Moffat, E. Thornton-Nicol and T. Weatherston

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**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, 4 June 2019 at 2.00 pm

Present:- Councillors R Tatler (Chairman), G Edgar, J. Fullarton, D, Moffat, E Thornton-Nicol, T Weatherston and Mr J Wilson (Chairman SB Cares).
Absent:- Councillor D Moffat.
In Attendance:- J. Holland (Chief Operating Officer SB Cares), L Crombie (Operations Director SB Cares), P Cathrow (Service Development Manager SB Cares), Chief Financial Officer, Democratic Services Team Leader

1. **MINUTE**

There had been circulated copies of the Minute of the meeting of the Major Contracts Governance Group held on 5 March 2019.

DECISION

NOTED the Minute for signature by the Chairman.

2. **MATTERS ARISING – SBC CONTRACTS**

It was noted that due to staffing changes no reports had been provided for this meeting and the Chairman requested that a special meeting of the Group be arranged to receive a report from both SBC Contracts and LiveBorders.

DECISION

AGREED that a special meeting be arranged.

SB CARES BUSINESS

3. **SB CARES 2019 PROGRAMME TRACKER**

There had been circulated copies of a report by the Chief Operating Officer providing an update on the programme of projects currently being undertaken by SB Cares. The Appendix to the report detailed the current status of each project within the Programme and the proposed next steps. The Chief Operating Officer highlighted the main points and advised that the new Strategic Plan would be presented at the next scheduled meeting of the Group. She further advised that SB Cares would be moving financial control over to Business World. The SB Cares staff present answered Members questions and confirmed that the pool cars would be managed by the council's Fleet Manager. With regard to sharing information with the NHS it was explained that while both organisations would continue to operate on separate systems a new system call Strata allowed information to be shared more easily. The Chief financial Officer commented on the benefits of the transfer over to Business World.

DECISION

(a) **AGREED the updated Project report.**

(b) **NOTED the progress on the 2019 Programme Tracker and associated savings targets and service improvements.**

4. **COMMUNICATIONS UPDATE**

There had been circulated copies of a report by the Chief Operating Officer providing details of the plans to update the 2018-19 Communications Engagement and Marketing Strategy along with plans to create an Internal Staff Communications group to lead on delivery of Internal Communications. The report explained that SB Cares recognised the importance of good communications both internally and externally to ensure business outcomes, growth and staff engagement and had identified the need to refresh its current strategy which was approved in April 2018. An Away Day for the Senior Management Team held on 30 April 2019 focused on planning for the future and helped develop the Communications strategy for the coming year 2019-20. This would ensure the revised strategic plan and Communications, Engagement and Marketing Strategy dovetailed to support delivery of key outcomes. The SBC Communications and Marketing Team were keen to continue to support and work with SB Cares to create a deliverable Communications, Engagement and Marketing Strategy for SB Cares and would be fully involved in supporting the refresh and delivery on key actions. A key aspect of good communications and engagement was Internal Communications and one of the current key objectives was to ensure all staff were "informed, engaged and involved". This along with external marketing would be a key objective moving forward and it had already been identified that it was critical that this was not just a top down approach and staff were involved in designing the communications. All areas had identified representatives who were keen to be involved in scoping and delivering a strategy and a remit and plan would be scoped from this group. A revised Communications, Engagement and Marketing Strategy would be submitted to a future meeting of the Major Contracts Governance Group for information. Members welcomed the proposal.

DECISION

NOTED:-

- (a) the timeline for a refreshed Communication, Engagement and Marketing Strategy for 2019-20 to dovetail with planning outcomes from the SMT Away Day to support outcomes;**
- (b) the planned creation of a Staff Internal Communications Group; and**
- (c) the continual support from the SBC Communications and Marketing Team in supporting the delivery of the refreshed strategy and ongoing delivery of outcomes.**

5 SB CARES SERVICES UPDATE

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 the procurement of training for SB Cares Staff and work being undertaken in SB Cares Care at Home Service by Productivity Specialists, Meridian. It was noted that the outcome of the work by Meridian would be report at the next meeting of the group. In response to a question on works at Deanfield Care Home it was reported that most issues had been resolved but some work was still required to the roof.

DECISION

NOTED:-

- (a) the confirmed increased gradings for the Home Care Services;**
- (b) progress being made on the procurement and delivery of cost effective fit for purpose mandatory training and SB Cares defined required training; and**
- (c) the positive ongoing work with Meridian.**

6. **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.
7. **MINUTE**
Members approved the Private Section of the Minute of the Major Contracts Governance Group of 5 March 2019.

SB CARES BUSINESS

8. **SB CARES COMMERCIAL DEVELOPMENTS**
There had been circulated copies of a report by the Chief Operating Officer updating on development of SB Cares commercial activities.
9. **SB CARES FINANCIAL POSITION 2018/19**
The Chief Operating Officer gave an update on the financial position of SB Cares.

