

Minute of Meeting

Finance, Resources and Customer Services Policy Board

Date	Time	Venue
Wednesday, 29 January 2020	14:00	Council Chambers (Renfrewshire), Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Present

Councillor Tom Begg, Councillor Bill Brown, Provost Lorraine Cameron, Councillor Audrey Doig, Councillor Jim Harte, Councillor John Hood, Councillor Kenny MacLaren, Councillor John McNaughtan, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor Jim Sharkey, Councillor John Shaw, Councillor James Sheridan, Councillor Andy Steel, Councillor Jane Strang

Chair

Councillor J Shaw, Convener, presided.

In Attendance

A Russell, Director of Finance & Resources; L McIntyre, Head of Policy & Commissioning and B Lambert, Strategic Procurement Manager (both Chief Executive's); D Gillies, Head of Facilities Management (Environment & Infrastructure); T Irvine, Homelessness & Housing Support Services Manager (Communities, Housing & Planning Services) and K Graham, Head of Corporate Governance, J Lynch, Head of Property Services, A MacArthur, Head of Finance, R Cree, OD & Workforce Planning Manager, E Shields, Business Services Manager, G Innes, Customer Services Manager and A McNaughton, Senior Committee Services Officer (all Finance & Resources).

Declarations of Interest

There were no declarations of interest intimated prior to commencement of the meeting.

1 Investment Review Board

There was submitted the Minute of the meeting of the Investment Review Board held on 20 November 2019 as appended hereto.

DECIDED: That the Minute be noted.

2 Revenue Budget Monitoring Report

There was submitted a revenue budget monitoring report by the Director of Finance & Resources in respect of Finance & Resources, Environment & Infrastructure and Miscellaneous expenditure for the period to 8 November 2019.

DECIDED: That the report be noted.

3 Revenue Budget Monitoring Report - Council Overview

There was submitted a revenue budget monitoring report by the Director of Finance & Resources relative to an overview of expenditure on general fund services and the Housing Revenue Account for the period to 8 November 2019.

DECIDED: That the report be noted.

4 Capital Budget Monitoring Report

There was submitted a capital budget monitoring report by the Director of Finance & Resources relative to expenditure on corporate issues for the period to 8 November 2019.

DECIDED: That the report be noted.

5 Capital Budget Monitoring Report - Council Overview

There was submitted a capital budget monitoring report by the Director of Finance & Resources relative to an overview of expenditure on the Housing and Non-housing Capital Programmes to 8 November 2019.

DECIDED: That the report be noted.

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Councillor Nicolson entered the meeting during consideration of the following item.

6 Paisley & Renfrew Common Good Fund Budgets 2020/21

There was submitted a report by the Director of Finance & Resources relative to the estimated funding available for disbursement during 2020/21 from the Paisley and Renfrew Common Good Funds.

The report indicated that income from both Common Good Funds was used to fund ongoing projects and commitments made previously by this Board and its predecessors. In addition, an annual allocation was to be made to the relevant Local Partnerships with delegated authority to disburse grants to local organisations that had applied for grant aid and/or to use the funding to support appropriate projects. A forecast income and expenditure statement for both Common Good Funds, including the cost of recurring projects, was attached to the report.

At its meeting on 1 May 2019, the Leadership Board offered a contribution of £50,000 from the Paisley Common Good Fund to the Thomas Coats Preservation Trust to support their fundraising campaign, subject to the demonstration of a robust and funded business case for the proposed reuse of the Church. It was noted that discussions were continuing with the Trust in this regard and that the process of due diligence was ongoing.

DECIDED:

(a) That the 2020/21 budget allocations to Local Partnerships be approved as follows:

Renfrew Common Good – Renfrew Local Partnership - £67,360

Paisley Common Good – Paisley East, Ralston, Hawkhead & Lochfield, Hunterhill and Charleston Local Partnership [Paisley East Local Partnership] - £11,100

Paisley Common Good - Paisley North, Ferguslie, Gallowhill, Paisley West & Central Local Partnership [Paisley North, West & Central Local Partnership] - £9,750

Paisley Common Good – Foxbar/Brediland and Glenburn Local Partnership [Gleniffer Local Partnership] - £9,150;

(b) That the continued funding of recurring projects, as outlined in the appendices to the report, be approved;

(c) That it be noted that discussions were continuing with the Thomas Coats Preservation Trust; and

(d) That an award of £50,000 from Paisley Common Good Fund to the Thomas Coats Preservation Trust be approved, subject to the conclusion of the due diligence process.

