

# Public Document Pack



## EXECUTIVE COMMITTEE TUESDAY, 12 SEPTEMBER 2023

A MEETING of the EXECUTIVE COMMITTEE will be held in the COUNCIL CHAMBER, COUNCIL HEADQUARTERS, NEWTOWN ST BOSWELLS, TD6 0SA and VIA MICROSOFT TEAMS on TUESDAY, 12 SEPTEMBER 2023 at 10.00 am.

**All attendees, including members of the public, should note that the public business in this meeting will be livestreamed and video recorded and that recording will be available thereafter for public view for 180 days.**

J. J. WILKINSON,  
Clerk to the Council,

4 September 2023

<b>BUSINESS</b>		
1.	<b>Apologies for Absence</b>	
2.	<b>Order of Business</b>	
3.	<b>Declarations of Interest</b>	
	<b>Economic Development Business</b>	
4.	<b>Economic Development Update</b>  Consider briefing paper by Director – Resilient Communities (To follow.)	15 mins
	<b>Other Business</b>	
5.	<b>Minute (Pages 3 - 8)</b>  Minute of meeting held on 15 August 2023 to be noted for signature by the Chairman. (Copy attached.)	2 mins
6.	<b>Annual Procurement Report 2022/23 (Pages 9 - 54)</b>  Consider report by Director – Finance and Procurement. (Copy attached.)	15 mins
7.	<b>Winter Services Plan for Year 2023/24 (Pages 55 - 102)</b>  Consider report by Director – Infrastructure and Environment. (Copy attached.)	10 mins
8.	<b>Scottish Borders Council's Quarter 1 2023/24 Performance Information</b>	20 mins

	(Pages 103 - 136)  Consider report by Director – People, Performance and Change. (Copy attached.)	
9.	<b>Any Other Items Previously Circulated</b>	
10.	<b>Any Other Items which the Chairman Decides are Urgent</b>	
11.	<b>Private Business</b>  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.”	
12.	<b>Minute</b> (Pages 137 - 138)  Private section of Minute of the meeting held on 15 August 2023 to be noted for signature by the Chairman. (Copy attached.)	2 mins
13.	<b>Hawick Site Purchase</b>  Consider report by Director – Infrastructure and Environment. (To follow.)	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.**

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**Membership of Committee:-** Councillors E. Jardine (Chair), C. Cochrane, L. Douglas, M. Douglas, J. Greenwell, C. Hamilton, S. Hamilton, J. Linehan, S. Mountford, D. Parker, J. Pirone, E. Robson, M. Rowley, F. Sinclair, R. Tatler, E. Thornton-Nicol and T. Weatherston

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**SCOTTISH BORDERS COUNCIL  
EXECUTIVE COMMITTEE**

MINUTES of Meeting of the EXECUTIVE COMMITTEE held in the Council Chamber, Council Headquarters, Newtown St Boswells and via MS Teams on Tuesday, 15 August 2023 at 10.00 am

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Present:- Councillors E. Jardine (Chair), L. Douglas, M. Douglas, J. Greenwell, C. Hamilton, S. Hamilton, J. Linehan, S. Mountford, D. Parker, E. Robson, M. Rowley, F. Sinclair, R. Tatler, E. Thornton-Nicol, and T. Weatherston.

Apologies: Councillors C. Cochrane and J. Pirone.

In Attendance:- Chief Executive, Director – Corporate Governance, Director – Finance and Procurement, Director – Infrastructure and Environment, Director - Resilient Communities, Director- Social Work and Practice, Democratic Services Team Leader, Democratic Services Officer (D. Hall)

1. **MINUTE**

There had been circulated copies of the Minute of the meeting held on 13 June 2023.

**DECISION**

**APPROVED for signature by the Chairman.**

2. **EDUCATION SUB-COMMITTEE**

There had been circulated copies of the Minutes of the meetings of the Education Sub-Committee held on 10 November 2022 and 2 March 2023. Councillor Leigh Douglas highlighted that with reference to paragraph 3.8 of the Minute of 2 March 2023, Mr Neil Bennet should be referred to as “Chair of Berwickshire High School Parent Council” instead of “Chair of Berwickshire High School”. Regarding paragraph 4.5, Mr Jonathan Short should be referred to as “Chair of Hawick High School Parent Council” in place of “Chair of Hawick High School”. It was agreed to amend the Minute accordingly.

**DECISION**

**APPROVED for signature by the Chairman as amended.**

3. **MONITORING OF THE CAPITAL FINANCIAL PLAN 2023/24**

There had been circulated copies of a report by the Director – Finance and Procurement which provided an update on the progress of the 2023/24 Capital Financial Plan and sought approval for virements and the reallocation of funds. The monitoring tables contained in the report provided the details of actual expenditure to 30 June 2023. The June month end position reflected a projected outturn of £130.365m with a net budget variance of £4.827m. That included net timing movements from 2023/24 of £7.881m. Further, more significant, movements from 2023/24 were likely as the year progressed and there was further clarity on the timing of major projects. The construction material supply chain had continued to experience disruption, which was likely to cause delays in sourcing essential materials and impact on project timelines. Spend projections within the report were only to be treated as indicative. Recent experience had demonstrated significant slippage at outturn when compared to initial budgetary estimates by managers. A number of macro-economic factors continued to affect the Capital Plan in 2023/24. Unprecedented levels of inflation combined with disruption in the construction materials supply chain continued to impact on the wider economy and the Council. A surge in demand coupled with constraints on supply had led to price increases, shortages, and longer lead times. The impact of that on tender prices for major projects and the wider Capital Plan continued to be assessed. Current legally committed projects had a small

risk of impact and block programmes of work could operate within a cash constrained budget and were considered lower risk. However, it would impact on the scale of project delivery from the blocks. The most significant risk lay in contracts being tendered this year which could result in a budget pressure as had been highlighted through reports taken to Scottish Borders Council in May and June 2023 in respect of Earlston Primary School and Galashiels Academy. Any financial implications from those market conditions would be reported through the regular budget monitoring cycle, with any longer-term impacts reflected in the financial planning process. In anticipation of inflationary pressures, an inflation contingency was established in the 2021/22-year end to support potential budget pressures. During the 2023/24 budget setting process a Planned Programming Adjustment budget line was added to the Financial Plan. That was offset where unspent project budgets became available through the year. The remaining balance to address in 2023/24 remained £0.833m. Identified pressures in new build projects at Earlston Primary School and Galashiels Academy had increased the Planned Programming Adjustment in future years of the plan. The funding of those pressures would be considered as part of the 2024/25 financial planning process. Appendix 1 to the report contained a list of the block allocations approved for the year and the various approved and proposed projects to be allocated from them within the 2023/24 Capital Plan. A list of estimated whole project capital costs for single projects which would not be completed in the current financial year was contained in Appendix 3 to the report. The latest version of the CIPFA Prudential Code, published in December 2021, required from financial year 2023/24 onwards that quarterly monitoring of prudential indicators should be reported by Councils. In order to meet that, quarters 2 and 4 of each financial year would continue be reported through existing treasury management reports. Quarters 1 and 3, which were not previously reported, would now be included in monitoring reports. Appendix 4 to the report contained the first monitoring report and provided an updated position on key treasury indicators as at the 30 June 2023 quarter end. The information provided was a snapshot at the end of quarter 1. There were no concerns to highlight at this stage of the year. The Director – Finance and Procurement, Mrs Suzy Douglas, presented the report and responded to Members questions. In response to a question regarding the reporting of projects at risk, Mrs Douglas explained that the amber ratings in the report were highlighting that there were some concerns regarding the budget to fund the relevant project. If specific projects were at risk of not proceeding, then they would be highlighted appropriately. Regarding payments from the Scottish Government for free school meal provision, Mrs Douglas explained that the Council was aware of what it was receiving for the current financial year and confirmed that the sum was less than anticipated. In response to a question regarding budget pressures arising from iPad purchases, Mrs Douglas explained that there was no increased budget pressure as a result from the iPad purchases, and that the budget had been increased to take account for the expected sale of iPads. The Chief Executive clarified that the Council had a purchase and lease back deal in place for the iPads.

## **DECISION**

- (a) **AGREED** the projected outturn contained in Appendix 1 to the report as the revised capital budget and approved the virements required.
- (b) **NOTED:-**
- (i) **the budget virements previously approved by Directors, detailed in Appendix 2 to the report, under delegated authority;**
  - (ii) **the list of block allocations in Appendix 2 to the report; and**
  - (iii) **the list of whole project costs detailed in Appendix 3 to the report; and**
  - (iv) **the update on key Treasury indicators at 30 June 2023 in Appendix 4 to the report.**

#### 4. **2022/23 MONITORING OF THE GENERAL FUND REVENUE BUDGET 2023/24**

4.1 There had been circulated copies of a report by the Director – Finance and Procurement which provided budgetary control statements for the Council's General Fund based on actual expenditure and income to 30 June 2023 along with explanation of the major variances identified between projected outturn expenditure/income and the current approved budget. Forecasts had been completed at the first quarter of 2023/24 at the 30 June 2023 which projected overall pressures within the Council of £3.771m at the financial year end. £3.267m of service pressures had been identified at the end of the first quarter plus £0.504m of inflation pressures. All pressures were detailed in Appendix 1 to the report. The most significant service pressure of £3.377m related to additional forecasted costs in Children & Families Social Work, which was mainly attributable to an increase in out of area placement costs. That position was one being reported across the UK as the volume and complexity of cases increased, along with an increase in the cost of placements. That budget was already under significant pressure during 2022/23 and as such Elected Members had approved budget growth of £2.5m through the 2023/24 financial planning process. Those pressures of £3.377m were over and above the growth provided with an unprecedented requirement for out of area placements exhibiting over the first quarter of 2023/24. Urgent management action was underway to minimise any further escalation in costs to protect the ongoing financial sustainability of the Council. Current inflation levels in the UK were impacting the Council directly and through impacts on delivery partners. At the first quarter additional direct costs of 0.504m, over and above growth provided in the budget were forecast based on current inflation levels. The overall £3.771m pressure posed a significant risk to the Council's ability to balance the 2023/24 budget. The Recovery Fund was not sufficient to address the scale of pressure. The Council Management Team had reviewed the monitoring position and had proposed a 20% reduction in some previously approved earmarked balances, brought forward from 2022/23, as a solution to balancing the budget in 2023/24. Those reductions were shown in Appendix 2 to the report. Consideration was urgently being given to the permanent budgetary impact of pressures and how they would be funded through the 2024/25 financial planning process. Financial Plan savings of £11.418m required to be delivered in 2023/24. Appendix 4 to the report provided an analysis of deliverability. Following the June 2023 month end £5.343m (47%) savings had been delivered permanently, £5.456m (48%) were profiled to be delivered by 31 March 2023, and £0.619m (5%) had been delivered on a temporary basis through alternative savings.

4.2 The Director of Social Work and Practice, Mr Stuart Easingwood, provided assurances that the Council was responding to unprecedented demands on the services provided by Children & Families Social Work to the best of its abilities. The demand on services was being experienced on a Scotland and UK wide scale. Scottish Borders Council was committed to providing care for young people from the Scottish Borders locally as much as possible. Out of area placements were only considered once all other opportunities in the region were exhausted or if a Children's Hearing Panel had made a legal order in the interests of the young person. In response to a question regarding the level of educational engagement a young person receiving out of area care would have, Mr Easingwood explained that the Director of Education and Lifelong Learning was working to guarantee that no effort was spared in ensuring that young people were provided with an educational package alongside the appropriate care provision. Regarding in-region facilities at the proposed Tweedbank Care Village, Mr Easingwood explained that the plans were still progressing in partnership with Scottish Borders Housing Association and Aberlour. Mr Easingwood confirmed that a meeting was contemporaneously underway to discuss interim provision of facilities in the area whilst the Care Village plans were progressed. The plans for the Care Village were also under review with a desire to ensure that they were fit for purpose. The Chief Executive highlighted that the Council had a range of provisions in schools such as pastoral support; special service; partnership work with Quarriers and Aberlour; as well as Community Learning and Development engagement to support young people. In response to a question regarding the potential for foster care to help alleviate some of the pressures, Mr Easingwood explained that

there had been a 25% decline in the number of foster placements available nationwide, thanked foster carers for their invaluable undertaking and confirmed that work to recruit more carers would continue. In response to a request from Elected Members the Chief Executive undertook to provide a private briefing outlining the number of children involved, legislative landscape, and costs associated with the Children and Families Social Work service. Mr Easingwood confirmed that on a national level work was ongoing as part of the Children and Young Peoples Planning Partnership, and that all of agencies involved understood the need to be pro-active to resolve difficult issues. The Chief Executive explained that future care provision would not involve an either/or system of in-region or out of region care. Certain situations would likely always arise that could not be resolved at a local level, and the public sector needed to invest in the provision of care and care facilities for the future to avert a crisis. In response to a question regarding staffing provision, Mr Easingwood explained that it was important to create career trajectories for people, and that an attractive package needed to be developed to ensure that people were encouraged to pursue a career in care. Members welcomed the savings that had been achieved, or were profiled to be achieved, in the year. It was highlighted that referring to current levels of inflation as unprecedented was imprecise because despite the rate being high, rates had been much higher in previous decades. In response to a question uncertainty regarding receiving teachers' pay award finances from the Scottish Government, Mrs Douglas confirmed that a commitment had been made that the Council would receive funding, however there was uncertainty in relation to the timing of the payment.

## **DECISION**

### **AGREED to:-**

- (a) note the projected corporate monitoring position reported at 30 June 2023, the remaining pressures identified, the underlying cost drivers of this position and the identified areas of financial risk as reflected in Appendix 1 to the report;**
- (b) note the pressures of £3.771m detailed in Appendix 1;**
- (c) approve the CMT proposal to reduce earmarked balances, brought forward from 2022/23, by 20% as detailed in Appendix 2 to the report to allow the 2023/24 budget to be balanced;**
- (d) note the Recovery Fund resources detailed in Appendix 3 to the report;**
- (e) note the progress made in achieving Financial Plan savings in Appendix 4 to the report;**
- (f) approve the virements in Appendices 5 and 6; and**
- (g) approve the virements in Appendix 7 specifically related to the reduction in previously approved earmarked balances.**

## **5. BALANCES AT 31 MARCH 2024**

There had been circulated copies of a report by the Director – Finance and Procurement which provided an analysis of the Council's balances as at 31 March 2023 and advised of the projected balances at 31 March 2024. The Council's General Fund useable reserve (non-earmarked) balance was £9.980m at the end of the financial year. The General Fund useable reserve was projected to be around £8.4m at 31 March 2024 in line with the Council's Financial Strategy. The requirement to draw down from reserves during 2023/24 to fund the 2023/24 pay award, which was yet to be agreed, had been recognised as part of that Strategy. The total of all useable balances, excluding development contributions, at 31 March 2024 was projected to be £61.906m compared to £62.244m at 31 March 2024. The movement in balances year to year was primarily due to the net effect of the

release of earmarked balances carried forward from 2022/23 into the 2023/24 revenue budget and the increase in allocated balances associated with service concessions (the reprofiling of PPP debt) as approved by Scottish Borders Council on 16 February 2023. The projected balance of the Capital Fund of £9.111m would be affected by any further capital receipts, developer contributions, interest credited, and any expenditure authorised to be financed from the Fund during the remainder of the financial year.

## **DECISION**

### **NOTED:-**

- (a) **the unaudited 2022/23 revenue balances at 31 March 2023;**
  - (b) **the projected revenue balances as at 31 March 2024 in Appendices 1 and 2 to the report; and**
  - (c) **the projected balance in the Capital Fund in Appendix 3 to the report.**
6. **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 detailed in Appendix 1 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.

### **SUMMARY OF PRIVATE BUSINESS**

7. **GALASHIELS TOWN CENTRE REGENERATION – STRATEGIC SITE PURCHASE**  
Members considered a report by the Director – Resilient Communities and made an in principle decision subject to receiving a further report.

***The meeting concluded at 12.00 pm***

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## **ANNUAL PROCUREMENT REPORT 2022/2023**

**Report by Director, Finance & Procurement**

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### **EXECUTIVE COMMITTEE**

**12 September 2023**

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#### **1 PURPOSE AND SUMMARY**

- 1.1 **This report presents the Executive Committee with the 2022/2023 Annual Procurement Report (APR) for review, a mandatory report required by the Procurement Reform (Scotland) Act 2014.**
- 1.2 Organisations required to prepare a procurement strategy must also publish an annual procurement report. These documents are now part of the reporting landscape for the public sector to support increased transparency and visibility of public expenditure and to embed sustainability into public sector procurement.
- 1.3 The purpose is to demonstrate to stakeholders that procurement spend is being used to best effect to achieve:
  - Better public services
  - Social, economic and environmental outcomes in the area; and
  - Compliance with a range of local and national policies.
- 1.4 The report includes a dedicated section noting the support and service provided during the period.

#### **2 RECOMMENDATIONS**

- 2.1 **It is recommended that the Executive Committee approves the Annual Procurement Report 2022/2023, as appended to this report, for submission to Scottish Government.**

### **3 BACKGROUND**

- 3.1 The Procurement Reform (Scotland) Act 2014 requires any public organisation, with an estimated total value of regulated procurement spend of £5 million or more (excluding VAT) in a financial year, to prepare and publish a procurement strategy.
- 3.2 The Council's procurement strategy for the period 2018-2023 was approved in December 2017 and was delivered by the Procurement team and the wider organisation.
- 3.3 Where an organisation is required to prepare a procurement strategy, it must also publish an annual procurement report to record and publicise its performance and achievements in delivering its strategy.
- 3.4 The strategy and annual report are now a standard part of the reporting landscape for public sector organisations to support increased transparency and visibility of public expenditure, and to embed sustainability into public sector procurement.

### **4 ANNUAL REPORT**

- 4.1 The APR for the period 1<sup>st</sup> April 2021 – 31<sup>st</sup> March 2022 (developed in the format required by Scottish Government guidance) is attached to this report as Appendix 1.
- 4.2 As part of the production of the report, an assessment has been undertaken to ensure delivery of procurement is in line with strategy objectives and the legislative landscape. The assessment has concluded all activities are compliant.
- 4.3 The APR also offers the opportunity to showcase activities and benefits delivered through procurement in the reporting period.
- 4.4 The procurement strategy must be reviewed annually to ensure it remains aligned to corporate objectives. A new strategy is in place for 2023-24 which is aligned to the Council Plan but it should be noted the period of this APR aligns with the previous 2018-2023 Commercial and Commissioned Services Strategy.
- 4.5 Note that the Scottish Government has clarified and modified their reporting requirements for Annex A to the APR. The effect of these changes has been to reduce the collaborative spend percentage from 30+ percent in previous years to 12 percent this year (since strictly only category A and B contracts are to be included) and a change in how cash and non-cash savings are recorded.
- 4.6 Following endorsement by the Executive Committee, the approved APR will be submitted to the Scottish Government and published on the Council website.

### **5 REPORT HIGHLIGHTS**

- 5.1 During FY 2022/23, the total level of spend increased from c. £183m in the previous financial year to c.£200m with the amount spent with SMEs remaining broadly flat at c. £100m. There were notable increases in the

spend on Electricity (from approx. £2.6m to £3.3m) and Gas (from approx. £700k to £1.7m), both of which are procured through Category A national frameworks established by the Scottish Government.

- 5.2 Delivering sustainable procurement with social and economic impact is an area of key importance. Substantial community benefits and other social value has been achieved through the Hawick Flood Protection Scheme and other projects. Examples of some of the benefits delivered to date are included in Appendix 4 of the report.
- 5.3 A further key ambition of the procurement strategy is to support the supply chains cash flow by ensuring the efficient and effective payment of invoices. The average indicator for the year 2022/23 was 94% with 100% of invoices paid electronically. This maintains the performance from the previous year with a 12% increase in the number of invoices. This compares favourably against the Scottish average of 91.4% for 2021/22 (latest available comparison period Local Government Benchmarking Framework).

## **6 IMPLICATIONS**

### **6.1 Financial**

There are no costs attached to any of the recommendations in this report.

### **6.2 Risk and Mitigations**

If the annual report is not submitted to the Scottish Government and made available online then the Council will not be compliant with statutory legislation.

### **6.3 Integrated Impact Assessment**

This is a routine report for good governance and statutory purposes, not a new or revised strategy of policy for decision and, as a result, completion of an integrated impact assessment is not an applicable consideration.

### **6.4 Sustainable Development Goals**

Legislation in Scotland drives the consideration and use of economic, social, and environmental benefits in public procurement. The Procurement Reform (Scotland) Act 2014 places a number of general duties on public authorities.

A public body must, in carrying out a regulated procurement:

- treat economic operators equally and without discrimination,
- act in a transparent and proportionate manner,
- comply with the sustainable procurement duty.

The sustainable procurement duty is a general duty which aims to encourage wider economic, social, and environmental benefits in contracts. Scotland's sustainable procurement duty is a key mechanism through which public procurement contributes to the outcomes of the National Performance Framework which in turn support the delivery of the SD goals.

## 6.5 Climate Change

Public procurement is expected to contribute to climate change targets, and public bodies will be required from next year's Procurement Annual Report to report annually on how their procurement policies and activity have:

- contributed to carbon emissions reduction targets
- contributed to climate change adaptation
- acted sustainably

As point 6.4, the sustainable procurement duty should help in this reporting process as the tools associated with the duty prompt public bodies to consider carbon and energy consumption, resource efficiency and pollution during the procurement process.

## 6.6 Rural Proofing

Not applicable.

## 6.7 Data Protection Impact Statement

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

## 6.8 Changes to Scheme of Administration or Scheme of Delegation

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

# 7 CONSULTATION

- 7.1 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 this final report.

### Approved by

**Suzy Douglas**  
**Director, Finance & Procurement**  
**Signature**.....

### Author(s)

Ryan Douglas	Procurement Business Partner
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**Background Papers:**  
**Previous Minute Reference:**

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

## Annual Procurement Report template

[NOTE: reference to contract is also to be construed as meaning a framework agreement]

### 1. Organisation and report details

a) Contracting Authority Name	Scottish Borders Council
b) Period of the annual procurement report	2022-23
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes

### 2. Summary of Regulated Procurements Completed

a) Total number of regulated contracts awarded within the report period	122
b) Total value of regulated contracts awarded within the report period	£67,623,285
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	98
i) how many of these unique suppliers are SMEs	53
ii) how many of these unique suppliers are Third sector bodies	6

### 3. Review of Regulated Procurements Compliance

a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	122
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0

### 4. Community Benefit Requirements Summary

#### Use of Community Benefit Requirements in Procurement:

a) Total Number of regulated contracts awarded with a value of £4 million or greater.	2
b) Total Number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	2
c) Total Number of regulated contracts awarded with a value of less than £4 million that contain Community Benefit Requirements	25

**Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:**

d) Number of Jobs Filled by Priority Groups (Each contracting authority sets its own priority groups)	46
e) Number of Apprenticeships Filled by Priority Groups	25
f) Number of Work Placements for Priority Groups	16
g) Number of Qualifications Achieved Through Training by Priority Groups	Unknown
h) Total Value of contracts sub-contracted to SMEs	Unknown
i) Total Value of contracts sub-contracted to Social Enterprises	Unknown
j) Total Value of contracts sub-contracted to Supported Businesses	Unknown
k) Other community benefit(s) fulfilled	N/A

**5. Fair Work and the real Living Wage**

a) Number of regulated contracts awarded during the period that included a Fair Work First criterion.	7
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	40
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period.	19

**6. Payment performance**

a) Number of valid invoices received during the reporting period.	93,807
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	94
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	0
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0

**7. Supported Businesses Summary**

a) Total number of regulated contracts awarded to supported businesses during the period	£0
b) Total spend with supported businesses during the period covered by the report, including:	£17,098
i) spend within the reporting year on regulated contracts	£0
ii) spend within the reporting year on non-regulated contracts	£17,098

**8. Spend and Savings Summary**

a) Total procurement spend for the period covered by the annual procurement report.	£200,634,741
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£101,376,072
c) Total procurement spend with third sector bodies during the period covered by the report.	£35,548,061
d) Percentage of total procurement spend through collaborative contracts.	12
e) Total delivered cash savings for the period covered by the annual procurement report	£142,328
f) Total non-cash savings value for the period covered by the annual procurement report	£566,374

**9. Future regulated procurements**

a) Total number of regulated procurements expected to commence in the next two financial years	52
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£187,930,002

**NOTES**

- Reference to contract is also to be construed as meaning a framework agreement.
- Please provide exact figures wherever possible, rather than estimations.
- Please distinguish between the 'zero' value and where information is either not recorded or not available.

**1. Organisation and report details**

- a) Enter the name of the contracting authority to which the report refers.
- b) Enter the actual period of the report (for example, 01 April 22 to 31 March 23 or 1 August 22 to 31 July 23.)
- c) Has the report been prepared because there is a requirement to do so under [Section 18 of the 2014 Act](#)?