MEMBER

Councillor Edgar left the meeting.

OTHER BUSINESS

10. **CGI CONTRACT**
The Chief Financial Officer gave an update on progress with the implementation by CGI of various projects.

The meeting concluded at 3.30 pm

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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 on
Tuesday, 17 September 2019 at 2.00 pm

Present:- Councillors R Tatler (Chairman), D Moffat, E Thornton-Nicol,
T Weatherston.
Apologies:- Councillor J Fullarton, G Edgar.
In Service Director Assets & Infrastructure, Chief Officer Roads, Contracts
Attendance:- Manager - SBc Contracts, Quantity Surveyor - SBc Contracts, Principal
Internal Auditor, Democratic Services Officer (J Turnbull).

1. CHAIRMAN'S REMARKS

The Chairman welcomed everyone to the meeting. Members expressed concern that there were no reports from SB Cares and the Group was therefore unable to fulfill its governance and oversight responsibilities in relation to SB Cares

**DECISION
NOTED.**

2. MINUTE

There had been circulated copies of the Minute of the meeting of the Major Contracts Governance Group of 3 July 2019

**DECISION
NOTED the Minute for signature by the Chairman.**

3. LIVE BORDERS

3.1 The Chairman welcomed Ewan Jackson - Chief Executive of Live Borders and Linda Ross - Director of Business Services, Live Borders who were in attendance to give a presentation on the governance structure and performance monitoring in place for Live Borders. Copies of a background report had been circulated with the agenda.

3.2 Mr Jackson began the presentation by advising that Live Borders was formed in 2016 with the transfer of Cultural Services. The company was limited by Guarantee, regulated by Companies House, and a charity regulated by the Office of the Scottish Charity Regulator. Live Borders' Chief Officers reported to a Board of Trustees, with Councillors Parker, Laing and Richards members of the Board. Mr Jackson explained that Live Borders was required to deliver six outcomes: Improved mental health; enhanced learning opportunities, training and experiences; increased economic benefits; enhanced partnerships; stronger communities; and, increasing effective operations and income maximisation, whilst maintaining appropriate quality and standards. Live Borders employed 600 staff, including 237 full-time, and covered the whole of the Scottish Borders. They managed facilities including sports hall/gyms, libraries, swimming pools, community centres, museums, archives and galleries.

3.3 Mr Jackson then discussed Live Borders governance arrangements, explaining that there was an Executive Board and Joint Officer Group. 25 key performance indicators were reported to the Council's Executive Committee twice a year, for example library

membership, learn 2 swim membership and cultural visits. In addition there were regular director meetings, joint officer workshops and quarterly risk reviews which were supported by the Council's risk team. Mr Jackson explained that key risks were their property portfolio – they managed 67 properties across the region; an unforeseen or unplanned reduction in their management fee; and, preparation and governance arrangements. Mr Jackson concluded his presentation by advising that every penny spent with Live Borders was reinvested into supporting active, creative and healthy communities in the Scottish Borders.

- 3.4 Members then raised a number of questions relating to specific Live Borders' facilities which were answered by Mr Jackson and Ms Ross. With regard to environmental sustainability, Mr Jackson advised that on the back of Keep Scotland Beautiful, Live Borders had created a Green Team, which would focus on reducing Live Borders' carbon footprint and encourage recycling management. Regular reports on their environmental management would be presented to the Board for monitoring. Mr Jackson advised that Live Borders did not participate in Social Prescribing. However, they did work with NHS Borders and received patient health referrals. With regard to Live Borders achieving accreditation as a Living Wage employer, Mr Jackson acknowledged that this would be a challenge for the organisation. With regard to multi-sport pitches, Mr Jackson explained that there was not one surface that met the criteria for all sports. However, Live Borders would provide advice to any community who were considering investing in such a multi-sports pitch, although funding or a grant subsidy would be required. The Chairman thanked Mr Jackson and Ms Ross for their attendance and for their informative report and presentation.

**DECISION
NOTED**

4. **PRIVATE BUSINESS**
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.

SUMMARY OF PRIVATE BUSINESS

5. **MINUTE**
Members considered the Private section of the Minute of the Major Contracts Governance Group of 3 July 2019.
6. **SBC CONTRACTS TRADING OPERATION UPDATE**
There had been circulated copies of a report by the Chief Officer Roads.

PUBLIC BUSINESS

7. **NEXT MEETING**
The Chairman thanked everyone for attending the meeting and for the comprehensive report. The next meeting was scheduled to be held on Tuesday, 5 November 2019 at 2.00 pm.

**DECISION
NOTED.**

The meeting concluded at 3.00 pm.

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