7 Council Tax Accounts for Write Off

There was submitted a report by the Director of Finance & Resources relative to a proposal to write off Council Tax accounts for sums over £10,000 where recovery was no longer viable. The value of the debt to be written off was £108,171.09.

DECIDED: That the sum of £108,171.09 as detailed in the report, be written off.

8 Non-domestic Rates Accounts for Write Off

There was submitted a report by the Director of Finance & Resources relative to a proposal to write off Non-domestic Rates accounts for sums over £10,000 where recovery was no longer viable. The value of the debt to be written off was £238,462.69.

DECIDED: That the sum of £238,462.69 as detailed within the report, be written off.

9 Sundry Debtors: Accounts for Write Off

There was submitted a report by the Director of Finance & Resources relative to a proposal to write off Sundry Debtor accounts for sums over £10,000 where recovery was no longer viable. The value of the debt to be written off was £5,908.03.

DECIDED: That the sum of £5,908.03 as detailed within the report, be written off.

10 Housing Benefit Overpayment Accounts for Write Off

There was submitted a report by the Director of Finance & Resources relative to a proposal to write off Housing Benefit accounts for sums over £10,000 where recovery was no longer viable. The value of the debt to be written off was £31,647.97.

DECIDED: That the sum of £31,647.97 as detailed within the report, be written off.

11 Customer & Business Services Performance Report

There was submitted a report by the Director of Finance & Resources relative to the performance of key functions of Customer & Business Services including revenue collection and benefit administration for the period to 28 December 2019.

The report included an update on the funding and expenditure position for Discretionary Housing Payments and the Scottish Welfare Fund. The report sought additional funding of £40,000 for the Scottish Welfare Fund from existing welfare reform resources. Appendices to the report provided information on revenue collection and key performance indicators.

DECIDED:

(a) That the report be noted; and

(b) That an allocation of £40,000 to the Scottish Welfare Fund from existing welfare reform resources be approved.

12 Operational Performance Report: Integrated Facilities Management (Hard & Soft Services)

There was submitted an update report by the Director of Environment & Infrastructure relative to the performance of services delivered by Integrated Facilities Management

(Hard & Soft Services) since November 2019.

The report provided operational performance information on facilities management – hard services; facilities management – soft services; and the school meals service.

DECIDED: That the report be approved.

13 Revised Minute of Agreement - Clyde Valley Learning and Development Project

There was submitted a report by the Director of Finance & Resources relative to the revision of the original minute of agreement for the Clyde Valley Learning and Development Group. A revised minute of agreement was appended to the report.

The report explained the background to the project and the rationale for updating the original agreement, as set out in 2008, to now reflect a revised membership structure and key priority work areas. The proposed revisions would allow Councils to determine and have flexibility around their level of participation while spreading the costs of the project across all member Councils.

DECIDED: That the revised Minute of Agreement for the Clyde Valley Learning and Development Project, as attached to the report, be approved for signing.

14 Civic Hospitality

There was submitted a report by the Director of Finance & Resources relative to two requests received by the Provost for civic hospitality from individuals and organisations for specific events as detailed within the report.

The report sought homologation of the action taken by the Director of Finance & Resources, in consultation with the Provost, to award civic hospitality to both events given the timescales involved.

DECIDED: That the action taken by the Director of Finance & Resources, in consultation with the Provost, to award civic hospitality in respect the following events be homologated:

Fairway Club – 40th Anniversary on 10 December 2019 - £470; and

Kelburne Hockey Club – 50th Anniversary on 1 February 2020 - £1,000.

