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EXTERNAL SERVICES/PROVIDERS MONITORING GROUP TUESDAY, 29 NOVEMBER 2022

A MEETING of the EXTERNAL SERVICES/PROVIDERS MONITORING GROUP will be held VIA MICROSOFT TEAMS on TUESDAY, 29 NOVEMBER 2022 at 2.00 pm

J. J. WILKINSON,
Clerk to the Council,

22 November 2022

BUSINESS		
1.	Apologies for Absence	
2.	Order of Business	
3.	Declarations of Interest	
4.	Minute (Pages 3 - 6) Consider Minute of the Meeting held on 20 September 2022 for approval and signature by the Chair. (Copy attached.)	2 mins
5.	CGI Contract Performance (Pages 7 - 12) Consider report by Director Strategic Commissioning and Partnerships. (Copy attached.)	20 mins
6.	SBc Contracts 2nd Quarter Report 2022-23 (Pages 13 - 18) Consider report by Chief Officer Roads. (Copy attached.)	20 mins
7.	Live Borders Provision Agreement Performance Consider presentation on performance of Live Borders provision agreement.	20 mins
8.	Any Other Items Previously Circulated	
9.	Any Other Items which the Chairman Decides are Urgent	
10.	Private Business 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 the relevant paragraphs of Part 1 of Schedule 7A to the aforementioned Act.”	
11.	Minute (Pages 19 - 20) Consider Private Section of the Minute of the Meeting held on 20 September 2022 for approval and signature by the Chairman. (Copy attached.)	2 mins
12.	CGI Contract Performance (Pages 21 - 24) Consider report by Director Strategic Commissioning and Partnerships. (Copy attached.)	10 mins
13.	SBc Contracts 2nd Quarter Report (Pages 25 - 38) Consider report by Chief Officer Roads. (Copy attached.)	10 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), P. Brown, J. Greenwell, M. Douglas, S. Hamilton, E. Jardine and E. Thornton-Nicol

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**SCOTTISH BORDERS COUNCIL
EXTERNAL SERVICES/PROVIDERS MONITORING GROUP**

MINUTES of Meeting of the EXTERNAL
SERVICES/PROVIDERS MONITORING
GROUP held in via Microsoft Teams on
Tuesday, 20 September 2022 at 2.00 pm

- Present:- Councillors M. Rowley (Chair), P. Brown, M. Douglas, J. Greenwell,
S. Hamilton and E. Thornton-Nicol
- Apologies:- Councillors E. Jardine
- In Attendance:- Director Strategic Commissioning and Partnerships, Director Resilient
Communities, Chief Officer Audit and Risk, Principal Auditor, Chief Officer
Roads, Neighbourhood Senior Assistant Area Manager (K. Millar), Mr J.
Wordsworth-Goodram (CGI), and Democratic Services Officer (W.
Mohieddeen).

CHAIR

Cllr Rowley was unable to join the meeting due to technical difficulties with Microsoft Teams. Cllr Greenwell assumed the Chair.

ORDER OF BUSINESS

The Chair 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.

1. **MINUTE**

There had been circulated copies of the Minute of the Meeting held on 21 June 2022.

DECISION

AGREED to approve the Minute for signature by the Chairman.

2. **CGI CONTRACT PERFORMANCE**

- 2.1 There had been circulated copies of a report by Director Strategic Commissioning and Partnerships that presented key information with respect to the CGI contract for the first two quarters of 2022 and key updates on performance to date, which recognised quarter three had not concluded. The report provided Elected Members with key information on the governance of the contract, updated information on the transformation programme being delivered with CGI which included the recently approved Social Work Pathfinder transformation programme, key performance information with respect to the service delivery of the contract and a note of key issues associated with contract management, which included change requests signed in the quarter and Impact Assessment status.
- 2.2 The Director Strategic Commissioning and Partnerships invited Mr John Wordsworth-Goodram to deliver a presentation on key information from the report. With regards to the Transformation Programme, there were a number of strategic and transformation projects taking place in partnership with SBC including the Pathfinder programme which was approved in August 2022 and was due to last nine months. CGI were working on a number of key imperatives which included improving general transformation and delivering efficiencies through the use of technology. Development work with regards the transformation roadmap had been undertaken between Senior Officers and CGI to develop the strategic digital roadmap which was aligned to the corporate plan and

financial strategy.

