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MAJOR CONTRACTS GOVERNANCE GROUP TUESDAY, 14 SEPTEMBER 2021

A MEETING of the MAJOR CONTRACTS GOVERNANCE GROUP will be held VIA MICROSOFT TEAMS on TUESDAY, 14 SEPTEMBER 2021 at 2.00 pm

J. J. WILKINSON,
Clerk to the Council,

8 September 2021

BUSINESS		
1.	Apologies for Absence	
2.	Order of Business	
3.	Declarations of Interest	
4.	Minute (Pages 3 - 4) Minute of the Meeting of the Major Contracts Governance Group held on 6 June 2021 to be noted. (Copy attached.)	2 mins
5.	Change in Scheme of Administration (Pages 5 - 6) Amended remit of Major Contracts Governance Group. (Copy attached).	10 mins
6.	Public/Private Reports Discussion on Business Presented to Group from Next Meeting.	10 mins
7.	Any Other Items Previously Circulated	
8.	Any Other Items which the Chairman Decides are Urgent	
9.	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.”	
10.	Minute (Pages 7 - 10)	2 mins

	Private section of the Minute of the Meeting of the Major Contracts Governance Group held on 6 June 2021 to be noted. (Copy attached.)	
	SBc CONTRACTS BUSINESS	
11.	SBc Contracts Trading Operation Update (Pages 11 - 26) Consider report by Chief Officer Roads. (Copy attached.)	30 mins
	CGI BUSINESS	
12.	CGI Update Consider CGI Briefing. (Report to follow.)	20 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 M. Rowley (Chair), A. Anderson, G. Edgar, J. A. Fullarton, S. Haslam, E. Thornton-Nicol and T. Weatherston

Please direct any enquiries to Declan Hall Tel: 01835 826556
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**SCOTTISH BORDERS COUNCIL
MAJOR CONTRACTS GOVERNANCE GROUP**

MINUTE of Meeting of the MAJOR
CONTRACTS GOVERNANCE GROUP held
in Via Microsoft Teams on Tuesday, 1 June
2021 at 2.00 pm

Present:- Councillors M Rowley (Chairman), G Edgar, J Fullarton, T Weatherston
Apologies:- Councillors A. Anderson, S. Haslam, E. Thornton-Nicol
In Attendance:- Chief Officer Roads, Chief Officer Audit & Risk, Financial Service Manager,
Contracts Manager, Estimator (M Douglas) J Skully and G Newman (CGI),
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 2 March 2021.

DECISION

NOTED the Minute of the Major Contracts Governance Group of 2 March 2021.

2. **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

3. **MINUTE**

Members approved the Private Section of the Minute of the Major Contracts Governance Group of 2 March 2021.

4. **SBC CONTRACTS TRADING OPERATION UPDATE**

Members considered a report on the trading and financial position of SBc Contracts for the period to 2 March 2021.

5. **CGI EXECUTIVE PERFORMANCE REVIEW**

Members considered the CGI Performance Review.

The meeting concluded at 3.35 pm

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(COUNCIL SUB-COMMITTEES)

MAJOR CONTRACTS GOVERNANCE GROUP

Constitution

Seven Elected Members of Scottish Borders Council, including the Executive Member for Economic Regeneration & Finance.

Chairman

The Chairman shall be the Executive Member for Economic Regeneration & Finance.

Quorum

Three SBC Elected Members of the Sub-Committee shall constitute a quorum

Functions Referred

The following functions of the Council shall stand referred to the Sub-Committee:-

SB Contracts

1. The consideration of matters relative to business management of SB Contracts including providing an appropriate level of scrutiny on the financial risk arising from trading operations.
2. The monitoring of the trading arrangements and operations in terms of the Local Government (Scotland) Act 2003.
3. The evaluation of financial controls and the detailed monitoring of financial and performance levels for SB Contracts.
4. The evaluation of Financial Plans for delivering required performance levels from SB Contracts.
5. Consideration of the strategic model employed by SB Contracts, including contributing towards the long-term strategic development process.
6. Consideration of matters relative to tendering for internal and external contract works.
7. The determination of appropriate processes and practices, within overall Council policy, to support the efficient and effective development of trading powers.
8. To understand the trading risk exposure and to evaluate measures to manage the trading risk-reward balance.
9. The consideration of Joint Arrangements with suppliers or other parties to improve the effectiveness and/or efficiency of the trading organisation.

CGI

- *10. The consideration of any major proposed changes to the CGI contract, with recommendations to Council as necessary.

11. The regular consideration of performance information on the transformation being delivered with CGI, key performance information with respect to the contract and any key issues associated with contract management.
12. The scrutiny of the performance of the CGI contract to ensure value for money and the effective delivery of outcomes required by the Council.

Functions Delegated

All functions above NOT marked *. Those functions marked * are referred to the Sub-Committee for consideration and recommendation only and must receive approval of the Council.

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