

SCOTTISH WATER BOARD MEETING MINUTES

Date	28th June 2023
Start Time	12:20pm
Finish Time	4:00pm
Place	Lomond Suite, The Bridge, Steps

Present:	Dame Susan Rice	Chair
	Mr Alex Plant	Chief Executive
	Mr Alan P Scott	Strategy Director
	Mr Peter Farrer	Chief Operating Officer
	Mr Iain Lanaghan	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	Group Legal Counsel & Corporate Secretary
	Mr Chris Toop	General Manager, Digital Investment, Commercial (Item 5(ii) only)
	Mr John Cairney	Head of Digital Strategy & Architecture (Item 5(ii) only)
	Mr Alan Fairweather	Head of Commercial (Items 6(i) and 6(ii) only)
	Mr Dominic Flanagan	Delivery Manager (Item 6(i) only)
	Mr Stephen Munro	Scottish Water, Project Manager - CWA Water Infrastructure Alliance (Item 6(ii) only)

PART I

1. APOLOGIES

Apologies were received from Mrs Deirdre Michie.

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 31st May 2023
The draft Minutes of the Board meeting held on 31st May 2023 were approved.

Paper 63/23 approved.

- (ii) Draft Minutes of the Board Workshop held on 30th May 2023
The draft Minutes of the Board Workshop held on 30th May 2023 were approved.

Paper 64/23 approved.

- (iii) Draft Minutes of the Audit & Risk Committee Meeting held on 24th May 2023
The draft Minutes of the Audit & Risk Committee meeting held on 24th May 2023 were noted.

Paper 65/23 noted.

- (iv) Draft Minutes of the Remuneration Committee Meeting held on 25th May 2023
The draft Minutes of the Remuneration Committee meeting held on 25th May 2023 were noted.

Paper 66/23 noted.

4. MONTHLY / QUARTERLY PERFORMANCE

- (i) Safety, Health & Wellbeing Report

Mr Farrer presented the paper, reporting that the RIDDOR Injury Frequency Rate and Lost Time Frequency Rate (LTFR) were slightly behind the previous year's results, reflecting the high level of safety performance in 2021/22. The Total Recordable Injury Rate (TRIR) and High Potential Incidents (HPI) were on an improving trend. The Board considered the background to and the issues arising from one incident in May 2023 which had been assessed as significant or which offered an opportunity for wider business learning. The in-month absence figure for May 2023 was 2.45% and Mr Farrer noted that this was lower than the previous year's performance and the three-year rolling average.

Paper 67/23 noted.

- (ii) Chief Executive Report

Mr Plant presented the paper, highlighting positive feedback from the recent 'Leading Together' events and updating the Board on constructive meetings with the First Minister and Cabinet Secretary. The Board considered the performance update and Mr Plant noted the focus on Environmental Pollution Incidents (EPIs). Mr Farrer updated the Board on the water resources position.

The Board congratulated Mrs E Campbell on her appointment to the Executive Leadership Team (ELT) as Group Legal Counsel and Director of Governance and noted that Mrs Wendy Kimpton would join Scottish Water on 1st November 2023 as Director of Strategy and Regulation. Mr Plant advised that, following Mr Mustard's appointment as Director of Capital Investment with effect from October 2023, an internal recruitment process for the roles of Director of Digital and Director of Transformation would commence in early July 2023.

Paper 68/23 noted.

(iii) Regulatory Update

Professor Parsons presented the paper, informing the Board of relevant economic regulatory, drinking water quality and environmental issues, SPSO complaints and Data Protection updates.

In response to a query from the Board regarding the inclusion of sludge treatment activities within the Pollution Prevention and Control (PPC Regulations), Professor Parsons explained that compliance timelines would be agreed with SEPA and it was anticipated that this would be a requirement for Scottish Water in the next regulatory period. He noted that the cost of compliance was not included within Scottish Water's current IPS.

Further to a question from the Board in relation to the Capita cyber-attack, Mr Mustard explained that the data breach affecting four employees of Scottish Water did not meet the threshold specified in the Data Protection Act 2018 and there was therefore no requirement to report the breach to the Information Commissioner's Office (ICO).

Paper 69/23 noted.