

## Notice of Meeting and Agenda

### 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

KENNETH GRAHAM  
Head of Corporate Governance

#### Membership

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

Councillor John Shaw (Convener): Councillor John McNaughtan (Depute Convener):

#### Further Information

This is a meeting which is open to members of the public.

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online

at <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>

For further information, please either email

[democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk) or telephone 0141 618 7112.

#### Members of the Press and Public

Members of the press and public wishing to attend the meeting should report to the customer service centre where they will be met and directed to the meeting.

## **Apologies**

Apologies from members.

## **Declarations of Interest**

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

## **Minutes**

- |          |  |              |
|----------|--|--------------|
| <b>1</b> | <b>Investment Review Board</b>   | <b>5 - 8</b> |
|          | Minute of meeting of the Investment Review Board held on 20 November 2019. |              |

## **Finance**

- |           |   |                |
|-----------|---|----------------|
| <b>2</b>  | <b>Revenue Budget Monitoring Report</b>                           | <b>9 - 20</b>  |
|           | Report by the Director of Finance & Resources.                    |                |
| <b>3</b>  | <b>Revenue Budget Monitoring Report - Council Overview</b>        | <b>21 - 30</b> |
|           | Report by the Director of Finance and Resources.                  |                |
| <b>4</b>  | <b>Capital Budget Monitoring Report</b>                           | <b>31 - 36</b> |
|           | Report by the Director of Finance & Resources.                    |                |
| <b>5</b>  | <b>Capital Budget Monitoring Report - Council Overview</b>        | <b>37 - 44</b> |
|           | Report by the Director of Finance & Resources.                    |                |
| <b>6</b>  | <b>Paisley &amp; Renfrew Common Good Fund Budgets<br/>2020/21</b> | <b>45 - 50</b> |
|           | Report by the Director of Finance & Resources.                    |                |
| <b>7</b>  | <b>Council Tax Accounts for Write Off</b>                         | <b>51 - 68</b> |
|           | Report by the Director of Finance & Resources.                    |                |
| <b>8</b>  | <b>Non-domestic Rates Accounts for Write Off</b>                  | <b>69 - 74</b> |
|           | Report by the Director of Finance & Resources.                    |                |
| <b>9</b>  | <b>Sundry Debtors: Accounts for Write Off</b>                     | <b>75 - 80</b> |
|           | Report by the Director of Finance & Resources.                    |                |
| <b>10</b> | <b>Housing Benefit Overpayment Accounts for Write Off</b>         | <b>81 - 84</b> |
|           | Report by the Director of Finance & Resources.                    |                |

## **Performance**

- |           |   |                 |
|-----------|---|-----------------|
| <b>11</b> | <b>Customer &amp; Business Services Performance Report</b><br>Report by the Director of Finance & Resources.  | <b>85 - 98</b>  |
| <b>12</b> | <b>Operational Performance Report: Integrated Facilities Management (Hard &amp; Soft Services)</b><br>Report by the Director of Environment & Infrastructure. | <b>99 - 104</b> |

## **Project**

- |           |  |                  |
|-----------|--|------------------|
| <b>13</b> | <b>Revised Minute of Agreement - Clyde Valley Learning and Development Project</b><br>Report by the Director of Finance & Resources. | <b>105 - 126</b> |
|-----------|--|------------------|

## **Civic Matters**

- |           |  |                  |
|-----------|--|------------------|
| <b>14</b> | <b>Civic Hospitality</b><br>Report by the Director of Finance & Resources. | <b>127 - 130</b> |
|-----------|--|------------------|

## **Contract Authorisations**

- |           |  |                  |
|-----------|--|------------------|
| <b>15</b> | <b>Supply and Delivery of Two Zero Emissions 16-seater Accessible Buses Notice of Contract Award under clause 9.1(j) of Standing Orders Relating to Contracts 2017</b><br>Report by The Chief Executive and the Director of Environment & Infrastructure Services. | <b>131 - 136</b> |
| <b>16</b> | <b>Extension and Refurbishment works to three Early Learning and Childcare Centres (Early Years Expansion Programme)</b><br>Report by the Chief Executive and Director of Finance and Resources.   | <b>137 - 144</b> |
| <b>17</b> | <b>Sensor Monitoring Equipment for Domestic Properties</b><br>Report by Chief Executive and Director of Communities, Housing and Planning Services.  | <b>145 - 150</b> |

<b>18</b>	<b>Door Access and Time Management System</b>	<b>151 - 156</b>
	Report by Chief Executive, Director of Finance and Resources and Director of Environment and Infrastructure.	
<b>19</b>	<b>Multi-Storey Condition Survey</b>	<b>157 - 162</b>
	Report by Chief Executive and Director of Communities, Housing and Planning Services.	
<b>20</b>	<b>Provision of Housing Support Services – Homelessness</b>	<b>163 - 168</b>
	Report by the Chief Executive and the Director of Communities, Housing and Planning Services.	
<b>21</b>	<b>CIP External Sports (On-X) – Lead Designer Appointment</b>	<b>169 - 174</b>
	Report by Chief Executive and Director of Finance and Resources.	
<b>22</b>	<b>Microsoft Enterprise Agreement</b>	<b>175 - 180</b>
	Report by Chief Executive and the Director of Finance and Resources.	

## Minute of Meeting Investment Review Board

Date	Time	Venue
Wednesday, 20 November 2019	11:00	Corporate Meeting Room 1, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

Councillor John McIntyre, Councillor Iain Nicolson, Councillor Jim Paterson, Councillor Jim Sharkey

### Chair

Councillor Paterson Depute Convener, presided.

### In Attendance

A MacArthur, Head of Finance, R Conway, Finance Manager (Financial Accounting) and P Shiach, Committee Services Officer (all Finance & Resources).

### Also in Attendance

D Millar, Senior Investment Analyst, Hymans Robertson LLP; G Brisbane, Portfolio Manager (Aberdeen Standard Capital).

### Apology

Councillor Shaw.

### Declarations of Interest

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

## **1 Minute of Previous Meeting**

There was submitted the Minute of the meeting of the Investment Review Board held on 12 June 2019.

**DECIDED:** That the Minute be approved.

## **2 Review of Statement of Investment Principles**

There was submitted a report by the Director of Finance & Resources relative to the Review of Investment Principles in relation to the Paisley and Renfrew Common Good Funds.

The report indicated that the Council had arranged for the investments of the Paisley and Renfrew Common Good Funds to be managed by Aberdeen Standard Capital Limited and had agreed with the manager a number of principles which governed decisions regarding these investments. These principles covered a range of issues such as what benchmark should be employed against which to assess the manager's performance, and any restrictions which the manager required to observe when choosing sectors or classes of asset in which to invest. These requirements were formalised in a Statement of Investment Principles document, which is reviewed periodically to ensure that the principles contained therein remained appropriate to the requirements of the Common Good Funds.

The report advised that the Statement of Investment Principles had last been reviewed in December 2018 and was due for review. It was proposed that minor changes be made to the Statement, as detailed in the report

In response to a question in relation to the Climate Emergency, the Head of Finance advised that there were ethical investments contained within the current restrictions and that he could request that the Investment Manager submit options to the next meeting of the Board. It would then be for the Board to determine such options.

In response to a question regarding income achieved above the target rate being re-invested, the Head of Finance advised that this would be kept under review.

**DECIDED:**

- (a) That the Statement of Investment Principles appended to the report be approved;
- (b) That the that the Investment Manager submit to the next meeting of the Board investment options compatible with Council policies in relation to tackling the Climate Emergency; and
- (c) That the Director of Finance & Resources keep under review possibility of re-investment of income received above the income target.

### 3 Information Session

D Miller, Consultant (Hymans Robertson LLP) delivered a briefing relative to the performance of Renfrewshire Council's investment portfolios giving an update on current market and other economic news; equities markets in 2018/19 and a quarter 4 update; quarter 4 regional equity performance, investing as a long-term activity; bond markets; gilts currencies and currencies since the EU Referendum; GDP Growth; manufacturing; Core CPI inflation; and an asset class views framework which provided a guide to Hymans Robertson's views on markets over the medium term, including fundamentals; valuation and technical, which related to shorter – term factors that may tend to move markets back towards or further away from fir value.

In summary he indicated that markets had performed strongly both in equities and bonds; and that the Council's portfolio was well diversified and gained exposure to a wide range of countries/regions, sectors and assets.

D Miller was then heard in answer to questions from members on various aspects of the briefing.

**DECIDED:** That the briefing be noted.

### Sederunt

G Brisbane, Portfolio Manager, Aberdeen Standard Capital entered the meeting during consideration of the undernoted item.

### 4 Paisley and Renfrew Common Good Funds: Review of investment and income performance

There was submitted a report by the Director of Finance & Resources relative to the performance of the Paisley and Renfrew Common Good Funds during the six-months to 30 September 2019. A performance review by Hymans Robertson LLP was attached as an appendix to the report.

G Brisbane provided commentary on the performance of world markets; the global macroeconomic environment; Brexit; investment guidelines for Common Good Funds; long-term performance of Common Good Funds; asset contribution to Common Good Funds; stock contribution to Common Good Funds; investment restrictions; and the continuing thematic investment at Aberdeen Standard Capital.

The report advised that the value of the Paisley Common Good Fund had increased slightly from £4.160 million in March 2019 to £4.449 million in September 2019 and estimated income was now £150,171 (£147,019 in the last quarter) against a target of £113,000.

The value of the Renfrew Common Good Fund had also increased from £14.061 million in March 2019 to £15.040 million in September 2019 and estimated income was now £508,427 (£497,704 last quarter) against a target of £380.000.

**DECIDED:** That performance of investments be noted.

## **5 Date of Next Meeting**

It was noted that the next meeting of the Investment Review Board would be held in Renfrewshire House on Wednesday 10 June 2020 at 11 am.

**DECIDED:** That the information be noted.






---

**To:** Finance, Resources and Customer Services Policy Board

**On:** 29 January 2020

---

**Report by:** Director of Finance and Resources

---

**Heading:** Revenue Budget Monitoring to 8 November 2019

---

## 1. Summary

1.1 The financial position for services reporting to this Board is summarised in the table below:

Division / Department	Current Reported Position	% variance	Previous Reported Position	% variance
Finance & Resources	£11,000 underspend	0.0%	£5,000 overspend	-
Environment & Infrastructure	Break even	-	Break even	-
Miscellaneous	£97,000 underspend	0.4%	£170,000 underspend	0.4%

---

## 2. Recommendations

2.1 Members are requested to note the budget position.

---

### 3. **Budget Adjustments**

- 3.1 Members are requested to note the following significant budget adjustments to the baseline budget:

The majority of the budget movement arises from a transfer of £11.5m from Miscellaneous to Children's Services, being a settlement adjustment relating to Early Years expansion. In addition, there was a transfer of £0.5m from Finance and Resources to Children's Services in connection with school support staff.

---

### 4. **Finance and Resources**

<b>Current Position:</b>	<b>£11,000 underspend</b>
<b><i>Previously Reported:</i></b>	<b><i>£5,000 overspend</i></b>

At this stage in the financial year Finance and Resources reflects a minor underspend position with no significant variances to report.

#### 4.1 **Projected Year-end Position**

It is anticipated that Finance and Resources will breakeven at year end.

### 5. **Environment & Infrastructure (Facilities Management)**

<b>Current Position:</b>	<b>Break even</b>
<b><i>Previously Reported:</i></b>	<b><i>Break even</i></b>

At this stage in the financial year Facilities Management reflects a breakeven position.

#### 5.1 **Projected Year End Position**

It is anticipated that Facilities Management will breakeven at year end.

### 6. **Miscellaneous Services**

<b>Current Position:</b>	<b>£97,000 underspend</b>
<b><i>Previously Reported:</i></b>	<b><i>£170,000 underspend</i></b>

At this stage in the financial year Miscellaneous Services reflects a slight underspend with no significant variances to report.