**2. Summary of regulated procurements completed**

- a) This is the total number of all regulated contracts that were awarded during the reporting period as a result of regulated procurements.
- b) This is the total estimated value (excluding VAT) of all regulated contracts that were awarded during the reporting period as a result of regulated procurements.
- c) This is the total number of unique suppliers that were awarded a place on a regulated contract which was awarded during the reporting period (where a supplier has been awarded more than one framework, or contract only one instance should be recorded).
  - i) Number of unique SME suppliers that were awarded a place on a contract awarded during the reporting period (an SME means an enterprise which employs less than 250 staff) (where a SME supplier has been awarded more than one framework, or contract only one instance should be recorded).
  - ii) Number of unique third sector suppliers that were awarded a place on a contract awarded during the reporting period (where a third sector supplier has been awarded more than one framework, or contract only one instance should be recorded).

**3. Review of regulated procurements compliance**

- a) Total number of regulated contracts awarded within the reporting period that complied with the commitments and policies set out in your corporate procurement strategy.
- b) Total number of regulated contracts awarded within the reporting period that did not comply with commitments and policies set out in the corporate procurement strategy.

**4. Community benefit requirements summary**

- a) Total number of individual regulated contracts awarded within the reporting period with a value of £4 million or greater.
- b) Total number of individual regulated contracts awarded within the reporting period with a value of £4 million or greater that contain Community Benefit requirements.
- c) Total number of regulated contracts with a value of less than £4 million that contain Community Benefit requirements.
- d) Total number of jobs filled by individuals within a priority group during the period of the report.
- e) Total number of apprenticeships filled by priority groups during the period of the report.
- f) Total number of work placements delivered for priority groups during the period of the report.
- g) Number of qualifications achieved during the period of the report through training by priority groups.
- h) Total value of contracts subcontracted to SMEs during the period of the report
- i) Total value of contracts subcontracted to Social Enterprises during the period of the report.
- j) Total value of contracts subcontracted to Supported Businesses during the period of the report.



- k) Other community benefits that were fulfilled during the period of the report that do not fall into one of the preceding categories.

[Scottish Procurement Policy Note 10/2020](#) clarifies the Scottish Government's policy on measuring social impact through procurement and support for application of this policy in the form of the sustainable procurement duty tools and accompanying guides.

## 5. Fair Work and the real Living Wage

- a) Number of regulated contracts awarded during the reporting period that include a scored Fair Work First criterion where it was relevant to do so. The Scottish Government asks employers to adopt fair working practices, specifically: Appropriate channels for effective voice, such as trade union recognition; Investment in workforce development; No inappropriate use of zero-hours contracts; Action to tackle the gender pay gap and create a more diverse and inclusive workplace; Payment of the real Living Wage; Offer flexible and family friendly working practices for all workers from day one of employment; Oppose the use of fire and rehire practice.
- b) Total number of unique suppliers that have committed to pay the real Living Wage to persons involved in producing, providing or constructing the subject matter of regulated procurements; this number will include suppliers who are awarded onto a framework agreement and will also reflect those suppliers who are accredited as Living Wage employers.
- c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period of the report; this number will include suppliers who are awarded onto a framework agreement.

[Fair Work First: guidance](#) outlines our Fair Work First approach and exemplifies the Fair Work First criteria in practice. It should be used by those involved in awarding public sector grants, other funding, and public contracts as well as those who receive funding through public sector grants, sponsorship arrangements with the Scottish Government and/or are involved in the delivery of contracts.

## 6. Payment performance

- a) Total number of valid invoices received during the period of the report.
- b) The percentage of valid invoices received during the period of the report that were paid on time (for example, within the time period set out in the contract terms).
- c) Total number of regulated contracts awarded during the period of the report that contained a contract term requiring the prompt payment of invoices in public contract supply chains.
- d) Total number of concerns raised by sub-contractors within the timeframe covered by the report about timely payment of invoices relating to the supply chain of public contracts.

[Scottish Procurement Policy Note \(SPPN\) 02/2022](#) provides details of how public bodies are to embed prompt payment performance in the supply chain through procurement processes.

## 7. Supported businesses summary

- a) Total number of all regulated contracts that were awarded to supported businesses during the reporting period (this includes contracts reserved for supported businesses)
- b) Total amount of spend with supported businesses during the reporting period (through regulated and non-regulated contracts).
  - i) Total spend with supported businesses during the reporting period through regulated contracts (*including spend within the period on contracts placed before the period*).
  - ii) Total spend with supported businesses during the reporting period through non-regulated contracts (*including spend within the period on contracts placed before the period*).

Organisations as defined by [regulation 21 of the Public Contracts \(Scotland\) Regulations 2015](#) are commonly referred to as supported businesses. [Scottish Procurement Policy Note \(SPPN\) 04/2017](#) contains information on: determining whether an organisation meets the definition of a supported

business for the purposes of public procurement legislation; identifying supported businesses; and monitoring and reporting.

## **8. Spend and savings summary**

- a)** Total amount of procurement spend during the reporting period.
- b)** Total amount of procurement spend with SMEs during the reporting period.
- c)** Total amount of procurement spend with third Sector bodies during the reporting period.
- d)** Percentage of total procurement spend during the reporting period that is through collaborative contracts.
- e)** Total amount of cash savings delivered for the period of the report.
- f)** Total non-cash savings value for the period covered by the annual procurement report.

[Procurement benefits reporting: guidance](#) is available to help procurement teams identify savings and benefits from procurement activity. It is also important that these savings and benefits are reported in a consistent manner across sectors.

## **9. Future regulated procurements**

- a)** Total number of all regulated contracts that are expected to commence in the next two financial years.
- b)** Total estimated value of all regulated contracts that are expected to commence in the next two financial years.

While it is acknowledged that at the time a contracting authority prepares its annual procurement report, it is unlikely to know what its precise requirements will be over the course of the next two financial years, it should be in a position to provide a brief forward plan of anticipated procurements relevant and proportionate to the contracting authority's size and spend.

**Draft Annual Procurement Report 2022-23**

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## Introduction

This annual procurement report has been prepared to meet the requirements of the Procurement Reform (Scotland) Act 2014, and throughout we will demonstrate how our performance and achievements during the period meet both the strategic direction set by the organisation and all relevant procurement legislation.

In February 2022 a new Council Plan was approved to cover financial year 2022-23 with a subsequent modest refresh for the current financial year. It is anticipated that the Council Plan will continue to be refreshed annually to take account of significant developments and in order to re-evaluate priorities and align these with its strategic aims. This approach is significantly different to the previous Corporate Plan and has required a change of approach to the organisational procurement strategy.

The previous Commercial and Commissioned Services Strategy covered the period 2018-2023 to align with the previous Corporate Plan. The current Corporate Procurement Strategy was intended to be an interim strategy covering the current financial year only, to provide time align the forthcoming strategy to the new Council Plan and to embed the significant the organisational changes which occurred within the procurement function over the previous 12-18 months. It is now anticipated that the Corporate Procurement Strategy will, aligning with the Council Plan, be refreshed annually.

This annual procurement report covers the period 1st April 2022 to 31st March 2023 and therefore details progress against the final year of the previous Commercial and Commissioned Services Strategy. It should be noted, however, that the strategic themes in this strategy do not conflict with, and broadly support, the objectives of the both the Council Plan and the recently published Public Procurement Strategy for Scotland 2023-2028.

## Strategic Themes

Our local strategy focuses on a number of key themes and objectives. These aims continued to underpin our procurement activity during 2022/23.

	Theme	Objective
1	Support our local market and the economy	to grow the Councils local supply base to increase the proportion of Council spend within the area
2	Deliver sustainable, flexible and innovative procurement	to capture opportunities while balancing priorities
3	Identify effective and efficient procurement policy improvements	to maximise the benefit from the investment in technology through the new ERP system
4	Deliver added value through savings and benefits	to make a positive and measurable impact through procurement opportunities
5	Develop commercial awareness across the organisation	to benefit from a commercial approach to key supplier and partner relationships

# Corporate Procurement Service – Key Activities and Highlights 2022/23

## Procurement Restructure

The procurement function has undergone significant and challenging organisational change during this period.

It was decided to restructure the way that Scottish Borders Council commissions and manages its social care and health contracts and services leading to the creation in September 2021 of a new service - Strategic Commissioning & Partnerships. The new service has responsibility for all social care and health commissioning activities, including forecasting, capacity planning, service planning and design, contract monitoring and management. This restructure led to the redeployment in June 2022 of several members of staff responsible for the management and non-competitive procurement of social care and health contracts to the new service.

Equally significant was the departure of a number of long serving and senior members of staff, including the former Commercial and Commissioned Services Manager, resulting in a loss of over 100 years public sector procurement experience.

Following a period of interim arrangements and temporary appointments lasting from June 2022, in February 2023 Council approved a permanent restructure with the procurement and payment functions now more closely integrated into finance and renamed the Corporate Procurement Service.

The new, more streamlined service is responsible for all regulated, competitive procurements (including social care and health services where competition is deemed the most appropriate route to market), and is structured into three distinct sub-teams:

Sourcing	regulated and non-regulated procurements
Compliance	purchase order and purchase card management, document control, contract management
Payments	invoice processing, payments, supplier record management

The Corporate Procurement Service continues to evolve and develop and may change further in future.

## Meet the Buyer South 2022

On 4 October 2022 the team co-hosted the inaugural Meet the Buyer South event in Selkirk with partners including the Supplier Development Programme (SDP), South of Scotland Enterprise (SOSE) and Dumfries and Galloway Council. Exhibitors included Scottish Procurement Alliance, Scotland Excel, Hub South West Scotland Ltd, Hub South East Scotland Ltd, Ogilvie Construction Ltd and BAM Construction.



There were 239 attendees on the day of which 105 were from unique Scottish SME businesses, including 7 based in Dumfries and Galloway, and 24 based in the Scottish Borders. Post event feedback highlighted that 84% of Scottish SMEs attending said they were more likely to bid for public contracts after participating in the event.

Following the success of this first event, it has been agreed that Meet the Buyer South will take place annually with discussions currently under way for 2023.

### **Payment Performance**

The volume of invoices processed increased 12 percent in 2022/23 vs 2021/22. The previous excellent levels of performance were nonetheless sustained. The full year average of the two indicators is noted below:-

94% of invoices paid within 30 days  
100% of invoices paid electronically

This level of payment performance compares positively against the Local Government Benchmarking Framework all Scotland average figure of 91.4% and family group average of 90.9% during the period 2021/22 (the latest available data for comparison).

### **Team of the Year Nominations**

The hard work of the team was recognised with nominations for awards during 2022.

The payments team were nominated for and awarded, against stiff competition from both public and private sector organisations, Finalist status in the Team of the Year category at the Purchase to Pay Network event in June 2022.

The wider procurement team were likewise nominated for Team of Year at the Go Awards hosted at Procurex 17 in October 2022.







# SCOTTISH BORDERS PROFILE



## KEY PROCUREMENT STATISTICS 2022/2023

Council Spend <b>£200,634,741</b>	Regulated Contracts Let <b>122</b>	Value of Regulated Contracts <b>£67,623,285</b>
Micro/Small/Medium Size Enterprises <b>£100,457,914</b>	Active Suppliers <b>2909</b>	Purchase Order Transactions <b>40,689</b>

## Section 1: Summary of Regulated Procurements Completed

This section provides a record of the regulated procurement processes (any procurement with a value equal to or more than £50,000 for goods and services or £2M for works contracts) completed during 1st April 2021 – 31st March 2022. Regulated procurement activity is governed by the rules set out within the Procurement Reform (Scotland) Act 2014 and Public Contracts (Scotland) Regulations 2015.

Total Regulated Procurement Expenditure for period

Number of Contracts	Category A (Scottish Procurement)	Category B (sectoral)	Category C (Local)	Total Value
121	£9,165,359	£10,452,347	£48,005,579	£67,623,285

Full details relating to each contract is provided in **Appendix 2**. An example dataset is shown below.

Reference	Supplier Name	Subject Matter	Start Date	End Date	Value/Spend
SP-17-004	EDF Energy Ltd	Electricity 2019	01/04/2022	31/03/2023	£3,290,131

## **Section 2: Review of Regulated Procurement Compliance**

### **Overall Assessment**

Compliance of our regulated procurement activities was in line with the aims and objectives of the Commercial and Commissioned Services Strategy 2018-2023 underpinned by robust corporate governance provided by the Council's Procurement and Contract Standing Orders and the Financial Regulations.

Regulated procurement activities are delivered by a centralised team which ensures that the procurement regulations are correctly applied and that Council and wider public sector policy priorities are appropriately considered.

Each regulated procurement is reviewed to assess if and how it might contribute to the achievement of the Council's wider policy objectives. This review is carried out in partnership with the relevant Council service through the development of a procurement strategy for that project. The detail contained in this document is used to develop and determine the most appropriate procurement route while considering sustainability and added value opportunities.

To meet the objectives of our strategy we actively utilise a variety of best practice tools, mechanisms and approaches. These are supported by operational process and procedures in line with corporate policy. A selection of these methods is noted below.

### **National Procurement Tools**

The Council makes use as appropriate of a number of national procurement tools, including:

- Procurement Journey
- Public Contracts Scotland (PCS)
- Public Contracts Scotland-Tender (PCS-T)
- Sustainable Procurement Tools

The use of the tools facilitates best practice and consistency across all our activity by bringing together each of the steps involved in procurement.

### **Sustainable Procurement Duty**

The Council policy 'Adding Value to the Community through Procurement' is embedded into the procurement strategy to ensure every procurement project is considered for additional opportunities such as community benefits. Section 3 of this report summarises outcomes from this policy.

In line with the policy and other strategy commitments, we have developed a Sustainable Procurement Charter. This is provided at Appendix 1. The charter lays out each of our principles, standards and the expectations for suppliers who would like to work with us.

### **Fair Work**

Fair work practices are embedded in the Sustainable Procurement Charter and the Scottish Government's Fair Work First criteria are considered for each project at the procurement

strategy stage and applied as appropriate. Scottish Borders Council is itself an accredited Living Wage employer. The accreditation recognises the Council’s commitment to paying all directly employed and regular third-party contracted staff the real Living Wage.

### **Collaborative Procurement**

Collaborative frameworks are the default first choice for regulated procurements and are utilised wherever possible. This includes, in particular, the frameworks provided by Scottish Procurement and Scotland Excel (see table below). Other national collaborative opportunities utilised includes frameworks provided by (or via) Crown Commercial Services (CCS), Eastern Shires Purchasing Organisation (ESPO), Yorkshire Purchasing Organisation (YPO) and North East Procurement Organisation (NEPO). Regional and local collaboration is undertaken with a number of public sector organisations including City of Edinburgh Council, East Lothian Council, Dumfries and Galloway Council and Scottish Border Housing Association.

<b>2022-2023</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
Frameworks Available	69	70	70	69
Frameworks Noted as Yes for Participation	58	59	59	59
Noted Participation Percentage	84%	84%	84%	86%
Frameworks with Spend	46	48	46	45
Overall Utilisation	67%	69%	66%	65%

SXL framework participation 2022/23

### **Procurement & Commercial Improvement Programme**

The most recent assessment (2018) of the Procurement & Commercial Improvement Programme (PCIP) resulted in a total score of 78%, placing us in the top F1 Band and ahead of the Scottish local authority average. The next assessment is scheduled to take place in late 2023/early 2024.

### **Contract Register**

Our annually updated contract register is available [here](#).

### Section 3: Community Benefit Summary

The Council has a well-established 'Adding Value to Communities through Procurement Policy'. This can be found on page 12 of the CCS strategy. Community benefit clauses (CBCs) are considered for every contract with an estimated value exceeding £50,000 with a clear process in place to ensure proportionate and appropriate application, particularly for regulated procurement activity.

Our CBCs include minimum requirements which are developed with consideration of the type, value and duration of the contract. Bidders must meet or, as appropriate, go further than the minimum requirements and explain how they intend to deliver the benefits they commit to. The quality and ambition of the proposed delivery plan is evaluated with the score making up a suitably weighted element of the final outcome.

In this reporting period 32 contracts awarded included community benefit requirements covering a range of services, including construction, heavy vehicles, waste, and specialist consultancy. See Appendix 3 below. The community benefits delivered during the period are summarised below:

Type of Community Benefit	Delivered
Apprenticeships	21
Work Experience	12
New Jobs	50
School Activities	35
College Activities	6
Financial Donations (number)	88
Financial Donations (value)	£30,844
Surplus Material Donations (number)	49
Surplus Material Donations (est. value)	£26,729
Community Events Supported	67

Illustrative case study examples can be found at Appendix 4 below.

## Section 5: Climate and Environment

The Council, as an organisation, and for the Scottish Borders, as a region, has set out a clear plan of action to reduce our carbon emissions and other greenhouse gases. First published in June 2021, this document is known as the Climate Change Route Map (CCRM).

The objective of the CCRM is to set the framework by which the Council and the region will pursue a path to net zero emissions of all greenhouse gases by 2045, while also putting in place measures to those changes which can no longer be pre-empted as result of changes to our climate.

The Route Map is based around 5 themes;

- Resilience
- Transport Use
- Nature Based Solutions
- Energy
- Waste Management

These five themes are the primary focus for our achievement of Net Zero. Within each theme, there are milestones and core actions against these milestones. The CCRM, in common with national and local governments around the world, will evolve, being populated with developing work streams and actions as we progress.

The current Corporate Procurement Strategy and future iterations will work to support delivery on these themes and, as required by Scottish Government policy guidance, the Council will prioritise and take account of climate and circular economy in its procurement activity and will report ongoing progress against these commitments in our annual procurement reports, demonstrating how we are using procurement to support Scotland's response to the global climate emergency.

Notable examples from this reporting period include:

- Pilot project to source fresh meat for schools from local suppliers. This began as a 3 month pilot with 3 secondary schools, and was extended to the end of the year and to include all 9 secondary schools in the Borders. Besides benefits that included improved quality and supporting the local economy, the pilot was calculated to have reduced distribution food mileage by 9,906 miles equating to 3.84 CO<sub>2</sub>e.
- Orders placed for the purchase or lease of electric or hybrid to replace diesel-fuelled vehicles and reduce grey mileage, including an additional 4 electric cars, 26 hybrids, and 5 electric cage tippers.

## **Section 6: Supported Business and the Third Sector Summary**

The development of every procurement strategy considers the involvement of supported business or social enterprise as a delivery option and, as appropriate, we utilise the Scottish Government Supported Business Framework or our local providers to consider innovative ways of ensuring supported business and social enterprises have the opportunity to work with us.

The Council works closely with Scottish Borders Social Enterprise Chamber (SBSEC) to encourage supported business and other third sector organisations to access Council contract opportunities. This active role allows us to keep members updated with contract and community benefit opportunities.

The Council will continue to look for opportunities for supported businesses, investigating all procurement avenues to identify appropriate providers and matching them with our contract opportunities. Community benefit clauses also provide an opportunity to direct our third party contractors/ suppliers to consider supported businesses in their supply chain.

During this reporting period the Council has engaged with the following supported businesses through both contract and grant award mechanisms:

Borders Green Team	£15,670
Lady Haig Poppy Factory	£1,428



## Section 7: Future Regulated Procurements Summary

The Procurement Reform (Scotland) Act 2014 states it is mandatory that this annual procurement report includes “a summary of the regulated procurements the authority expects to commence in the next two financial years.”

### 2023/24

<b>Contract/Framework Title or Subject Matter</b>	<b>Renewal or New</b>	<b>Estimated SBC Total Contract Value</b>	<b>Expected Contract Start Date</b>
Management Agent - EES:ABS	Renewal	£230,000	18/05/2023
General Stationery and Office Paper	Renewal	£360,000	01/07/2023
Hosted Case Management Software Solution	Renewal	£1,355,000	01/07/2023
License and Support Agreement for eLearning System	Renewal	£52,000	01/08/2023
Early Learning & Childcare Framework – Annual Reopening	Renewal	£23,000,000	16/08/2023
Hire of Small Plant & Temporary Accommodation Framework Agreement	Renewal	£3,000,000	25/08/2023
Food Waste	Renewal	£80,000	28/08/2023
Bridge General Assessments 2023/24	Renewal	£85,000	25/09/2023
Washroom Solutions and Sanitary Products	Renewal	£400,000	01/10/2023
Repairs and Maintenance (Trades) Framework	Renewal	£30,000,000	01/10/2023
Janitorial Products	Renewal	£1,200,000	01/10/2023
Fresh Fruit & Vegetables, Bakery Products and Eggs	Renewal	£1,278,162	16/10/2023
Fire Extinguisher Maintenance	Renewal	£60,000	01/11/2023
Technical Advisor Hawick High School	New	£250,000	01/11/2023
Legal Advisor Hawick High School	New	£50,000	01/11/2023
Wood Recycling	New	£144,000	01/11/2023
Jedburgh Corner Building	New	£2,200,000	01/12/2023
Lease Accounting and Portfolio Management Software	Renewal	£50,000	01/02/2024

**2024/25**

<b>Contract/Framework Title or Subject Matter</b>	<b>Renewal or New</b>	<b>Estimated SBC Total Contract Value</b>	<b>Expected Contract Start Date</b>
Legal Services	Renewal	£80,000	01/04/2024
Sheriff Officer and Debt Collection Services	Renewal	£200,000	01/04/2024
TF Property and Asset Management Software Solution	Renewal	£222,000	01/04/2024
Supply of Electricity	Renewal	£16,200,000	01/04/2024
Support & Maintenance Service for the Council's Revenues & Benefits Software Solution	Renewal	£565,340	01/04/2024
Water and Waste Water Billing Services including AMR services	Renewal	£2,620,000	01/04/2024
Risk Management Software	Renewal	£89,000	01/04/2024
Fleet Management Software	Renewal	£280,000	01/04/2024
GIS Mapping Solution	Renewal	£68,000	12/04/2024
Microsoft Enterprise License Agreement	Renewal	£1,900,000	01/05/2024
JAMF Mobile Device Platform (Curricular)	Renewal	£206,000	01/05/2024
Cashless Catering Software	Renewal	£57,000	01/05/2024
Document Storage and Related Services	Renewal	£100,000	31/05/2024
Galashiels Academy – Supply of Loose Furnishings	New	£840,000	01/06/2024*
Peebles High School – Supply of Loose Furnishings	New	£887,000	01/06/2024*
Earlston Primary School – Supply Loose Furnishings	New	£300,000	01/06/2024*
Insurance Services	Renewal	£3,102,000	01/07/2024
Jedburgh Flood Study	New	£100,000	01/07/2024*
Glass Recycling	New	£255,000	01/07/2024*
Employment Skills Development Training	New	£70,000	01/09/2024*
Bonchester Bridge Flood Study	New	£70,000	01/09/2024*

<b>Contract/Framework Title or Subject Matter</b>	<b>Renewal or New</b>	<b>Estimated SBC Total Contract Value</b>	<b>Expected Contract Start Date</b>
Mobile Voice and Data Services	Renewal	£371,000.00	01/10/2024
Leachate Waste Removal and Treatment	New	£100,000	01/10/2024*
Winter Maintenance Assistance Framework Agreement	Renewal	£1,700,000	19/10/2024
Hawick Natural Flood Management Study	New	£100,000	01/11/2024*
Eyemouth Primary School Construction	New	£15,000,000	01/11/2024*
Asset Management and Tracking Software Solution	Renewal	£216,000	05/11/2024
Decant Peebles & Gala HS	New	£80,000	01/03/2025*
Natural Gas	Renewal	£2,220,000	01/04/2025
IDOX Uniform, PA & DMS Licenses	Renewal	£457,500	01/04/2025
Microsoft SQL Server and Cloud Enrolment (SCE) Enterprise Licence	Renewal	£180,000	01/04/2025
Eyemouth Primary School - Loose Furnishings	New	£500,000	01/05/2025*
Hawick High School Construction	New	£55,000,000	TBC
Tweedbank Residential Care Home	New	£20,000,000	TBC

\*Indicative timeframe only.

## Glossary/Procurement Terminology

<b>Term</b>	<b>Definition</b>
<b>Collaboration</b>	Working with other partners to undertake joint or shared procurement activities with the intention of obtaining better value through the economies of scale and reduced procurement costs
<b>Commissioning</b>	This is the process used to assess the needs of people in the area, then to design and specify the appropriate services to deliver those needs in a cost effective and value for money way.
<b>Community Benefits</b>	These are contract requirements that deliver wider benefits in addition to the core purpose of the contract. These will create added value and will be social, economic or environmental benefits
<b>Contract Management</b>	This is the management of contracts with suppliers or partner. It includes the tasks and activities to ensure the contract is delivered as per the terms. Activity can include the mobilisation of the contract, delivery throughout the term of the contract to expiry and decommissioning. It will also include supplier relationship and performance management
<b>Goods</b>	Items that we buy include things such as catering provisions, office stationery and supplies, or the materials needed to build roads
<b>PCIP</b>	The Scottish Government led Procurement and Commercial Improvement Programme and its associated assessment programme
<b>Procurement</b>	This is process of acquiring goods, services and works
<b>Purchasing</b>	The transactional stages of placing orders for goods, services or works, using P2P systems to receipt goods, services or works received and then to pay for them
<b>Regulations</b>	Public Contracts (Scotland) Regulations 2015 Procurement (Scotland) Regulations 2016 The Procurement Reform (Scotland) Act 2014
<b>Services</b>	Services we buy might include care services, professional services to design works projects or repair and maintenance services
<b>Small and Medium Enterprises (SME's)</b>	Firms that employ less than 9 employees are classified as micro businesses, firms that employ less than 50 are classed as small and those employing less than 250 medium
<b>Sustainable Procurement</b>	A process where organisations meet their needs for goods, services and works in a way that achieves value for money on a whole life costs] basis and generates benefits, not only for the organisation but for society, the economy and the environment
<b>Third Sector</b>	The group name for a range of organisations such as community groups, charities, voluntary organisations, social enterprises or community interest companies. They may be everything in-between small and local or large multinational companies or charities
<b>Value for Money</b>	Value for money is the optimum combination of whole life costs quality and sustainability to meet our requirements
<b>Works</b>	Construction works that we buy, including the construction and/or refurbishment of new and existing buildings, roads, bridges, parks or other open spaces

# Appendix 1: Sustainable Procurement Charter

## Sustainable Procurement Charter

Scottish Borders Council aims to be a responsible purchaser of goods, services and works. We set standards to make sure we undertake our activities in an ethical, responsible and sustainable way. This charter lays out a number of important principles and policy requirements of the Council to which we expect our suppliers to comply.