- 2.3 A summary of key projects was presented to the Group which included RAG status for each. Five projects had been completed since the last report with one due to be completed in September 2022. All were highlighted as A/B which recognised they were complete but were delivered late. Three projects had a red status which included Macbook Deployment which was due to be completed in the month of September 2022. The Depot WiFi project was delayed due to delays in kit which was being progressed. The remaining red project of Digital Customer Access was delayed due to a failure in data upload from a third party supplier, and additional specialist resource had been deployed to address this. Of the 7 projects which had an amber status, three were proposed for completion within September 2022, two were programmed for completion in October 2022, and one became part of the wider pathfinder transformation programme. The EDMS legal system project required further discussion with the service with regards to next steps due to a failed tender bid.
- 2.4 Highlights of the quarterly report were presented. All tasks were completed regarding the summer churn of inspire iPads which included wiping 933 iPads and building 887 shared iPads for Primary 1 to Primary 3 cohorts. Discover Recovery testing was ongoing with dates for the second test to be agreed. The Xerox Improvement Plan was completed and was being monitored by CGI. With regards to the Caching Server Project, all servers in schools were updated. The Escalation Process had been implemented to improve the service and its efficiency. Work had been taken place on password expiry notification which had received positive feedback from users. Challenges with Lync calls dropping that had been experienced by SBC staff in Paton Street, Galashiels were being addressed by CGI. Network and Wi-Fi issues experienced in Jedburgh Campus were being addressed which involved a third-party cabling company to resolve errors associated with network cabling. A majority of KPIs had been achieved and client satisfaction had returned to a previously experienced levels at 81%. 77 business applications were managed and supported by CGI and application management was performing to adhere to KPIs.
- 2.5 Mr Wordsworth-Goodram answered members' questions on the report. It was explained that, under Service Performance Success Factors, red KPIs reported were in relation to the Business World application where there was an outage in a data centre and subsequently issues with data corruption which were both corrected. New processes and procedures were implemented to ensure Business World wasn't affected in future. Reference to repeated KPI failures was in relation to customer satisfaction and feedback from end users. A number of changes were implemented for when users contacted the service desk. Happy Signals were replaced with Remedy to assess customer satisfaction. Issues which related to Jed Campus weren't all related to network cabling and specialist teams were on site. Issues related to Lync calls at Paton Street, Galashiels were anticipated to be resolved within weeks after the potential issue was identified. With regards to single-access, digital customer access, Mr Wordworth-Goodram explained the final part of the project related to authentication and issues related to addressing address load were complete and project completion was expected within 2022.

MEMBER

Councillor Rowley joined the meeting at 2.25 pm.

- 2.6 In response to a question from Councillor Rowley regarding commitments on employment, Mr Wordsworth-Goodram explained that there were 67 employees of CGI that lived in the Scottish Borders and approximately 100 CGI members that worked on Scottish Borders Council. The opening of CGI offices in Tweedbank was anticipated to encourage recruitment and a recruitment campaign had started which focussed on the Tweedbank facility. Mr Wordsworth-Goodram further advised that while recruitment has been slow, the opening of the Tweedbank facility should encourage employees to be

recruited to the Scottish Borders that also didn't necessarily work on the Scottish Borders Council service but worked on other CGI services.

DECISION

(a) NOTED

- (i) the information provided in the report detailing the performance of the CGI over Quarter 1,2 and updates since quarter 2, noting quarter 3 has not concluded in 2022;**
- (ii) the monitoring of the Social Work Pathfinder overview is remitted to the External Services/Providers Monitoring Group; and,**

(b) AGREED to approve the amended format of the report in line with recommendations from Members at the previous Group meeting.

CHAIR

At the conclusion of discussion on the previous item, Cllr Rowley assumed the Chair.