#### 6.1 **Projected Year-end Position**

It is anticipated that Miscellaneous Services will break even at year end.

---

## Implications of the Report

1. **Financial** – Net revenue expenditure will be contained within available resources.
2. **HR & Organisational Development** – none.
3. **Community Planning** – none.
4. **Legal** – none.
5. **Property / Assets** – none.
6. **Information Technology** – none.
7. **Equality & Human Rights** – The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – none.
9. **Procurement** – none.
10. **Risk** – none.
11. **Privacy Impact** – none.
12. **Cosla Policy Position** – none.
13. **Climate risk** - none

---

**Author:** Christine McCourt, Extension 5516



**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2019/2020**  
**1st April 2019 to 8th November 2019**

**POLICY BOARD : FINANCE, RESOURCES & CUSTOMER SERVICES**

Description	Revised Annual Budget £000	Revised Period Budget £000	Revised Actual £000	Budget Variance		
				£000	%	
Finance and Resources	32,187	23,300	23,289	11	0.0%	underspend
Environment and Infrastructure	15,664	9,640	9,640	0	0.0%	breakeven
Miscellaneous	27,398	(6,256)	(6,353)	97	0.0%	underspend
<b>NET EXPENDITURE</b>	<b>75,249</b>	<b>27,684</b>	<b>27,576</b>	<b>108</b>	<b>0.4%</b>	<b>underspend</b>

	£000's	
Bottom Line Position to 8th November 2019 is a net underspend	<u>108</u>	<u>0.4%</u>
Anticipated Year End Budget Position is breakeven	<u>0</u>	<u>0.0%</u>

**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2019/2020**  
**1st April 2019 to 8th November 2019**

**POLICY BOARD : FINANCE, RESOURCES & CUSTOMER SERVICES**

Description	Revised Annual Budget £000	Revised Period Budget £000	Revised Actual £000	Budget Variance		
				£000	%	
Employees	83,241	35,312	35,224	88	0.2%	underspend
Premises Related	8,632	3,686	3,506	180	4.9%	underspend
Transport Related	1,156	779	985	(206)	-26.4%	overspend
Supplies and Services	18,587	10,099	9,882	217	2.1%	underspend
Support Services	2,964	1,415	1,408	7	0.5%	underspend
Third Party Payments	1,558	1,018	1,120	(102)	-10.0%	overspend
Transfer Payments	10,527	1,484	1,467	17	1.2%	underspend
Depreciation and Impairment Losses	(6,656)	1,845	1,843	2	0.1%	underspend
<b>GROSS EXPENDITURE</b>	<b>120,009</b>	<b>55,639</b>	<b>55,435</b>	<b>204</b>	<b>0.4%</b>	<b>underspend</b>
<b>Income</b>	<b>(44,760)</b>	<b>(28,955)</b>	<b>(28,860)</b>	<b>(96)</b>	<b>-0.3%</b>	<b>under-recovery</b>
<b>NET EXPENDITURE</b>	<b>75,249</b>	<b>26,684</b>	<b>26,576</b>	<b>108</b>	<b>0.4%</b>	<b>underspend</b>

	£000's	
Bottom Line Position to 8th November 2019 is a net underspend	<u>108</u>	<u>0.4%</u>
Anticipated Year End Budget Position is breakeven	<u>0</u>	<u>0.0%</u>

**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2019/2020**  
**1st April 2019 to 8th November 2019**

**POLICY BOARD : FINANCE, RESOURCES & CUSTOMER SERVICES : FINANCE AND RESOURCES**

Description	Revised Annual Budget	Revised Period Budget	Revised Period Actual	Budget Variance		
	£000	£000	£000	£000	%	
Finance and Resources Directorate	(594)	505	511	(6)	-1.2%	overspend
Audit, Risk and Insurance	588	323	314	9	2.8%	underspend
Corporate Governance	3,441	1,704	1,707	(3)	-0.2%	overspend
Customer and Business Services	14,844	9,262	9,268	(6)	-0.1%	overspend
Finance	3,257	2,585	2,572	13	0.5%	underspend
HR, Transformation and Organisational Development	2,553	2,545	2,507	38	1.5%	underspend
ICT Services	6,867	5,074	5,154	(80)	-1.6%	overspend
Property Services	395	960	959	1	0.1%	underspend
Corporate Social Care	836	343	297	46	13.4%	underspend
<b>NET EXPENDITURE</b>	<b>32,187</b>	<b>23,300</b>	<b>23,289</b>	<b>11</b>	<b>0.0%</b>	<b>underspend</b>

Bottom Line Position to 8 November 2019 is a net underspend

Anticipated Year End Budget Position is breakeven

£000

11

0.0%

0

0.0%

**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2019/2020**  
**1st April 2019 to 8th November 2019**

**POLICY BOARD : FINANCE, RESOURCES & CUSTOMER SERVICES : FINANCE AND RESOURCES**

Description	Revised Annual Budget	Revised Period Budget	Revised Period Actual	Budget Variance		
	£000	£000	£000	£000	%	
Employees	31,556	18,969	18,906	63	0.3%	underspend
Premises Related	2,510	1,578	1,559	19	1.2%	underspend
Transport Related	82	118	115	3	2.5%	underspend
Supplies and Services	6,607	4,331	4,337	(6)	-0.1%	overspend
Third Party Payments	1,495	1,415	1,408	7	0.5%	underspend
Transfer Payments	671	427	439	(12)	-2.8%	overspend
Support Services	1,580	578	593	(15)	-2.6%	overspend
<b>GROSS EXPENDITURE</b>	<b>44,501</b>	<b>27,416</b>	<b>27,357</b>	<b>59</b>	<b>0.2%</b>	<b>underspend</b>
Income	(12,314)	(4,116)	(4,068)	(48)	1.2%	under-recovery
<b>NET EXPENDITURE</b>	<b>32,187</b>	<b>23,300</b>	<b>23,289</b>	<b>11</b>	<b>0.0%</b>	<b>underspend</b>

**Bottom Line Position to 8 November 2019 is a net underspend**

**Anticipated Year End Budget Position is breakeven**

**£000**

**11**

**0.0%**

**0**

**0.0%**



**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2019/2020**  
**1st April 2019 to 8th November 2019**

**POLICY BOARD : FINANCE, RESOURCES & CUSTOMER SERVICES : ENVIRONMENT AND INFRASTRUCTURE**

Description (1)	Revised Annual Budget (2) £000	Revised Period Budget (3) £000	Revised Actual (4) £000	Budget Variance (5)		
				£000	%	
Catering	4,355	2,680	2,710	(30)	-1.1%	overspend
Cleaning and Janitorial	6,836	4,207	4,267	(60)	-1.4%	overspend
School Crossing Patrol	685	421	331	90	0.0%	underspend
Public Building Repairs	3,794	2,335	2,335	0	0.0%	breakeven
Building Services	(6)	(3)	(3)	0	0.0%	breakeven
<b>NET EXPENDITURE</b>	<b>15,664</b>	<b>9,640</b>	<b>9,640</b>	<b>0</b>	<b>0.0%</b>	<b>breakeven</b>

Bottom Line Position to 8 November 2019 is break-even

Anticipated Year End Budget Position is break-even

£000's

0

(0)

**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2019/2020**  
**1st April 2019 to 8th November 2019**

**POLICY BOARD : FINANCE, RESOURCES & CUSTOMER SERVICES : ENVIRONMENT AND INFRASTRUCTURE**

Description (1)	Revised Annual Budget (2) £000	Revised Period Budget (3) £000	Revised Actual (4) £000	Budget Variance (5)		
				£000	%	
Employees	21,701	13,354	13,504	(150)	-1.1%	overspend
Premises Related	3,369	2,073	1,933	140	6.8%	underspend
Transport Related	1,074	661	870	(209)	-31.6%	overspend
Supplies and Services	8,158	5,020	4,803	217	4.3%	underspend
Third Party Payments	0	0	0	0	0.0%	breakeven
Transfer Payments	0	0	0	0	0.0%	breakeven
Support Services	1,144	704	704	0	0.0%	breakeven
Depreciation and Impairment Losses	(5)	(2)	(4)	2	100.0%	underspend
<b>GROSS EXPENDITURE</b>	<b>35,441</b>	<b>21,810</b>	<b>21,810</b>	<b>0</b>	<b>0.0%</b>	<b>breakeven</b>
<b>Income</b>	<b>(19,777)</b>	<b>(12,170)</b>	<b>(12,170)</b>	<b>0</b>	<b>0.0%</b>	<b>breakeven</b>
<b>NET EXPENDITURE</b>	<b>15,664</b>	<b>9,640</b>	<b>9,640</b>	<b>0</b>	<b>0.0%</b>	<b>breakeven</b>

	£000	
Bottom Line Position to 8 November 2019 is break-even	<u>0</u>	<u>0.0%</u>
Anticipated Year End Budget Position is break-even	<u>0</u>	<u>0.0%</u>

**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2019/2020**  
**1st April 2019 to 8th November 2019**

**POLICY BOARD : FINANCE, RESOURCES & CUSTOMER SERVICES : MISCELLANEOUS**

Description	Revised Annual Budget	Revised Period Budget	Actual	Budget Variance		
	£000	£000	£000	£000	%	
Employees	29,984	2,989	2,815	174	0.6%	underspend
Premises Related	2,753	35	14	21	0.8%	underspend
Supplies and Services	3,822	748	742	6	0.2%	underspend
Third Party Payments	1,469	0	0	0	0.0%	breakeven
Transfer Payments	887	591	681	(90)	-10.1%	overspend
Support Services	7,803	202	170	32	0.4%	underspend
Depreciation and Impairment Losses	(6,651)	1,847	1,847	0	0.0%	breakeven
<b>GROSS EXPENDITURE</b>	<b>40,067</b>	<b>6,413</b>	<b>6,269</b>	<b>144</b>	<b>0.4%</b>	<b>underspend</b>
<b>Income</b>	<b>(12,669)</b>	<b>(12,669)</b>	<b>(12,622)</b>	<b>(47)</b>	<b>0.4%</b>	<b>under-recovery</b>
<b>NET EXPENDITURE</b>	<b>27,398</b>	<b>(6,256)</b>	<b>(6,353)</b>	<b>97</b>	<b>0.4%</b>	<b>underspend</b>

Bottom Line Position to 8 November 2019 is a net underspend	£000's	
	<u>97</u>	<u>0.4%</u>
Anticipated Year End Budget Position is breakeven	<u>0</u>	<u>0.0%</u>






---

**To:** Finance, Resources and Customer Services Policy Board

**On:** 29 January 2020

---

**Report by:** Director of Finance and Resources

---

**Heading:** Revenue Budget Monitoring – Council Overview to 8 November 2019

---

## 1. Summary

- 1.1 This report provides an overview of the budget performance for all Services for the period to 8 November 2019. The report confirms a net underspend of £58,000. The summary position for General Fund Services and the Housing Revenue Account is outlined in the table below:

Division / Department	Current Reported Position	% variance	Previously Reported Position	% variance
General Fund Services	£58,000 underspend	(0.0%)	£87,000 underspend	(0.1%)
HRA	breakeven	-	breakeven	-

- 1.2 The budget performance to date suggests a projected breakeven position for Council services at the year end. While adult care services managed by the IJB are forecast to underspend at the year end, this underspend is ringfenced to support the transformation of IJB services and will be held within IJB reserves and is therefore not available to support the wider council financial position.

---

## 2. **Recommendations**

- 2.1 Members are requested to note the budget position.
- 

## 3. **Service Commentaries**

- 3.1 Budget Monitoring reports will be considered by each Policy Board for services reporting directly to those Boards.

- 3.2 In terms of the Financial Regulations budgets have been approved on a service basis and Directors are expected to manage their spending needs within the bottom line of the budget approved. A brief commentary on budget variances by service is provided below and a Service overview is attached for information.