Contract Authorisation Reports

As below.

15 Supply and Delivert of Two Zero Emission 16-Seater Accessible Buses Notice of Contract Award Under Clause 9.1(J) of Standing Orders Relating to Contracts 2017

There was submitted a joint report by the Chief Executive and the Director of Environment & Infrastructure Services relative to the award of a contract for the supply and delivery of two zero emission 16-seater buses (RC-CPU-16-287).

The report explained that funding from Transport Scotland towards the cost of electric vehicles required orders to be placed by 30 November 2019 and to secure the grant within the time limit, the Director of Environment & Infrastructure had awarded the contract, in accordance with clause 9.1(j) of the Council's Standing Orders Relating to Contracts, to Woodall Nicholson Limited trading as Mellor Coachcraft.

DECIDED: That it be noted:

(a) That a contract had been awarded to Woodall Nicholson Limited trading as Mellor Coachcraft for the supply of two zero emission, low floor, 16-seater accessible buses in accordance with clause 9.1(j) of the Council's Standing Orders Relating to Contracts;

(b) That the contribution from the total grant allowed the Council to procure two zero emission low floor, 16-seater accessible buses from Woodall Nicholson Limited trading as Mellor Coachcraft;

(c) That the cumulative spend under the contract was up to £339,072 excluding VAT and was made up of £168,789 from Transport Scotland and £170,283 from the Council's Vehicle Replacement Programme 2020/21; and

(d) That the supplier had agreed to deliver the vehicles to Environment & Infrastructure Services at 52 Underwood Road, Paisley by no later than 30 April 2020.

16 Extension and Refurbishment works to three Early Learning and Childcare Centres (Early Years Expansion Programme)

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a contract for extension and refurbishment works to three Early Learning and Childcare Centres (Early Years Expansion Programme) under the restricted procedure for a regulated threshold works contract (RC-CPU-18-511).

Four tenders were received and following evaluation the tender submitted by City Gate Construction (Scotland) Limited was found to be the most economically advantageous.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for extension and refurbishment works to three Early Learning and Childcare Centres (Early Years Expansion Programme) to City Gate Construction (Scotland) Limited up to the value of £3,209,840.26 excluding VAT;

(b) That it be noted that the anticipated date of award was 10 February 2020 with construction works commencing 23 March 2020 and a project handover for August

2020. Any changes to these dates prior to award would be confirmed in the letter of acceptance; and

(c) That it be noted that the award of this contract was subject to the provision of Contractors All Risk insurance to the level required by the Council, a Performance Bond and Collateral Warranties as indicated within the tender documentation.

17 Sensor Monitoring Equipment for Domestic Properties

There was submitted a joint report by the Chief Executive and the Director of Communities, Housing & Planning Services relative to the award of a contract for sensor monitoring equipment for domestic properties (RC-CPU-19-204).

Five tenders were received which met the Council specification and following evaluation the tender submitted by IOPT Limited was found to be the most economically advantageous.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for sensor monitoring equipment for domestic properties to IOPT Limited for an initial term of two years, with the Council having an option to extend for up to 12 months on two separate occasions, subject to contract performance and the availability of further funding;

(b) That it be noted that the anticipated start date was 21 February 2020, with the actual start date to be confirmed in the letter of acceptance;

(c) That a maximum contract value of up to £1,047,290.51 excluding VAT be authorised with the value for the initial two years contract being up to £475,650.24 and the value for the optional extension periods being up to £571,640.27; and

(d) That it be noted that the award of this contract was subject to the provision of Contractors All Risk insurance to the level required by the Council, as indicated within the tender documentation.

18 Door Access and Time Management System

There was submitted a joint report by the Chief Executive and the Directors of Finance & Resources and Environment & Infrastructure relative to the award of a negotiated contract for a door access and time management system (RC-CPU-18-181).