### Achieving our Sustainable Procurement duty

<p><b>Equalities</b></p> <p>We view the Scottish Borders as a place where everyone matters, where everyone should have equal opportunities and where everyone should be treated with dignity and respect. As a responsible employer the Council is committed to promoting equal opportunities to all of the Scottish Borders community, employees and suppliers alike. Consideration of equal opportunities is fully integrated into our procurement practices and is fully committed to the values and ethos of the Equality Act 2010.</p>	<p><b>Disability Confident Scheme</b></p> <p>The Council is an accredited Disability Confident employer. We are committed to the aims of Disability Confident and would encourage our partners, suppliers and providers to demonstrate their commitment to the scheme and also become accredited Disability Confident employers. As appropriate, contracts or framework agreements may include clear performance indicators relating to the positive benefits of such a scheme.</p>	<p><b>Facilitating SME's, third sector and supported businesses in the procurement process</b></p> <p>Our procurement strategy aims to achieve a mixed economy of suppliers to support and develop our local rural market, particularly micro, small and medium sized enterprises, Third Sector organisations and supported businesses. This approach includes simplified and standardised public sector procurement practices, consideration of lotting and a range of hands-on assistance to the local supply chain to help reduce any barriers to involvement in procurement opportunities.</p>	<p><b>Promoting Innovation</b></p> <p>Influencing the market towards innovative solutions can focus public spending on sustainable goods, services and works and create an important catalyst for local job creation, sustainable innovation and market development. Our procurement strategy notes the importance of innovation through procurement and we encourage all our suppliers to consider an innovative approach to the way goods and services are delivered.</p>
<p><b>Fair Work Practices</b></p> <p>The Council is committed to encouraging the adoption of Fair Work Practices. When relevant, suppliers bidding for public contracts should adopt fair working practices, specifically: appropriate channels for effective voice, investment in workforce development, no inappropriate use of zero hours contracts, action to tackle the gender pay gap and create a more diverse and inclusive workplace, providing fair pay for worker, offer flexible and family friendly working practices for all workers, oppose the use of fire and rehire practices. As an accredited real living wage employer the Council is committed to encouraging the wider adoption of the real living wage. This is an hourly rate set by the living wage foundation. The current rate is £10.90. (October 2022).</p>	<p><b>Consultation with Stakeholders</b></p> <p>Service User and, where appropriate, wider community consultation is an integral part of commissioning considerations. The strategic importance and complexity of required outcomes will mainly govern the level of consultation undertaken and the choice of the procurement route followed. The final decision on these matters will always be considered in light of what is likely to provide best value for the local community.</p>	<p><b>Health &amp; Safety Compliance</b></p> <p>The Council is committed to achieving a culture that ensures it complies with all current Health and Safety legislation and in so doing endeavours to provide safe places and safe systems of work. This principal extends to those employed to do contracted works for and on behalf of the Council. The Council will only employ contractors who areSSIP accredited.</p>	
<p><b>Fairly &amp; ethically traded goods</b></p> <p>The Council supports the Fair Trade initiative because it reflects our commitment to sustainable development and offers the prospect that marginalised producers across the world will receive fairer deals for their produce. The Council will promote the use of fair trade products across all its services and raise awareness of fair trade amongst its staff and customers. The Council will (to the extent permitted by EU procurement legislation) embed Fair Trade into contracts with suppliers where it has a direct bearing on the required goods, services and works.</p>	<p><b>Provision of Food</b></p> <p>The procurement of food considers the wider community focus of improving the health and wellbeing of young people and communities in the Borders. Promoting a sustainable food supply chain by (where possible) the use of Scottish produce through collaborative contracts supports the delivery of healthy choices to support healthy eating. Food security and ethics are of equal importance and the Council follows Scottish Government guidance to ensure consideration of the highest levels of animal welfare.</p>	<p><b>Prompt payment within 30 days</b></p> <p>The effect of late payment on SME's can be significant, impacting cash flow and the ability to trade. As direct support the Council has a prompt payment policy and related performance indicator which aims to make payment of invoices within 30 days of receipt of a valid invoice. To make sure this policy flows through all stages of the supply chain, our terms and conditions of contract obliges our contracted suppliers to make payment of valid invoices within a similar 30 day period.</p>	<p><b>Information/Data Management/Protection</b></p> <p>The Council regards information as a valuable corporate asset which must be obtained, processed and protected diligently, lawfully and ethically. The approach to information governance focuses on safeguarding customers, providing business transparency and ensuring legislative compliance. Relationships with 3rd parties who handle data on behalf of the Council, or with whom we share data are carefully managed. Contracts include information governance compliance conditions with these arrangements being documented and monitored. We will expect all suppliers to take the same robust approach to information management as we do, even after their contract has expired.</p>
<p><b>Environmental Impact and Climate Change</b></p> <p>The Council is committed to reducing its environmental impact, including carbon emissions, wherever possible. The Climate Change (Scotland) Act 2009 places duties on public bodies to deliver their services in a way which supports this, including both internal activities, such as energy saving within buildings, and its work with partners. The way that the Council procures goods and services can have a huge environmental impact, and by purchasing items which can demonstrate a reduced negative effect on wildlife, natural resources and carbon emissions, we can reduce our carbon footprint and support suppliers to do the same.</p>	<p><b>Improving the economic, social and environmental wellbeing of the area</b></p> <p>Adding Value to Communities through Community Benefits or 'social' requirements in public sector procurement is intended to ensure that wider local economic and social issues are considered when delivering construction works, service or supplies contracts. This is achieved through the inclusion of specific clauses within contracts known as community benefit clauses (CBCs).</p>	<p><b>Conflict of Interest</b></p> <p>Council Officers and Members conducting business on behalf of the organisation have a responsibility to do so in a manner that is objective and ethical. As such we require any individual whether employee or supplier to declare such an interest before any procurement activity commences as the best way to handle conflicts of interest is to avoid them entirely.</p>	<p><b>Modern Slavery Act 2015</b></p> <p>The Council adopts a zero tolerance approach to modern slavery and human trafficking. We expect all those who work for and with us to adhere to this approach. As appropriate we will address areas of concern in the tendering process through requiring minimum standards and contract management.</p>

## Appendix 2: Regulated Procurement

### Category A Scottish Government Framework Agreements\*

Scot. Gov. Ref.	Supplier Name	Subject Matter	Start Date	End Date	Spend
SP-17-004	EDF Energy Ltd	Electricity 2019	01/04/2022	31/03/2023	£3,290,131
SP-14-009	Lyreco UK Ltd	General Stationery and Office Paper (2016)	01/04/2022	31/03/2023	£89,538
SP-19-009 103	Scottish Fuels	Liquid Fuel - Scotland Central (2019)	01/04/2022	31/03/2023	£156,620
SP-19-009 104	Scottish Fuels	Liquid Fuel - Scotland South (2019)	01/04/2022	31/03/2023	£713,245
SP-19-009 104	Highland Fuels	Liquid Fuel - Scotland South (2019)	01/04/2022	31/03/2023	£1,924,999
SP-17-031	Total Gas & Power Ltd.	Natural Gas	01/04/2022	31/03/2023	£1,719,883
SP-19-035	Royal Mail	Physical, Hybrid, Scheduled/Regular Bulk (Print and Post) and Digital Mail Services	01/04/2022	31/03/2023	£224,740
SP-19-025	TMP (UK) Ltd	Recruitment Advertising & Public Information Notices (2020)	01/04/2022	31/03/2023	£90,830
SP-018-040	Business Stream	Water and Waste Water Services (2020)	01/04/2022	31/03/2023	£729,495
SP-19-013	XMA Limited	Web Based & Proprietary Client Devices 2019	01/04/2022	31/03/2023	£225,874
<b>TOTAL</b>					<b>£9,165,359</b>

\*Recorded cumulative regulated expenditure against Category A national frameworks during the reporting period. Figures from Scottish Procurement.

### Category B Scotland Excel Framework Agreements\*

SXL Framework Reference	Supplier Name	Subject Matter	Start Date	End Date	Spend
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0118	Brake Bros Ltd	Fresh Meat, Cooked Meats & Fresh Fish	01/04/2022	31/03/2023	£92,879
0118	Campbell Brothers Limited	Fresh Meat, Cooked Meats & Fresh Fish	01/04/2022	31/03/2023	£129,704
0121	Cooks Van Hire Limited	Vehicle And Plant Hire	01/04/2022	31/03/2023	£355,679
0219	Kibble Education & Care Centre	Secure Care	01/04/2022	31/03/2023	£323,990
0219	St Mary's Kenmure	Secure Care	01/04/2022	31/03/2023	£199,185
0318	Jewson Limited	Buildings & Timber	01/04/2022	31/03/2023	£102,959
0318	Travis Perkins Trading Company Ltd	Buildings & Timber	01/04/2022	31/03/2023	£255,569
0320	Colas Ltd	Bitumen Products	01/04/2022	31/03/2023	£423,259
0517	Care Visions Group Limited	Children's Residential	01/04/2022	31/03/2023	£218,179
0517	Clearview Care Limited	Children's Residential	01/04/2022	31/03/2023	£72,608
0517	Common Thread Limited	Children's Residential	01/04/2022	31/03/2023	£108,885
0517	Harmeny Education Trust Ltd	Children's Residential	01/04/2022	31/03/2023	£396,186
0517	Hillside School (aberdour) Limited	Children's Residential	01/04/2022	31/03/2023	£205,809
0517	Inspire Scotland Ltd	Children's Residential	01/04/2022	31/03/2023	£138,000

0517	Kibble Education & Care Centre	Children's Residential	01/04/2022	31/03/2023	£476,910
0517	Moore House School Limited	Children's Residential	01/04/2022	31/03/2023	£87,403
0517	Seamab	Children's Residential	01/04/2022	31/03/2023	£252,729
0517	Spark Of Genius (training) Limited	Children's Residential	01/04/2022	31/03/2023	£216,917
0618	Avmi Kinly Ltd	Audio Visual	01/04/2022	31/03/2023	£120,228
0620	Langstane Press Limited	Education And Office Furniture	01/04/2022	31/03/2023	£139,607
0621	Unico Ltd	PPE	01/04/2022	31/03/2023	£77,169
0720	A M Phillip Trucktech Limited	Vehicle Parts	01/04/2022	31/03/2023	£94,603
0720	Dingbro Ltd.	Vehicle Parts	01/04/2022	31/03/2023	£161,683
0721	Cromwell Polythene Limited	Recycle And Refuse Containers	01/04/2022	31/03/2023	£97,971
0919	City Electrical Factors Ltd	Electrical Materials	01/04/2022	31/03/2023	£151,163
0919	Edmundson Electrical Ltd	Electrical Materials	01/04/2022	31/03/2023	£59,400
1020	Aberlour Child Care Trust	Fostering	01/04/2022	31/03/2023	£80,195
1020	Action For Children	Fostering	01/04/2022	31/03/2023	£54,475
1020	Barnardo's	Fostering	01/04/2022	31/03/2023	£72,885



1020	Fosterplus (Fostercare) Ltd	Fostering	01/04/2022	31/03/2023	£60,490
1120	Brake Bros Ltd	Frozen Foods	01/04/2022	31/03/2023	£623,514
1121	Aberlour Child Care Trust	Childrens Residential	01/04/2022	31/03/2023	£78,075
1121	Care Visions Group Limited	Childrens Residential	01/04/2022	31/03/2023	£113,774
1121	Clearview Care Limited	Childrens Residential	01/04/2022	31/03/2023	£103,142
1121	Inspire Scotland Ltd	Childrens Residential	01/04/2022	31/03/2023	£103,479
1121	Kibble Education & Care Centre	Childrens Residential	01/04/2022	31/03/2023	£421,926
1121	Seamab	Childrens Residential	01/04/2022	31/03/2023	£206,858
1121	St Philips School Plains	Childrens Residential	01/04/2022	31/03/2023	£132,732
1218	Unico Ltd	Janitorial Products	01/04/2022	31/03/2023	£431,372
1219	Brake Bros Ltd	Groceries & Provisions	01/04/2022	31/03/2023	£627,889
1220	Findel Education Limited T/a Hope Education	Education Materials	01/04/2022	31/03/2023	£81,877
1220	Yorkshire Purchasing Organisation	Education Materials	01/04/2022	31/03/2023	£156,885
1521	ICL UK (Sales) Limited	Salt	01/04/2022	31/03/2023	£220,331

1918	Cygnnet (oe) Limited	Care Homes For Adults LD Inc Autism	01/04/2022	31/03/2023	£100,708
2017	The Social Care Community Partnership Limited (TSCCP)	Social Care Agency Workers	01/04/2022	31/03/2023	£184,574
2018	Apetito Limited	Community Meals	01/04/2022	31/03/2023	£191,602
2019	CF Services Ltd	Domestic Furniture and Furnishings	01/04/2022	31/03/2023	£282,711
2019	The Furnishing Service Ltd	Domestic Furniture and Furnishings	01/04/2022	31/03/2023	£667,091
2617	Street Lighting Supplies & Co Ltd	Street Lighting Materials	01/04/2022	31/03/2023	£51,040
2917	ICL UK (Sales) Limited	Salt for Winter Maintenance	01/04/2022	31/03/2023	£382,470
3017	Stark Building Materials UK Limited	Road Maintenance Materials	01/04/2022	31/03/2023	£63,578
<b>TOTAL</b>					<b>£10,452,347</b>

\*Recorded cumulative regulated expenditure by supplier against Scotland Excel Category B Frameworks during the reporting period. Figures from Scotland Excel. Note this does not include individual Category C contracts called-off from Scotland Excel frameworks. These are noted in the table below.

### **Category C Contract and Framework Awards**

<b>SBC Refence</b>	<b>Supplier Name</b>	<b>Subject Matter</b>	<b>Award Date</b>	<b>Start Date</b>	<b>End Date</b>	<b>Optional Extension</b>	<b>Estimated Value</b>
SBC/CPS/1614	Various	Scottish Borders	08/04/2019	08/04/2019	07/04/2029		£1,447,143*

		Community Planning Partnership Sustainable Transport DPS					
SBC/CPS/1633	Various	Hire of Small Plant & Temporary Accommodation Framework	26/08/2019	26/08/2019	24/08/2023		£434,545*
1000893	Various	Road Materials Aggregates(dry) and Ready Mix Cement Framework	11/07/2022	11/07/2022	10/07/2024	2 x 12 months	£2,105,490*
SBC/CPS/1826	Various	Winter Maintenance Additional Services Framework	20/10/2020	20/10/2020	19/10/2024		£179,724*
SBC/CPS/2055	Various	Winter Maintenance Pathways Framework	28/09/2021	01/11/2021	19/10/2024		£113,389*
SBC/CPS/1164	Various	Subcontractors Framework	06/09/2021	04/10/2021	03/10/2023	2 x 12 months	£3,152,714*
SBC/CPS/1601	Various	Repairs and Maintenance (Trades) Framework	01/10/2019	01/10/2019	20/09/2023		£3,452,561*
1053	Turner and Townsend	Information Manager - Peebles HS	01/04/2022	01/04/2022	31/03/2025		£68,461
1054	Turner and Townsend	Information Manager - Galashiels CC	01/04/2022	01/04/2022	31/03/2025		£68,428

1000906	Treka Bus Limited	16 Seat Minibuses x2	27/04/2022	27/04/2022	31/03/2023		£167,828
1000849	Forth Resource Management Limited Composting	Garden Waste	03/05/2022	02/05/2022	01/05/2024	1 x 12 months	£390,000
SBC/CPS/1502	Maxi Construction Ltd	Hawick Business Centre	06/05/2022	06/05/2022	31/07/2023		£2,508,655
1000742	Allium UK Holdings Limited	Online Technical Resource Library	10/05/2022	12/05/2022	11/05/2024	2 x 12 months	£84,751
1000912	Changeworks	HEEPS ABS Managing Agent	18/05/2022	18/05/2022	17/05/2023		£162,607
1020	St Boswells Mowers	JCB 3CX Compact Highway Master Excavator	23/05/2022	23/05/2022	23/05/2022		£85,000
1000918	Wirtgen Limited	Purchase of a precision cold milling machine 0.5m	23/05/2022	23/05/2022	23/05/2022		£155,000
1030	J E Douglas and Sons Limited	Used 2021 plate 7.5t DAF Hookloader	07/06/2022	07/06/2022	07/06/2022		£65,000
1000944	J E Douglas and Sons Limited	Johnson Sweeper (Used 2021)	21/06/2022	21/06/2022	21/06/2022		£144,000
1000920	McConechy's Tyre Service Limited	Supply & Fit of Tyres	24/06/2022	01/07/2022	30/06/2023	2 x 12 months	£189,091
1000947	Thomas Sherriff and Company Limited	Ride on Mowers	30/06/2022	30/06/2022	30/06/2022		£227,099
1055	J E Douglas and Sons Limited	Used DAF 7.5t Hookloader	07/07/2022	07/07/2022	07/07/2022		£65,000
1000951	Team Netsol Limited	Revenues and Benefits Self-	08/07/2022	01/06/2022	30/05/2024	2 x 12 months	£84,829

		Service Claims System					
1000893	Various	Road Surfacing Materials Framework Agreement	11/07/2022	11/07/2022	10/07/2024	2 x 12 months	£15,000,000
1000931	National Testing Services Limited	Coring Contract 2022-23	15/07/2022	25/07/2022	26/09/2022		£56,000
1000958	Critiqom	Print to Post Services	05/08/2022	05/08/2022	31/03/2025		£150,000
1000953	SWARCO UK & Ireland Ltd	Electronic Signage	10/08/2022	10/08/2022	10/08/2022		£100,000
1000965	Geesinknorba Limited	Purchase of 4 Food Waste Vehicles	24/08/2022	24/08/2022	24/08/2022		£332,500
1000966	Geesinknorba Limited	Purchase of 6x26ton Refuse Collection Vehicles	24/08/2022	24/08/2022	24/08/2022		£1,138,092
1000891	Continuity 2 Limited	Business Continuity System	26/08/2022	01/06/2022	31/05/2024	2 x 12 months	£76,000
1000997	Scot JCB Limited	5x Gravemaster JCB Mini-Excavators	13/09/2022	13/09/2022	31/10/2022		£125,000
1000854	Jacobs UK Limited	Bus Service Review project	22/09/2022	22/09/2022	28/02/2023		£80,000
1000983	Sweco UK Limited	Bridge General Inspection & Scour Assessment 2022/23	26/09/2023	26/09/2023	03/03/3023		£73,420
1106	Link Treasury Services Limited	Treasury Management Consultancy and Leasing	27/09/2022	22/10/2022	21/10/2025		£58,260

		Advisory Services					
1089	Dawson Plant Hire	Purchase of Used Sweeper	29/09/2022	29/09/2022	29/09/2022		£115,000
1000995	Flogas Britain Limited	Liquid Petroleum Gas	01/10/2022	01/10/2022	30/09/2027		£100,000
1001026	Parentpay Limited	Cypad Kitchen Manager and Meal Selection	01/10/2022	01/10/2022	30/09/2024	2 x 12 months	£153,052
1000994	Addex Group	5x Electric Cage Tipper Vehicles	19/10/2022	19/10/2022	31/03/2023		£234,460
1000964	Turner and Townsend	Strategic Partnership Consultancy Support	21/10/2022	21/10/2022	20/10/2025	3 x 12 months	£900,000
1000673	We Are With You	Alcohol and Drugs Treatment Recovery Service	02/11/2022	01/04/2023	31/03/2026	3 x 12 months	£3,515,938
1001029	ALD Automotive	Lease of 37 Cars and Light Commercial Vehicles	03/11/2022	03/11/2022	02/11/2027		£1,019,630
1001050	Athlon UK	Lease of 84 Cars and Light Commercial Vehicles	03/11/2022	03/11/2022	02/11/2027		£2,462,124
1001031	J E Douglas and Sons Limited	2x16 Tonne Road Sweepers	10/11/2022	10/11/2022	02/02/2023		£329,316
1108	J E Douglas and Sons Limited	8*4 DAF Chassis	11/11/2022	11/11/2022	31/12/2022		£108,950
1109	J E Douglas and Sons Limited	6*4 DAF Chassis	11/11/2022	11/11/2022	31/12/2022		£106,310
1109	James A. Cuthbertson Limited	6*4 Chassis Gritter Body	11/11/2022	11/11/2022	31/03/2023		£97,529

1115	Leeds Commercial Limited	2 x Used Signage Vans	18/11/2022	18/11/2022	25/11/2022		£110,000
1001052	J E Douglas and Sons Limited	DAF 6*2 Tractor Unit	30/11/2022	30/11/2022	31/12/2022		£128,220
1001054	Unit4 Business Software Limited	Unit4 Enterprise SaaS Solutions including Unit4 ERP, Unit4 Financial Planning & Analysis and Unit4 Talent Management	14/12/2022	01/01/2023	31/12/2025	1 x 12 months	£1,458,000
1000954	Rock Compliance Limited	Water Systems Risk Assessment and Hygiene Monitoring	15/12/2022	01/01/2023	31/12/2025	2 x 12 months	£400,000
1134	Palfinger UK	Ex-Demo 7.5t Iveco Hookloader	20/12/2022	20/12/2022	13/01/2023		£59,000
1001045	Allstar Business Solutions Ltd	Fuel Cards	05/01/2023	01/04/2023	31/03/2024	1 x 12 months	£240,000
1136	BSP TEX Limited	Asphalt Spreader	11/01/2023	11/01/2023	24/03/2023		£77,695
1001056	Atkins	Roads Asset Management Plan Review	22/02/2023	01/03/2023	01/11/2023		£62,871
1000962	Various	Place-Making Framework	24/02/2023	27/02/2023	26/02/2025	2 x 12 months	£1,300,000
1001042	British Telecommunications Plc	Telephone Calls and Line Rentals	22/03/2023	06/03/2023	05/03/2024	2 x 12 months	£455,315
1001088	J E Douglas and Sons Limited	Five DAF 26t 6x4 Chassis	02/03/2023	02/03/2023	01/11/2023		£1,022,163

1174	Turner and Townsend	Hawick High School RIBA Stage 2	03/03/2023	01/08/2022	29/03/2024		£421,373
1001075	Groupcall Limited	Parents Evening Booking System	20/02/2023	01/04/2023	31/03/2026	1 x 12 months	£60,000
1001080	QRoutes Limited	Transport Scheduling Solution	22/02/2023	01/04/2023	31/03/2025	2 x 12 months	£136,000
1001074	Scottish Water	Private Water Sampling	28/03/2023	01/04/2023	31/03/2025	2 x 12 months	£165,000
1001102	Civica UK Limited	Workflow 360 Enterprise Content Management (ECM) Solution	29/03/2023	01/04/2023	31/03/2026		£227,046
<b>TOTAL</b>							<b>£48,005,579</b>

\* Cumulative spend for FY 2022-23

### **Social Care & Health Contracts**

The Council uses a number of specialist providers across Adult and Children's Social Care & Health Services. These include Residential, Fostering, Educational and other specialist needs. The contracts for these services are put in place with multiple providers (both locally and out of the area) through existing framework agreements or via spot contracts. The use of the EU light touch regime ensures compliance with legislation.

After consideration it is believed that the individual nature of these arrangements creates a significant risk of a data breach occurring if they are publicised in more detail. These contracts are excluded from the above list.