- 3.3 **Children's Services** (*Education and Children's Services Policy Board*)

<b>Current position:</b>	<b>Breakeven</b>
<b><i>Previously reported:</i></b>	<b><i>Breakeven</i></b>

The underspend position reflects overspends in Additional Support for Learning and Children and Families, offset by underspends in primary and secondary schools.

### **Projected Year End Position**

It is anticipated that Children's Services will achieve a break-even year-end position contingent upon management action to mitigate the financial pressures being experienced.

- 3.4 **Leisure Services** (*Leadership Board*)

<b>Current position:</b>	<b>Breakeven</b>
<b><i>Previously reported:</i></b>	<b><i>Breakeven</i></b>

At this stage in the financial year Leisure Services reflects a breakeven position with no significant variances to report.

### 3.5 **Projected Year End Position**

It is anticipated that Leisure Services will achieve a break-even year-end position.

### 3.6 **Chief Executive's Service** (*Leadership Board*)

<b>Current Position:</b>	<b>Breakeven</b>
<b><i>Previously Reported:</i></b>	<b><i>Breakeven</i></b>

At this stage in the financial year Chief Executives reflects a breakeven position with no significant variances to report.

### 3.7 **Projected Year End Position**

It is anticipated that Chief Executives will achieve a break-even year-end position.

### 3.8 **Adult Services** (*Leadership Board*)

<b>Current position:</b>	<b>£220,000 underspend</b>
<b><i>Previously reported:</i></b>	<b><i>Breakeven</i></b>

Underspends in employee costs (excluding care at home) reflecting vacancies due to recruitment issues, throughout all service areas. These underspends offset pressures within third party payments (payments for externally commissioned services) for the Care at Home service and the Adult placement budget reflecting the impact of increasing demand. The underspend within addictions reflects the planned hold on recruitment, to enable new structures to be put in place, in line with the findings of the review of addiction services.

It is anticipated that Adult Services will underspend by £358,000 at the year end.

### 3.9 **Environment & Infrastructure** (*Infrastructure, Land and Environment Policy Board*)

<b>Current Position:</b>	<b>£278,000 overspend</b>
--------------------------	---------------------------

**Previously Reported:** **£298,000 overspend**

At this stage in the financial year the service reflects an overspend of £278,000 as a result of demand pressures in Social Transport, and reduced parking income. In addition, resource pressures in Streetscene associated with naturalised areas has resulted in this year to date overspend.

### 3.10 **Projected Year End Position**

It is currently forecast that the Environment & Infrastructure services reporting to this Policy Board, will break even at year end. The Department and the leadership team continue to undertake a range of management actions to address the significant budget pressures experienced in 2018/19, which continue into the current financial year. This includes strict expenditure controls and focus on income generating service activities.

This forecast position is also based on assumptions around the costs of disposal of residual and re-cyclate waste (including garden and food waste) and the costs of variable service delivery, such as roads maintenance activity through the autumn/winter period (October 2019 to March 2020).

### 3.11 **Communities, Housing and Planning Services (excl HRA)**

**Current Position:** **£9,000 underspend**  
**Previously Reported:** **£2,000 underspend**

At this stage in the financial year, Communities, Housing and Planning Services are currently showing a net break-even position

### 3.12 **Projected Year End Position**

It is also projected that a breakeven position will be achieved at the year end for these services

### 3.13 **Chief Executives – Economic Development** (Leadership Board)

**Current position:** **Breakeven**  
**Previously reported:** **Breakeven**

At this stage in the financial year Economic Development reflects a breakeven position with no significant variances to report.



3.14 **Projected Year End Position**

It is projected that the Economic Development division will achieve a breakeven position by the year end.

3.15 **Finance and Resources** (*Finance, Resources and Customer Services Policy Board*)

<b>Current Position:</b>	<b>£11,000 underspend</b>
<b><i>Previously Reported:</i></b>	<b><i>£5,000 overspend</i></b>

At this stage in the financial year Finance and Resources reflects a minor underspend position with no significant variances to report.

3.16 **Projected Year End Position**

It is anticipated that Finance and Resources will breakeven at year end.

3.17 **Miscellaneous Services** (*Finance, Resources and Customer Services Policy Board*)

<b>Current Position:</b>	<b>£97,000 underspend</b>
<b><i>Previously Reported:</i></b>	<b><i>£170,000 underspend</i></b>

At this stage in the financial year Miscellaneous Services reflects a slight underspend with no significant variances to report.

3.18 **Projected Year End Position**

It is anticipated that Miscellaneous will breakeven at year end.

3.19 **Housing Revenue Account** (*Communities, Housing & Planning Policy Board*)

<b>Current Position:</b>	<b>breakeven</b>
<b><i>Previously Reported:</i></b>	<b><i>breakeven</i></b>

3.20 At this stage in the financial year, it is projected that the HRA will achieve a breakeven position at the year end.

### 3.21 **Projected Year End Position**

At this stage in the financial year, it is projected that the HRA will achieve a breakeven position at the year end.

---

### **Implications of the Report**

1. **Financial** – Net revenue expenditure will be contained within available resources.
2. **HR & Organisational Development** – none
3. **Community Planning** – none
4. **Legal** – none
5. **Property/Assets** – none
6. **Information Technology** - none.
7. **Equality & Human Rights** The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – none
9. **Procurement** – none
10. **Risk** – none
11. **Privacy Impact** - none

12. **Cosla Policy Position** - none

13. **Climate Risk** - none

---

**Author:** Lisa Dickie, Extension 7384



**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2019/2020**  
**1st April 2019 to 8 November 2019**

**POLICY BOARD : FINANCE, RESOURCES AND CUSTOMER SERVICES : OVERVIEW**

Description	Revised Annual Budget	Revised Period Budget	Revised Actual	Budget Variance		
				£000's	%	
Education and Children	198,414	114,232	114,232	0	0.0%	breakeven
Leisure Services	10,389	7,931	7,932	0	0.0%	breakeven
Environment & Infrastructure	45,313	23,102	23,380	(278)	-1.2%	overspend
Finance & Resources	32,187	23,300	23,289	12	0.1%	underspend
Community, Housing and Planning Services	14,045	8,971	8,962	9	0.1%	underspend
Economic Development	2,503	2,552	2,552	(0)	0.0%	overspend
Chief Executives	7,827	4,420	4,420	0	0.0%	breakeven
Miscellaneous	27,397	(6,258)	(6,354)	95	1.5%	underspend
Adult Services	70,826	43,585	43,365	220	0.5%	underspend
<b>SUB -TOTAL GENERAL SERVICES</b>	<b>408,901</b>	<b>221,836</b>	<b>221,778</b>	<b>58</b>	<b>0.0%</b>	<b>underspend</b>
Housing Revenue Account (HRA)	0	(15,076)	(15,076)	0	0.0%	breakeven
<b>NET EXPENDITURE</b>	<b>408,901</b>	<b>206,759</b>	<b>206,701</b>	<b>58</b>	<b>0.0%</b>	<b>underspend</b>

	£000's	
<b>Bottom Line Position to 8 November 2019 is a net underspend</b>	<b>58</b>	<b>0.0%</b>
<b>Anticipated Year End Budget Position a net underspend</b>	<b>358</b>	<b>0.1%</b>

**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2019/2020**  
**1st April 2019 to 8 November 2019**

**POLICY BOARD : FINANCE, RESOURCES AND CUSTOMER SERVICES : OVERVIEW**

Description	Revised Annual Budget	Revised Period Budget	Revised Actual	Budget Variance		
£000's	£000's	£000's	£000's	£000's	%	
Employee Costs	297,682	161,168	160,312	857	0.5%	underspend
Property Costs	35,808	22,503	22,576	(73)	-0.3%	overspend
Supplies & Services	78,058	40,215	40,095	120	0.3%	underspend
Transport & Plant Costs	19,634	10,670	10,953	(283)	-2.7%	overspend
Support Services	17,928	3,314	3,281	33	1.0%	underspend
Third Party Payments	76,410	46,090	46,668	(578)	-1.3%	overspend
Transfer Payments	86,330	46,108	45,902	206	0.4%	underspend
Capital Charges	14,597	1,847	2,262	(415)	-22.5%	overspend
<b>GROSS EXPENDITURE</b>	<b>626,450</b>	<b>331,916</b>	<b>332,049</b>	<b>(133)</b>	<b>0.0%</b>	<b>overspend</b>
<b>Income</b>	<b>(217,549)</b>	<b>(125,156)</b>	<b>(125,348)</b>	<b>192</b>	<b>0.2%</b>	<b>over-recovery</b>
<b>NET EXPENDITURE</b>	<b>408,901</b>	<b>206,759</b>	<b>206,701</b>	<b>58</b>	<b>0.0%</b>	<b>underspend</b>

	£000's	
Bottom Line Position to 8 November 2019 is a net underspend	<u>58</u>	<u>0.0%</u>
Anticipated Year End Budget Position a net underspend	<u>358</u>	<u>0.1%</u>




---

**To: FINANCE, RESOURCES & CUSTOMER SERVICES POLICY BOARD**

**On: 29 JANUARY 2020**

---

**Report by: Director of Finance and Resources**

---

**Heading: Capital Budget Monitoring Report**

---

## 1. Summary

- 1.1 Capital expenditure to 8<sup>th</sup> November 2019 totals £4.100m compared to anticipated expenditure of £4.106m for this time of year. This results in a £0.006m underspend those services reporting to this board, and is summarised in the table below:

Division	Current Reported Position	% Variance	Previously Reported Position	% Variance
Corporate Issues	£0.006m u/spend	0% u/spend	£0.002m u/spend	0% u/spend
<b>Total</b>	<b>£0.006m u/spend</b>	<b>0% u/spend</b>	<b>£0.002m u/spend</b>	<b>0% u/spend</b>

- 1.2 The expenditure total of £4.100m represents 53% of the resources available to fund the projects being reported to this board. Appendix 1 provides further information on the budget monitoring position of the projects within the remit of this board.
- 

## 2. Recommendations

- 2.1 It is recommended that Members note this report.

---

3.           **Background**

3.1           This report has been prepared by the Director of Finance and Resources in conjunction with the Chief Executive.

3.2           This capital budget monitoring report details the performance of the Capital Programme to 8<sup>th</sup> November 2019, and is based on the Capital Investment Programme which was approved by members on 28<sup>th</sup> February 2019, adjusted for movements since its approval.

4.           **Budget Changes**

4.1           Since the last report budget changes within 2019-20 totalling £0.281m have arisen which reflects the following:-

- **Budget carried forward from 2019/20 to 2020/21 (£0.281m):**
  - ICT Infrastructure & Renewal Programme (£0.131m) to reflect the implementation programme for community alarms;
  - Community Empowerment Fund (£0.150m) for updated cash flows received over the timing of grant payments.



---

## Implications of the Report

1. **Financial** – The programme will be continually monitored, in conjunction with other programmes, to ensure that the available resources are fully utilised and that approved limits are achieved.
2. **HR & Organisational Development** – none.
3. **Community Planning** –  
  
**Creating a sustainable Renfrewshire for all to enjoy** – Capital investment in new and existing assets will ensure Renfrewshire is more energy efficient.
4. **Legal** – none.
5. **Property/Assets** – none.
6. **Information Technology** – none.
7. **Equality & Human Rights** – The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be.
8. **Health & Safety** – none.
9. **Procurement** – none.
10. **Risk** – none.
11. **Privacy Impact** – none.
12. **Climate Risk** – none.
13. **Cosla Policy Position** – none.

---

### **List of Background Papers**

- (a). Non-Housing Capital Investment Programme 2019/20 to 2021/22 – Council, 28<sup>th</sup> February 2019.