The report explained that no bids were received following the publication of the tender and investigation ascertained that potential bidders lacked adequate resources to complete the tender or were unable to comply with the tender specification. The Council had therefore negotiated a tender with the current supplier HFX Limited.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award the negotiated contract for a door access and time management system to HFX Limited, subject to satisfactory conclusion and signing of the formal negotiated contract document;

(b) That the award be made for a period of seven years with the option to extend on three separate occasions for up to 12 months, with the contract start date being defined in the letter of acceptance;

(c) That it be noted that the anticipated value was £516,642 for the initial seven-year contract excluding VAT and up to £47,584 excluding VAT for each 12-month extension, the total value of the 10-year contract where the extension periods were exercised being up to £659,394 excluding VAT; and

(d) That, in addition to the value detailed above, authority be granted for a potential contingency allowance of up to £65,939.00 excluding VAT for ad hoc requirements for the hardware and additional licences for the software.

19 Multi-Storey Condition Survey

There was submitted a joint report by the Chief Executive and the Director of Communities, Housing and Planning Services relative to the award of a service contract for a multi-storey condition survey (RC-CPU-19-055).

Three tenders were received and after evaluation the tender submitted by Concrete Repairs Limited was found to be the most economically advantageous.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for multi-storey condition survey to Concrete Repairs Limited;

(b) That a contract value of up to £868,871.61 excluding VAT be authorised; and

(c) That the contract be awarded for a period of one year with an anticipated start date of 27 March 2020, the actual start date to be confirmed in the letter of acceptance.

20 Provision of Housing Support Services – Homelessness

There was submitted a joint report by the Chief Executive and the Director of Communities, Housing and Planning Services relative to the award of two separate contracts for Housing Support Services for Young Homeless Adults (Lot 1) and Housing Support Services for Single Homeless Adults and Families (Lot 2) (RC-CPU-19-128).

One tender was received for each contract from Blue Triangle (Glasgow) Housing Association Limited and evaluation confirmed both tenders complied with the minimum selection criteria.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award the contracts for Housing Support Services for Young Homeless Adults (Lot 1) and Housing Support Services for Single Homeless Adults and Families (Lot 2) to Blue Triangle (Glasgow) Housing Association Limited;

(b) That contracts for Lot 1 and Lot 2 be awarded for a period of two years from 30

March 2020 to 29 March 2022 with the option at the discretion of the Council to extend the respective contract for up to 12 months on two separate occasions until no later than 29 March 2024;

(c) That, in terms of Lot 1, an annual contract value of up to £249,500 excluding VAT to a total contract value of up to £998,000 excluding VAT be approved; and

(d) That, in terms of Lot 2, an annual contract value of £154,500 excluding VAT to a total contract value of £618,000 excluding VAT be approved.

21 CIP External Sports (On-X) – Lead Designer Appointment

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a service contract for CIP External Sports (On-X) – Lead Designer Appointment (RC-CPU-19-226).

Two tenders were received and after evaluation the tender submitted by Blyth & Blyth Consulting Engineers Limited was found to be the most economically advantageous.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a contract for CIP External Sports (On-X) – Lead Designer Appointment to Blyth & Blyth Consulting Engineers Limited;

(b) That a contract value of £198,500 excluding VAT be approved; and

(c) That it be noted that the anticipated start date was 21 February 2020 with completion by November 2021, the actual start date to be confirmed in the letter of appointment.

22 Microsoft Enterprise Agreement

There was submitted a joint report by the Chief Executive and the Director of Finance & Resources relative to the award of a call-off contract for a Microsoft Enterprise Agreement following a mini-competition under Lot 2 of the Framework Agreement RM3733 Technology Products 2 (RC-CPU-19-134).

Four tenders were received and after evaluation the tender submitted by Phoenix Software Limited was found to be the most economically advantageous.

DECIDED:

(a) That the Head of Corporate Governance be authorised to award a call-off contract for a Microsoft Enterprise Agreement to Phoenix Software Limited following a mini-competition under Lot 2 of the Framework Agreement RM37333 Technology Products 2;

(b) That it be noted that the contract period was three years and the licence period was from 1 April 2020 until 31 March 2023; and

(c) That a contract value of £3,916,409.50 excluding VAT be approved for the three-year contract period.