### Appendix 3: Contracts awarded with Community Benefits Clauses\*

SBC Refence	Supplier Name	Subject Matter	Start Date	End Date	Optional Extension	Estimated Value
SBC/CPS/1614	Various Transport DPS Participants	Awarded Contracts from Transport DPS	01/04/2022	31/03/2023		£1,447,143
1000906	Treka Bus Limited	16 Seat Minibuses x2	27/04/2022	31/03/2023		£167,828
1000849	Forth Resource Management Limited Composting	Garden Waste	02/05/2022	01/05/2024	1 x 12 months	£390,000
SBC/CPS/1502	Maxi Construction Ltd	Hawick Business Centre	06/05/2022	31/07/2023		£2,508,655
1000912	Changeworks	HEEPS ABS Managing Agent	18/05/2022	17/05/2023		£162,607
1000992	BCA Insulation Limited	Internal Wall Insulation 2022/23	01/06/2022	31/05/2023		£875,403
1000908	Finlayson Contracts	St Peters PS Toilet Expansion	28/06/2022	10/10/2022		£155,000
1000947	Thomas Sherriff and Company Limited	Ride on Mowers	30/06/2022	30/06/2022		£227,099
1000920	McConechy 's Tyre Service Limited	Supply & Fit of Tyres	01/07/2022	30/06/2023	2 x 12 months	£189,091
1000893	Various	Road Surfacing Materials Framework Agreement	11/07/2022	10/07/2024	2 x 12 months	£15,000,000
1000958	Critiqom	Print to Post Services	05/08/2022	31/03/2025		£150,000
1000953	SWARCO UK & Ireland Ltd	Electronic Signage	10/08/2022	10/08/2022		£100,000
1000630	Bendcrete Leisure Limited	Design and Build of Peebles Skate Park	16/08/2022	31/01/2023		£199,210
1000965	Geesinknorba Limited	Purchase of 4 Food Waste Vehicles	24/08/2022	24/08/2022		£332,500
1000966	Geesinknorba Limited	Purchase of 6x26ton Refuse Collection Vehicles	24/08/2022	24/08/2022		£1,138,092

1000997	Scot JCB Limited	5x Gravemaster JCB Mini-Excavators	13/09/2022	31/10/2022		£125,000
1000854	Jacobs UK Limited	Bus Service Review project	22/09/2022	28/02/2023		£80,000
1000983	Sweco UK Limited	Bridge General Inspection & Scour Assessment 2022/23	26/09/2022	03/03/2023		£73,420
1000994	Addex Group	5x Electric Cage Tipper Vehicles	19/10/2022	31/03/2023		£234,460
1000964	Turner and Townsend	Strategic Partnership Consultancy Support	21/10/2022	20/10/2025	3 x 12 months	£900,000
1001025	Everwarm Limited	Installation of Heat Pumps 2022/23	24/10/2022	31/05/2023		£535,666
1001024	Everwarm Limited	Solar PVs installation programme 2022/23	24/10/2022	31/05/2023		£396,124
1001031	J E Douglas and Sons Limited	2x16 Tonne Road Sweepers	10/11/2022	02/02/2023		£329,316
1001052	J E Douglas and Sons Limited	DAF 6*2 Tractor Unit	30/11/2022	31/12/2022		£128,220
1000993	Finlayson Contracts	Lowood Lodge Melrose Refurbishment	05/12/2022	31/03/2023		£137,642
1001007	Smith & McMath	Refurbishment of Jedderfield Farmhouse, Peebles	03/01/2023	31/03/2023		£155,000
1000996	KOMPAN Scotland Limited	Small Play Parks Supply and Installation	23/01/2023	22/01/2025	2 x 12 months	£680,000
1000962	Various	Place-Making Framework	27/02/2023	26/02/2025	2 x 12 months	£1,300,000
1000945	Nathan's Waste Savers	Textile Recycling	28/02/2023	27/02/2025	2 x 12 months	£23,000
1001056	Atkins	Roads Asset Management Plan Review	01/03/2023	01/11/2023		£62,871
1001088	J E Douglas and Sons Limited	Five DAF 26t 6x4 Chassis	02/03/2023	01/11/2023		£1,022,163

1000998	KOMPAN Scotland Limited	Play Parks Design, Supply and Install - St Boswells & Sleepy Valley	17/03/2023	16/03/2025		£380,000
1000673	We Are With You	Alcohol and Drugs Treatment Recovery Service	01/04/2023	31/03/2026	3 x 12 months	£3,515,938
1001045	Allstar Business Solutions Ltd	Fuel Cards	01/04/2023	31/03/2024	1 x 12 months	£240,000

\* Category C contracts, including individual contracts called-off from frameworks, only. It is assumed that all Category A and B frameworks listed in appendix 2 include community benefits as a matter of course.

## Appendix 4: CB Examples



Case Study 74. May  
2022. Upskilling and



Case Study 80.  
Festival of Wellbeing



Case Study 88. Eco  
Schools Projects.pdf



Rebate Progress -  
May 2023.xlsx

## Annual Report Ownership

Approved	Scottish Borders Council Council Management Team 30/08/2023 Executive Committee XX/09/2023
Authorised By	Mrs Suzy Douglas, Director – Finance & Procurement <a href="mailto:sdouglas@scotborders.gov.uk">sdouglas@scotborders.gov.uk</a>
Prepared By	Mr Ryan Douglas, Procurement Business Partner <a href="mailto:ryanthomas.douglas@scotborders.gov.uk">ryanthomas.douglas@scotborders.gov.uk</a>

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## **WINTER SERVICE PLAN FOR YEAR 2023/24**

**Report by Director of Infrastructure & Environment**

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### **EXECUTIVE COMMITTEE**

**12 September 2023**

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#### **1 PURPOSE AND SUMMARY**

- 1.1 This report provides a review of the performance of Scottish Borders Council's Winter Service during 2022/23 and presents, at Appendix A, SBC's proposed Winter Service Plan for 2023/24.**
- 1.2 SBC provides a winter service on almost 3,000km of roads and 787 km of footway across the Scottish Borders. The Winter Service Plan is reviewed annually and presented to Elected Members to outline the steps that aim to make sure, within available resources, that the road and footway network is safe over the upcoming winter.
- 1.3 As part of the Fit for 2024 programme of transformational change, the Council is required to modernise and adapt all of its services to meet present and anticipated future needs in a responsive and agile manner, ensuring that services can continue to be delivered cost effectively and sustainably, while delivering efficiencies and savings where required.
- 1.4 The winter of 2022/23 was not significant in terms of snowfall, which was limited to a few occasions. Incidents of ice and prolonged frost were also less than the previous five-year average and on a par with those experienced the previous winter. This led to a reduced need to treat primary and secondary routes as frequently and resulted in lower-than-average salt usage.
- 1.5 The Winter Service Plan for 2023/24 is on similar lines to the previous 2022/23 Plan in terms of policy, priorities, routes, call out arrangements and resource planning. Section 5 of the report provides details on a revised salt spread rate regime that was trialled, on approximately half of the primary precautionary salting routes, last year. It is proposed that this should be continued in the coming winter.

## **2 RECOMMENDATIONS**

**2.1 I recommend that the Executive Committee: -**

- (a) Notes the performance of the SBC Winter Service during 2022/23;**
- (b) Endorses the Winter Service Plan for 2023/24;**
- (c) Notes the continuation of a trial in relation to the salting spread rates applied on 50% of the primary precautionary salting routes.**



### 3 BACKGROUND

- 3.1 The safe passage of people on the road and footway network during winter is very important for the social and the economic needs of the area. Under the Roads (Scotland) Act 1984, Section 34, all roads authorities are required to *'take such steps as they consider reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads'*. The Council undertakes a Winter Service on almost 3,000km of local road network and 787 km of footway. The Service is provided by the Infrastructure and Environment Department.
- 3.2 To assist in meeting its legal requirements, the Infrastructure and Environment Service produces an annual Winter Service Plan. This describes what steps will be taken to maintain the local road network free from ice and snow; as far as it is considered reasonable within the available budget. A Winter Service Plan has been in place in different forms for over 20 years and is reviewed annually to ensure that it is fit for purpose. The plan provides information about the hierarchy of routes, and details the network, which will benefit from winter maintenance activities, within the framework of that hierarchy. Route hierarchies are long established and have been determined based on factors including traffic volumes, bus routes and access to critical infrastructure including schools, shops and medical centres. Operational capacity and delivery, including the locating of critical infrastructure in which salt is stored, is structured around the hierarchy.
- 3.3 The Council adopts two approaches to safely maintaining the network during the winter:
- a) Prevention – by pre-salting roads to reduce the impact of frost and frozen surfaces on travel conditions; delivered on a routine, planned basis. The road network hierarchy is defined as Primary, Secondary and Tertiary Networks. Planned “pre-salting” is only undertaken on the Primary network. The remaining road network will then come under the “post-treatment” of Secondary and Tertiary networks. The Secondary network is treated after the Primary network, as time and resources permit, and it is believed that winter hazards will continue to present a risk. The Tertiary network will only be treated when hazardous weather conditions persist, all Primary networks have been treated, resources have been committed to treat Secondary routes, and resources have become available.
  - b) Intervention – through large scale snow clearance following extreme winter conditions. This, by its nature, is taken forward on more of an “as required” basis; due to the severity of snow fall. The decision to undertake snow clearance is considered within the context of the Councils emergency planning structure and may also involve community resilience partners.
- 3.4 Delivery of the winter service, depending on the severity of the winter, can lead to concerns being escalated to Members where the public may feel that their particular circumstances deserve a greater response from the Council than they may have received. In creating the winter service plan the Council is communicating its approach to delivery of what it can and cannot

or will not do, depending on the winter weather. Critical success factors include having a reliable fleet and staff/contractor network to be able to deliver our stated plan; access to quality and sufficient quantity of salt; considering the role that resilient community partners can willingly play and how best to support that and maintaining a flexible approach where it is possible to do so. This can vary depending on issues such as the duration that the winter weather has been impacting Borders communities and the specific nature of that impact, e.g. perma-frost or significant volumes of snow. The winter service must also meet the financial constraints in which the Council is operating, therefore it is not within the scope of this report to propose review of or redesign of the hierarchy and delivery model.

- 3.5 Once endorsed by the Executive, the Winter Service Plan is communicated and shared widely with our community. The Plan will be published on the Council’s website and made accessible through other digital platforms. This is further supplemented by publishing treatment routes to improve general public awareness of the Plan.

#### 4 REVIEW OF 2022/23

- 4.1 The Winter of 2022/23 was not significant in terms of snowfall; any snowfalls were moderate to mild and limited to a few occasions that did not lead to any significant impacts on travel. There were some isolated instances of disruption, and this was primarily as a result of vehicle breakdowns rather than a lack of willingness or foresight to provide services. Incidents of ice and prolonged frost were lower in 2022/23 in comparison to the previous five-year average but in line with those experienced the previous winter. This led to a reduced need to treat primary and secondary routes and resulted in a lower-than-average salt usage on roads.

The following key parameters illustrate this:

Years	17/18	18/19	19/20	20/21	21/22	22/23	Comment
Planned Actions	243	168	198	192	154	<b>159</b>	Call outs to undertake preventative actions (previous 5-year annual average = 191)
Aggregate No. of Preventative Runs	3454	3819	4070	4369	4303	<b>4172</b>	Similar to above but dependent on extent of SB area impacted by winter weather (previous 5-year annual average = 4003)
Salt Usage on Roads (,000T)	37.5	17.6	23.5	30.5	18.2	<b>18.6</b>	Used on local (non-Trunk) roads (previous 5-year annual average = 25.5)
Salt usage on Footways (Tonnes)	Not Avail	588	741	1714	680	<b>1278</b>	Used on Footway Network (does not include Grit Bins)

Figures are per financial year

- 4.2 Winter treatments did extend into April, but this has increasingly been the case in recent years.
- 4.3 As in previous years the potential impact of a harsh winter on the NHS was considered by CoSLA and other bodies. This Council, along with other Scottish Local Authorities, committed to undertake as robust a service as possible to minimise any impacts on the Health Service through slips, trips and falls in wintry weather. Community self-help remained a significant tool to assist the Council in its commitments. As in the previous year salt bin usage was above the long-term average with additional refills being undertaken throughout the winter period.
- 4.4 Along with our strong record of community self-help in winter service, the Council has an extremely loyal and highly skilled workforce which it relies upon heavily to deliver its winter service plan. Staff performance was again high across all areas and praise has been shared with the workforce by many in our community and within the council. It is only appropriate to also thank the number of private contractors from across the Borders and South-east Scotland who also helped the Council maintain its high standards in this area.
- 4.5 Discussions continue with our workforce in regard to the arrangements for this coming Winter and Officers remain confident that we will continue to be able to meet the parameters, as set out in the Winter Service Plan, to the best of our ability.

## **5 CONTINUATION OF TRIAL OF AMENDED SPREAD RATE FOR PRECAUTIONARY SALTING**

- 5.1 The service continues to look at innovative, more efficient and environmentally friendly ways of delivering the Council's winter service.
- 5.2 The current salt spread rate matrix (see section 5.5 of the Winter Service Plan) was established in line with industry good practice and guidance in consultation with ELBF (Edinburgh, Lothian, Borders & Fife Councils) a number of years ago.
- 5.3 The code of practice for well-maintained highways was revised in 2016 and provided updated guidance including reference to more recent research by the National Winter Service Research Group (NWSRG). This led to more detailed guidance on the spread rates for precautionary salting operations undertaken in response to predictions of frost and ice formation in normal winter conditions on the UK road network. The majority of Scottish Councils are yet to adopt the revised guidance but it is felt that, coupled with technological development and greater flexibility of incremental adjustments to spread rates, it offers significant potential benefits for winter operations.
- 5.4 The guidance is determined on the basis of research carried out by NWSRG, TRL (Transport Research Lab), Highways England and Transport Scotland over a number of years and is designed to assist authorities in providing

good service levels while complying with their legal obligations and duties in respect to winter weather conditions.

- 5.5 In addition to traditional factors such as the salting technology utilised; the type and condition of the salt; performance and serviceability of the spreader; and road surface temperature the revised guidelines consider wider factors such as traffic levels before, during and after application and residual salt levels on the network in determining the spread rate at which salt should be supplied.
- 5.6 The revised spread rates put forward by NWSRG require greater input and thought from officers in determining the appropriate rates for routes and sections of route. Critically, however, they also offer both environmental benefits and significant potential savings through reduced salt usage. This can be up to 20% in certain conditions.
- 5.7 Following the apparent success of a short pilot in March 2022 it was agreed to extend the revised spread rate trial over the 2022/23 winter to 14 routes (50% of primary routes) with comparative performance under the two spread rate regimes monitored through feedback from operators and any comments received from Members and the general public.
- 5.8 The use of the lower spread-rates is directly related to the prevailing road temperatures with percentage uplifts, where temperatures are predicted to be more extreme, bringing the rates more in line with traditional application rates. As such the real benefit is on more marginal nights where temperatures are only predicted to be just below freezing.
- 5.9 The winter of 2022/23 was characterised by a lot of wet weather which reduced the surety of residual salt from previous applications still being active on routes. In turn this meant that decision makers were on occasions less confident in adopting the new rates of spread and the incidences of usage were less than might have been anticipated.
- 5.10 Notwithstanding this there were 1057 individual recorded treatments across the 14 routes where the trial spread rates were applied and this resulted in a saving of 359 tonnes of salt and a financial saving of £16,164. It should be noted that, as outlined in 5.8 above, not all the treatments resulted in salt savings compared to the traditional matrix.
- 5.11 There was no adverse feedback received from operators, the public, or Members in relation to the performance on the routes where the new salting rates were applied.
- 5.12 While the levels of savings are not, to date, of the scale hoped for, those savings that were made, along with the environmental benefits of reduced salt usage would suggest it is worth continuing the trial in 2023/24. It is hoped that a less rainy winter plus increased confidence in the system will lead to greater application of the trial spread rate matrix.
- 5.13 There are however no plans to extend the trial to further routes at this point in time. There are two main reasons for this. Firstly we are near to the limit of the salt spreading machines that SBC operate that are capable of adjusting their spreading rates by the 1g/square metre increments required

by this regime and secondly the current 14 routes were chosen on the basis of them being most appropriate in terms of climatic conditions and traffic levels.

## **6 WINTER SERVICE PLAN FOR 2023/24**

- 6.1 The Winter Service Plan is always challenging to deliver given the conditions, but by implementing our plan, along with the significant work undertaken by Officers and frontline staff and the support of external contractors, disruption was contained in the previous winter. Planned treatments were undertaken as scheduled, salt stocks were maintained throughout the period and the continued more regular re-stocking of salt-bins was again well received. In these regards the Winter Service Plan can be demonstrated to have worked well in 2022/23 and no significant changes to policy are proposed for the coming winter; with the salt spread rate trial described in section 5 continuing as it did last year.
- 6.2 To support resilience communities more effectively, more flexibility is now available through the introduction of resilient community salt bins. These enable more community self-help in a structured manner, more expediently at minimal cost whilst providing improved community safety and wellbeing outcomes. Salt usage and replenishment rates will continue to be monitored to gauge performance.
- 6.3 The updated Winter Service Plan, at Appendix A, is proposed for adoption for winter 2023/24. It remains a robust plan and clearly defines the approach to primary; secondary; and tertiary salting of the Council's adopted road and footway network; following the principles established in best practice terms as well as in previous winter service plans.

## **7 IMPLICATIONS**

### **7.1 Financial**

- (a) An approved winter maintenance budget of £3.3M exists within Infrastructure & Environment. In addition, a £1M provision within reserves exists for adverse winter weather, for events beyond average conditions.
- (b) Due to the continuing financial pressures affecting the Council, there is a need to continue modernisation of our approach to winter delivery and to investigate ways of minimising the financial impact that winter service delivery has.

### **7.2 Risk and Mitigations**

- (a) Winter and winter hazards for the travelling public present a risk of personal injury, damage to property or vehicles and potentially a risk of fatal accidents taking place on the road and footway network. The Winter Service Plan details how the Council will respond to winter weather events across its network. It does so by clarifying the approach to treatment of roads and footways and sets out the principles employed in reaching decisions and deploying resources. As

well as promoting the potential for travel disruption arising from winter weather, the production and public scrutiny of the Winter Service Plan ensures that the Council is being clear about what it can and cannot reasonably address, within its available resources.

- (b) There is a risk that the WSP does not reflect and address adequately the experiences and/or appropriately plan to manage winter hazards each year. Officers however remain satisfied that the WSP is a demonstrably effective plan which has high levels of compliance in its delivery. The Infrastructure and Environment Service, in conjunction with officers across SBC and partners, monitor and review the delivery of the WSP annually, noting any deficiencies in service provision, with a view to developing solutions and proposing those to members in the autumn for the following year's Winter Plan.
- (c) There is a risk in adopting an updated approach to salt spread rates that on carriageways that the travelling public may have trouble whilst travelling on the network during wintry weather. This is being mitigated by, adopting rigorous testing of the quality of salt supplies, ensuring that up to date information around road traffic volumes at sensitive times is up to date, ensuring that gritters are able to deliver the spread rates as specified, ensuring the pre and mid-winter calibration of spreaders is undertaken, and monitoring the process of salting roads as well as the effects of salt on the road condition during winter events. The decision makers have also all been trained and familiarised with the new updated approach and will be supported to ensure that decisions on salt spread rates throughout winter are taken in a way which does not increase the risks to travelling public during winter weather events.

### **7.3 Integrated Impact Assessment**

An Integrated Impact Assessment has been undertaken in regard to the content of this report and no adverse findings have been observed that would require a fuller IIA to be undertaken.

### **7.4 Sustainable Development Goals**

It is not envisaged that the revised Winter Service Plan will impact on any of the UN Sustainable Development Goals.

### **7.5 Climate Change**

There are no significant impacts on the Council's carbon emissions or climate change contribution that are additional to current operation.

### **7.6 Rural Proofing**

There are no rural proofing issues arising from this report. The Winter Service Plan recognises the rural nature of the Scottish Borders and the importance of maintaining transport links during the winter months.

### **7.7 Data Protection Impact Statement**

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

### **7.8 Changes to Scheme of Administration or Scheme of Delegation**

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

## 8 CONSULTATION

- 8.1 The Director (Finance & Procurement), the Director (Corporate Governance), 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 incorporated into the final report.

### Approved by

**Name**  
John Curry

**Title**  
Director of Infrastructure & Environment

### Author(s)

Name	Designation and Contact Number
Brian Young	Infrastructure Manager

**Background Papers:** N/A

**Previous Minute Reference:** N/A

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

Contact us at Jacqueline Whitelaw, PLACE, Business Support, Scottish Borders Council, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA, Tel 0300 100 1800, email [JWhitelaw@scotborders.gov.uk](mailto:JWhitelaw@scotborders.gov.uk).

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# Scottish Borders Council Winter Service Plan 2023/24



September 2023

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# 1. INTRODUCTION

The Winter Service Plan explains the arrangements for dealing with ice and snow on the region's roads and outlines the efforts that will be made to inform the public of these interventions.

Winter weather can impact on the safety of the travelling public as well as the availability and reliability of the road network.

As such the successful delivery of the winter service is a key factor in supporting the economic and social well-being of the Scottish Borders.

The Council's winter service is generally defined to begin on 1 November and end on 31 March. The actual period can however obviously change from one year to the next.

The unpredictability of winter weather can have a significant impact on communities and tests the resilience of all services. Typically Scottish Borders Council's road service copes well, which has been acknowledged by our customers, but it is recognised that there is always potential for improvement.

**The Council's website carries a variety of information pertaining to the winter service and should be referred to for information on gritting routes, self-help, etc.**

[www.scotborders.gov.uk](http://www.scotborders.gov.uk)

In recent years the Council has undertaken a number of reviews into the impact of winter weather and the Council's response to it. The Roads & Infrastructure section contributed to these reviews and has considered the findings along with its own assessment of the best practice that exists both within Scottish Borders and elsewhere.

The Council works with a number of partners over the winter period; in particular:

- \* Transport Scotland
- \* BEAR (as trunk roads operator)
- \* Police Scotland
- \* Public transport operators
- \* Local media outlets
- \* ELBF and other local authorities

ELBF is a joint working partnership consisting of Edinburgh, Lothians, Borders and Fife Councils that meet regularly to maintain a dialogue on best practice, opportunities for collaboration and knowledge sharing.

The overarching aim of the annual Winter Service Plan is to allow the safe passage of pedestrians and vehicles on priority routes; to control delays due to winter weather; and to carry out operations safely.

It should be noted that, although the term 'gritting' continues to be widely used, it is actually naturally occurring rock-salt that Scottish Borders Council uses in both its road and footway treatments.

## 1.1 Legal requirement and standards

Under Section 34 of the **Roads (Scotland) Act 1984**, the Council has a duty to *"take such steps as they consider reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads."*

**The Code of Practice for Well-Managed Highway Infrastructure** 2016 recommends that local authorities should demonstrate that they are taking reasonable steps to keep the public safe during winter periods. Section B7 of this code suggests a framework for local authorities to follow.

The management of the winter service is audited against the Council's registration to BS EN ISO 9001:2015.

## 1.2 Weather, climate and forecasting

To provide a reliable, secure and robust winter service the Council have a number of forecasting tools at their disposal to plan the best possible treatment regime throughout the winter period.

The Council now subscribes to MetDesk weather services during the months of October to April and receive the following via the Vaisala Bureau Service:

- \* 24 hour forecasts
- \* 5 day forecasts
- \* Ice prediction graphs
- \* Road surface condition information
- \* 24 hour consultancy service from the Met Office
- \* Ice prediction web page

The forecasts are based on global and national information supplemented by six roadside weather stations strategically placed at sites throughout the Scottish Borders.

The Council will continue using this domain based forecasting as the basis for decision making throughout the season.

Flood sensors are located throughout the region and can be monitored remotely by the Council's Flood Management Team to check water levels at weirs and grills. Bordercare receive activated alarm calls from these sensors during periods of unpredicted weather which are passed to operational resources for attention.

## 1.3 Communications

Winter service information is provided to the general public through the Council's Corporate Communications Team.

Information will be supplied on an 'as required' basis by Roads & Infrastructure to provide frequent communications during periods of severe winter weather.

Communications will detail:

- \* Road closures
- \* Driving advice
- \* Gritting routes
- \* Snow clearance

The Council's website has a Winter Service section that provides a wealth of relevant information for the public to view and is updated regularly

Twitter, Facebook, SBAAlert and local media outlets are also used to help spread relevant winter information and advice to the public with the aim of creating as close a 'real time' situation as practicable to assist the public in making informed decisions on travel.

## 1.4 Resilient communities

Whilst the legal obligations of the Council as a roads authority focus on the safe passage of traffic it is recognised that prolonged and severe winter conditions can lead to significant issues in other service areas including health and wellbeing.

Scottish Border Council continues to lead a Resilient Communities Initiative to enable communities to better prepare, organise and respond to emergency situations such as severe weather, fire, power failure or other major incidents; working along with partner agencies, communities and third sector organisations.

## 1.5 Financial resources

**It should be noted that it is not possible to provide the winter service on all parts of the network, nor to ensure running surfaces are kept completely free of ice or snow at all times. Even on recently treated parts of the network ice can return and drivers must play their part by adhering to road safety messages and only travelling when it is essential and safe to do so.**

In the current financial climate all public sector services are facing cuts in the available funding and the Council's approach to the delivery of winter service is not immune to this challenge. However, the Council continues to plan so that it can cope with a severe winter by ensuring that it addresses the core requirements of the winter service.