The contact officers within the service are:

- Geoff Borland, Extension 4786
- Gillian Dickie, Extension 7790
- Joe Lynch, Extension 6159

---

**Author:** *Geoff Borland, Principal Accountant, 0141 618 4786, [geoffrey.borland@renfrewshire.gov.uk](mailto:geoffrey.borland@renfrewshire.gov.uk)*

# Finance, Resources & Customer Services - Appendix 1

## RENFREWSHIRE COUNCIL

### CAPITAL INVESTMENT STRATEGY - NON-HOUSING SERVICES

#### BUDGET MONITORING REPORT

#### BOARD: FINANCE, RESOURCES & CUSTOMER SERVICES

Project Title	Prior Expenditure to 31/03/2019* £000	Approved Programme @28/02/19 £000	Current Programme MR 8 £000	Year To Date Budget to 08-Nov-19 £000	Current Year					Full Programme - All years		
					Cash Spent to 08-Nov-19 £000	Variance to 08-Nov-19 £000	% Variance	Cash to be Spent by 31-Mar-20 £000	% Cash Spent	Total Programme to 31-Mar-22 £000	Total Cash Spent to 08-Nov-19 £000	Total Cash to be Spent to 31-Mar-22 £000
<b>CORPORATE PROJECTS</b>												
ICT Infrastructure Maintenance & Renewal Programme	0	1,200	1,493	259	259	0	0%	1,234	17%	3,224	259	2,965
Strategic Asset Management Fund	0	4,200	0	0	0	0	0%	0	-	0	0	0
Energy Efficiency Programme	0	570	144	0	0	0	0%	144	0%	547	0	547
Lifecycle Capital Maintenance (LCM) Fund	0	5,769	5,661	3,712	3,708	4	0%	1,953	66%	9,817	3,708	6,109
Digital Infrastructure Provision	435	300	0	0	0	0	0%	0	-	1,935	435	1,500
Community Empowerment Fund	0	300	150	30	30	0	0%	120	20%	951	30	921
Greenspaces and Parks	5	300	315	105	103	2	2%	212	33%	1,015	108	907
<b>TOTAL FINANCE, RESOURCES &amp; CUSTOMER SERVICES BOARD</b>	<b>440</b>	<b>12,639</b>	<b>7,763</b>	<b>4,106</b>	<b>4,100</b>	<b>6</b>	<b>0%</b>	<b>3,663</b>	<b>53%</b>	<b>17,489</b>	<b>4,540</b>	<b>12,949</b>

\*Rolling programmes have a prior year year expenditure of £0 as the expenditure is not directly linked from one year to the next as a singular project.






---

**To: FINANCE, RESOURCES & CUSTOMER SERVICES POLICY BOARD**

**On: 29 JANUARY 2020**

---

**Report by: Director of Finance and Resources**

---

**Heading: Capital Budget Monitoring Report - Overview**

---

**1. Summary**

- 1.1 This report provides an overview of the performance of the Housing and Non-Housing Capital Programmes for the period to 8th November 2019.
- 1.2 The Council Approved Programme figures reflect the Capital Investment Strategy which was approved by Council on 28<sup>th</sup> February 2019 for both Housing Services and Non Housing Services. The Private Sector Housing programme was approved by the Communities, Housing & Planning Policy Board on 12<sup>th</sup> March 2019. The Current Programme figures reflect adjustments to the approved Capital Programme since approval.
- 1.3 The Council must determine and keep under review the maximum amount which it can afford to allocate to capital expenditure. In addition, the Council must also keep under review its Capital Financing Requirement (CFR) i.e. the level of resources that are used to fund capital expenditure over the longer term (rather than at point of spend). It is also the duty of the Council to have regard to the Prudential Code in setting its capital expenditure limit and its capital expenditure requirement.
- 1.4 The limit on capital expenditure which the Council has set for 2019-20 is shown in the table overleaf. The limit is based on the resources available to fund the capital programmes, split between Housing and Non Housing Services, but excludes PSHG as this is not considered to be capital spend.

	<b>Approved Plan £m</b>	<b>Forecast Expenditure £m</b>
Non-Housing	57.965	56.142
Housing	28.941	27.041
<b>Total</b>	<b>86.906</b>	<b>83.183</b>

- 1.5 The CFR which the Council has set for 2019-20 is shown in the table below, and is split between Housing & Non Housing Services. In addition, the projected out-turn at 31<sup>st</sup> March 2020 is also shown. Any significant increase in the capital expenditure limit which is not funded at point of spend will result in an increase in the CFR.

	<b>Approved CFR to 31 March 2020 £m</b>	<b>Projected CFR to 31 March 2020 £m</b>
Non-Housing	262	258
Housing	115	114
<b>Total</b>	<b>377</b>	<b>372</b>

- 1.6 64% of the available resources for Housing and 51% for Non Housing have been spent to 8<sup>th</sup> November 2019. Monitoring procedures are in place to ensure the programmes are managed flexibly and spending is contained within the approved limits.

---

## 2. **Recommendations**

- 2.1 It is recommended that Members note this report.

---

## 3. **Background**

- 3.1 Individual reports have been presented to each Policy Board on the spending performance of the relevant departmental programmes and this information is summarised in Appendix 1.

- 3.2 The capital monitoring information available as at 8<sup>th</sup> November 2019 is summarised for both the Housing & Non-Housing programmes on Appendix 2.

---

4. **Housing Services Programme**

- 4.1 The programme approved by Council on 28<sup>th</sup> February 2019 totalled £26.291m. The programme currently stands at **£27.041m**, an increase of £0.750m resulting from the net effect of budget brought forward from 2020/21 to 2019/20 of £0.750m.
- 4.2 Capital expenditure at 8<sup>th</sup> November 2019 totals **£17.393m** compared to anticipated expenditure of £17.395m.

The table below summarises the position:

Division	Current Reported Position	% Variance	Previously Reported Position	% Variance
Housing Programme	£0.002m u/spend	0% u/spend	£0.006m o/spend	0% o/spend

- 4.3 The actual capital expenditure of **£17.393m** is 64% of the available resources, and compares with 40% for the equivalent time in 2018/19.
- 4.4 Capital income of £3.621m has been received in the period to 8<sup>th</sup> November 2019 representing 95% of the estimated capital income for the year. This compares with 7% in 2018/19. The difference is a result of timing differences between the receipt of Scottish Government grant for Council House New Build in 2019/20 compared to 2018/19.

---

5. **Non Housing Services Programme**

- 5.1 The programme approved by Council on the 28<sup>th</sup> February 2019 totalled £64.386m. The current programme totals **£55.992m**, a decrease of £8.394m, being the net effect of resources brought forward from 2018/19 of £7.596m, projects re-profiled from 2019/20 to 2020/21 of £21.199m and new funding in 2019/20 of £5.209m which relates to grant awards for Town Centre Capital Fund, Strathclyde Passenger Transport and new funding for Roads & Footway Upgrade approved by Council.

- 5.2 Capital expenditure to 8<sup>th</sup> November 2019 totals **£28.643m** compared to anticipated expenditure of £28.647m, and therefore shows an under-spend of £0.004m. The table below summarises the position:

Division	Current Reported Position	% Variance	Previously Reported Position	% Variance
Non Housing Programme	£0.004m u/spend	0% u/spend	£0.001m o/spend	0% o/spend

- 5.3 The actual cash expenditure of **£28.643m** is 51% of the available resources and compares with a 38% spend for the equivalent time in 2018/19. It is anticipated that the available resources will be fully utilised by the 31 March 2019.
- 5.4 Capital income totalling £23.729m has been received to 8<sup>th</sup> November 2019. This represents 79% to date of the total anticipated income, and compares with 63% for the equivalent period in 2018/19.

## 6 Private Sector Housing Grant Programme

- 6.1 The overall budget provision for this programme is included within the revenue budget. However, in order to monitor the performance of the individual programmes, it is included within the capital budget monitoring procedures.
- 6.2 The programme approved by Communities, Housing & Planning Policy Board on 12<sup>th</sup> March 2019 was £1.315m. The programme currently stands at **£1.201m**, a decrease of £0.114m, being the effect of resources brought forward from 2018/19 of £0.186m and projects re-profiled into 2020/21 of £0.300m
- 6.3 Expenditure to 8<sup>th</sup> November 2019 totals **£0.502m** compared to anticipated expenditure of £0.500m, and therefore shows an over-spend of £0.002m. The remaining programme is expected to spend by 31 March 2019, and expenditure will be contained within the overall resources.



---

## **Implications of the Report**

1. **Financial** – The programme will be continually monitored, in conjunction with other programmes, to ensure that the available resources are fully utilised and that approved limits are achieved.
2. **HR & Organisational Development** – none.
3. **Community Planning** –  
**Creating a sustainable Renfrewshire for all to enjoy** – Capital investment in new and existing assets will ensure Renfrewshire is more energy efficient.
4. **Legal** – none.
5. **Property/Assets** – none.
6. **Information Technology** – none.
7. **Equality & Human Rights** – The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be.
8. **Health & Safety** – none.
9. **Procurement** – none.
10. **Risk** – none.
11. **Privacy Impact** – none.
12. **Climate Risk** – none.
13. **Cosla Policy Position** – none.

---

### **List of Background Papers**

- (a). Non-Housing Capital Investment Programme 2019/20 to 2021/22 – Council, 28<sup>th</sup> February 2019.
- (b). Housing Revenue Account Budget and Rent Levels 2019/20 and Housing Capital Investment Plan 2019/20 to 2021/22 – Council, 28<sup>th</sup> February 2019.
- (c). Private Sector Housing Grant Investment Programme 2019/20 – Communities, Housing & Planning Policy Board, 12<sup>th</sup> March 2019.
- (d). A Prudential Framework for Capital Finance in Renfrewshire – Progress Report, 5<sup>th</sup> December 2019.

---

**Author:** *Geoff Borland, Principal Accountant, 0141 618 4786, [geoffrey.borland@renfrewshire.gov.uk](mailto:geoffrey.borland@renfrewshire.gov.uk).*

