

SCOTTISH WATER BOARD MEETING MINUTES

Date	31st May 2023
Start Time	9:35am
Finish Time	2:30pm
Place	The Garden Suite, Norton House Hotel, Edinburgh

Present:	Dame Susan Rice	Chair
	Mr Douglas Millican	Chief Executive
	Mr Alan P Scott	Strategy Director
	Mr Peter Farrer	Chief Operating Officer
	Mr Iain Lanaghan	Board Member
	Mrs Deirdre Michie	Board Member
	Mrs Catriona Schmolke	Board Member
	Mr Graham Dalton	Board Member
	Mr Steve Dickson	Board Member
	Mr Ken Marnoch	Board Member
In attendance:	Professor Simon Parsons	Director of Strategic Customer Service Planning
	Mr Brian Strathie	Director of Finance
	Mr Mark Dickson	Director of Capital Investment
	Mr Rob Mustard	Director of Digital & Transformation
	Mrs Shirley Campbell	Director for People
	Mr Brian Lironi	Director of Corporate Affairs
	Mrs Emma Campbell	Corporate Secretary and Group Legal Counsel
	Mr Alex Plant	Observer - CEO Designate
	Mr Joe Rowan	General Manager of Procurement (Item 6(vi) only)
	Ms Lesley McIntosh	Procurement Category Lead (Item 6(vi) only)

PART I

1. APOLOGIES

No apologies were received.

2. DECLARATION AND REGISTRATION OF INTERESTS/MATTERS ARISING

There were no interests which required declaration or registration. There were no matters arising.

3. BOARD MINUTES (Part I)

- (i) Draft Minutes of the Board Meeting held on 3rd May 2023
The draft Minutes of the Board meeting held on 3rd May 2023 were approved.

Paper 48/23 approved.

- (ii) Draft Minutes of the Audit & Risk Committee Meeting held on 28th March 2023
The draft Minutes of the Audit & Risk Committee meeting held on 28th March 2023 were noted.

Paper 49/23 noted.

- (iii) Draft Minutes of the Audit & Risk Committee Meeting held on 3rd May 2023
The draft Minutes of the Audit & Risk Committee meeting held on 3rd May 2023 were noted.

Paper 50/23 noted.

- (iv) Draft Minutes of the Audit & Risk Committee Meeting held on 24th May 2023
Mr Lanaghan, Chair of the Audit & Risk Committee, provided a verbal report of the meeting held on 24th May 2023.
- (v) Draft Minutes of the Remuneration Committee Meeting held 25th May 2023
Mrs Michie, Chair of the Remuneration Committee, provided a verbal report of the meeting held on 25th May 2023.

4. MONTHLY / QUARTERLY PERFORMANCE

- (i) Safety, Health & Wellbeing Report

Mr Farrer presented the paper, reporting that the RIDDOR Injury Frequency Rate, Total Recordable Injury Rate (TRIR) and High Potential Incidents (HPI) were on a stable trend. The Lost Time Frequency Rate (LTFR) was behind the previous year's results, reflecting the high level of safety performance in 2021/22. The Board noted the sustained increase in hazard identification.

The Board considered the background to and the issues arising from two incidents in March and one in April 2023 which had been assessed as significant or which offered an opportunity for wider business learning. Mr M Dickson advised the Board of an incident on 30th May 2023 at a service reservoir site involving a subcontractor to Morrison Construction. The injured person had fallen from height, sustaining a fractured femur, and remained in hospital. Initial details had been provided by Morrison's Managing Director and Operations Director. A Health and Safety Newsflash would be communicated across Scottish Water and its partner organisations once further details were available.

Mr Farrer highlighted the launch of Mentally Healthy Workplace workshops, confirming that these would be delivered by an external provider. In response to a query from the Board, Mrs S Campbell advised that Executive Leadership Team (ELT) Members had completed this training and a range of articles had been published within the SW Cares Bulletin. She noted that each of Scottish Water's Belong groups had a senior sponsor and mental health was a consistent theme across a number of these groups. Participation in the programme would be promoted and monitored by General Managers. Further to a question from the Board, Mr Farrer outlined Scottish Water's programme of seasonal safety, health and wellbeing advice to employees.

Paper 51/23 noted.

(ii) Chief Executive Report

Mr Millican provided an update on performance in April 2023. The Board discussed the ongoing press coverage and campaigns in relation to the performance of wastewater assets and their impact on the environment.

Paper 52/23 noted.

(iii) Regulatory Report

Professor Parsons presented the paper, informing the Board of relevant economic regulatory, drinking water quality and environmental issues, SPSO complaints and Data Protection updates. He advised that, further to the previous update provided to the Board, the Drinking Water Quality Regulator (DWQR) had issued a draft Enforcement Notice following a series of Cryptosporidium final water detections at Mannofield Water Treatment Works (WTW). Scottish Water's comments on the proposed commitment dates would now be reviewed by the DWQR. It was anticipated that the DWQR would issue a draft Enforcement Notice in respect of service reservoir management. Professor Parsons advised that Scottish Water had shared its proposed solution for Turriff WTW with the DWQR.

Paper 53/23 noted.