To carry out the core requirements of winter service the Council will continue to:

- \* focus on a clear set of priorities
- \* make prudent and timely investments that will best ensure the resilience of the service
- \* introduce efficiencies where appropriate
- \* deliver a safe and reliable road network for our customers



# POLICY

## COUNCIL POLICY FOR WINTER SERVICE

**“Scottish Borders Council aims to assist road users in adverse winter conditions by providing a service which it considers reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles, using available financial and operational resources”**

### 2.1 Policy introduction

The Winter Service Plan contributes to the delivery of the four core aims of the Road Maintenance Plan:

- \* Safety
- \* Serviceability
- \* Sustainability
- \* Customer Services

These aims support delivery of the Council's Local Access and Transport Strategy, the key priorities of the Council and our many partner organisations.

There are three principle activities when considering the winter service:

- \* Pre-treatment-precautionary salting
- \* Post-treatment – continuing salting following the formation of ice
- \* Clearance of snow

The Council's website should be consulted for the most up to date route information with regard to roads and footways.

### 2.2 Delivery

The winter service has developed over time combining established practices for the clearance of snow and ice with developments in:

- \* salt products
- \* forecasting technology
- \* automated salting

The Council aims to deliver a service that is efficient, timely and supports our environmental objectives.

It is committed to minimising pollution from the leaching of dissolved salt and to make most effective use of salt by using it only when conditions require.

To ensure timely delivery the aim is that all planned early morning roads treatments are completed before 9:00 am. This aim is subject to the severity of prevailing weather conditions and safety considerations.

## 2.3 Primary network (roads)

The Council is responsible for the maintenance of 1852 miles (2981 km) of roads throughout the region.

Approximately 717 miles (1154 km or 38.7% of all roads) have been identified as primary routes for treatment whenever carriageway surfaces become, or may become, dangerous through frost, ice or snow.

These routes form a strategic network across the Scottish Borders area linking the main population centres and services as well as providing links to neighbouring authorities. Critically they are also the routes where traffic volumes and speed are likely to be higher and as such the risk to the safety of road users is similarly high if they were to remain untreated.

The rural routes have been established using the following criteria

- \* routes of importance to the emergency services
- \* topography
- \* strategic A class roads
- \* main commuter and school routes
- \* regular rural public transport routes with weekday frequencies of 2 hours or better
- \* other heavily trafficked routes

The urban routes have been established using the following criteria

- \* routes around town centres
- \* main routes leading to town centres
- \* routes leading to town buildings, public buildings, schools, hospitals and community centres

## 2.4 Secondary network (roads)

During severe winter periods treatment may extend to other routes. Traffic volumes and speeds on these routes are typically lower than on the primary routes, and as such the risk to the safety of road users is less.

However in times of prolonged severe weather failure to treat these routes will compromise accessibility and heighten the risk of isolation; particularly in rural communities.

Approximately 293 miles (472 km or 16% of all roads) have been identified as secondary routes, which should be deployed to during prolonged periods of ice and snow.

Treatment of these routes will only be carried out if after completion of the primary routes there is adequate time and resources to cover them and that the freezing conditions are forecast to continue. Recognising that constraints on the level of service may exist in the future the rural routes are prioritised using the following criteria

- \* sections removed from the primary route list during 2012 winter
- \* remaining school bus routes with vehicles over 16 seats
- \* timber transport routes
- \* remaining 'A' and 'B' roads



The urban secondary routes were established in consultations with Communities and Local Members. In finalising the urban secondary routes consideration was also given to:

- \* main distributor routes
- \* links to industrial zones
- \* large housing estates

## 2.5 All other routes (roads and car parks)

The remaining roads, i.e. those which are neither primary nor secondary routes but are on the list of public roads are classified as the 'Tertiary network'

The 'Tertiary network' will only be treated when extended weather conditions persist, all primary routes have been treated, resources have been committed to treat secondary routes, and resources have become available.

## 2.6 Primary network (footways)

The Council is responsible for the maintenance of 489 miles (787 Km) of footways throughout the region.

The following classifications of footways and cycleways to receive treatment has been identified; and this is undertaken through the current 21 primary routes in our larger towns and villages:

- \* town centre & shopping areas
- \* footways leading to town centres
- \* footways serving – public buildings, schools, hospitals, medical centres

The experience gained through previous winter reviews indicates a clear need to consider the needs of pedestrians and cyclists separately to the needs of motorists and other road users. The risk to public safety posed by untreated footways heightens as freezing conditions become very severe or prolonged.

As such footways will not automatically be treated each time the Council treats its primary road network, but in line with the criteria set out below at 2.9 Post Treatment (roads and footways).

## 2.7 All other routes (footways)

If severe conditions persist, then treatment of other footway locations, not covered by the primary network, may be carried out as needed; subject to the availability of resources. The Council will also consider the ad-hoc treatment of other location in

support of a particular emergency or medical access need as identified through partner agencies. It will also work with Community Councils and others to identify any reasonably practicable opportunities for self-help.

## 2.8 Precautionary Treatment (Roads only)

When forecast that road surface temperatures will fall below freezing – **Readiness Colour: Red** - the primary routes (roads) will be treated at the discretion of the Winter Service Duty Managers.

The timing of any treatment will be so that it allows the route to be treated prior to the predicted forecast time that road surface temperatures will fall below freezing. Salt spread rates will be applied in accordance with Treatment Matrices. Only in exceptional circumstances, i.e. where roads have remained dry for long periods and there is a high degree of confidence in the level of residual salt, will consideration be given to the non-treatment of first priority routes. Weather and information from sensors located in the road surface are monitored to enable plans to be adjusted accordingly.

When forecast that road surface temperatures are to be below +2°C and there is uncertainty regarding surface hazards – **Readiness Colour: Amber** - the primary routes (roads) may be treated at the discretion of the Winter Service Duty Manager.

The use of patrols may also be used at the discretion of the Winter Service Duty Manager, with the extent being varied according to the conditions. If the patrol crews find areas of icy conditions they will inform their duty foreman who may initiate further action. Weather and information from sensors located in the road surface are monitored to enable plans to be adjusted accordingly.

## 2.9 Post treatment (roads and footways)

Post treatment salting to carriageways will be carried out when the conditions are:

- \* extreme and severe and predicted to last for a prolonged period.
- \* icy with formations on surfaces expected to remain after 09:00 hours

When forecast that surface temperatures will fall below freezing – **Readiness Colour: Red** - the primary routes (footways) will be treated at the discretion of the Winter Service Duty Manager. The timing of any treatment will generally be between 07.30 and 15.30 on weekdays only. Any requirements out with this scope can however, be treated at the discretion of the Winter Service Duty Manager as conditions dictate.

When forecast that road surface temperatures are to be below +2°C and there is uncertainty regarding surface hazards – **Readiness Colour: Amber** - the primary routes (footways) may be treated at the discretion of the Winter Services Duty Manager or Duty Foreman. The timing of any treatment under these conditions may vary depending upon the timing of the decision and available resources.

## 2.10 School transport routes

Unfortunately, it is impracticable to extend regular winter service treatments to include all school transport routes. In severe and prolonged winter conditions treatment coverage will however extend to include the access to all schools in the region.

The Council will continue to work with bus operators, where appropriate, to ensure buses reach essential routes.

Through proposals for self-help in the community and with better communications with the education service the Council may be able to facilitate the treatment of identified problem sites in times when accessibility and isolation become a significant risk.

All treatment will be subject to the availability of resources and the prevailing conditions.

## 2.11 Provision of grit bins

Grit bins can be provided and maintained with stocks of salt where they improve road safety and benefit the community.

As it is not practical to provide Grit bins for every eventuality they will generally be provided when determined through a risk based assessment.

Maintaining salt stock in the grit bins will be dependent on the available resources and the prevailing conditions. In severe and prolonged winter weather it may not always be possible to carry out re-stocking, as staff resources will have to be directed towards treating roads and footways in line with the priorities set out in this plan.

The Council, as part of its asset inventory, maintain details of all our grit bin locations both in spreadsheet and map form.

Grit bins will **not** usually be provided:

- \* on roads that form part of a primary route.
- \* where they attract anti-social behaviour or cause nuisance to nearby residents.
- \* where their provision would create a further proliferation of street furniture to the detriment of disabled or visually impaired people and/or the community.
- \* on unadopted (private) roads whether subject to future adoption or not.

The salt provided in these bins is for spreading on public roads only, and unauthorised use of this salt to treat other premises may be considered as an act of theft.

The Council aims to have all its grit bins full in advance of winter and will seek to maintain these stocks throughout the winter season. Where usage is high and it is confirmed that the salt is being used on the road, it may supplement the existing grit bin provision following assessment.

## 2.12 Diversion routes

Diversion routes shall be treated to at least the standard in place for the route that traffic has been diverted from. When selecting diversion routes during the winter season consideration shall be given to the

extent of the priority routes and for the potential need for a proposed diversion route to be inspected to ascertain its suitability for gritting prior to being used.

## 2.13 The trunk roads in the Scottish Borders

Transport Scotland is the authority responsible for the management of the Trunk Roads in the Scottish Borders.

The A1, A68, A6091, A7 south of Galashiels and A702 fall within their South East Unit area and the services for this area are delivered through their agents BEAR.

## 2.14 Contingency planning – Route rationalisation

During extreme winters, maintaining access to adequate salt supplies can be problematic as there becomes pressure at a national level with the supply of road salt. Should there be a requirement to constrain gritting operations to less than primary routes then the decision to rationalise the extent of treatment in this way may be taken by the Chief Executive in consultation with Police Scotland.

This option shall only be actioned if all other contingency options such as the use of alternative salt supplies and reduced or variable spread rates have been exhausted.

If taken, the communication of this decision to all road users will be critical to the management of the consequential risk.

## 2.15 Community self help

Whilst the legal obligations of the Council as a road authority focus on the safe passage of traffic it is recognised that prolonged and severe winter conditions can lead to isolation being experienced in both rural and urban situations. The issue of isolation can be most acute in rural communities where the distance to a treated road may prevent access and egress for significant periods. Scottish Borders Council has invested in a Resilient Community programme of volunteers that allows communities and individuals to

harness their own resources and expertise to help themselves prepare and respond to an emergency in a way that complements the work of the council and other responders through integrated emergency management to enable those communities that:

- \* are at risk of isolation
- \* the risk cannot be realistically managed through the provision of grit bins and
- \* the community has the expertise and ability to effectively respond through self-help.

## 2.16 Winter Operation file

The Winter Operation File will be maintained centrally by Roads & Infrastructure at the Reiver Complex, Council Headquarters, Newtown St. Boswells. It will consist of the following:

- \* Daily Decision Records
- \* Operational Log
- \* Plant and equipment records
- \* Hard copy of this plan and other relevant documentation



## **3. ORGANISATION - STAFF RESOURCES**

### **3.1 Overall responsibility**

As the Roads Authority, Scottish Borders Council has the overall responsibility to provide an effective Winter Service in accordance with its duties.

It is the responsibility of the Infrastructure & Environment Department to ensure the efficient and effective delivery of winter service operations.

### **3.2 Prevention**

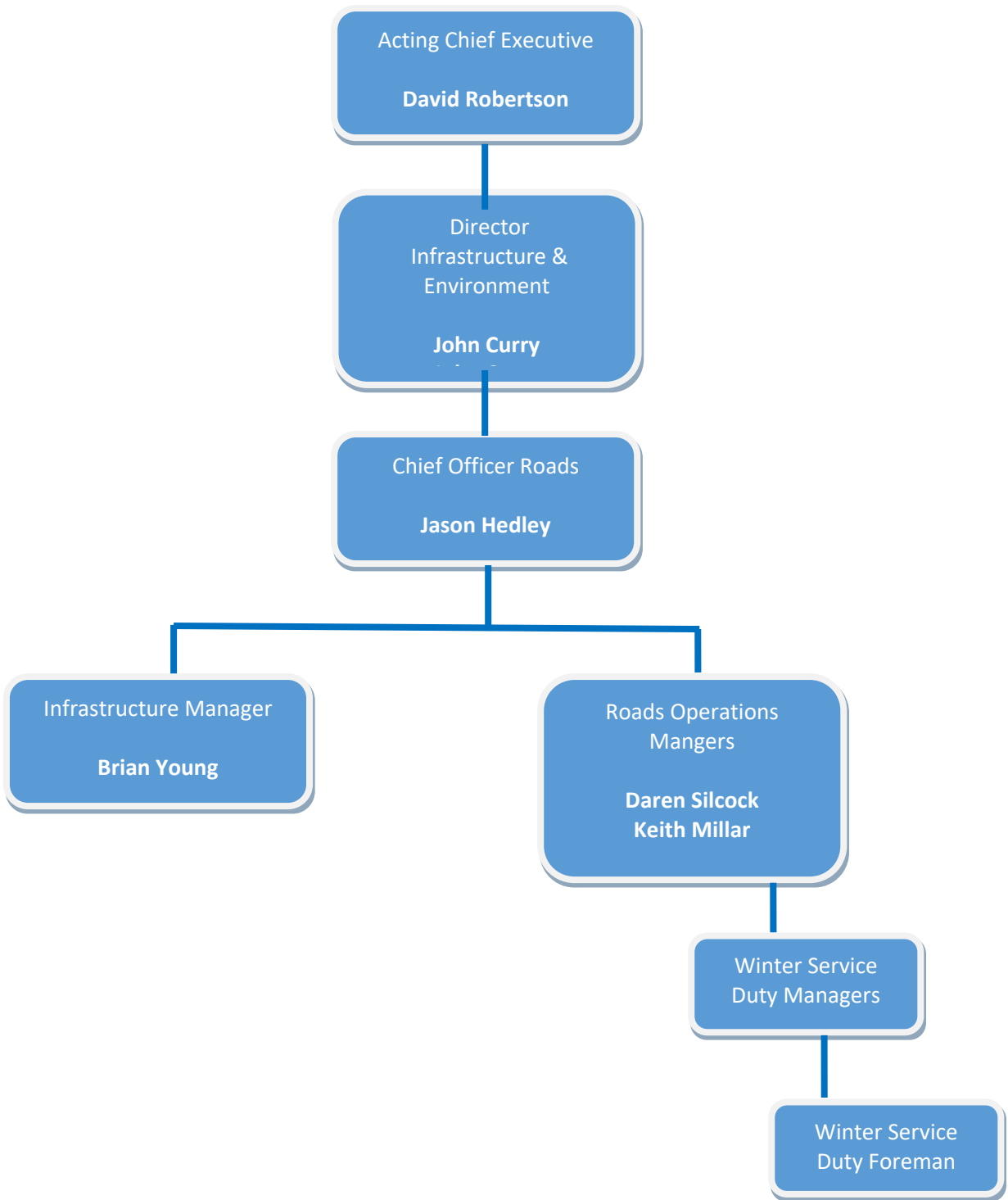
The Council keeps the road network operating safely through precautionary treatment – by pre-salting roads to reduce the effect of frost and frozen conditions. This is taken forward on a routine and planned basis. The road network is currently split into Primary, Secondary and Tertiary Networks. Planned “pre-salting” is only undertaken on the Primary Network.

The remaining road network will then come under the “post-treatment” of secondary and Tertiary networks. The Secondary network is treated after the primary routes, where there is time and resources to cover them, and it is believed that the freezing conditions will continue. The Tertiary network will only be treated when extended weather conditions persist, all primary routes have been treated, resources have been committed to treat secondary routes, and resources have become available.

### **3.3 Intervention**

The Council’s Chief Executive has responsibility for Emergency Planning, and will oversee the winter at a strategic level. During large scale snow clearance following extreme winter conditions, the winter service will be taken forward on a more ad hoc basis, involving emergency actions and community resilience.

The Council’s overall response in such circumstances is coordinated through its Emergency Planning team who will lead on responding and recovering from the impact of any severe weather event. Infrastructure & Environment staff will however still play a key role in that process.



## 3.4 Liaison arrangements with other authorities

The following Road Authorities adjoin Scottish Borders:

- \* Northumberland
- \* Cumbria
- \* Dumfries & Galloway
- \* South Lanarkshire
- \* West Lothian
- \* Midlothian
- \* East Lothian

Where there is a cross border working arrangement with adjacent authorities, the Council shall seek to confirm the commitment to treat each other's routes in formal agreements.

Transport Scotland, through their agents BEAR are responsible for the treatment of Trunk Roads and Footways within the area.

At times of particularly severe winter weather, the availability of additional resources may need to be considered.

Any other cross boundary allocation of resources, other than those in existing agreements, should be authorised by the Director.





## **4. RESOURCES - PLANT, MATERIALS & FINANCES**

### **4.1 Vehicles and equipment - Gritting vehicles**

The Council's salting fleet consists of both dedicated gritter vehicles as well as other lorries that have quick change bodies to convert them to gritters.

The majority of Council lorries are fitted with GPS technology with accompanying software to allow real-time tracking and updates on salt spreading.

To ensure correct salt spreading takes place winter equipment and machinery is calibrated and certified to 6mm salting standards both before and during the winter.

Snow blowers, propelled spreaders and footpath tractors are also available during inclement weather.

### **4.2 Depots and salt barns**

There are a number of depots and salt barns strategically located across the region. The Council is also taking forward arrangements for self-help in the community by building upon its Community Resilience planning scheme.

Through these arrangements there may be additional salt stored throughout the region, which will improve our overall resilience levels during times of severe or prolonged winter weather

### **4.3 Salt**

Salt usage is recorded at each depot by Infrastructure & Environment staff and the levels of salt available are monitored. By carefully managing salt levels accurate reports can be transmitted to Transport Scotland.

Salt re-stocking takes place over the summer months to ensure both value for money and that we are in a robust position for the onset of winter. We currently have 18,000 tonnes of salt distributed across seven depots. These stocks will be topped up throughout the winter as required.

### **4.4 Additional resources**

The Council delivers its winter maintenance obligations in the main using its own staff and resources. However in recent years as part of modernisation of service delivery it has moved to a blended model of delivery incorporating private sector into its delivery plans.

This helped provide resilience especially during the Covid pandemic, and has been further formalised via the creation of a framework agreement with a number of local contractors to make this a normal practice. Within the context of the

framework there is opportunity for escalation depending on the prevailing conditions which further supports the Council to deliver as high a standard of winter resilience as can be afforded/is felt appropriate.

Notably the development of a winter snow plan to help support our own precautionary treatment arrangements as has been previously set out is an example of how we have developed the winter service plan to ensure best use of resources and ultimately a quality service is maintained even in the most challenging of circumstances



# 5. DECISION MAKING

## 5.1 Operational decision making

Operational decisions will normally be made by the designated Winter Service Duty Manager. On occasion however, weather conditions can change unexpectedly and decisions require to be made at a more immediate level. If instructions have changed due to such circumstances, the Duty Foreman should inform the Winter Service Duty Manager of the change and

provide the reasons for it at the earliest possible opportunity.

The decision for ordering treatment will be based on a combination of weather forecasts, the status of weather sensors, police reports, public feedback, consultation, previous treatments and forecast updates from our weather information supplier.

## 5.2 Decision process

The decision will usually be based on interpretation of the weather forecast by the Duty Manager. This will normally be undertaken between 11:00 and 12:00, if the available forecast information allows, and will result in one of the following:

1. Operatives placed on standby.
2. Treatment at specified times.
3. No Action.

The Duty Manager will be responsible for:

- \* Organising action based on the forecast received
- \* Informing the duty supervisors of the decision.
- \* Liaising with others as necessary.
- \* Updating the 'Decision Making' form following a change of circumstances.

## 5.3 Action required

All information relating to the winter decision making is recorded on the Viasala Road DSS system. Operational staff are then automatically contacted via text or email and informed what action is required. The following day, or as soon as possible, paperwork from the individual drivers will be filed with the actual time that each gritter left the depot and the time at which each route was completed. This information is returned to the Infrastructure & Environment administration team who update the information on the system.

## 5.4 Major snow storms

During severe and prolonged snowstorms, when resources can no longer keep main traffic routes open, clearance will be attempted on the basis of the Police Snow Emergency Scheme; including snow gate operation.

In this event, the Chief Executive, in consultation with the Police will decide that conditions are abnormal and will ensure that resources are deployed appropriately throughout this period. Consideration will be given to locating a Police Officer within the Winter Operations Team to enable them to liaise over operational matters and have a direct link to the local radio station.

A register will be maintained of all road condition reports received. It is essential that this Winter Operations Team is supplied with up-to-date information from winter decision makers so that the Chief Executive and the police can be kept properly informed.

Outwith office hours the Duty Managers will ensure that operations are properly controlled. Foremen will normally be on duty during the day and early evening. As far as possible they will not be disturbed at night. Night staff will contact the Duty Managers or standby foremen for instruction when required.

Snow Gates are located on the A68 at Soutra and the A7 Falahill to facilitate safe road closures and a system of variable message signs have been developed for the diversion of traffic. Police Scotland control overall strategic traffic routing, making use of both trunk and council roads. Snow clearance operations can be seriously hampered by the presence of abandoned vehicles and to prevent this situation as far as possible snowplough drivers are reminded of the need to pass information quickly to their area offices and Winter Operations Team.

## 5.5 Salt spread rates

The current salt spread rates (see Matrix on P24) have been in place for a number of years and follow guidance provided by the UK Road Liaison Group and are in consultation with Edinburgh, Lothians, Borders and Fife Councils (ELBF), whilst also utilising best practice gained from local knowledge and experience of past winters. Rates of spread will be 10 g/m<sup>2</sup> unless conditions dictate otherwise.

ELBF Councils agreed a common matrix for salt spread rates that relate to:

- \* surface conditions
- \* road temperatures
- \* salt condition

This agreed matrix has been developed from the **Code of Practice for Well-Managed Highway Maintenance** 2016 and takes account of recommendations by the SCOTS Winter Group.

More recent research by the National Winter Service Research Group (NWSRG) has however suggested that spread rates can be refined further, offering potential savings in salt usage as well as environmental benefits; in part through making use of improvements in technology that allows adjustments in increments of 1g / sq.m.

Following these recommendations a trial was undertaken on two of our Primary routes in March 2021 and extended in 2022/23 to a further 12 of the 28 primary routes over the whole winter. As no detrimental outcomes were reported from either trial the proposal is to continue with this approach and extend it where possible; noting that not all of the Council's current fleet have the ability to operate in 1g /sq. m. increments. The comparative performance on the respective routes will continue to be monitored.

**TREATMENT MATRIX A - DRY SALTING MEDIUM / LOW TRAFFIC ONLY**

<b>Frost or forecast frost Road Surface Temperature and Road Surface Wetness</b>	<b>C Poor Cover (salt stored uncovered) Medium Traffic Normal Loss</b>	<b>K Good Cover (salt stored under cover) Medium Traffic Normal Loss</b>	<b>Comments</b>
RST at or above -2 deg and dry or damp road conditions	10	10	
RST at or above -2 deg and wet road conditions	15	10	
RST below -2 deg and above -5 deg and dry or damp road conditions	(15 or 20) <sub>1</sub>	(10 or 15) <sub>1</sub>	1 Spread rate dependent on residual salt on road surface
RST below -2 deg and above -5 deg and wet road conditions	1 x 20 & monitor & treat as required)	20	
RST at or below -5 deg and above -10 deg and dry or damp road conditions	(1 x 20 & monitor & treat as required) <sub>1</sub>	20	1 Spread rate dependent on residual salt on road surface
RST at or below -5 deg and above -10 deg and wet road conditions	(1 x 20 & monitor & treat as required)	(1 x 20 & monitor & treat as required)	
<b>Precautionary treatment before snow / freezing rain</b>			
Light snow forecast (light snow is defined as <10mm)	20 to 40	Dependent on capability to complete route within reasonable time and monitor for further action.	
Moderate / Heavy Snow forecast (defined as ≥10mm)	20 to 40	Dependent on capability to complete route within reasonable time and monitor for further action	
Freezing Rain forecast	2 x 20	Spreading salt before freezing rain can have a limited benefit and follow up treatments will be delivered on any ice that has formed	
<b>Treatment when ice formed</b>			
Ice formed up to 1mm RST higher than -5 deg C Medium / Light traffic	20	Winter Officer to monitor for further treatment	
Ice formed up to 1mm RST lower than -5 deg C Medium / Light traffic	20	Winter Officer to consider and seek approval for 1:1 mixture and further assess spread rate	
<b>Treatment during snowfall</b>			
Continuous snow falling	20	Winter Officer to monitor for further treatment	
Snow forecast for during the night	Patrol	Winter Officer to monitor for further treatment	
<b>Treatment for slush when freezing conditions are forecast</b>			
Plough to remove as much slush as possible before treating	2 x 20	Winter Officer to monitor for further treatment	
<b>Treatment for thicker layers of compacted snow and ice</b>			
Medium layer 1 to 5 mm initial treatment	20 to 40	Dependent on capability to complete route within reasonable time and monitor for further action. Winter Officer to consider and seek approval for 1:1 mixture	
High Layer Thickness greater than 5mm Initial treatment	20 to 40	Dependent on capability to complete route within reasonable time and monitor for further action. Winter Officer to consider and seek approval for 1:1 mixture For successive treatments spread abrasives only After traffic has started breaking up the layer spread at 20g/m <sup>2</sup> of salt / abrasive mixture	



# 6. PERFORMANCE & BENCHMARKING

## 6.1 Performance & benchmarking

The Council benchmarks the performance of its service and seeks to identify areas for further improvement in efficiency and effectiveness through active participation in the APSE and SCOTS Benchmarking and Performance groups. Monitoring and reporting of local indicators through the ELBF group is also undertaken together with a review of customer response to the Household Survey and the National Highways & Transport (NHT) Network public subcontractor survey. This will inform the development of the future service. In addition to this, as for all road services, comments; requests for service; or inquiries are welcomed.