3. SBC CONTRACTS TRADING OPERATION REPORT 2022-23

3.1

There had been circulated copies of a report by the Chief Officer Roads which proposed a summary on the performance of SBc Contracts for the financial year 2022-23 to 30 June 2022. With regards to road surfacing activity to 30 June 2022, SBc Contracts benefitted from good weather to complete 12 Surface Dressing Patching Sites, 1 number Capital resurfacing scheme, 3 Civil sites at Chirnside Bridge, Ross High School and Eddleston Cycleway, 3 footway schemes at Reston and Peebles, 7 screed sites across the network and 2 private jobs at Milestone Garden Centre and Newhouses. Challenges in recruitment and retention were highlighted and it was advised that there had been recruitment to 17 posts. It was regarded as disappointing that 51 applicants were received which averaged approximately 3 per post. 30-50 applications were normally received for Modern Apprenticeship posts. It was regarded positive that a female Specialist Plant Operative had been recruited. Mr Hedley advised that SBc Contracts employees were happy to take enquiries from those wishing to pursue employment in Scottish Borders Council and also advised that employees participated in activities including the delivery of elections and were considering innovative recruitment techniques including the use of social media. Delivery of a JCB Pot Hole Pro was taken in April 2022 and SBc Contracts were undertaking a greater number of permanent and semi-permanent repairs to reduce repeat visits. With regards to the aggregate recycling at Easter Langlee, the roads service diverted construction waste material from landfill to the aggregate yard where it was stored, processed and then made available for re-use by the Council and the general public. On average, 10,000 tonnes of construction waste was taken-in annually with approximately 5,000 tonnes re-used on Council projects, and 5,000 tonnes re-sold to local contractors or the general public.

3.2

Mr Hedley responded to Members' questions. Mr Hedley advised that SBc Contracts were learning more about the deployment of the Pot Hole Pro however the service had challenges of scale and given the large road network of the Scottish Borders, the machine needed to be deployed efficiently as part of an integrated solution to road maintenance, however the machine allows for deployment of one vehicle rather than three. Cllr Greenwell advised that Members should take any opportunity to observe the Pot Hole Pro and that there was also benefits to the health of workers from not being at risk of 'white finger' from using drills. Members suggested that there may be an aspiration to acquire a further Pot Hole Pro considering the scale of the Scottish Borders road network including the number of C and D-classified roads. In response to a question from the Chair, Mr Hedley advised that the Pot Hole Pro should be considered as part of an integrated matrix on roads maintenance. Roads maintenance should be focused on prevention of roads deformity. The Pot Hole Pro was helping with the challenges associated with the roads

network. Mr Hedley advised that a technical assessment on the Pot Hole Pro could be performed after six months of its operation. With regards to Modern Apprenticeship applications, Mr Hedley advised that the service should champion opportunities to become Modern Apprenticeships as it was considered a good time to join Scottish Borders Council and that he would assess opportunities to promote opportunities through Education and Lifelong Learning. In response to a question from Cllr Hamilton, Mr Hedley advised that repairs were driven by the Council's policy of defects, and the time scale for the repair would depend on the scale of the defect. Jet Patch repairs tended to last for 12 months and would be considered temporary. The Chief Officer Roads further advised that he would report to the group with information on investment on local, external contractors.

DECISION

(a) **NOTED the report;**

(b) **AGREED:**

(i) **The Chief Officer Roads will report on a technical assessment of the Pot Hole Pro after six months of its operation;**

(ii) **The Chief Officer Roads will assess opportunities to promote Modern Apprenticeship opportunities through Education and Lifelong Learning; and,**

(iii) **The Chief Officer Roads will report to the Group at its next meeting on information related to the investment in local, external contractors.**

4. 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 detailed in the Appendix to this Minute on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 8 of Part I of Schedule 7A to the Act.

5. MINUTE

Members considered the Private Minute of the Meeting held on 21 June 2022.

6. SBC CONTRACTS TRADING OPERATION TO 30 JUNE 2022

Members considered the report by the Chief Officer Roads.

7. CGI CONTRACT PERFORMANCE

Members considered the report by Director Strategic Commissioning and Partnerships.

The meeting concluded at 3.53 pm.

CGI CONTRACT PERFORMANCE

Report by Director – Strategic Commissioning & Partnerships

EXTERNAL SERVICES/PROVIDERS MONITORING GROUP

29 November 2022

1 PURPOSE AND SUMMARY

- 1.1 This report presents key information with respect to the CGI contract for the first three quarters of 2022 and key updates on performance to date. It provides Elected Members with key information on the governance of the contract, updated information on the transformation programme being delivered with CGI including the recently approved Social Work Pathfinder transformation programme, key performance information with respect to the service delivery of the contract and a note of key issues associated with contract management, including change requests signed in the quarter and Impact Assessment status. This report is designed to be read in conjunction with the appended slide presentation, which provides further detailed information on each of the aforementioned areas**

