
MINUTES SCOTTISH WATER BOARD MEETING MINUTES

Date **4th December 2024**
Start Time **9:45pm**
Finish Time **4:05pm**
Place **Conference Room Fairmilehead Office, Edinburgh**

Present:	Mrs Deirdre Michie	Chair
	Mr Alex Plant	Chief Executive
	Mr Peter Farrer	Chief Operating Officer
	Mr Alan Dingwall	Chief Financial Officer
	Mrs Catriona Schmolke	Board Member
	Mr Iain Lanaghan	Board Member
	Mr Graham Dalton	Board Member
	Mr Steve Dickson	Board Member
	Mr Ken Marnoch	Board Member
	Mr Ian McAulay	Board Member
In attendance:	Mrs Emma Campbell	Group Legal Counsel & Director of Governance and Corporate Secretary (Items 1 – 11 only)
	Professor Simon Parsons	Director of Environment, Planning & Assurance (Item 4(iii) & Item 8(i) only)
	Mrs Wendy Kimpton	Director of Strategy & Regulation (Items 7(i) and 7(ii) only)
	Mr Rob Mustard	Director of Capital Investment (Item 8(i) only)
	Mr Raymond Buchanan	Director of Corporate Affairs (Item 9(ii) only)
	Ms Natalie Walker	Principal Communications & Engagement Consultant (Item 9(ii) only)
	Ms Lynne Highway Dr Jo Blewett	Director of People (Item 12 only) Deputy Director, Scottish Government - Water Industry Team (Item 6 - Scottish Government / Scottish Water Board Session only)
Observers:	Mrs Alice Deakin	Carlyle Associates
	Mrs Carol-Ann Searles	Carlyle Associates

PART I

1. APOLOGIES

There were no apologies received.

2. DECLARATION AND REGISTRATION OF INTERESTS/MATTERS ARISING

Mr McAulay advised that, with effect from 25th November 2024, he had been appointed as a Non-Executive Director at Severfield, a specialist structural steelworks company.

There were no matters arising.

3. BOARD MINUTES (Part I)

- (i) Draft Minutes of the Board Meeting held on 30th October 2024
The draft minutes of the Board meeting held on 30th October 2024 were approved.

Paper 92/24 approved.

- (ii) Draft Minutes of the Remuneration Committee Meeting held on 27th November 2024
Mr Marnoch, Chair of the Remuneration Committee, provided a verbal report of the meeting held on 27th November 2024.
- (iii) Draft Minutes of the Audit & Risk Committee Meeting held on 3rd December 2024
Mr Lanaghan, Chair of the Audit & Risk Committee, provided a verbal report of the meeting held on 3rd December 2024.

4. MONTHLY/QUARTERLY PERFORMANCE

- (i) Safety, Health & Wellbeing Report

Mr Farrer presented the paper, reporting continued improvement across the RIDDOR Injury Frequency Rate, Lost Time Frequency Rate (LTFR) and Total Recordable Injury Rate (TRIR). The Board considered the background to and the issues arising from two incidents which had been assessed as significant during October 2024. The Board discussed the importance of behavioural safety and the need to balance care with personal accountability. Following a comment from the Board, Mr Farrer confirmed that positive examples of safety interventions were shared across Scottish Water and the supply chain, with Scottish Water's Point of Work Risk Assessment (Take 5) now being adopted by a number of contractors. The Board reflected positively on the recent Safety, Health & Wellbeing Collaboration Conference, noting Scottish Water's clear message that no task is so important that it cannot be done safely.

The Board noted that mental health absence had decreased slightly as a percentage of overall figures, but remained the top reason for absence. Further to a query from the Board, Mr Farrer advised that Mental Health First Aiders were available across Scottish Water's offices and sites. The Board commended the recognition of Scottish Water as a Neuro-Champion at the recent Celebrating Neuro Diversity Awards. Further to a query from the Board, it was agreed that further information would be provided to the Board in relation to the administration and oversight of Scottish Water's Belong groups.

Action 1 – Mr P Farrer / Ms L Highway

Paper 93/24 noted.

- (ii) Chief Executive Report

Mr Plant presented the paper, reporting strong performance and acknowledging the impact of continued benign weather conditions. He highlighted that Category 1 and 2 Environmental Pollution Incidents (EPIs) were significantly lower than previous years, with Overall Performance Assessment (OPA) at its highest-ever level. Mr Plant highlighted the ongoing focus on leakage reduction.

The Board commended Scottish Water on the successful transition to a 35-hour working week. Mr Plant updated the Board on preparations for the International Water Association (IWA) Congress, which would be held in Glasgow in October 2026.

Paper 94/24 noted.

(iii) Consistently Excellent Water Supply

Professor Parsons presented the paper, reporting a slight improvement in water quality performance in comparison to the previous year. In response to a query from the Board as to the overall performance trajectory, Professor Parsons highlighted improvements in SR performance, reflecting investment following the Enforcement Notice issued by the Drinking Water Quality Regulator (DWQR) in 2022. Further to a request from the Board, it was agreed that future reports would, where relevant, include weather trend data.

Action 2 – Professor Parsons

Professor Parsons reported fewer chlorate and Halo Acetic Acid (HAA) failures than had been anticipated, highlighting the impact of weather conditions but noting the level of near misses. The Board considered the water quality incidents over the period. In response to a query from the Board, Professor Parsons outlined the learnings from the Daer A RSZ incident in October 2024.

Paper 95/24 noted.