Performance is measure using the following KPI's agreed with APSE/SCOTS:

- \* actual number of planned actions
- \* total cost of winter maintenance
- \* cost per km treated (planned routes)





## 7. CONTACT INFORMATION

The main point of information and contact is via Scottish Borders Council's website [www.scotborders.gov.uk](http://www.scotborders.gov.uk)

During periods of severe weather the Council will also use Facebook and Twitter to provide frequent updates to the public.

The Council also works closely with local radio stations to inform listeners of road conditions throughout the region.

During office hours (08:45 to 17:00) queries should be directed via the Council website or through the helpline:

\* 0300 100 1800.

In the case of an **emergency** out of normal office hours an agreement is in place with Lifeline who can be contacted on:

\* 01896 752 111

For Trunk Road issues BEAR, have a 24 Hour Control Room:

\* 0131 374 2424

You can get this document on tape, in large print, and various other formats by contacting us at the address below. In addition, contact the address below for information on language translations, additional copies, or to arrange for an officer to meet with you to explain any areas of the publication that you would like clarified.

Contact – Jacqueline Whitelaw, PLACE, Business Support, Scottish Borders Council, Council Headquarters, Newtown St. Boswells TD6 0SA, Tel. No. 0300 100 1800

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## Integrated Impact Assessment (IIA)

### Part 1 Scoping

#### 1 Details of the Proposal

<b>Title of Proposal:</b>	Winter Service Plan 2023/24
<b>What is it?</b>	A new Policy/Strategy/Practice <input type="checkbox"/> A revised Policy/Strategy/Practice <input checked="" type="checkbox"/>
<b>Description of the proposal:</b> (Set out a clear understanding of the purpose of the proposal being developed or reviewed (what are the aims, objectives and intended outcomes, including the context within which it will operate).)	The Winter Service Plan outlines how the Council intends to carry out its statutory duties in relation to winter. Each year the WSP is presented to Executive for approval.
<b>Service Area:</b> <b>Department:</b>	Roads & Infrastructure Infrastructure & Environment
<b>Lead Officer:</b> (Name and job title)	Brian Young Infrastructure Manager
<b>Other Officers/Partners involved:</b> (List names, job titles and organisations)	
<b>Date(s) IIA completed:</b>	18 August 2023

**2 Will there be any cumulative impacts as a result of the relationship between this proposal and other policies?**

No
If yes, - please state here:

**3 Legislative Requirements**

<b>3.1 Relevance to the Equality Duty: No</b>	
<p><b>Do you believe your proposal has any relevance under the Equality Act 2010?</b>  <i>(If you believe that your proposal may have some relevance – however small please indicate yes. If there is no effect, please enter “No” and go to Section 3.2.)</i></p>	
<b>Equality Duty</b>	<b>Reasoning:</b>
<b>Elimination of discrimination (both direct &amp; indirect), victimisation and harassment.</b> <i>(Will the proposal discriminate? Or help eliminate discrimination?)</i>	
<b>Promotion of equality of opportunity?</b> <i>(Will your proposal help or hinder the Council with this)</i>	
<b>Foster good relations?</b> <i>(Will your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	

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<b>3.2 Which groups of people do you think will be or potentially could be, impacted by the implementation of this proposal? (You should consider employees, clients, customers / service users, and any other relevant groups)</b>				
Please tick below as appropriate, outlining any potential impacts on the undernoted equality groups this proposal may have and how you know this.				
	Impact			Please explain the potential impacts and how you know this
	No Impact	Positive Impact	Negative Impact	
<b>Age</b> Older or younger people or a specific age grouping	X			
<b>Disability</b> e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring	X			
<b>Gender Reassignment/ Gender Identity</b> anybody whose gender identity or gender expression is different to the sex assigned to them at birth	X			
<b>Marriage or Civil Partnership</b> people who are married or in a civil partnership	X			
<b>Pregnancy and Maternity</b> (refers to the period after the birth, and is linked to <b>maternity</b> leave in the employment context. In the non-work context, <b>protection</b> against <b>maternity</b> discrimination is for 26 weeks after giving birth),	X			
<b>Race Groups:</b> including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			

<b>Religion or Belief:</b> different beliefs, customs (including atheists and those with no aligned belief)	X			
<b>Sex</b> women and men (girls and boys)	X			
<b>Sexual Orientation</b> , e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
<p><b>3.3 Fairer Scotland Duty</b></p> <p>This duty places a legal responsibility on Scottish Borders Council (SBC) to actively consider (give due regard) to how we can reduce inequalities of outcome caused by socioeconomic disadvantage when making <u>strategic</u> decisions.</p> <p>The duty is set at a strategic level - these are the key, high level decisions that SBC will take. This would normally include strategy documents, decisions about setting priorities, allocating resources and commissioning services.</p>				
<p><b>Is the proposal strategic?</b></p> <p>Yes</p> <p><b>If No go to Section 4</b></p>				
<p><b>If yes, please indicate any potential impact on the undernoted groups this proposal may have and how you know this:</b></p>				
	<b>Impact</b>			<b>State here how you know this</b>
	<b>No Impact</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	
<b>Low and/or No Wealth</b> – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future.	X			

<b>Material Deprivation</b> – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies	X			
<b>Area Deprivation</b> – where you live (e.g. rural areas), where you work (e.g. accessibility of transport)	X			
<b>Socio-economic Background</b> – social class i.e. parents' education, employment and income	X			
<b>Looked after and accommodated children and young people</b>	X			
<b>Carers</b> paid and unpaid including family members	X			
<b>Homelessness</b>	X			
<b>Addictions and substance use</b>	X			
<b>Those involved within the criminal justice system</b>	X			

#### 4 Full Integrated Impact Assessment Required

Select No if you have answered “No” to all of Sections 3.1 – 3.3.

**No**

**If a full impact assessment is not required briefly explain why there are no effects and provide justification for the decision.**

Although there are minor changes to the Winter Service Plan any impact these have will be universal across all sectors and will not affect any category or group differently.

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<b>Signed by Lead Officer:</b>	<i>Brian J Young</i>
<b>Designation:</b>	Infrastructure Manager
<b>Date:</b>	18 August 2023
<b>Counter Signature Director</b>	
<b>Date:</b>	



## Part 2 Full Integrated Impact Assessment

### 5 Data and Information

#### **What evidence has been used to inform this proposal?**

(Information can include, for example, surveys, databases, focus groups, in-depth interviews, pilot projects, reviews of complaints made, user feedback, academic publications and consultants' reports).

Please state your answer here

**Describe any gaps in the available evidence,-then record this within the improvement plan together with all of the actions you are taking in relation to this** (e.g. new research, further analysis, and when this is planned)

Please state your answer here

## 6 Consultation and Involvement

**Which groups are involved in this process and describe their involvement**

Please state your answer here

**Describe any planned involvement saying when this will take place and who is responsible for managing the process**

Please state your answer here

**Describe the results of any involvement and how you have taken this into account.**

Please state your answer here

**What have you learned from the evidence you have and the involvement undertaken? Does the initial assessment remain valid?**

**What new (if any) impacts have become evident?**

(Describe the conclusion(s) you have reached from the evidence, and state where the information can be found.)

Please state your answer here

## 7 Mitigating Actions and Recommendations

Consider whether:

Could you modify the proposal to eliminate discrimination or reduce any identified negative impacts?  
(If necessary, consider other ways in which you could meet the aims and objectives of the proposal.)

Could you modify the proposal to increase equality and, if relevant, reduce poverty and socioeconomic disadvantage?

Describe any modifications which you can make without further delay (e.g. easy, few resource implications)

<b>Mitigation</b> Please summarise all mitigations for approval by the decision makers who will approve your proposal			
<b>Equality Characteristic/Socio economic factor</b>	<b>Mitigation</b>	<b>Resource Implications (financial, people, health, property etc)</b>	<b>Approved Yes/No</b>

## 8 Recommendation and Reasoning *(select which applies)*

- Implement proposal with no amendments
- Implement proposal taking account of mitigating actions (as outlined above)
- Reject proposal due to disproportionate impact on equality, poverty, health and Socio-economic disadvantage

**Reason for recommendation:**

**Signed by Lead Officer:**

**Designation:**

**Date:**

**Counter Signature Director**

**Date:**

**Office Use Only (not for publication)**

This assessment should be presented to those making a decision about the progression of your proposal.

If it is agreed that your proposal will progress, you must send an electronic copy to corporate communications to publish on the webpage within 3 weeks of the decision.

Complete the below two sections. For your records, please keep a copy of this Integrated Impact Assessment form.

### Action Plan (complete if required)

<b>Actioner Name:</b>	<b>Action Date:</b>
<b>What is the issue?</b>	
<b>What action will be taken?</b>	
<b>Progress against the action:</b>	
<b>Action completed:</b>	<b>Date completed:</b>

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### Monitoring and Review

State how the implementation and impact of the proposal will be monitored, including implementation of any amendments? For example what type of monitoring will there be? How frequent?

Please state your answer here
-------------------------------

**What are the practical arrangements for monitoring? For example who will put this in place? When will it start?**

Please state your answer here

**When is the proposal due for review?**

Please state your answer here

**Who is responsible for ensuring that this happens?**

Please state your answer here



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## **SCOTTISH BORDERS COUNCIL'S QUARTER 1 2023/24 PERFORMANCE INFORMATION**

**Director - People, Performance & Change**

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### **EXECUTIVE COMMITTEE**

**12 September 2023**

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#### **1 PURPOSE AND SUMMARY**

- 1.1 This report presents a summary of Scottish Borders Council's Quarter 1 2023/24 performance information.**
- 1.2 The information contained within this report will be made available on the SBC website: [www.scotborders.gov.uk/performance](http://www.scotborders.gov.uk/performance)

#### **2 RECOMMENDATIONS**

- 2.1 I recommend that the Executive Committee:-**
  - (a) Notes the Quarter 1 2023/24 Council Plan Key Milestones and Performance Indicators Report in Appendix 1.**
  - (b) Notes the Quarter 1 2023/24 Community Action Team Performance Report in Appendix 2.**

### **3 BACKGROUND TO SBC PERFORMANCE REPORTING 2023/24**

#### **Quarterly Council Plan Performance Report**

- 3.1 The Q1 Performance Milestones and Performance Indicators Report shows progress made against the Council Plan milestones and performance indicators for quarter 1. The report is shown in Appendix 1.
- 3.2 Work continues on developing a new suite of performance indicators for 2023/24 which reflect the revised Council Plan.

#### **Community Action Team Performance Report**

- 3.3 The Community Action Team Performance Report has been updated to reflect Quarter 1 of 2023/24. It is shown in Appendix 2.

### **4 COUNCIL PLAN – SUMMARY OF PERFORMANCE**

- 3.4 Progress against the milestones this quarter has been predominately positive. Of the 21 milestones reported in this quarter 11 of them are showing positive progress and work continues on progressing a number of the long-term workstreams. There were 5 milestones which will be completed in future quarters and there were 5 milestones which have been partly completed and work will continue on them.

### **5 PERFORMANCE INDICATORS**

- 5.1 Of the 99 indicators presented, 66 are in a good position and 17 are highlighted as areas of focus for improvement. There is a delay in receiving the latest information for 8 of them, 6 are provided for information only and 2 are not reported this quarter.
- 5.2 A Dashboard via Power BI is being developed which will allow the public to access data about any Performance Indicator that they wish to see. This Dashboard will be published mid-September.

### **6 COMMUNITY ACTION TEAM – SUMMARY OF ACTIVITY AND IMPACT**

- 6.1 The Community Action Team (CAT) has been operating at reduced strength for several months and this has been reflected in the reported statistics for quarter 4 of 2022/23 and quarter 1 of 2023/24. The CAT is back up to full strength with effect from 1st June and the upturn in the statistics for June 2023 is notable.

### **7 IMPLICATIONS**

#### **7.1 Financial**

There are no costs attached to any of the recommendations contained in this report.



## **7.2 Risk and Mitigations**

Effective performance management arrangements will ensure that services, and those providing services on behalf of SBC, are aware of any weaknesses and can take corrective action in a timely manner, therefore mitigating any risks more effectively. The Council's Risk Management Policy and framework ensures that all services, and services delivered by third parties, identify and manage risks to the achievement of their objectives, with senior management providing appropriate levels of oversight. Performance should be enhanced by having robust risk management arrangements in place.

## **7.3 Integrated Impact Assessment**

There are no adverse equality/diversity implications. Performance reporting may help the Council to identify and address any equality / diversity issues and improve processes and procedures.

## **7.4 Sustainable Development Goals**

Economic, social and environmental impact of SBC actions can be monitored more effectively if there are effective performance reporting arrangements in place.

## **7.5 Climate Change**

There are no significant Climate Change effects arising from the proposals contained in this report.

## **7.6 Rural Proofing**

This report does not relate to new or amended policy or strategy and as a result, rural proofing is not an applicable consideration.

## **7.7 Data Protection Impact Assessment**

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

## **7.8 Changes to Scheme of Administration or Scheme of Delegation**

There are no changes to be made to either the Scheme of Administration or the Scheme of Delegation as a result of the proposals contained in this report.

# **8 CONSULTATION**

8.1 The Chief Financial Officer, the Interim Chief Officer Corporate Governance (Monitoring Officer), the Chief Officer Audit and Risk, the Director – People, Performance & Change, the Clerk to the Council and Corporate Communications will be consulted and any comments received incorporated into the final report.

8.2 The Council Management Team has been consulted on this report and any comments received incorporated into the final report.

**Approved by**

**Clair Hepburn**

**Director - People, Performance & Change Signature .....**

**Author(s)**

Name	Designation and Contact Number
Julie Aitchison	Data & Performance Officer Tel: 01835 824000 Ext 8147

**Background Papers:**

**Previous Minute Reference:** 13 June 2023

**Note** – You can get this document on tape, in Braille, large print and various computer formats by contacting the address below. You can also be given information on other language translations as well as the provision of additional copies.

Contact us at Policy, Planning & Performance, Scottish Borders Council Headquarters, Newtown St Boswells, Melrose, [performance@scotborders.gov.uk](mailto:performance@scotborders.gov.uk)



SCOTTISH BORDERS COUNCIL

# PERFORMANCE REPORT

## Q1 2023/24 MILESTONES & PERFORMANCE INDICATORS

Page 107



Clean, green future



Fulfilling our potential



Strong inclusive economy, transport and infrastructure



Empowered, vibrant communities



Good health and wellbeing



Working together improving lives

# Introduction



This is the Quarter 1 Performance Report for the 2023/24 Council Plan. It presents the Council's progress against the Key Milestones set out for Quarter 1 and provides an update on the Council's Performance Indicators. The report is structured into the 6 themes of the Council Plan.

For each theme the progress against key milestones is shown alongside the desired outcome or outcomes that it is contributing towards. Detail is then provided on the theme's performance indicators that are noted as being particularly positive, or areas of focus for improvement. All performance indicators are then summarised in a table, with the progress of each indicator identified as either positive, neutral, focus for improvement or for information only.

Indicators showing a **notable improvement**, or where the performance indicates a particularly **positive** position are shown in charts coloured in **green**

Indicators showing a notable **reduction** in performance, or where there is a **focus for improvement** are shown in charts coloured in **orange**

## Performance Indicators Key

● Positive	There has been a notable improvement, or the data indicates a particularly positive position
○ Neutral	There has been no significant change since the previous review, and progress is satisfactory or as expected
● Focus for Improvement	There has been a notable reduction in performance, or the data suggests a position that we will be focusing on for improvement
í Information only	The indicator shows data for information purposes only

There has been a consistent **increase** in the number of people Registered for SB Alert



The number of bed days associated to **Delayed Discharges** have continued to **increase** (NHS data)

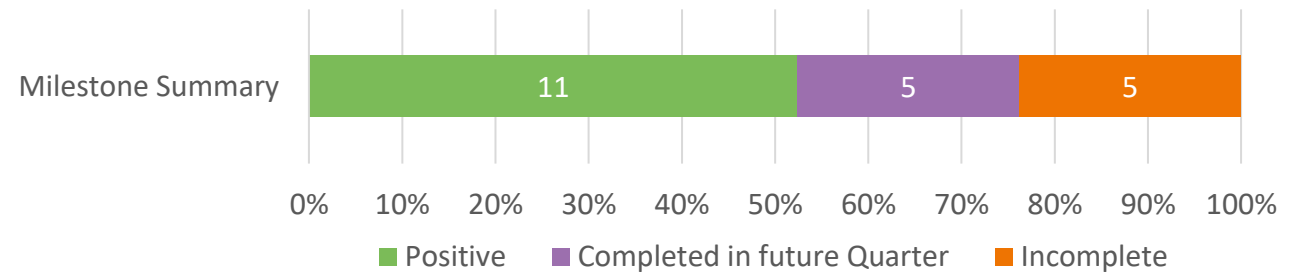


# Summary



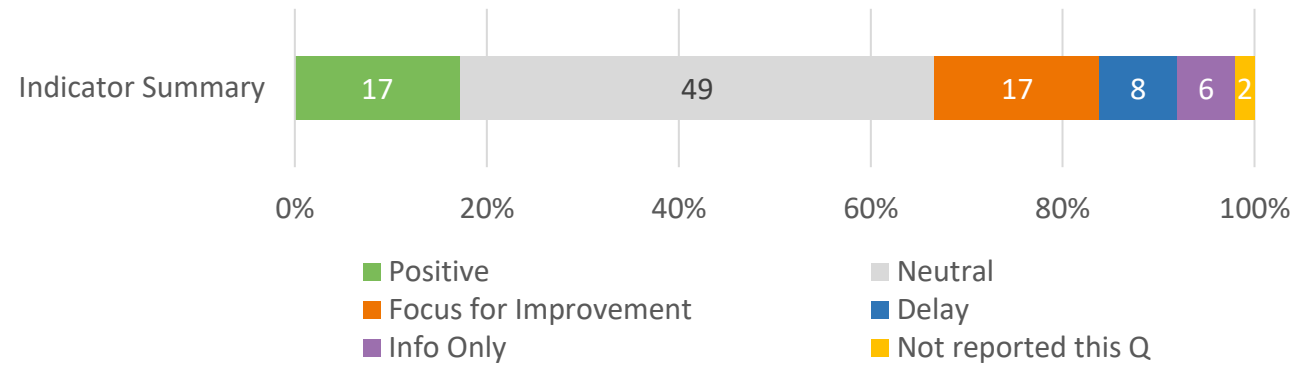
## Key Milestones

Progress against the milestones this quarter has been predominately positive. Of the 21 milestones reported in this quarter 11 of them are showing positive progress and work continues on progressing a number of the long-term workstreams. There were 5 milestones which will be completed in future quarters and there were 5 milestones which have been partly completed and work will continue on them.



## Performance Indicators

Of the 99 indicators presented 66 are in a good position and 17 are highlighted as areas of focus for improvement. There is a delay in receiving the latest information for 8 of them, 6 are provided for information only and 2 are not reported this quarter



# CLEAN GREEN FUTURE

PRIORITY: Accelerate action to adapt to and mitigate the effects of climate change and extreme weather



## Increase allotment creation and participation through year two of 'Cultivating Communities' (the Scottish Borders Community Food Growing Strategy)

SBC provided 9 metres cubed of **free** compost to **Community Food Growing** projects through community benefits scheme



The Cultivating Communities Strategy covers 2021-2026

SBC have **visited** and **provided advice** to **existing** or **proposed** community food growing projects

Reached out to all SBC managed care homes



offered support with community food growing



Assisted 2 SBC managed care homes with **planting** & supplied **2 raised beds** for community food growing



### Desired Outcomes linked to this Milestone

- Enable change through increased public understanding of the need to change our behaviour around how we use resources and the need for increased resilience across our communities

## Submit Business cases for Borderlands Natural Capital to UK Government (including species-rich grassland agri-environment, integrated land use and woodland creation, and Tweed catchment environmental projects)

SBC led Project Business Cases for Species Rich Grassland & Woodland Creation to be **submitted by mid-August**



This action will be completed in Q2



Borderlands Natural Capital Programme Business Case **approved**



Works due to **commence** on Greenbank Erosion Restoration for Walkerburn to Innerleithen Multi-use Path



Projects are **progressing** with SBC's main partner - **Tweed Forum**



Study work **ongoing** for Galashiels Natural Flood Management

Study work **nearly complete** on **Bluidy Burn**, Duns Wetland Project



### Desired Outcomes linked to this Milestone

- Protected, managed and restored environments which support the wellbeing of people and nature

# CLEAN GREEN FUTURE

PRIORITY: Accelerate action to adapt to and mitigate the effects of climate change and extreme weather

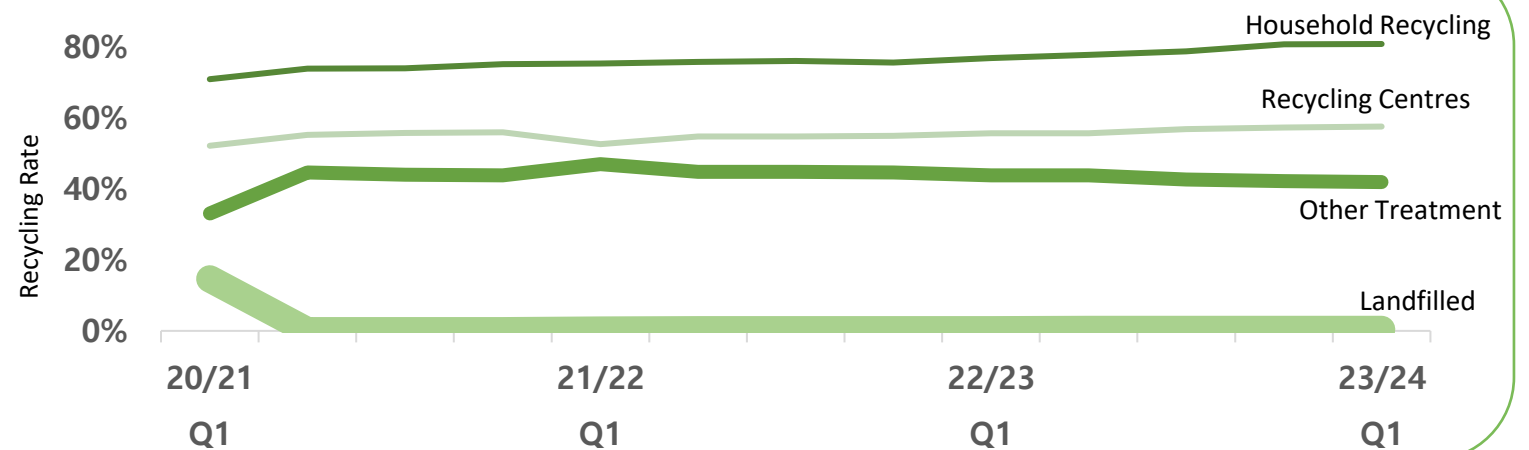


Service	Indicator	Q1 23/24	Status
Waste	Annual Household Recycling Rate	57.64%	●
	Annual Household Waste Landfilled Rate	0.39%	○
	Annual Household Waste to Other Treatment	41.97%	●
	Annual Average Community Recycling Centre Recycling Rate	80.95%	●
Energy Services	Electricity Consumption (kWh)	1,861,598	○
	Gas Consumption (kWh)	2,592,637	○

Page 11

The Recycling Rate within the Scottish Borders has continued to **increase** whilst the waste sent to landfill **continues to be below 1%**

This **positive situation** is due to a new contract commencing in July 2019, and further improvements introduced by the contractor for sorting recycling centre waste



# FULFILLING OUR POTENTIAL

**PRIORITY:** Empower communities and schools to deliver a high quality education focused on excellence, equity, wellbeing and improved outcomes for children and families



## Provide access to training and upskilling opportunities across the digital landscape

### Young People

- **10** school leavers with additional support needs from Project Search at Borders College participated in a day of digital skills
- **14** senior pupils completed App Development Course
- **6** primary school pupils & staff participated in a workshop creating a podcast
- **Young People** from Galashiels Academy Springboard group attended 2 days of digital learning and activities at Inspire: Tweedbank



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### Education Staff

- Inspire Team engaged in digital sessions with Showbie
- Inspire Team focus on delivering regular training on core apps
- Inspire Team support primary school staff with confidence and skills
- Sessions delivered to schools and staff on Accessibility features of the iPad so staff can support learners with additional support needs
- Newly Qualified Teachers participated in a whole day session



### Parents/Adults

- Parental Engagement Service held an 8-week course to **support parents** pass their driving theory test
- Inspire Team delivered **parental engagement sessions**