## Appendix 1

### CAPITAL PROGRAMME 2019/20 - BUDGET MONITORING REPORT TO 08 NOVEMBER 2019 (£000s)

Project Title	Prior Expenditure to 31/03/2019* £000	Current Year								Full Programme - All years		
		Approved Programme @28/02/19	Current Programme MR 8	Year To Date Budget to 08-Nov-19	Cash Spent to 08-Nov-19	Variance to 08-Nov-19	% Variance	Cash to be Spent by 31-Mar-20	% Cash Spent	Total Programme to 31-Mar-22 £000	Total Cash Spent to 08-Nov-19 £000	Total Cash to be Spent to 31-Mar-22 £000
<b>EDUCATION &amp; CHILDREN'S SERVICES</b>												
Education & Children's Services	58,604	9,195	5,345	1,811	1,810	1	0%	3,535	34%	108,256	60,414	47,842
<b>TOTAL</b>	<b>58,604</b>	<b>9,195</b>	<b>5,345</b>	<b>1,811</b>	<b>1,810</b>	<b>1</b>	<b>0%</b>	<b>3,535</b>	<b>34%</b>	<b>108,256</b>	<b>60,414</b>	<b>47,842</b>
<b>COMMUNITIES, HOUSING &amp; PLANNING</b>												
Housing(HRA)	9,300	26,291	27,041	17,395	17,393	2	0%	9,648	64%	95,929	26,693	69,236
Housing(PSHG)	0	1,315	1,201	500	502	-2	0%	699	42%	2,751	502	2,249
Development & Housing(THI/LGAN)	597	1,342	694	30	30	0	0%	664	4%	4,332	627	3,705
<b>TOTAL</b>	<b>9,897</b>	<b>28,948</b>	<b>28,936</b>	<b>17,925</b>	<b>17,925</b>	<b>0</b>	<b>0%</b>	<b>11,011</b>	<b>62%</b>	<b>103,012</b>	<b>27,822</b>	<b>75,190</b>
<b>INFRASTRUCTURE, LAND &amp; ENVIRONMENT</b>												
Environment & Infrastructure	17,324	6,789	15,051	8,280	8,281	-1	0%	6,770	55%	65,383	25,605	39,778
<b>TOTAL</b>	<b>17,324</b>	<b>6,789</b>	<b>15,051</b>	<b>8,280</b>	<b>8,281</b>	<b>-1</b>	<b>0%</b>	<b>6,770</b>	<b>55%</b>	<b>65,383</b>	<b>25,605</b>	<b>39,778</b>
<b>FINANCE, RESOURCES &amp; CUSTOMER SERVICES</b>												
Corporate Projects	440	12,639	7,763	4,106	4,100	6	0%	3,663	53%	17,489	4,540	12,949
<b>TOTAL</b>	<b>440</b>	<b>12,639</b>	<b>7,763</b>	<b>4,106</b>	<b>4,100</b>	<b>6</b>	<b>0%</b>	<b>3,663</b>	<b>53%</b>	<b>17,489</b>	<b>4,540</b>	<b>12,949</b>
<b>LEADERSHIP</b>												
Leisure Services	55,455	392	492	345	347	-2	-1%	145	71%	59,404	55,802	3,602
Chief Executives	27,764	34,029	26,647	14,075	14,075	0	0%	12,572	53%	279,690	41,839	237,851
<b>TOTAL</b>	<b>83,219</b>	<b>34,421</b>	<b>27,139</b>	<b>14,420</b>	<b>14,422</b>	<b>-2</b>	<b>0%</b>	<b>12,717</b>	<b>53%</b>	<b>339,094</b>	<b>97,641</b>	<b>241,453</b>
<b>TOTAL ALL BOARDS</b>	<b>169,484</b>	<b>91,992</b>	<b>84,234</b>	<b>46,542</b>	<b>46,538</b>	<b>4</b>	<b>0%</b>	<b>37,696</b>	<b>55%</b>	<b>633,234</b>	<b>216,022</b>	<b>417,212</b>
<b>MADE UP OF :-</b>												
Non-Housing Programme	160,184	64,386	55,992	28,647	28,643	4	0%	27,349	51%	534,554	188,827	345,727
Housing Programme(HRA)	9,300	26,291	27,041	17,395	17,393	2	0%	9,648	64%	95,929	26,693	69,236
Housing Programme(PSHG)	0	1,315	1,201	500	502	-2	0%	699	42%	2,751	502	2,249
<b>PROGRAMME TOTAL</b>	<b>169,484</b>	<b>91,992</b>	<b>84,234</b>	<b>46,542</b>	<b>46,538</b>	<b>4</b>	<b>0%</b>	<b>37,696</b>	<b>55%</b>	<b>633,234</b>	<b>216,022</b>	<b>417,212</b>

\*Rolling programmes have a prior year year expenditure of £0 as the expenditure is not directly linked from one year to the next as a singular project.

## Appendix 2

### RENFREWSHIRE COUNCIL 2019/20 CAPITAL BUDGETS MONITORING SUMMARY REPORT TO 08 NOVEMBER 2019 (61% OF FINANCIAL YEAR 2019/20)

	2019/20			
	Housing Services	Non Housing Services	PSHG Programme	Total
<b>A. RESOURCES AVAILABLE TO FUND CAPITAL PROGRAMME</b>	£'000	£'000	£'000	£'000
1. Prudential Borrowing	23,213	20,659		43,872
2a. General Capital Grant		17,891	500	18,391
2b. Specific Capital Grant	3,523	10,777		14,300
3. Usable Capital Receipts	305	936		1,241
4. Contribution From Current Revenue (CFCR)	0	5,879	701	6,580
5. Total Resource Availability	<b>27,041</b>	<b>56,142</b>	<b>1,201</b>	<b>84,384</b>
<b>B. CAPITAL PROGRAMME</b>				
6. Resources Available	27,041	56,142	1,201	84,384
7. Current Programme	27,041 100%	56,142 100%	1,201 100%	84,384 100%
<b>C. ACTUAL EXPENDITURE VS PROJECTED</b>				
8. Resource Availability	27,041	56,142	1,201	84,384
9. Cash Spent as at 08/11/2019	17,393 64%	28,643 51%	502 42%	46,538 55%
10. Cash to be Spent by 31/03/20	9,648	27,499	699	37,846
<b>D. ACTUAL RECEIPTS VS PROJECTED</b>				
11. Current Programme (total receipts expected)	3,828	29,604	500	33,932
12. Actual Cash Received to 08/11/2019	3,621	23,279	292	27,192
13. Receipts available to augment capital programme to 08/11/2019	3,621 95%	23,279 79%	292 58%	27,192 80%
14. Receipts to be received by 31/03/20	207	6,325	208	6,740




---

**To: Finance, Resources and Customer Services Policy Board**

**On: 29 January 2020**

---

**Report by: Director of Finance and Resources**

---

**Heading: Paisley and Renfrew Common Good Fund Budgets 2020/21**

---

**1. Summary**

1.1 The level of funding available to disburse annually from the Paisley and Renfrew Common Good Funds is dependent upon the income received by the Funds during the year. For each Fund, income is derived from its respective investment portfolio and is received in the form of property rental payments, interest payments or dividends, with the latter two being particularly sensitive to financial market fluctuations.

1.2 The level of income available for 2020/21 has been estimated along with existing annual commitments and assessments made of the affordability of existing funds delegated to Local Partnerships on an annual basis

---

**2. Recommendations**

2.1 The Board is asked to:

i) **Approve** the 2020/21 budget allocations to Local Partnerships as follows:

<b>Common Good Fund</b>	<b>Local Partnership Area</b>	<b>Budget 2020/21</b>
Renfrew	Renfrew	£67,360
Paisley	Paisley East, Ralston, Hawkhead / Lochfield, Hunterhill and Charleston	£11,100
Paisley	Paisley North, Gallowhill, Ferguslie, Paisley West and Central	£9,750
Paisley	Foxbar / Brediland and Glenburn	£9,150

- ii) **Approve** the continuing funding of recurring projects as outlined in Appendix 1.
  - iii) **Note** the ongoing discussion with the Thomas Coats Preservation Trust and **approve** the award of £50,000 from Paisley Common Good Fund subject to the conclusion of the due diligence process.
- 

### 3. **Background**

- 3.1 The Common Good Funds of both Paisley and Renfrew are used each financial year to fund ongoing projects and commitments made by the Finance, Resources and Customer Services Policy Board. In addition, an annual allocation is made to relevant Local Partnerships, who have delegated authority to disburse grants to local organisations from whom they receive bids for funding and / or to use the funding themselves to support appropriate projects. The proposed allocations are based on the current Local Partnership arrangements. The governance and operating arrangements of Local Partnerships are currently being reviewed, therefore an adjustment to the proposed Common Good allocations may be required depending on the outcome of the review.
- 3.2 Income received by the Common Good Funds is derived from rental income from Common Good property and, principally, from dividend income and interest payments. Subject to maintaining tenancies, rental income remains fairly stable and predictable on a yearly basis. However, in terms of investment income from dividends and interest, it is necessary to make an informed estimate each year of the income that will be available to the Common Good Funds in the following year.
- 3.3 Rental income to both Common Good Funds is expected to remain unchanged in 2020/21.
- 3.4 In recent years, investment income has held up well in a difficult financial market, exceeding the targets set for the Funds' investment managers. However, a degree of caution has been applied to income budgets to reflect the continued uncertainty in the markets and the anticipated sustainability of the current level of investment income, which continues to be monitored closely by both officers and the Investment Review Board.
- 3.5 Taking these income projections into account, a forecast Income and Expenditure Statement for each Common Good Fund has been prepared on a cash basis (i.e. excluding non-cash movements, such as depreciation) and is attached for Members' consideration. These forecasts presume that in-year expenditure will not exceed income. There is a requirement to ensure that the ongoing commitments of each Common Good Fund remain affordable and sustainable.
- 3.6 It should be noted by Members that the Annual Accounts for the Common Good Funds are prepared on an accruals basis and therefore will include non-cash items, such as depreciation and unrealised gains or losses on the market value of investments. This means that the surplus or deficit published in the Annual Accounts will differ from the Funds' cash position and could result, for example, in an in-year deficit

being reported in the Annual Accounts despite no cash losses being made.

- 3.7 The Leadership Board agreed on 1 May 2019 to offer a contribution of £50,000 from the Paisley Common Good Fund to the Thomas Coats Preservation Trust to support their ongoing fundraising campaign, subject to demonstrating a robust and funded business case for their proposed reuse of the Thomas Coats Memorial Church. Council officers remain in dialogue with the Trust and have been provided information with regards the proposed development of the building and business case. Further clarification from the Trust is being sought with regards aspects of their business case to ensure that risks associated with the proposals are appropriately assessed and managed. Once this due diligence process is complete to the satisfaction of the Director of Finance & Resources, it is proposed that the funding agreed is passed to the Trust, subject to the Council's usual grant conditions.
- 

### **Implications of the Report**

1. **Financial** – The proposed budgeted allocations will ensure the general principle of only spending the income available each year.
2. **HR & Organisational Development** – None.
3. **Community Planning** –  
***Our Renfrewshire is well*** – Many of the projects funded by Local Partnerships contribute to the promotion of more active pursuits for all age groups.  
***Our Renfrewshire is thriving*** - The funding allocated from the Common Good Funds supports local community groups and projects.  
***Our Renfrewshire is safe*** – The community projects funded by Local Partnerships, as well as recurring funding for events and community services supports communities to be safer and stronger.
4. **Legal** – None.
5. **Property/Assets** – None.
6. **Information Technology** – None.
7. **Equality & Human Rights** – The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – None.

9. **Procurement** – None.
  10. **Risk** – There is a risk investment income will not be realised as forecast, however this risk will be monitored through regular discussion with the Council's investment manager and adviser.
  11. **Privacy Impact** – None.
  12. **COSLA Policy Position** – None.
  13. **Climate Risk** – None.
- 

**Author**

Alastair MacArthur, Ext 7363



## Appendix 1

### Renfrew Common Good - Income & Expenditure Forecast

	Approved 2019/20 £	Proposed 2020/21 £
Estimated Net Annual Income available:		
Income receivable from Loans Fund	-15,000	-15,000
Investment Income	-400,000	-450,000
Property Rental Income	-260,000	-260,000
	<b>-675,000</b>	<b>-725,000</b>
Less costs:		
Investment Management Fees	52,000	59,000
Council Administration Fee	44,000	45,000
External Audit Fees	2,300	2,300
Renfrew Town Hall - lifecycle maintenance	8,000	8,000
Property Costs	15,000	15,000
<b>Total Available for Disbursement</b>	<b>-553,700</b>	<b>-595,700</b>
Cost of Recurring Projects approved in prior years:		
Christmas lights: operating costs	15,900	15,900
Christmas lights: switch-on event	10,000	10,000
Repair to War Memorial	285	285
Repair to Public Clocks	205	205
Maintenance Benches - Robertson Park	640	640
Pets Corner - Robertson Park	6,460	0
Cherrie Centre Support	79,330	79,330
Renfrew Gala Week	5,000	5,000
CCTV Operations	11,000	11,000
<b>Total Cost of Recurring Projects</b>	<b>128,820</b>	<b>122,360</b>
<b>Local Partnership Allocations</b>		
Renfrew	67,360	67,360
<b>(Surplus)/Deficit on cash basis</b>	<b>-357,520</b>	<b>-405,980</b>