2 RECOMMENDATIONS

- 2.1 I recommend that the External Services/Providers Monitoring Group**
- a) Reviews this report and the associated slide deck and seeks clarification from Officers or CGI Representatives on any of the issues identified; and**
 - b) Having done so, determine whether they are satisfied with the information provided detailing the performance of the CGI over Quarter 1,2 and 3 and updates since Q4 noting Q4 has not concluded in 2022.**

3 BACKGROUND

- 3.1 The contract to outsource the former Council IT service was signed between CGI and SBC in 2016. Service commenced in October 2016 and the Contract was subsequently amended and extended in 2020 following a series of member briefings and two reports to Council. A new programme of IT transformation work was agreed between the parties as part of this contract extension.
- 3.2 This report presents information with respect to the performance of the revised CGI contract over the first three quarters of 2022 recognising quarter 4 has not concluded for 2022. As previously requested the slide deck includes a list of abbreviations and a glossary of IT terms to aid Member scrutiny.
- 3.3 The slide deck in appendix 1 is divided into four main sections covering a) governance, b) progress with the transformation programme being delivered with CGI, c) key performance information with respect to service delivery and d) Contract Overview.

4 MAIN REPORT

4.1 Governance

The paper reports on actions from the previous meeting and response update of the recommendations. The governance arrangements associated with the Contract are set out in the paper. Meetings of the various groups that oversee the contract including this quarterly meeting of the ESPMG are highlighted. These are all "green" during Q1, Q2 and Q3 and unmarked for Q4 as ESPMG had not been held at the point of issuing of this report.

4.2 Transformation Projects

Slide 7 provides the Imperatives of the Strategic Outcomes of the Transformation Programme as agreed through the work undertaken between Senior Officers and CGI to develop the strategic digital roadmap which is aligned to the Council plan, Corporate plan and Financial strategy.

Slide 9 and 10 provide the high level plan including the timelines to June 2023 for both the Enterprise Mobility Programme and the Council Information Hub programme including timelines and milestones which will be monitored and reported to Committee quarterly.

In addition, Slide 11 provides the future digital roadmap and focus areas under each initiative. Work is commencing to further define the scope and delivery for each transformation area including partnership working with Borderlands and Scottish Government particularly in relation to connectivity.

Slide 12 and 13 provide status of Key Projects, Slide 12 with regards Applications and Slide 13 with regards infrastructure currently being delivered with CGI to enable, transform, maintain and secure SBC's networks, systems and data. Each of the projects has been RAG assessed and commentary has been provided against each status.

With regards Applications, three projects have been completed since the last report and two projects scoped for completion in November. One project is on hold Tech Cloud Forge and two projects are currently Amber with further works being scoped to progress.

In relation to Infrastructure, of the eleven projects detailed, three are RAG assessed as GREEN, four projects are amber and four projects are red. Of the red projects three of the projects are impacted by third party supplier pressures with works being prioritised between SBC and CGI. The remaining red status will be resolved through an infrastructure upgrade to the firewall back up w/c 14 November. Of the four projects with an amber status the Primary WAN is awaiting a BT survey, the AV installation in HQ is awaiting service acceptance testing to close out, the Lync decommissioning is awaiting the aforementioned infrastructure upgrade and the family WiFi rewrite a call with external parties is planned for 15 November to resolve.

4.3 **Key Performance Information**

Information is provided with respect to the key deliverables of the contract across 71 performance measures. Slide 16 notes 1 red (Serious and severe service failures) KPI targets over Q3. This relates directly to user satisfaction and % below performance requirement.

Key successes and challenges are detailed on slide 16 including under successes call dropping ay Paton Street, implementation of MYIT tools for service users and Inventor App upgrade deployment in Education services. A number of challenges are being dealt with including network / WIFI Issues in High Schools. The most prevalent has been at Jedburgh High School which after specialist review has seen some configuration works and cabling changes due to errors. As a result CGI are now working with other schools to identify WIFI issues and working towards remediation. Issues experienced on firewalls in primary datacentre affecting resiliency capability is a key issue. Work is being undertaken with expert supplier on issue and new firewalls ordered and due to be installed w/c 14 November.

4.4 **Service Delivery**

Turning to service delivery, there were no key performance failures during August, September and October.