### Community Partners

Planning & leading partnership workshop with:

- SBC Employment Services
- Skills Development Scotland
- Dept of Work and Pensions



**Inspiring Learning Festival** for 3 days in **May** which promoted STEM activity

[Hundreds of primary and secondary pupils from the Scottish Borders attend the Inspiring Learning Festival | Scottish Borders Council \(scotborders.gov.uk\)](#)

#### Desired Outcomes linked to this Milestone

- Improve employability skills to enable sustained positive school leaver destinations



# FULLFILLING OUR POTENTIAL

**PRIORITY:** Empower communities and schools to deliver a high quality education focused on excellence, equity, wellbeing and improved outcomes for children and families



## Desired Outcomes linked to this Milestone

- Raise attainment in literacy and numeracy closing the attainment gap between the most and least disadvantaged

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## All schools will implement a Learning, Teaching and Assessment Framework

This action is partially complete and work will continue in future quarters

**Audit** was carried out across **all schools** to gather information on:

- Learning
- Teaching
- Assessment



## Majority of schools have framework in place

- work underway to embed the framework across all classrooms



## Implement actions identified from health and well-being survey 2022

### 1. Bullying



- Respectful Relationships & Anti-Bullying Policy completed in June 2023
- All Head Teachers given briefing of policy & supporting documents

### 2. Caring responsibilities



- Jo Glover, CHIMES, engages with Child Protection Coordinators every quarter
  - Ensures a strong partnership between commission services & education
- Work is underway around the development of a Young Carers strategy

### 3. Body Image



- Work continues on the review of PSE programme ensuring an increased focus with up-to-date resources

### 4. Loneliness, stress and worry

- Kooth & Togetherall continue to be a support for children & young people
- Development of an Asset Map of activities for children and young people in their local area will be launched in September
  - This will be accessible on their Ipad



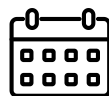
## Desired Outcomes linked to this Milestone

- Raise attainment through improved inclusion, equity and wellbeing for all children and young people

## Extend provision of free school meals provision to all primary school age children

This action will be completed in Q2

**Extending** free school meals to **P6 and P7** from August 24<sup>th</sup> 2023



## Desired Outcomes linked to this Milestone

- Raise attainment through improved inclusion, equity and wellbeing for all children and young people

# FULLFILLING OUR POTENTIAL

**PRIORITY:** Empower communities and schools to deliver a high quality education focused on excellence, equity, wellbeing and improved outcomes for children and families



## Desired Outcomes linked to this Milestone

- Raise attainment in literacy and numeracy closing the attainment gap between the most and least disadvantaged

Page 114

## All schools will implement progressive curriculum frameworks for literacy and numeracy

This action is partially complete and work will continue in future quarters

An **audit** took place in schools relating to their **curricular frameworks** in **literacy** and **numeracy**



Most schools have frameworks in place

**High quality progressive** literacy & numeracy frameworks will be **developed** by staff to be **used across all schools** next session

$$2 \times 2 = 4$$

## Consider and implement the recommendations of the Community Learning and Development (CLD) review

This action will be completed in Q2

Work will be carried out by the end of **September 23** to look developmental strategies



## Desired Outcomes linked to this Milestone

- Raise attainment through improved inclusion, equity and wellbeing for all children and young people

## Desired Outcomes linked to this Milestone

- Raise attainment through improved inclusion, equity and wellbeing for all children and young people

## Begin the initial planning with Cluster Headteachers to enhance partnership working through "The Team around the Cluster"

Cluster head teachers and the education Senior Leadership Team met with council services to discuss ways of **working together** in school clusters



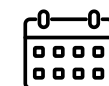
**Council services** met with **included:**

- catering
- janitorial services
- children and young peoples' social work



## Create an Engagement Strategy focusing on gathering and acting upon the views of children and young people and which enables them to experience their rights as set out in the United Nations Convention on the Rights of the Child (UNCRC)

This action will be completed in Q3



Will be completed in next **Quarter 3**

## Desired Outcomes linked to this Milestone

- Increase young people's participation in the planning, provision and delivery of services

# FULFILLING OUR POTENTIAL

**PRIORITY:** Empower communities and schools to deliver a high quality education focused on excellence, equity, wellbeing and improved outcomes for children and families



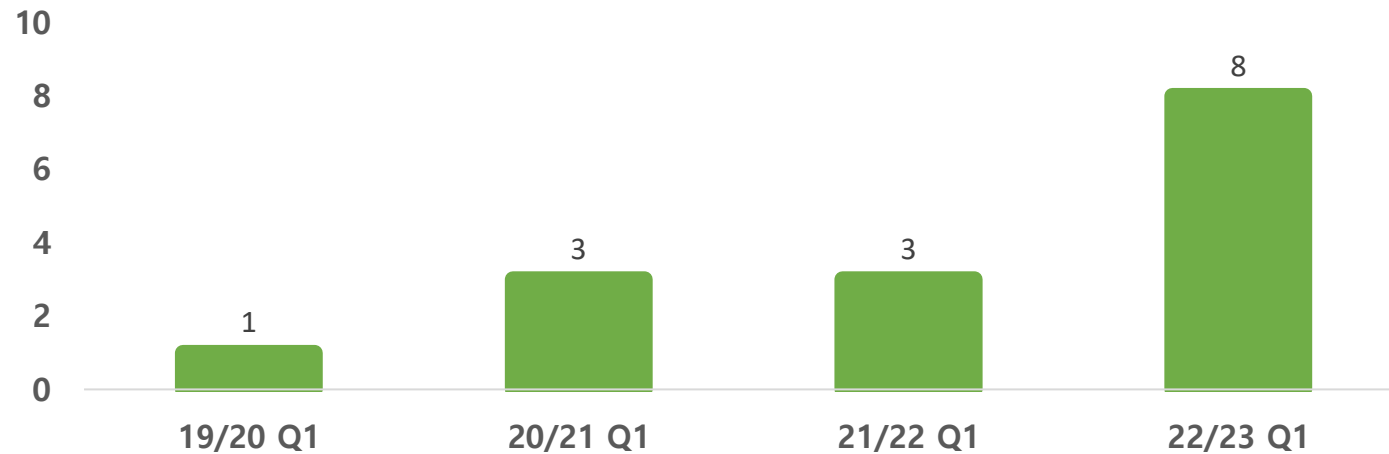
Service	Indicator	Q1 23/24	Status
<b>Education</b>	What percentage of primary school pupils attend school?	93.62%	○
	What percentage of secondary school pupils attend school?	89.99%	○
	What percentage of primary and secondary school pupils attend school?	91.80%	○
	Number of Exclusion Incidents – Primary Schools	2	○
	How many primary school pupils were excluded?	3	○
	Number of Exclusion Incidents - Secondary Schools	20	○
	How many secondary school pupils were excluded?	22	○
	Number of Exclusion Incidents – Primary and Secondary Schools	22	○
	How many primary and secondary school pupils were excluded?	25	○
	Number of Schools/Nurseries inspected per Quarter	8	<b>i</b>
<b>Modern Apprentices</b>	New Modern Apprentices employed by SBC	3	○
	Current Modern Apprentices employed within SBC	29	○
	Modern Apprentices securing SBC employment after apprenticeship Cumulative Year to Date	8	●

# FULFILLING OUR POTENTIAL

**PRIORITY:** Empower communities and schools to deliver a high quality education focused on excellence, equity, wellbeing and improved outcomes for children and families



Modern Apprentices **securing SBC employment** after apprenticeship has continued to increase over the Quarter 1 for the last 4 years.



# STRONG INCLUSIVE ECONOMY, TRANSPORT AND INFRASTRUCTURE

**PRIORITY:** Deliver the key economic development programmes for our region - the South of Scotland Regional Economic Strategy, Borderlands Inclusive Growth Deal and the Edinburgh and South East Scotland City Region Deal and Regional Prosperity Framework – making our economy stronger, greener and more sustainable.



Deliver a programme of support for international, national and regional events and begin the implementation of SBC's new events strategy

### Currently supporting:

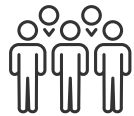
Delivery of UCI Cycling World Championship in Tweed Valley and Glentress



Ongoing event support continues

New strategy implementation underway

### Staff recruitment includes:



- Cycling Officer
- Event Officer
- Tourism Officer

A South of Scotland **Responsible** Tourism and Marketing Strategy being **developed** with **partner agencies**:

Dumfries & Galloway Council



SOSE

VisitScotland

Progress Borderlands Inclusive Growth Deal projects which support the visitor economy, including the Mountain Biking Innovation Centre in Innerleithen

**Full business** case is being taken Council at the end of **August**



Borders Innovation Park progressing



**Full Business Case** for Coldstream being **submitted** for final approval in **Q2**

**Borders Railway: Progress the feasibility work for the railway extension between Tweedbank and Carlisle**

Agreement from **UK & Scottish Governments** that the business case process associated with the Borderlands Inclusive Growth Deal can be initiated



Borders Railway Reference Group established

First meeting planned for **24th August**



The **group** will **consist** of:

- key strategic partners
- local politicians

The suggested **remit** will be:

- keep partners **up to date** with **progress**
- try and make sure we are delivering consistent and **focused communication**

### Desired Outcomes linked to this Milestone

- Support our tourism sector, creative industries and our other key industries such as health, social care, construction, land, manufacturing, and food & drink to create a stronger economy where existing and new businesses and social enterprises grow and expand, increasing productivity and investment into the Scottish Borders

### Desired Outcomes linked to this Milestone

- Support our tourism sector, creative industries and our other key industries such as health, social care, construction, land, manufacturing, and food & drink to create a stronger economy where existing and new businesses and social enterprises grow and expand, increasing productivity and investment into the Scottish Borders

### Desired Outcomes linked to this Milestone

- Enhance digital and transport connectivity

# STRONG INCLUSIVE ECONOMY, TRANSPORT AND INFRASTRUCTURE

**PRIORITY:** Deliver the key economic development programmes for our region - the South of Scotland Regional Economic Strategy, Borderlands Inclusive Growth Deal and the Edinburgh and South East Scotland City Region Deal and Regional Prosperity Framework – making our economy stronger, greener and more sustainable.



Service	Indicator	Q1 23/24	Status
Major Capital Projects	RAG status is "Green"	8	○
	RAG status is "Amber"	6	○
	RAG status is "Red"	0	○
Working Age Population	Working age population (16 - 64) employment rate*	79.4%	●
	Working age population (16 - 64) Claimant Count (including Universal Credit and JSA)	3.03%	○
	Working age population (18 - 24) Claimant Count (including Universal Credit and JSA)	4.40%	○
Customer Advice & Support - Financial Inclusion	Number of People referred in the quarter	283	○
	Monetary Gain for cases closed in the quarter	£1,004,027.32	○
	Cumulative Monetary Gain for cases closed in the year to date	£1,004,027.32	○
Customer Advice & Support – Housing Benefit	New Claims (Avg No. of Days to process)	16.28	○
	Change Events (Avg No. of Days to process)	6.62	○
Business Gateway	Total number of new Business Start-Ups (Business Gateway)	51	○
	Number of clients attending start-up workshops/seminars (Business Gateway)	94	○
Economic Dev & Procurement	Occupancy Rates of Industrial and Commercial Units	89%	●
Community Benefit Clauses	Total Number of Contracts Awarded with Community Benefit Clauses (CBC) included <b>** Reported Q2 &amp; Q4</b>	Not Reported this quarter	
	Number of new Employment and Skills opportunities delivered as a result of Community Benefit Clauses (CBC) <b>** Reported Q2 &amp; Q4</b>	Not Reported this quarter	

\* Please Note that there is a lag of one Quarter for data provided for employment rates

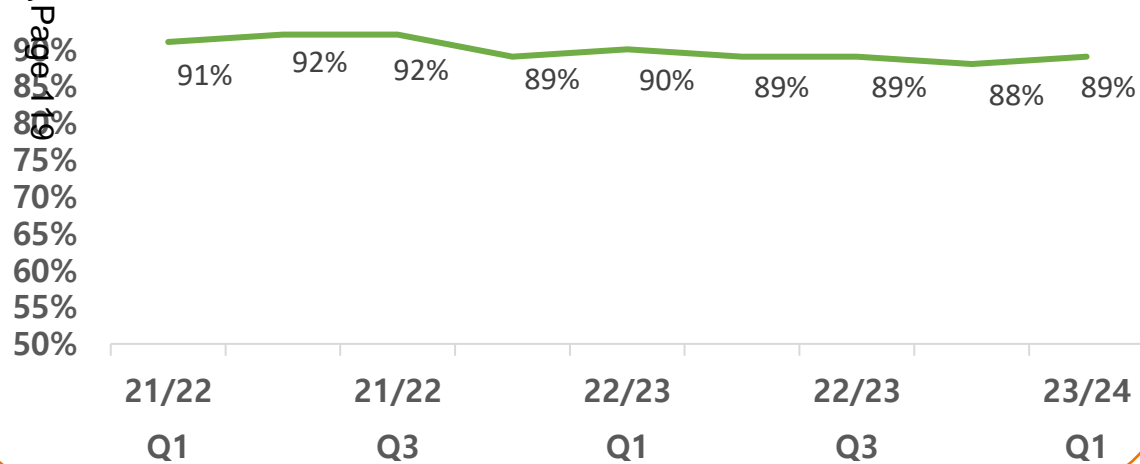
Key: ● Positive ○ Neutral ● Focus for Improvement ⓘ Information only

# STRONG INCLUSIVE ECONOMY, TRANSPORT AND INFRASTRUCTURE

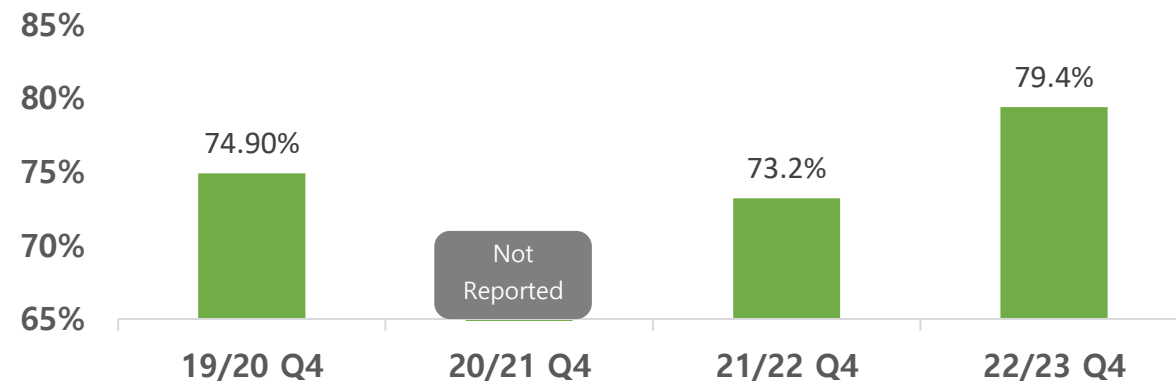
**PRIORITY:** Deliver the key economic development programmes for our region - the South of Scotland Regional Economic Strategy, Borderlands Inclusive Growth Deal and the Edinburgh and South East Scotland City Region Deal and Regional Prosperity Framework - making our economy stronger, greener and more sustainable.



The **Occupancy Rates of Industrial and Commercial Units** in the Scottish Borders has been **consistently positive** over the last 3 years



The **Working age population 16-64 Employment Rate** in the Scottish Borders has **increased** to the highest figure in 4 years and is **higher** than that of **Scotland** (74.4%) and of **Great Britain** (75.6%)



# EMPOWERED VIBRANT COMMUNITIES

**PRIORITY:** Support and empower people to achieve strong, active, resilient and sustainable communities and realise opportunities for improving people's lives.



Develop an options appraisal for the review of area partnerships

This action will be completed in the Autumn

Area Partnerships are being considered alongside the governance of the Community Planning Partnership



Work is continuing to better understand other models



Plan to complete a paper on this in the autumn

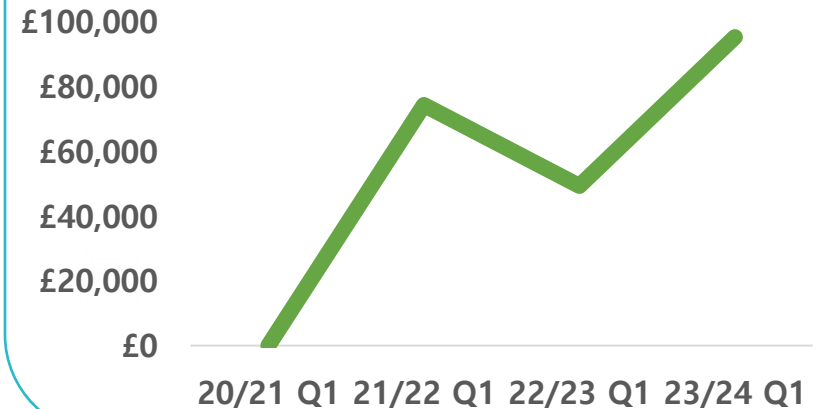
view to implement changes from April 2024



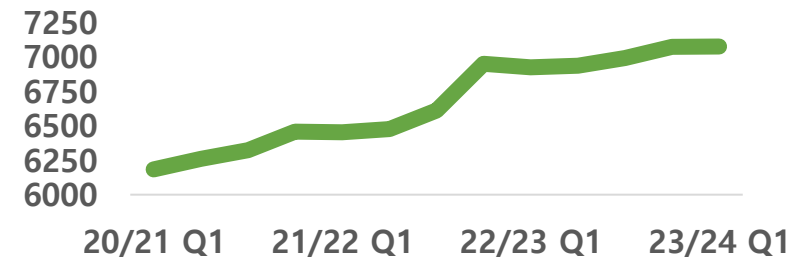
No requests have been refused in Q1 for either Asset Transfers or Participation Requests



There has been a consistent increase in the Total Value of funds awarded to the Neighbourhood Small Schemes Fund in Q1 of the last 4 years



There has been a consistent increase in the number of people Registered for SB Alert



## Desired Outcomes linked to this Milestone

- Enhanced participation and engagement which empowers communities to shape the decisions which affect them



# EMPOWERED VIBRANT COMMUNITIES

**PRIORITY:** Support and empower people to achieve strong, active, resilient and sustainable communities and realise opportunities for improving people's lives.



Service	Indicator	Q1 23/24	Status
<b>Communities &amp; Partnerships - Asset Transfers</b>	Number of Requests <b>Received</b>	1	○
	Number of Requests <b>Agreed</b>	0	○
	Number of Requests <b>Refused</b>	0	●
<b>Communities &amp; Partnerships - Participation Request</b>	Number of Requests <b>Received</b>	0	○
	Number of Requests <b>Agreed</b>	0	○
	Number of Requests <b>Refused</b>	0	●
<b>Communities &amp; Partnerships</b>	The number of people carrying out volunteer work with SBC	339	○
<b>Communities &amp; Partnerships – Value of Funding Awarded</b>	Total Scottish Borders	£100k	○
	Berwickshire	£8.8k	○
	Cheviot	£51.9k	○
	Eildon	£10.6k	○
	Teviot & Liddesdale	£5k	○
	Tweeddale	£23.8k	○
	Borderswide	£0	○
	Neighbourhood Small Schemes Fund – Total Value of funds awarded (cumulative)	£95,474	●
<b>Community Resilience</b>	SB Alert - No. of people registered	7074	●
	No. of Active community resilience plans (cumulative)	56	○
	No. of Progressing community resilience plans (cumulative)	3	○

# GOOD HEALTH AND WELLBEING

**PRIORITY:** The people of the Scottish Borders have the opportunities and are supported to take control of their health and wellbeing, enjoying a high quality of life.



The Health and Social Care Strategic Framework for 2023-2026 will be launched and work commenced on the implementation of its recommendations

Page 12  
Framework **launched** on 1st April 2023 ✓

Commenced work on **implementation** through the **HSCP Annual Delivery Plan**



## Desired Outcomes linked to this Milestone

- People of the Scottish Borders are supported and enabled to take control of their health and wellbeing, and enjoy a high quality of life

Reframe the language used in relation to care experienced children, young people and their families across practice, policy and procedure

In **February 2023** SBC published:



'Scottish Borders Reframing Our Language'

Guide draws on **recommendations** from:

- SBC's **Foster Carer Service** Develop Group 
- Work undertaken with **care experienced young people**

SBC ensure policy & procedure **updates** incorporate the **language** within the guide 

SBC continue to **promote awareness** of this guide ✓


## Desired Outcomes linked to this Milestone

- Every child grows up loved, safe and respected and able to realise their full potential (The Promise)

Establish collaboratives for Care at Home and Care Home provision


This action is partially complete and work will continue in future quarters

Draft terms of reference **developed** for **both** ✓

**Focus** of meetings will be on the **purpose** of **collaboratives** 



There will be a focus on **improving** the **sustainability** of Care at Home provision through a **design project**

Care Home collaborative will be **reviewed** in line with a change in **Scottish Government** guidance 

## Desired Outcomes linked to this Milestone

- The right services are commissioned and developed with partners and will meet the outcomes of any future National Care Service

# GOOD HEALTH AND WELLBEING

**PRIORITY:** The people of the Scottish Borders have the opportunities and are supported to take control of their health and wellbeing, enjoying a high quality of life.



## Revise the Commissioning Governance Structure for social care commissioning

This action is partially complete and work will continue in future quarters

Draft terms of reference **developed** & **shared** for the Strategic Commissioning Board ✓

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**Inaugural** Strategic Commissioning Board meeting held in **April 2023**

Meetings **monthly** from **August 2023**

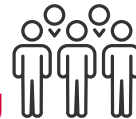


**Membership** to **reflect** commissioning remit **beyond social care**



Work progressing around establishing **Commissioning Governance Structure** and **accountability** under both the IJB and SBC

**Strategic Commissioning Programme** Board established **monthly** to **drive** the work



## Map the current commissioning arrangements across social care

Template now on **sharepoint** and populated with **service contract** information

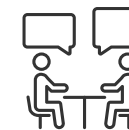


Template **developed** and **consulted** upon ✓

SBC will **build** further **dashboards** through **Power BI** in order to support **decision-making**



Initial dashboard developed showing **totality** and **history** of **commissioning** in **Scottish Borders**



Work **continues**



### Desired Outcomes linked to this Milestone

- The right services are commissioned and developed with partners and will meet the outcomes of any future National Care Service

### Desired Outcomes linked to this Milestone

- The right services are commissioned and developed with partners and will meet the outcomes of any future National Care Service

# GOOD HEALTH AND WELLBEING

**PRIORITY:** The people of the Scottish Borders have the opportunities and are supported to take control of their health and wellbeing, enjoying a high quality of life.



Service	Indicator	Q1 23/24	Status
Social Work C&F	Looked After Children (aged 12+) in family-based placements compared to those in residential placements	67%	●
	Looked After Children (All ages) in family-based placements compared to those in residential placements	74%	●
	Number of Looked After Children (LAC)	200	●
	Number of Inter-agency Referral Discussions (IRDs) held about a child	140	<i>i</i>
	Number of children on Child Protection Register	35	<i>i</i>
Adult Protection	Number of Concerns	75	○
	Number of Investigations	54	○
Economic Development & Procurement	Additional homes provided affordable to people in the Borders, based on our wages?	36	●
NHS	Bed days associated with delayed discharges in residents aged 75+; rate per 1,000 population	330	●

\* Please Note that there is a lag of one Quarter for data provided for NHS data

Key: ● Positive ○ Neutral ● Focus for Improvement *i* Information only

# GOOD HEALTH AND WELLBEING

**PRIORITY:** The people of the Scottish Borders have the opportunities and are supported to take control of their health and wellbeing, enjoying a high quality of life.



Service	Indicator	Q1 23/24	Status
Safer Communities Page 125	Number of Referrals To Domestic Abuse Services (Cumulative)	116	●
	Number of reported incidents of domestic abuse (cumulative)	307	●
	Number of High Risk domestic abuse cases discussed at Multi Agency Risk Assessment Conference (MARAC) (cumulative)	39	○
	The percentage of referrals into the Mediation Service that were progressed and agreement was reached (cumulative)	0%	●
	The percentage of individuals who were satisfied with the Mediation Intervention on exit from the service (Cumulative)	0%	○
	The number of referrals into the Mediation Service (Cumulative)	4	●
	The number of reported ASB Incidents (Cumulative)	1197	●
	Number of ASB Early Interventions	118	●
	Number monitored for ASB	265	●
	Number of Group 1-5 recorded crimes and offences (cumulative)	942	○

## Road Incidents

Unfortunately there was a fatality as the result of a road accident in the Scottish Borders in Quarter 1 of 2023. This is a decrease of 4 from the preceding 3 month period and a decrease of one from the corresponding quarter 1 in 2022.

