

SCOTTISH BORDERS COUNCIL MAJOR CONTRACTS GOVERNANCE GROUP

MINUTES of Meeting of the MAJOR CONTRACTS GOVERNANCE GROUP held in Council Chamber, Council Headquarters, Newtown St Boswells on Tuesday, 6 November 2018 at 2.00 pm

Present:- Councillors R Tatler (Chairman), G Edgar, D Moffat, E Thornton-Nicol, T Weatherston.
Apologies:- Mr J Wilson (Chairman SB Cares).
In Attendance:- P Barr (Managing Director SB Cares), L Crombie (Operations Director SB Cares), L Mirley (Finance and Commercial Director SB Cares), J Stacey (Chief Officer Audit & Risk), D Anderson (Quantity Surveyor SB Cares Contracts), P McNulty (Contracts Manager SB Cares Contracts), Democratic Services Officer (J Turnbull).

1. **MINUTE**

There had been circulated copies of the Minute of the meeting of the Major Contracts Governance Group of 18 September 2018.

DECISION

NOTED the Minute for signature by the Chairman.

SB CARES BUSINESS

2. **SB CARES 2018/19 PROGRAMME TRACKER**

With reference to paragraph 3 of the Minute of 18 September, there had been circulated copies of a report by the Finance and Commercial Director providing an update on the programme of projects being undertaken by SB Cares during 2018/19. The Appendix to the report contained an overview of these projects including their current status. Mr Barr explained that since publication of the agenda, the Care Home Staffing project had been amended to a green RAG status. Regarding the Workforce Management Absence project, he advised that SB Cares were reducing the overall spend on sickness absence which was having a positive impact on the workforce. With regard to Fleet Management, Mr Barr advised that they were awaiting delivery of additional pool cars which would enable further reduction in travel costs.

DECISION

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

(b) **NOTED the progress on the 2018/19 Programme of Projects and associated targets and service improvements.**

3. **CARE INSPECTORATE**

There had been circulated copies of a report by the Operations Director presenting the Care Inspectorate Grades for all services from their most recent inspections and also, as a comparison, giving the previous grades when the services were transferred from Scottish Borders Council. Ms Crombie, Operation Director, advised that the report detailed the new Health and Social Care Standards (H&SC) and new Care Home Quality Framework. It was noted that the Major Contracts Governance Group would continue to

receive regular Care Inspectorate updates, which would include more detail. In response to a question regarding to Saltgreens' Care Home, Ms Crombie advised that SB Cares were in discussion with Estates to progress improvements; they were also in the process of replacing windows and updating the heating system. Mr Barr added that he would request that Estates inspect the premises for general maintenance.

**DECISION
NOTED**

- (a) **The overall trend of improving grades, in the context of all the changes this year;**
- (b) **The Service Management team have action plans in place in services requiring improved management;**
- (c) **Managers were working proactively and collaboratively with SBC colleagues to improve the support services input; and**
- (d) **Service Managers were engaging with Borders College and Border Voluntary Care Voice (BVCV) to source further required training.**

4. **URGENT ITEM**

Under Section 50B(4)(b) of the Local Government (Scotland) Act 1973, the Chairman was of the opinion that the item dealt with in the following paragraph should be considered at the meeting as a matter of urgency, in view of the need to make an early decision.

5. **LIVE BORDERS CONTRACT AND CGI CONTRACT**

Ms Stacey advised that the Audit and Scrutiny Committee at the meeting on 19 March 2018, had noted that the Scheme of Administration allowed for an overview, under the Major Contracts Governance Group, of any significant contracts, agreements and trusts. Ms Stacey asked Members to consider whether they wished the Committee to routinely monitor other significant contracts, including Live Borders and CGI, in addition to those of SB Cares and SBc Contracts. It was noted that the Executive Committee would monitor the Live Borders contract and the Chief Financial Officer was arranging appropriate monitoring arrangements for the CGI contract. Following discussion, it was agreed that the Major Contracts Governance Group receive a report at the next meeting on the monitoring arrangements in place for the Live Borders contract and CGI contract. The Chairman also advised that he would discuss the monitoring arrangements at the next Leaders' Group meeting.

DECISION

AGREED to request a report be presented at the next meeting on the monitoring arrangements in place for the CGI contract and Live Borders contract in order that the Major Contracts Governance Group could fulfil its contract management oversight remit.

6. **PRIVATE BUSINESS
DECISION**

AGREED under Section 50A(4) of the Local Government (Scotland) Act 1973 to exclude the public from the meeting during consideration of the business contained in the following items on the ground that they involved the likely disclosure of exempt information as defined in paragraphs 6 and 8 of the part 1 of Schedule 7A to the Act.

7. **MINUTE**

Members considered the Private Section of the Minute of the Major Contracts Governance Group of 18 September 2018.

SB CARES BUSINESS

8. **SB CARES QUARTERLY FINANCIAL UPDATE**
There had been circulated copies of a report by the Finance and Commercial Director
9. **SB CARES COMMERCIAL DEVELOPMENT UPDATE**
There had been circulated copies of a report by the Independent Living & Corporate Services Manager.

SBC CONTRACTS BUSINESS

10. **SBC CONTRACTS TRADING OPERATIONS UPDATE AT 31 MARCH 2018**
There had been circulated copies of a report by the Chief Officer Roads.

The meeting concluded at 3.15 pm