4.5 **Communities**

Community benefits are highlighted in slide 24 and 25 highlighting sponsorship in place across Borders key events, CGI river clean and notes the CGI Cyber Escape experience is returning to the Borders in 2023. A number of teams / clubs are also sponsored and CGI are seeking to sponsor more teams.

4.6 **Tweedbank Update**

The Tweedbank CGI Office officially opened on 4 November 2022.

4.7 **Jobs Created**

CGI currently employ 67 members that live in the Borders region and have circa 101 members working on Borders Council deliverables. Against the 125 target. The following is the plan for moving forward.

- Targeted Recruitment – Borders Recruitment Campaign being launched
- All roles in UK allowing remote working being promoted in Borders
- All Scotland roles actively promoting Borders region
- Actively engaged with organisations such as Codeclan re: retraining options
- Actively engaged with Skills Development Scotland
- Working with recruitment team to increase level of Borders region applicants
 - *1% of Applicants to Scotland open roles from Borders region*

5 IMPLICATIONS

5.1 Financial

There are no financial implications relating to this performance report.

5.2 Risk and Mitigations

This report is part of the governance framework to manage the operation of the CGI contract and reflects the arrangements agreed between the parties.

5.3 Integrated Impact Assessment

There is no impact or relevance to the Council's Equality Duty or the Fairer Scotland Duty from this report.

5.4 Sustainable Development Goals

The creation of the roles envisaged by the contract as set out in paragraph 4.7 will help to sustain the Borders Economy.

5.5 Climate Change

The report is a routine monitoring report and as a result the checklist on Climate Change is not an applicable consideration.

5.6 Rural Proofing

It is anticipated there will be no adverse impact on the rural area from the proposals contained in this report. The creation of the roles envisaged by the contract as set out in paragraph 4.7 will help to sustain the Borders Economy.

5.7 Data Protection Impact Statement

There are no personal data implications arising from the proposals contained in this report.

5.8 Changes to Scheme of Administration or Scheme of Delegation

There are no changes to the Scheme of Administration or the Scheme of Delegation required as a result of this report.

6 CONSULTATION

- 6.1 The Director (Finance & Corporate Governance), the Monitoring Officer/Chief Legal Officer, the Chief Officer Audit and Risk, the Director (People Performance & Change), the Clerk to the Council and Corporate Communications have been consulted and any comments received have been incorporated into the final report.

Approved by

Name

Jen Holland

Title

Director – Strategic Commissioning & Partnerships

Author(s)

Name	Designation and Contact Number
Jen Holland	Director of Strategic Commissioning and Partnerships, 01835 825218

Background Papers: [insert list of background papers used in compiling report]

Previous Minute Reference: External Services/Providers Monitoring Group – Sept 2022

Note – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. Jen Holland can also give information on other language translations as well as providing additional copies.

Contact us at Jen Holland – Jen.Holland@scotborders.gov.uk

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SBc CONTRACTS 2ND QUARTER REPORT 2022/23

Report by Chief Officer Roads

EXTERNAL SERVICES/PROVIDERS MONITORING GROUP

29 November 2022

1 PURPOSE AND SUMMARY

- 1.1 **This report proposes a public summary on the performance of SBc Contracts for the financial year 2022/23 up to 30th September.**

2 RECOMMENDATIONS

- 2.1 **I recommend that the External Services/Providers Monitoring Group note the performance of SBc Contracts for the 2nd quarter of 2022/23.**

3 WORKLOAD UPDATE

- 3.1 SBC Contracts delivers infrastructure improvements across the Council's roads and built estate. The work, which is funded from the Council's Capital budget, include:
- Road Surface Treatment including surface dressing and patching
 - Civil Engineering Works
 - Internal Building works to SBC Estate
 - Bond Coat Application
 - Traffic Management
 - Sign Manufacture
- 3.2 In regards to road surfacing activity to 30th September 2022. We have successfully completed 12 Surface Dressing Patching sites, 5 Carriageway Patching sites, 7 Screed sites, 3 Capital Resurfacing schemes and 2 contracts for private clients.
- 3.3 With specific regard to surface dressing, we have applied treatment to 124,580m² across the network. At 6 sites, deemed as high stress, we have further applied treatment with a Secure Chip application.
- 3.4 In addition to the above, our specialist bond coat operation is having a good year to date. We have successfully completed several contracts for third party clients.
- 3.5 Moving to our civil engineering teams. We have successfully completed works at Chirnside Bridge, Ross High School and Eddleston Cycleway year to date.
- 3.6 We have some contracts, which extend beyond financial years. Of note in 2022/23 we currently have 12 sites which remain active and which commenced in 2021/22 and since April 2022, we have commenced works on 62 new sites, 8 of which remain active.
- 3.7 We have continued to meet demand by balancing the use of our own staff with external contractors, which in turn helps support and sustain the local economy when it comes to civil engineering/ground works and road surfacing.
- 3.8 Our programmes of delivery have progressed well this year. The good weather this summer has particularly helped with our roads surfacing programmes and our performance on other contracts. We would like to highlight some of these successes below;-
- Completion and opening of the Inspire Academy Building at Tweedbank
 - Delivery of the 20MPH speed limit programme
 - Completion of three replacements culverts at Fernihurst, Billhope and Letham
 - New pedestrian crossings at Duns and Peebles
 - Repairs to 12 damaged bridges
 - Significant rural road relining across the Borders
 - 6 projects to repair flood damage across the Borders