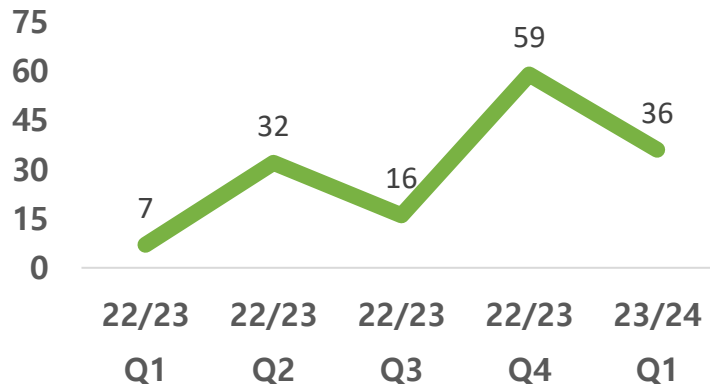
There were 11 people seriously injured as a result of road accidents in the Scottish Borders in Quarter 1 of 2023. This is a decrease of 3 on the on the equivalent period of 2022 and 2 less than in the previous quarter. It is also slightly ahead of (better than) the revised national reduction targets.

# GOOD HEALTH AND WELLBEING

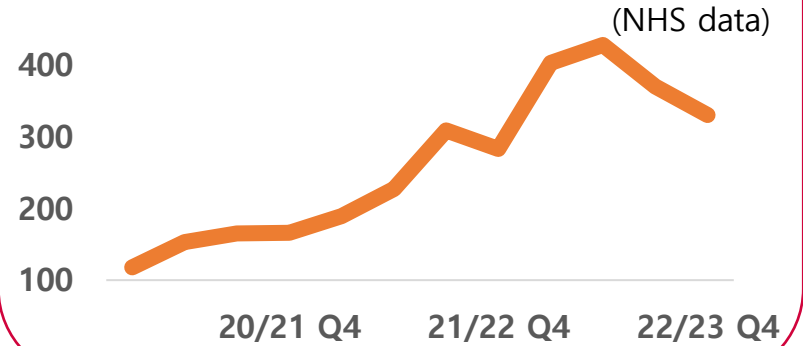
**PRIORITY:** The people of the Scottish Borders have the opportunities and are supported to take control of their health and wellbeing, enjoying a high quality of life.



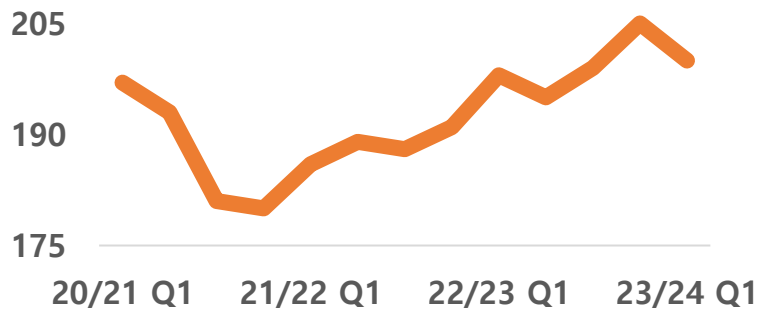
The number of **Additional homes provided** affordable to people in the Borders, based on our wages, has **increased** over the last year. Although there has been a decrease between Q4 and Q1, the number is still vastly higher than Q1 last year



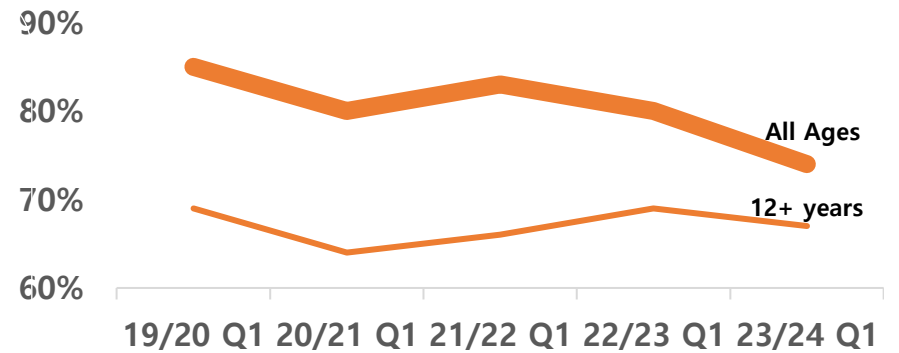
The number of bed days associated to **Delayed Discharges** have continued to decrease but are still an area with a **focus for improvement** (NHS data)



The number of **Looked After Children** has **increased** since the pandemic, although the number has decreased slightly in Q1 23/24



The percentage of **Looked After Children** in **family-based placements** in Q1 had **decreased** for all children and also for those aged only 12 years and over.

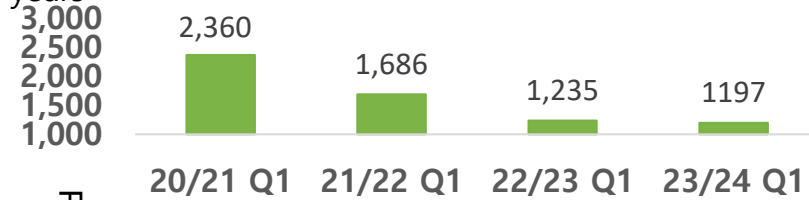


# GOOD HEALTH AND WELLBEING

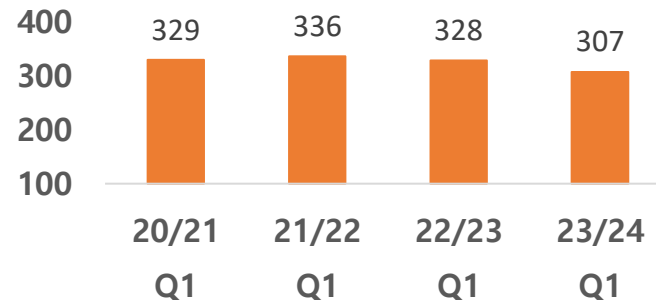
**PRIORITY:** The people of the Scottish Borders have the opportunities and are supported to take control of their health and wellbeing, enjoying a high quality of life.



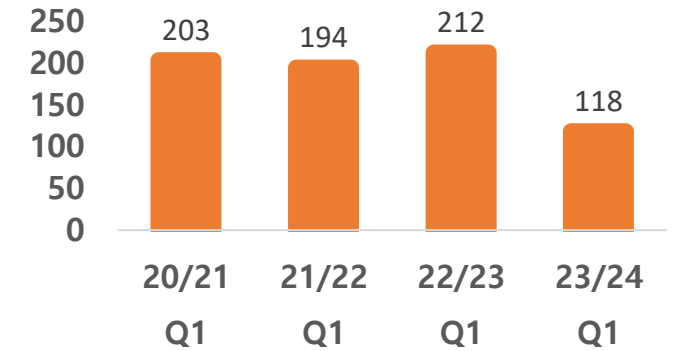
There has been a **decrease** in the number of Reported Cases for **Anti-Social Behaviour** compared to the same period over the previous 3 years



The number of **reported Incidents** made to the **Domestic Abuse Service** in Q1 has **decreased** over the last 4 years



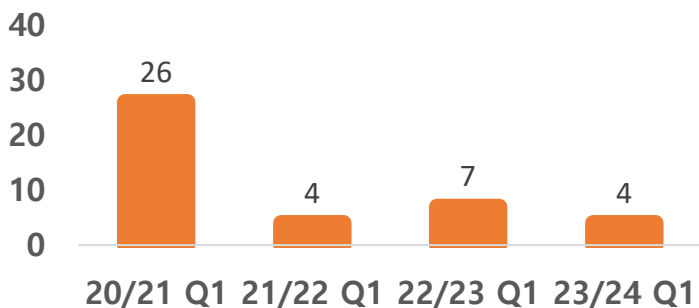
There has been a **decrease** in the number of **Anti-Social Behaviour Early Interventions**



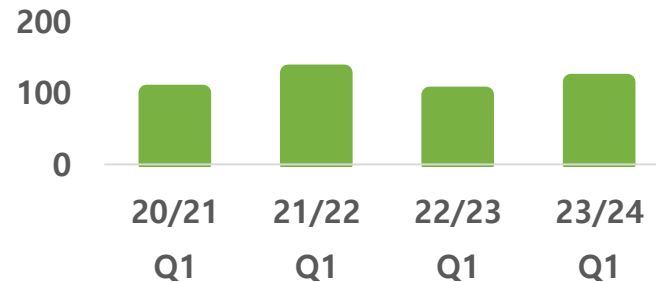
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0 referrals into the Mediation Service were progressed

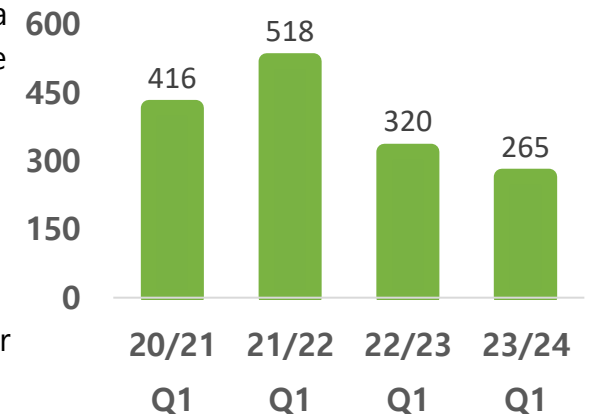
There has been a **decrease** in the number of **Referrals into the Mediation Service** since 2020/21



The number of **referrals** made to the **Domestic Abuse Service** in the year to date have remained **consistently positive** in Q1 over the past 4 years



There has been a **decrease** in the number of cases monitored for **Anti-Social Behaviour** in Q1 in 23/24 compared to the same period over the previous 3 years



# WORKING TOGETHER, IMPROVING LIVES

**PRIORITY:** Ensure that Scottish Borders Council is effective, sustainable, responsive and aligned to the needs and priorities of our communities.



Implement changes to project planning process to ensure closer working with communities within all service redesign activities

This action is partially complete and work will continue in future quarters

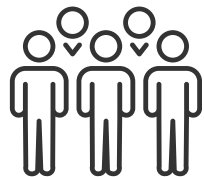
**Placemaking activity** and **survey work**

allows community feedback to:

- Council Plan
- Transformation priorities



Development discussions take place with **Town Teams & Community Groups**



A **Community Engagement Strategy** and **toolkit** is being developed later this year to further **enhance feedback**

Increased **focus** on **customer & community data analysis** from SBC's Digital Transformation Programme



A new process will be implemented to ensure that all new policies, service changes and major developments will be informed by a transparent impact assessment, which is published and easily accessible


A more robust process has been **fully implemented** ✓



From the **outset** SBC now ensures that all **key decisions** and **developments** fully **consider** the impact on:

- service users
- staff
- stakeholders



Particular focus on those with **protected characteristics** under **national equalities legislation** 

## Desired Outcomes linked to this Milestone

- Community action is facilitated and supported by complementary actions by SBC

## Desired Outcomes linked to this Milestone

- Inequality is reduced through targeted activity with all partners



# WORKING TOGETHER, IMPROVING LIVES

**PRIORITY:** Ensure that Scottish Borders Council is effective, sustainable, responsive and aligned to the needs and priorities of our communities.



Service	Indicator	Q1 23/24	Status
Planning Permission	Av.time (wks) taken to process all planning apps - Maj Dev. - ADJUSTED (cumulative)	Information Delayed	
	Av.time (wks) taken to process all planning apps - Local Dev (non-householder) - ADJUSTED (cumulative)	Information Delayed	
	Av.time (wks) taken to process all planning apps - Local Dev (householder) - ADJUSTED (cumulative)	Information Delayed	
	Number of Planning Applications Received	Information Delayed	<i>i</i>
Council Tax	Council Tax – In Year Collection Level	30.67%	○
Property	Capital Receipts Generated (cumulative)	Information Delayed	
	Properties surplus to requirements	Information Delayed	
	Properties actively being marketed	Information Delayed	
	Properties progressed to “under offer”	Information Delayed	
*Complaints Handling	Average times: the average time in working days to respond to complaints at stage one	8.08	●
	Performance against timescales: the number of complaints closed at stage one within 5 working days as percentage of total number of stage one complaints	66.32%	●
	Average times: the average time in working days to respond to complaints at stage two	26.78	●
	Performance against timescales: the number of complaints closed at stage two within 20 working days as percentage of total number of stage two complaints	37.5%	●
	Average times: the average time in working days to respond to complaints after escalation	38.44	●
	Performance against timescales: the number of escalated complaints closed within 20 working days as a percentage of total number of escalated stage two complaints	33.33%	●
	Number of Complaints Closed	218	<i>i</i>

Key: ● Positive ○ Neutral ● Focus for Improvement *i* Information only

# WORKING TOGETHER, IMPROVING LIVES

**PRIORITY:** Ensure that Scottish Borders Council is effective, sustainable, responsive and aligned to the needs and priorities of our communities.



Service	Indicator	Q1 23/24	Status
Freedom of Information	FOI Requests Received	316	<i>i</i>
	Percentage of FOI Requests Completed on Time	89%	●
Social Media	Number of Facebook Engagements	1,773,443	○
	Number of Twitter Engagements	221,509	○
Assessor	Council Tax Valuation List-Time taken to add new properties to the List	80%	●
	Valuation Roll (Non Domestic)-Time taken to amend the valuation roll to reflect new, altered or demolished properties	86%	●
Staff Absences	SBC Absence Rate – Staff	5.71%	●
	SBC Absence Rate – Teaching Staff	3.25%	●
	Staff Absence Rate (overall)	5.11%	●
Economic Dev & Procurement	Percentage of Invoices paid within 30 days	94%	○
Customer Contact	*Voice calls Answered	Information Delayed	

\* Please note that this PI is place of the previous Customer Contact PIs

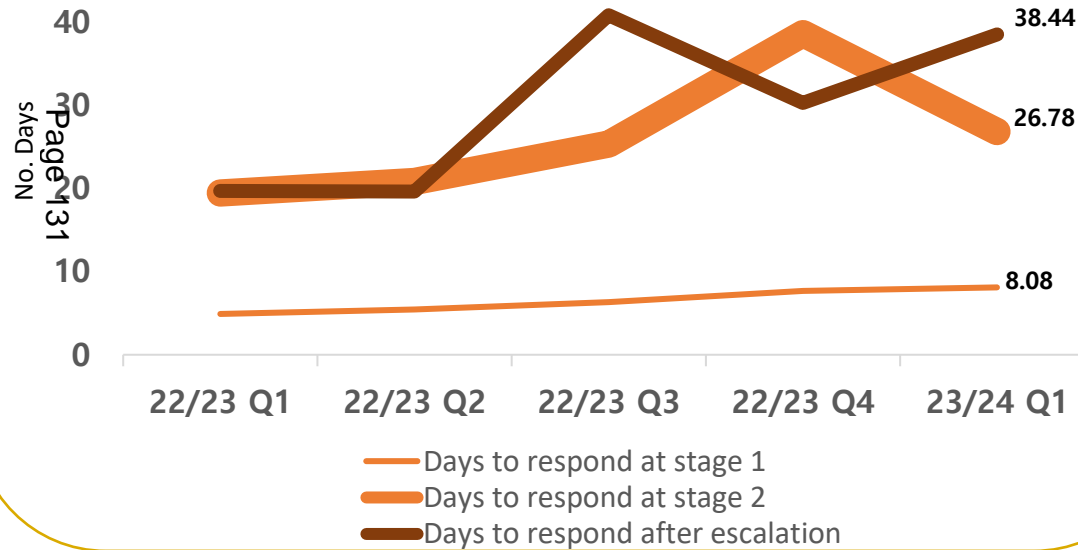
Key: ● Positive ○ Neutral ● Focus for Improvement *i* Information only

# WORKING TOGETHER, IMPROVING LIVES

**PRIORITY:** Ensure that Scottish Borders Council is effective, sustainable, responsive and aligned to the needs and priorities of our communities.

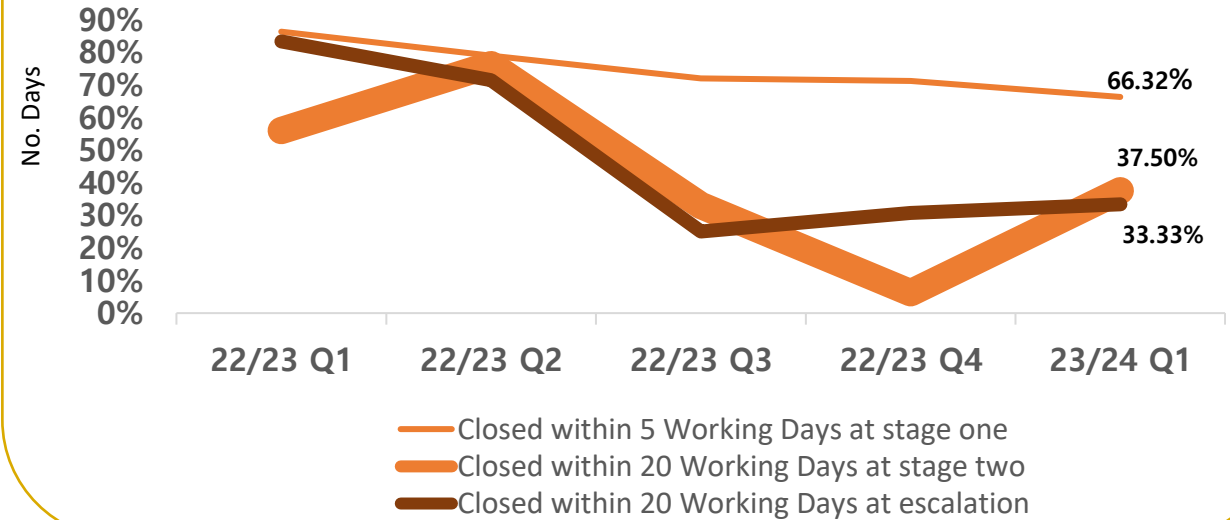


The number of days taken to respond to complaints at **stages 1** and **after escalation** have **increased**, although the number of days taken to respond at **stage 2** has **decreased**. This is still an area to **focus on improvement**.

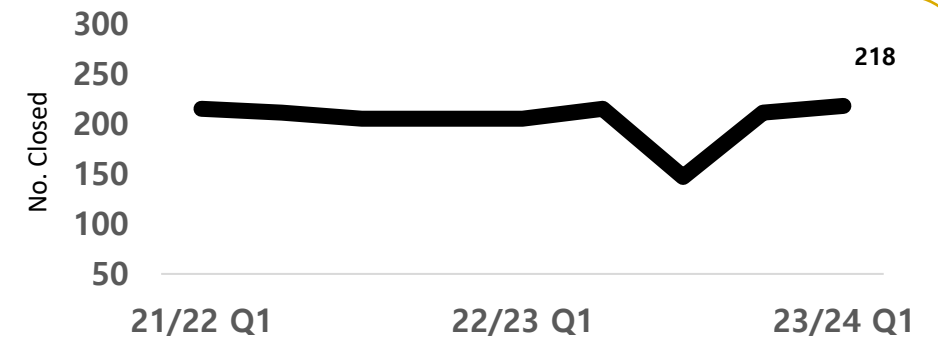


A **new system** to record complaints was implemented in Q3 22/23 and we expect to see an improvement in the second half of 23/24.

With the exception of complaints closed at **stage 1** the percentage of complaints closed within target timescales has **increased**. These all continue to be a **focus for improvement**.



The number of complaints closed has stayed at a consistent level over the last 2 years except for a drop in Q3 22/33.



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SCOTTISH BORDERS COUNCIL

# PERFORMANCE REPORT

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Q1 2023/24 CAT REPORT



Clean, green future



Fulfilling our potential



Strong inclusive economy, transport and infrastructure



Empowered, vibrant communities



Good health and wellbeing



Working together improving lives



# Q1 Community Action Team Report

This report gives a summary of the Community Action Team (CAT) activities over Quarter 1.

- The Community Action Team (CAT) has been operating at reduced strength for several months and this has been reflected in the reported statistics for quarter 4 of 2022/23 and quarter 1 of 2023/24. When the CAT was working at reduced capacity the cost to Scottish Borders Council (SBC) was adjusted by Police Scotland to ensure any payments made by SBC reflected the actual CAT resource in place at the time.
- The CAT is back up to full strength with effect from 1<sup>st</sup> June and the upturn in the statistics for June 2023 is notable. High Visibility Foot Patrols increased by over 50% in June 2023 when compared to May 2023 and Mobile Patrols increased by over 30% in the same time period.
- The number of parking tickets issued across the Borders has been lower due to the reduced CAT resourcing. Tickets issued had reduced from quarter 4 of 2022/23 (1<sup>st</sup> December 2022 to 31<sup>st</sup> March 2023) to the end of quarter 1 of 2023/24 (1<sup>st</sup> April to 30<sup>th</sup> June 2023) when compared to previous years. Now the CAT are back up to full strength plans are in place to increase the number of parking tickets issued across all localities.
- Youth warning letter numbers are low in quarter 1 of 2023/24 but this is an indication of the success of the initiative. The incidents involving young people show that most are not engaging in behaviours that would warrant a letter being issued. For those young people who receive a letter very few go on to receive a repeat letter, again suggesting that the initial letter is acting as a deterrent.



# COMMUNITY ACTION TEAM

## IMPACT REPORT FOR QUARTER 1 - APRIL 2023 to JUNE 2023

BERWICKSHIRE	CHEVIOT	EILDON	TEVIOT	TWEEDDALE
<b>TASKING DURING PERIOD</b>	<b>TASKING DURING PERIOD</b>	<b>TASKING DURING PERIOD</b>	<b>TASKING DURING PERIOD</b>	<b>TASKING DURING PERIOD</b>
1. Thefts from rural properties in Berwickshire.	1. Following intelligence received drugs warrants were executed in Jedburgh and Kelso in May.	1. Following intelligence received drugs warrants were executed in Galashiels in May.	1. Hoax calls being made from a public call box in Burnfoot on a regular basis.	1. Following intelligence received a drugs warrant was executed in Peebles in May.

**All Localities**

1. Common Riding events
2. Speeding

EVIDENCE OF IMPACT	EVIDENCE OF IMPACT	EVIDENCE OF IMPACT	EVIDENCE OF IMPACT	EVIDENCE OF IMPACT
1. Static road checks were undertaken in rural areas at all times of day to deter and detect rural acquisitive crime in June.	1. 3 properties were searched in Jedburgh and 1 in Kelso with positive results.	1. 2 properties were searched in Galashiels with positive results.	1. Hoax call stickers have been created and placed on phone boxes in an attempt to deter misuse of the 999 system	1. A property was searched in Peebles with positive results.

**All Localities**

1. SBCAT have patrolled at several Common Riding events throughout the Borders
2. A working group has been set up to introduce a Community Speed Watch pilot programme where community volunteers will monitor speed of traffic in designated areas in the Borders

**COMMUNITY ACTION TEAM (CAT) ACTIONS**

	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Raised in Quarter	2				3				5				5				4			
Accepted in Quarter	0				2				5				4				3			

<b>% of tasking accepted by the CAT across all localities</b>	<b>2022/23</b> 60%	<b>2023/24 Year to date</b> 69%
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**NOTE:** Not all issues received and discussed at the CAT oversight group meeting are taken on as actions by the CAT. Some actions may be more appropriately followed up and actioned by another service within SBC or by a partner organisation. Also some actions are tasked directly through Police Scotland so are not reflected in the figures above but show the impact the team is having in the Borders.

# COMMUNITY ACTION TEAM

## IMPACT REPORT FOR QUARTER 1 - APRIL 2023 to JUNE 2023



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**HI-VISIBILITY FOOT PATROL (HOURS)** 

Q1	Q2	Q3	Q4
130			

Foot patrols are the number hours CAT officers spend in a specific location carrying out foot patrols. The figure quoted is in individual officer hours.

**MOBILE PATROL (HOURS)** 


Q1	Q2	Q3	Q4
703			

Mobile patrols are those carried out in marked Police Scotland vehicles and can involve 1 or more officers. The figure quoted is in individual officer hours.

**STATIC ROAD CHECKS** 

Q1	Q2	Q3	Q4
83			

Static road checks are proactive stops of vehicles in known problem locations to prevent or detect criminal or antisocial acts involving vehicles.

**ANTI-SOCIAL BEHAVIOUR WARNING LETTERS ISSUED TO UNDER 18s** 


Q1	Q2	Q3	Q4
9			

Where young people aged under 18 are evidenced committing antisocial behaviour (including drinking alcohol) warning letters are issued to parents/guardians to advise them of the situation.

**NUMBER OF DRUG SEARCHES UNDERTAKEN PERSONS** 


Q1	Q2	Q3	Q4
2			

**50%** of searches were positive for drugs in quarter 1.

**NUMBER OF DRUG SEARCHES UNDERTAKEN PREMISES** 

Q1	Q2	Q3	Q4
14			

**79%** of searches were positive for drugs in quarter 1.

	BERWICKSHIRE				CHEVIOT				EILDON				TEVIOT				TWEEDDALE			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>PARKING:</b> No of Tickets Issued	3				3				29				1				8			
<b>2023/24 Year all localities</b>	<b>Q1</b>				<b>Q2</b>				<b>Q3</b>				<b>Q4</b>							
	44																			



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