- 3.9 We believe that the diversity, flexibility and proven record of delivery is a significant benefit for the Council. Our dedicated and hardworking staff and partners continue to support the Council to meet its needs in terms of roads maintenance and civil engineering whilst retaining the ability to help with emergencies should they occur.

Management Update

- 3.10 At the June meeting of this group Members requested further information about the operation of the Pothole pro within the Scottish Borders. We can advise members that for the four months to 30th September we had completed repairs work using the Pot Hole Pro on 10 sites on the A Class network repairing 522 potholes amounting to 2,064m² of asphalt.
- 3.11 We believe that the deployment of the pothole pro has helped the Council meet its obligations to repair the roads in a timely manner, and whilst the pothole pro is only one technique and approach to what is an integrated management regime, which we deploy across our roads. It is important, as the permanent nature of the repair will help make us become more efficient, and improve the road user experience, whilst also allowing us to reduce our fleet.
- 3.12 Members also previously requested at the External Services/Providers Monitoring Group, 20 September 2022 that we take steps to try to promote the career opportunities within our service, linking into known career promotion programmes with our Education colleagues. We have made the initial enquiries and whilst there are no immediate opportunities for us, we will continue to seek out opportunities to promote our services as a real career choice for our population.
- 3.13 We continue to develop our approach to succession and people management in line with Council programmes.

4 IMPLICATIONS

4.1 Financial

There are no financial implication associated with the public section of this report.

4.2 Risk and Mitigations

There are risks and mitigations associated with the financial performance of SBc Contracts and these are considered in the next report, which is to be heard in private.

4.3 Integrated Impact Assessment

An Integrated Impact assessment has been undertaken and there are no identified impacts arising from the recommendations of this report.

4.4 Sustainable Development Goals

Whilst not directly impacted by the recommendations in this report, SBc Contracts through its trading and project delivery employs wherever possible local suppliers and trades, which in turn supports the UN

Sustainable Development Goal, number 8. In addition, through use of local materials it reduces our impact on the environment because of the reduced miles the materials have to travel, which support UN SD Goal number 12.

4.5 **Climate Change**

There are no significant carbon management implications arising from this Report.

4.6 **Rural Proofing**

There are no significant rural proofing implications arising from this Report.

4.7 **Data Protection Impact Statement**

There are no personal data implications arising from the proposals contained in this report.

4.8 **Changes to Scheme of Administration or Scheme of Delegation**

No changes are required because of this Report.

5 **CONSULTATION**

- 5.1 The Director (Finance & Corporate Governance), the Monitoring Officer/Chief Legal Officer, the Chief Officer Audit and Risk, the Director (People Performance & Change), the Clerk to the Council and Corporate Communications have been consulted and comments received have been incorporated into the final report.

Approved by

Name

John Curry

Title

Director – Infrastructure & Environment

Author(s)

Name	Designation and Contact Number
Jason Hedley	Chief Officer Roads ext 8037
Mark Douglas	Commercial Manager
Peter McNulty	Works Manager

Background Papers: nil

Previous Minute Reference: External Services/Providers Monitoring Group, September 20th 2022

Note – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. Jason Hedley can also give information on other language translations as well as providing additional copies.

Contact us at Jason Hedley Infrastructure and Environment, Scottish Borders Council, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA, Tel 01835 825431, Fax 01835 825071, email eittranslationrequest@scotborders.gov.uk.

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