## Paisley Common Good - Income & Expenditure Forecast

	Approved 2019/20 £	Proposed 2020/21 £
Estimated Net Annual Income available:		
Income receivable from Loans Fund	-3,000	-3,000
Investment Income	-158,000	-150,000
Property Rental Income	-48,000	-48,000
	<b>-209,000</b>	<b>-201,000</b>
Less costs:		
Investment Management Fees	17,000	18,000
Council Administration Fee	14,500	15,000
External Audit Fees	2,300	2,300
Property Costs	5,500	5,500
<b>Total Available for Disbursement</b>	<b>-169,700</b>	<b>-160,200</b>
Cost of Recurring Projects approved in prior years:		
Christmas lights	52,340	52,340
Repair to War Memorial	430	430
Fireworks Display	5,000	5,000
Barshaw Gala	5,000	5,000
Nature Corner - Barshaw Park	15,680	0
CCTV Operations	18,600	18,600
<b>Total Cost of Recurring Projects</b>	<b>97,050</b>	<b>81,370</b>
<b>Local Partnership Allocations</b>		
Paisley East, Ralston, Hawkhead/Lochfield, Hunterhill and Charleston	11,100	11,100
Paisley North, Gallowhill, Ferguslie, Paisley West and Central	9,750	9,750
Foxbar / Brediland and Glenburn	9,150	9,150
	<b>30,000</b>	<b>30,000</b>
<b>(Surplus)/Deficit on cash basis</b>	<b>-42,650</b>	<b>-48,830</b>



---

**To: Finance, Resources and Customer Services Policy Board**

**On: 29 January 2020**

---

**Report by: Director of Finance and Resources**

---

**Heading: Council Tax: Accounts for write-off**

---

**1. Summary**

- 1.1 In accordance with Financial Regulation 3.5.10 a report regarding the write-off for sums over £10,000 due must be submitted to the Finance and Resources Policy Board.
- 1.2 The debt recovery process involves extensive effort by the Council and its collection agents to locate the debtor and recover the debt. During this process a stage can be reached when it is recognised that the recovery of the sums is no longer viable, and it is prudent to write-off the recovery of the outstanding liability.
- 1.3 The Council has already pursued each of the debts summarised on the attached Appendix through its follow up cycle and it is considered prudent to write-off the outstanding balance.
- 1.4 The approval for the write-off will enable the Council to prudently reflect within the financial accounts an accurate representation of the collectable debt. The Council continues to monitor the accounts and, where the circumstances of the debtor alter, will instigate further recovery action as appropriate. The level of write-off will be contained within the Council's bad debt provision.
- 1.5 An analysis of the debt proposed for write-off highlighting the reason why collection is deemed irrecoverable is shown in table 1 below:

**Table 1**

Council Tax		
Reason	No. Debtors	Amount
Sequestrated	8	£88,379.82
Trust Deed	2	£19,791.27
<b>Total</b>	<b>10</b>	<b>£108,171.09</b>

## **2. Recommendations**

2.1 The Board is asked to authorise the write-off of £108,171.09 as detailed above.

---

### **Implications of the Report**

1. **Financial** – There has been adequate provision made for these bad debts.
2. **HR & Organisational Development** - None
3. **Community Planning** – None
4. **Legal** - None
5. **Property/Assets** – None
6. **Information Technology** – None
7. **Equality & Human Rights** – None
8. **Health & Safety** - None
9. **Procurement** – None
10. **Risk** - None
11. **Privacy Impact** – None
12. **Climate Risk** - None

---

**Author:** Emma Shields/Ext 6880

# Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

## Appendix

Name	Address	Reason	Year	Amount
<b>Debtor 1</b> (Cross refer with additional reports: Housing benefit overpayments: Accounts for write off and Sundry debtors: Accounts for Write off)	Not Applicable	Trust Deed	2000	£110.70
Debtor 1	Not Applicable	Trust Deed	2001	£76.83
Debtor 1	Not Applicable	Trust Deed	2002	£20.44
Debtor 1	Not Applicable	Trust Deed	2003	£65.21
Debtor 1	Not Applicable	Trust Deed	2003	£103.20
Debtor 1	Not Applicable	Trust Deed	2004	£238.77
Debtor 1	Not Applicable	Trust Deed	2005	£80.17
Debtor 1	Not Applicable	Trust Deed	2005	£529.70
Debtor 1	Not Applicable	Trust Deed	2006	£503.09
Debtor 1	Not Applicable	Trust Deed	2007	£489.18
Debtor 1	Not Applicable	Trust Deed	2008	£387.79

# Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

## Appendix

Name	Address	Reason	Year	Amount
Debtor 1	Not Applicable	Trust Deed	2009	£584.99
Debtor 1	Not Applicable	Trust Deed	2010	£392.81
Debtor 1	Not Applicable	Trust Deed	2011	£266.06
Debtor 1	Not Applicable	Trust Deed	2011	£353.84
Debtor 1	Not Applicable	Trust Deed	2012	£664.87
Debtor 1	Not Applicable	Trust Deed	2013	£448.84
Debtor 1	Not Applicable	Trust Deed	2014	£402.49
Debtor 1	Not Applicable	Trust Deed	2015	£193.15
Debtor 1	Not Applicable	Trust Deed	2016	£364.34
Debtor 1	Not Applicable	Trust Deed	2017	£728.77
Debtor 1	Not Applicable	Trust Deed	2018	£1,048.20

# Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

## Appendix

Name	Address	Reason	Year	Amount
Debtor 1	Not Applicable	Trust Deed	2019	£1,223.20
<b>Total</b>				<b>£9,276.64</b>
<b>Debtor 2</b> (Cross refer with additional report: Housing benefit overpayments: Accounts for write off	Not Applicable	Sequestration	2010	£111.78
Debtor 2	Not Applicable	Sequestration	2011	£284.64
Debtor 2	Not Applicable	Sequestration	2012	£207.40
Debtor 2	Not Applicable	Sequestration	2012	£394.70
Debtor 2	Not Applicable	Sequestration	2013	£564.31
Debtor 2	Not Applicable	Sequestration	2013	£684.12
Debtor 2	Not Applicable	Sequestration	2014	£1,347.96
Debtor 2	Not Applicable	Sequestration	2015	£1,353.51
Debtor 2	Not Applicable	Sequestration	2016	£1,359.13

# Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

## Appendix

Name	Address	Reason	Year	Amount
Debtor 2	Not Applicable	Sequestration	2017	£1,364.83
Debtor 2	Not Applicable	Sequestration	2018	£1,400.58
Debtor 2	Not Applicable	Sequestration	2019	£1,455.59
<b>Total</b>				<b>£10,528.55</b>
Debtor 3	Not Applicable	Sequestration	2008	£67.44
Debtor 3	Not Applicable	Sequestration	2009	£461.75
Debtor 3	Not Applicable	Sequestration	2010	£361.49
Debtor 3	Not Applicable	Sequestration	2011	£421.00
Debtor 3	Not Applicable	Sequestration	2012	£1,161.51
Debtor 3	Not Applicable	Sequestration	2013	£414.63
Debtor 3	Not Applicable	Sequestration	2014	£1,082.56



# Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

## Appendix

Name	Address	Reason	Year	Amount
Debtor 3	Not Applicable	Sequestration	2015	£1,353.51
Debtor 3	Not Applicable	Sequestration	2016	£1,359.13
Debtor 3	Not Applicable	Sequestration	2017	£1,364.83
Debtor 3	Not Applicable	Sequestration	2018	£1,400.58
Debtor 3	Not Applicable	Sequestration	2019	£1,455.59
<b>Total</b>				<b>£10,904.02</b>
<b>Debtor 4</b> (Cross refer with additional report: Housing benefit overpayments: Accounts for write off)	Not Applicable	Sequestration	2009	£144.07
Debtor 4	Not Applicable	Sequestration	2010	£432.98
Debtor 4	Not Applicable	Sequestration	2011	£529.12
Debtor 4	Not Applicable	Sequestration	2012	£476.52
Debtor 4	Not Applicable	Sequestration	2014	£649.06

# Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

## Appendix

Name	Address	Reason	Year	Amount
Debtor 4	Not Applicable	Sequestration	2015	£747.34
Debtor 4	Not Applicable	Sequestration	2016	£747.34
Debtor 4	Not Applicable	Sequestration	2017	£657.34
Debtor 4	Not Applicable	Sequestration	2018	£504.04
<b>Total</b>				<b>£4,887.81</b>
<b>Debtor 5</b> (Cross refer with additional report: Housing benefit overpayments: Accounts for write off)	Not Applicable	Trust Deed	2004	£577.01
Debtor 5	Not Applicable	Trust Deed	2005	£335.59
Debtor 5	Not Applicable	Trust Deed	2006	£172.69
Debtor 5	Not Applicable	Trust Deed	2006	£186.20
Debtor 5	Not Applicable	Trust Deed	2007	£332.45
Debtor 5	Not Applicable	Trust Deed	2008	£276.23

## Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

### Appendix

Name	Address	Reason	Year	Amount
Debtor 5	Not Applicable	Trust Deed	2008	£99.42
Debtor 5	Not Applicable	Trust Deed	2009	£252.54
Debtor 5	Not Applicable	Trust Deed	2010	£296.24
Debtor 5	Not Applicable	Trust Deed	2011	£532.49
Debtor 5	Not Applicable	Trust Deed	2012	£362.51
Debtor 5	Not Applicable	Trust Deed	2013	£266.81
Debtor 5	Not Applicable	Trust Deed	2013	£721.52
Debtor 5	Not Applicable	Trust Deed	2014	£1,065.10
Debtor 5	Not Applicable	Trust Deed	2015	£1,030.70
Debtor 5	Not Applicable	Trust Deed	2016	£189.89
Debtor 5	Not Applicable	Trust Deed	2017	£1,023.61

# Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

## Appendix

Name	Address	Reason	Year	Amount
Debtor 5	Not Applicable	Trust Deed	2018	£1,372.75
Debtor 5	Not Applicable	Trust Deed	2019	£1,420.88
<b>Total</b>				<b>£10,514.63</b>
<b>Debtor 6</b> (Cross refer with additional report: Housing benefit overpayments: Accounts for write off)	Not Applicable	Sequestration	2001	£205.47
Debtor 6	Not Applicable	Sequestration	2002	£277.43
Debtor 6	Not Applicable	Sequestration	2003	£235.95
Debtor 6	Not Applicable	Sequestration	2004	£79.53
Debtor 6	Not Applicable	Sequestration	2006	£550.62
Debtor 6	Not Applicable	Sequestration	2007	£1,683.59
Debtor 6	Not Applicable	Sequestration	2008	£1,698.64
Debtor 6	Not Applicable	Sequestration	2009	£1,398.80

# Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

## Appendix

Name	Address	Reason	Year	Amount
Debtor 6	Not Applicable	Sequestration	2010	£1,511.86
Debtor 6	Not Applicable	Sequestration	2011	£1,589.16
Debtor 6	Not Applicable	Sequestration	2012	£118.27
Debtor 6	Not Applicable	Sequestration	2013	£1,726.07
Debtor 6	Not Applicable	Sequestration	2014	£1,733.09
Debtor 6	Not Applicable	Sequestration	2015	£1,740.22
Debtor 6	Not Applicable	Sequestration	2016	£611.84
Debtor 6	Not Applicable	Sequestration	2017	£1,754.78
Debtor 6	Not Applicable	Sequestration	2018	£1,522.69
Debtor 6	Not Applicable	Sequestration	2019	£1,871.46
<b>Total</b>				<b>£20,309.47</b>

# Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

## Appendix

Name	Address	Reason	Year	Amount
<b>Debtor 7</b> (Cross refer with additional report: NDR accounts for write off)	Not Applicable	Sequestration	2008	£280.29
Debtor 7	Not Applicable	Sequestration	2011	£523.10
Debtor 7	Not Applicable	Sequestration	2012	£206.93
Debtor 7	Not Applicable	Sequestration	2013	£1,208.00
Debtor 7	Not Applicable	Sequestration	2014	£1,127.84
Debtor 7	Not Applicable	Sequestration	2014	£1,361.15
Debtor 7	Not Applicable	Sequestration	2015	£2,900.37
Debtor 7	Not Applicable	Sequestration	2016	£1,679.27
<b>Total</b>				<b>£9,286.95</b>
Debtor 8	Not Applicable	Sequestration	1999	£620.32
Debtor 8	Not Applicable	Sequestration	2000	£723.80

# Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

## Appendix

Name	Address	Reason	Year	Amount
Debtor 8	Not Applicable	Sequestration	2001	£796.50
Debtor 8	Not Applicable	Sequestration	2002	£515.30
Debtor 8	Not Applicable	Sequestration	2003	£994.54
Debtor 8	Not Applicable	Sequestration	2004	£914.36
Debtor 8	Not Applicable	Sequestration	2005	£1,095.62
Debtor 8	Not Applicable	Sequestration	2006	£129.91
Debtor 8	Not Applicable	Sequestration	2006	£13.67
Debtor 8	Not Applicable	Sequestration	2007	£89.28
Debtor 8	Not Applicable	Sequestration	2008	£76.28
Debtor 8	Not Applicable	Sequestration	2011	£39.05
Debtor 8	Not Applicable	Sequestration	2012	£763.17

# Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

## Appendix

Name	Address	Reason	Year	Amount
Debtor 8	Not Applicable	Sequestration	2013	£1,024.05
Debtor 8	Not Applicable	Sequestration	2014	£1,239.24
Debtor 8	Not Applicable	Sequestration	2015	£1,206.73
Debtor 8	Not Applicable	Sequestration	2016	£1,276.80
Debtor 8	Not Applicable	Sequestration	2017	£127.18
Debtor 8	Not Applicable	Sequestration	2018	£11.50
Debtor 8	Not Applicable	Sequestration	2019	£129.99
<b>Total</b>				<b>£11,787.29</b>
<b>Debtor 9</b> (Cross refer with additional reports: Housing benefit overpayments: Accounts for write off and Sundry debtors: Accounts for Write off)	Not Applicable	Sequestration	2005	£174.90
Debtor 9	Not Applicable	Sequestration	2006	£742.50
Debtor 9	Not Applicable	Sequestration	2007	£841.79



## Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

### Appendix

Name	Address	Reason	Year	Amount
Debtor 9	Not Applicable	Sequestration	2008	£849.31
Debtor 9	Not Applicable	Sequestration	2009	£857.03
Debtor 9	Not Applicable	Sequestration	2010	£857.03
Debtor 9	Not Applicable	Sequestration	2011	£857.03
Debtor 9	Not Applicable	Sequestration	2012	£857.03
Debtor 9	Not Applicable	Sequestration	2013	£964.71
Debtor 9	Not Applicable	Sequestration	2014	£1,155.40
Debtor 9	Not Applicable	Sequestration	2015	£1,160.15
Debtor 9	Not Applicable	Sequestration	2016	£1,164.97
Debtor 9	Not Applicable	Sequestration	2017	£1,169.85
Debtor 9	Not Applicable	Sequestration	2018	£1,200.49

# Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

## Appendix

Name	Address	Reason	Year	Amount
Debtor 9	Not Applicable	Sequestration	2019	£1,247.64
<b>Total</b>				<b>£14,099.83</b>
<b>Debtor 10</b> (Cross refer with additional report: Housing benefit: Accounts for write off)	Not Applicable	Sequestration	2001	£0.02
Debtor 10	Not Applicable	Sequestration	2002	£143.99
Debtor 10	Not Applicable	Sequestration	2003	£647.52
Debtor 10	Not Applicable	Sequestration	2004	£1,010.71
Debtor 10	Not Applicable	Sequestration	2005	£869.59
Debtor 10	Not Applicable	Sequestration	2006	£809.63
Debtor 10	Not Applicable	Sequestration	2007	£587.16
Debtor 10	Not Applicable	Sequestration	2008	£598.46
Debtor 10	Not Applicable	Sequestration	2009	£655.23

# Finance, Resources and Customer Services Policy Board – Council Tax Accounts for Write-Off

## Appendix

Name	Address	Reason	Year	Amount
Debtor 10	Not Applicable	Sequestration	2010	£753.90
Debtor 10	Not Applicable	Sequestration	2011	£499.69
Total				£6,575.90
Overall Total				£108,171.09





---

**To: Finance, Resources and Customer Services Policy Board**

**On: 29 January 2020**

---

**Report by: Director of Finance and Resources**

---

**Heading: Non-Domestic Rates: Accounts for write-off**

---

**1. Summary**

- 1.1 In accordance with Financial Regulation 3.5.10 a report regarding the write-off for sums over £10,000 due must be submitted to the Finance, Resources and Customer Services Policy Board.
- 1.2 The debt recovery process involves extensive effort by the Council and its collection agents to locate the debtor and recover the debt. During this process a stage can be reached when it is recognised that the recovery of the sums is no longer viable, and it is prudent to write-off the recovery of the outstanding liability.
- 1.3 The Council has already pursued each of the debts summarised on the attached Appendix through its follow up cycle and it is considered prudent to write-off the outstanding balance.
- 1.4 The approval for the write-off will enable the Council to prudently reflect within the financial accounts an accurate representation of the collectable debt. The Council continues to monitor the accounts and, where the circumstances of the debtor alter, will instigate further recovery action as appropriate. The level of write-off will be contained within the Council's bad debt provision.
- 1.5 An analysis of the debt proposed for write-off highlighting the reason why collection is deemed irrecoverable is shown in table 1 below:

**Table 1**

<b>Non-Domestic Rates</b>		
<b>Reason</b>	<b>No. Debtors</b>	<b>Amount</b>
Liquidation	5	£201,086.69
Sequestration	1	£37,376.00
<b>Total</b>	<b>6</b>	<b>£238,462.69</b>

## **2. Recommendations**

2.1 The Board is asked to authorise the write-off of £238,462.69 as detailed above.

---

### **Implications of the Report**

1. **Financial** – There has been adequate provision made for these bad debts.
2. **HR & Organisational Development** - None
3. **Community Planning** – None
4. **Legal** - None
5. **Property/Assets** – None
6. **Information Technology** – None
7. **Equality & Human Rights** – None
8. **Health & Safety** - None
9. **Procurement** – None
10. **Risk** - None
11. **Privacy Impact** – None
12. **Climate Risk** - None

---

**Author:** Emma Shields/Ext 6880

## Finance, Resources and Customer Services Policy Board – Non-Domestic Rates Accounts for Write-Off

### Appendix

Name	Address	Reason	Year	Amount
Elite Energy Recruitment Ltd	C/O Grainger Corporate Rescue & Recovery, 3 <sup>rd</sup> Floor 65 Bath Street, Glasgow, G2 2BX	Liquidation	2017	£189.60
Elite Energy Recruitment Ltd	C/O Grainger Corporate Rescue & Recovery, 3 <sup>rd</sup> Floor 65 Bath Street, Glasgow, G2 2BX	Liquidation	2017	£1,162.83
Elite Energy Recruitment Ltd	C/O Grainger Corporate Rescue & Recovery, 3 <sup>rd</sup> Floor 65 Bath Street, Glasgow, G2 2BX	Liquidation	2018	£792.00
Elite Energy Recruitment Ltd	C/O Grainger Corporate Rescue & Recovery, 3 <sup>rd</sup> Floor 65 Bath Street, Glasgow, G2 2BX	Liquidation	2018	£4,857.60
Elite Energy Recruitment Ltd	C/O Grainger Corporate Rescue & Recovery, 3 <sup>rd</sup> Floor 65 Bath Street, Glasgow, G2 2BX	Liquidation	2019	£327.34
Elite Energy Recruitment Ltd	C/O Grainger Corporate Rescue & Recovery, 3 <sup>rd</sup> Floor 65 Bath Street, Glasgow, G2 2BX	Liquidation	2019	£2,007.66
<b>Total</b>				<b>£9,337.03</b>
R N G Global Ltd	C/O K A Javid & Co Accountants, Javid House, 115 Bath Street, Glasgow, G2 2SZ	Liquidation	2014	£11,037.66
R N G Global Ltd	C/O K A Javid & Co Accountants, Javid House, 115 Bath Street, Glasgow, G2 2SZ	Liquidation	2015	£16,896.00
R N G Global Ltd	C/O K A Javid & Co Accountants, Javid House, 115 Bath Street, Glasgow, G2 2SZ	Liquidation	2016	£11,660.80
R N G Global Ltd	C/O K A Javid & Co Accountants, Javid House, 115 Bath Street, Glasgow, G2 2SZ	Liquidation	2018	£1,098.61

# Finance, Resources and Customer Services Policy Board – Non-Domestic Rates Accounts for Write-Off

## Appendix

Name	Address	Reason	Year	Amount
<b>Total</b>				<b>£40,693.07</b>
Cash 4 Clothes (Scotland) Ltd	C/O French Duncan (Linda Barr), Aviat House, 4 Bell Drive, Hamilton Technology Park, Blantyre, G72 0FB	Liquidation	2015	£28,018.84
Cash 4 Clothes (Scotland) Ltd	C/O French Duncan (Linda Barr), Aviat House, 4 Bell Drive, Hamilton Technology Park, Blantyre, G72 0FB	Liquidation	2016	£8,671.67
<b>Total</b>				<b>£36,690.51</b>
Debtor 7 (Cross refer with additional report: Council tax: accounts for write off.	Not Applicable	Sequestration	2016	£16,770.60
Debtor 7	Not Applicable	Sequestration	2017	£15,378.00
Debtor 7	Not Applicable	Sequestration	2018	£5,227.40
<b>Total</b>				<b>£37,376.00</b>
Fabb Projects Limited	C/O Matthew Duckworth, Pricewaterhousecoopers LLP, 8 <sup>th</sup> Floor Central Square, 29 Wellington Street, Leeds, LS1 4DL	Liquidation	2017	£3,770.06
Fabb Projects Limited	C/O Matthew Duckworth, Pricewaterhousecoopers LLP, 8 <sup>th</sup> Floor Central Square, 29 Wellington Street, Leeds, LS1 4DL	Liquidation	2017	£55,229.09
Fabb Projects Limited	C/O Matthew Duckworth, Pricewaterhousecoopers LLP, 8 <sup>th</sup> Floor Central Square, 29 Wellington Street, Leeds, LS1 4DL	Liquidation	2018	£4,409.89



## Finance, Resources and Customer Services Policy Board – Non-Domestic Rates Accounts for Write-Off

### Appendix

Name	Address	Reason	Year	Amount
Fabb Projects Limited	C/O Matthew Duckworth, Pricewaterhousecoopers Llp, 8 <sup>th</sup> Floor Central Square, 29 Wellington Street, Leeds, LS1 4DL	Liquidation	2018	£36,576.17
<b>Total</b>				<b>£99,985.21</b>
Café Lochan Ltd	1 Clyde Street, Renfrew, PA4 8SL	Liquidation	2015	£5,249.12
Café Lochan Ltd	1 Clyde Street, Renfrew, PA4 8SL	Liquidation	2016	£6,016.12
Café Lochan Ltd	1 Clyde Street, Renfrew, PA4 8SL	Liquidation	2017	£3,115.63
<b>Total</b>				<b>£14,380.87</b>
<b>Overall Total</b>				<b>£238,462.69</b>





---

**To: Finance, Resources and Customer Services Policy Board**

**On: 29 January 2020**

---

**Report by: Director of Finance and Resources**

---

**Heading: Sundry Debtors: Accounts for write-off**

---

## **1. Summary**

- 1.1 In accordance with Financial Regulation 3.5.10 a report regarding the write-off for sums over £10,000 due must be submitted to the Finance, Resources and Customer Services Policy Board.
- 1.2 The debt recovery process involves extensive effort by the Council and its collection agents to locate the debtor and recover the debt. During this process a stage can be reached when it is recognised that the recovery of the sums is no longer viable, and it is prudent to write-off the recovery of the outstanding liability.
- 1.3 The Council has already pursued each of the debts summarised on the attached Appendix through its follow up cycle and it is considered prudent to write-off the outstanding balance.
- 1.4 The approval for the write-off will enable the Council to prudently reflect within the financial accounts an accurate representation of the collectable debt. The Council continues to monitor the accounts and, where the circumstances of the debtor alter, will instigate further recovery action as appropriate. The level of write-off will be contained within the Council's bad debt provision.
- 1.5 An analysis of the debt proposed for write-off highlighting the reason why collection is deemed irrecoverable is shown in table 1 below:

**Table 1**

<b>Sundry Debtors</b>			
<b>Service</b>	<b>Reason</b>	<b>No. Debtors</b>	<b>Amount</b>
Communities, Housing and Planning Services	Trust Deed	1	£72.45
Communities, Housing and Planning Services	Sequestrated	1	£4,979.18
Environment & Infrastructure	Liquidation	1	£856.40
<b>Total</b>		<b>3</b>	<b>£5,908.03</b>

## **2. Recommendations**

2.1 The Board is asked to authorise the write-off of £5,908.03 as detailed above.

---

### **Implications of the Report**

1. **Financial** – There has been adequate provision made for these bad debts.
2. **HR & Organisational Development** - None
3. **Community Planning** – None
4. **Legal** - None
5. **Property/Assets** – None
6. **Information Technology** – None
7. **Equality & Human Rights** – None
8. **Health & Safety** - None
9. **Procurement** – None
10. **Risk** - None
11. **Privacy Impact** – None
12. **Climate Risk** - None

---

**Author:** Emma Shields/Ext 6880



## Finance, Resources and Customer Services Policy Board – Sundry Debtor Accounts for Write-Off

### Appendix

Name	Address	Charge	Write Off Reason	Amount
<b>Debtor 1</b> (Cross refer with additional reports: Council tax: accounts for write off, Housing benefit overpayments: Accounts for write off)	Not Applicable	Tenant Recharges	Trust Deed	£72.45
Café Lochan Ltd	1 Clyde Street, Renfrew, PA4 8SL	Trade Waste	Liquidation	£856.40
<b>Debtor 9</b> (Cross refer with additional reports: Council tax: accounts for write off and Housing benefit overpayments: Accounts for write off)	Not Applicable	Housing & Property Owner Recharge	Sequestrated	£4,979.18
<b>Total</b>				<b>£5,908.03</b>







---

**To: Finance, Resources and Customer Services Policy Board**

**On: 29 January 2020**

---

**Report by: Director of Finance and Resources**

---

**Heading: Housing Benefit Overpayments: Accounts for write-off**

---

**1. Summary**

- 1.1 In accordance with Financial Regulation 3.5.10 a report regarding the write-off for sums over £10,000 due must be submitted to the Finance and Resources Policy Board.
- 1.2 The debt recovery process involves extensive effort by the Council and its collection agents to locate the debtor and recover the debt. During this process a stage can be reached when it is recognised that the recovery of the sums is no longer viable, and it is prudent to write-off the recovery of the outstanding liability.
- 1.3 The Council has already pursued each of the debts summarised on the attached Appendix through its follow up cycle and it is considered prudent to write-off the outstanding balance.
- 1.4 The approval for the write-off will enable the Council to prudently reflect within the financial accounts an accurate representation of the collectable debt. The Council continues to monitor the accounts and, where the circumstances of the debtor alter, will instigate further recovery action as appropriate. The level of write-off will be contained within the Council's bad debt provision.
- 1.5 An analysis of the debt proposed for write-off highlighting the reason why collection is deemed irrecoverable is shown in table 1 below:

**Table 1**

<b>Housing Benefit Overpayments</b>		
<b>Reason</b>	<b>No. Debtors</b>	<b>Value</b>
Sequestrated	4	£24,589.90
Trust Deed	2	£7,058.07
<b>Total</b>	<b>6</b>	<b>£31,647.97</b>

## **2. Recommendations**

2.1 The Board is asked to authorise the write-off of £31,647.97 as detailed above.

---

### **Implications of the Report**

1. **Financial** – There has been adequate provision made for these bad debts.
2. **HR & Organisational Development** - None
3. **Community Planning** – None
4. **Legal** - None
5. **Property/Assets** – None
6. **Information Technology** – None
7. **Equality & Human Rights** – None
8. **Health & Safety** - None
9. **Procurement** – None
10. **Risk** - None
11. **Privacy Impact** – None
12. **Climate Risk** - None

---

**Author:** Emma Shields/Ext 6880

# Finance, Resources and Customer Services Policy Board – Housing Benefit Overpayments for Write-Off

## Appendix

Name	Period of Overpayment	Reason	Amount
<b>Debtor 1</b> (Cross refer with additional reports: Council tax: accounts for write off, Housing benefit: Accounts for write off and Sundry debtors: Accounts for Write off)	19/08/2013 to 19/11/2017	Trust Deed	£3,896.96
<b>Debtor 2</b> (Cross refer with additional reports: Council tax: accounts for write off.	28/09/2013 to 27/10/2013	Sequestrated	£265.89
<b>Debtor 4</b> (Cross refer with additional report: Council tax: accounts for write off.	16/04/2012 to 17/03/2019	Sequestrated	£18,229.20
<b>Debtor 5</b> (Cross refer with additional report: Council tax: accounts for write off.	04/08/2014 to 29/07/2018	Trust Deed	£3,161.11
<b>Debtor 6</b> (Cross refer with additional report: Council tax: accounts for write off.	01/03/2012 to 29/04/2012	Sequestrated	£85.21
<b>Debtor 10</b> (Cross refer with additional report: Council tax: accounts for write off.	17/04/2004 to 19/11/2006	Sequestrated	£6,009.60
<b>Total</b>			<b>£31,647.97</b>






---

**To:** Finance, Resources and Customer Services Policy Board

**On:** 29 January 2020

---

**Report by:** Director of Finance and Resources

---

**Heading:** Customer & Business Services Performance Report

---

## 1. Summary

- 1.1 This report details performance across key Customer & Business Service (CBS) functions including revenue collection and benefit administration for the period ending 28 December 2019 (including an update on the funding and expenditure position in relation to Discretionary Housing Payments (DHP) and the Scottish Welfare Fund). This report also provides a performance update in relation to customer services provision for December and year to date.
- 

## 2. Recommendations

- 2.1 It is recommended that the Board:
- Consider the contents of the report;
  - Approve allocation of £40,000 of existing welfare reform resources to the Scottish Welfare Fund;
- 

## 3. Revenue Collection

### 3.1 Council Tax

- 3.1.1 This section details the collection performance as at 28<sup>th</sup> December 2019 for Council Tax. It also provides details of the total sums collected for the previous year.
- 3.1.2 The billable sum for 2019/20 is £82,845,044

- 3.1.3 The sums collected to date for 2019/20 are £72,740,103 which is 87.80% of the billable sum. This represents a reduction of 0.18% in cash collection as a proportion of net charges billed compared with the same position for 2018/19.
- 3.1.4 The Council Tax Reduction awarded is £12,792,092 amounting to 13.38% of the billable sum, which is 0.41% less than at the same point last year.
- 3.1.5 The Service continues to work to address encourage the take-up of Council Tax Reduction. Activities include close tracking of potential applications, data matching and the use of visiting officers to maximise Council Tax Reduction awards.

## 3.2 **Non-Domestic Rates**

- 3.2.1 This section details the collection performance as at 28<sup>th</sup> December 2019 for Non-Domestic Rates (NDR). It also provides details of the total sums collected for the previous year.
- 3.2.2 The Non-Domestic Rates (NDR) charges billed for 2019/20 amount to £127,342,725.
- 3.2.3 The cash receipts to date amount to £103,487,480 which is 81.27% of the sums billed. This is a decrease in cash collection as a proportion of net charges billed of 0.38% compared with the same position for 2018/19. Payment profiles of NDR customers can vary from year to year and this impacts the percentage collection rate comparison, it is expected the overall collection rate at year end will be about the same as last year.

## 4. **Benefit administration**

- 4.1. This section details the processing performance in relation to Housing Benefit and the Scottish Welfare Fund, as at the end of December 2019. Also provided is an update on the funding and expenditure position in relation to Discretionary Housing Payments (DHP) and the Scottish Welfare Fund.
- 4.2 The Service continues to successfully balance the varied and changing work load resulting from the ongoing effect from the UK Government's welfare reform agenda, including Universal Credit Full Service Roll out which commenced in Renfrewshire on 19 September 2018.
- 4.3 **Speed of Processing – Housing/Council Tax Benefit**
  - 4.3.1 As detailed in Table 1 below, processing speed for New Claims is well within target, due to a revised, improved process.
  - 4.3.2 In relation to New Claims processed within 14 days of all information received, this measure is also within target for the period.
  - 4.3.3 Processing of Changes in Circumstance (CIC) is within target for the period.

*(Supplementary processing information is attached in Appendix 2 for members' reference)*

**Table 1 – Performance Summary**

<b>Performance measure</b>	<b>4 Week Reporting Period 08 November 2019 to 05 December 2019</b>	<b>Year to date position</b>	<b>Annual Target</b>
New Claims – processing time	20 days	17 days	24 days
New Claims - % processed within 14 days of all information received	100%	95 %	92%
Changes in Circumstance – processing time	7 days	6 days	10 days

#### **4.4 Discretionary Housing Payments**

4.4.1 The total budget for Discretionary Housing Payments for 2019/20 is shown in table 2 below.

4.4.2 Funding for DHP was previously provided to Local Authorities by the Department for Work and Pensions, following the new social security powers devolved to the Scottish Government (SG), DHP funding is now provided entirely by SG. The total budget is detailed in table 2 below and shows the indicative spending split provided to the Council.

4.4.2 The DHP budget has been calculated to include the full Scottish Government estimate of the amount of funding required to fully mitigate the effect of the Bedroom Tax. This estimate includes a 20% reserve allocation which will be paid in May 2020, if required.

4.4.3 In line with DHP Policy and DHP Regulations, the Service makes awards to fully mitigate the effect of the Bedroom Tax and maximise spend within the year.

4.4.4 Table 3 shows the performance information in relation to DHPs. The table shows that processing time in relation to DHP is within target.

**Table 2 – DHP Budget**

<b>Funding – indicative allocations</b>	<b>amount</b>
Financial Hardship (non Benefit Cap) – Scottish Government	£92,351
Financial Hardship (Benefit Cap) – Scottish Government	£181,684
Bedroom Tax* – Scottish Government	£1,997,109
<b>Total budget for the year</b>	<b>£2,271,144</b>

\*This figure represents the maximum amount required to cover the estimated shortfall of customers impacted by the Bedroom Tax.

**Table 3 – DHP Performance Summary**

<b>Measure</b>	<b>1 April 2019 to 31 December 2019</b>
Volume of DHP applications received	5,014 applications
Volume of DHP decisions made	4,698 decisions
Number of DHP awards	4,540 awards
Average processing time (target 29 days)	14 days
<b>Total amount committed/paid</b>	<b>£2,215,057</b>

## 4.5 The Scottish Welfare Fund

- 4.5.1 The Scottish Welfare Fund (SWF) provides a safety net for vulnerable people on low incomes through the provision of Community Care Grants and Crisis Grants. The Scottish Welfare Fund is a national scheme, underpinned by law and delivered on behalf of the Scottish Government by all local councils. The SWF replaced elements of the Social Fund abolished by the Department for Work and Pensions in 2013.
- 4.5.2 The Service makes awards in 2019/20 in line with Scottish Government guidance and had spent 77% of its total budget for the Scottish Welfare Fund (SWF) by the end of December 2019.
- 4.5.3 The recent roll out of Universal Credit (UC) Full Service within Renfrewshire has led to increased customer demand for financial support from the SWF. The volume of Crisis Grant awards is up slightly on the same point last year, with Universal Credit (UC) cases now accounting for about 15% of the awards made. The average value of these UC awards is 32% higher than for non-UC customers.



- 4.5.4 Last financial year (2018/19) £68,000 of additional funds were directed to supplement the fund, based on analysis of current trends and incorporating a recent increase in supplier prices it is anticipated that similarly, this year's fund will be exhausted prior to the financial year end.
- 4.5.5 To avoid significantly reducing individual payment levels to customers and to ensure award consistency it is recommended that the Council augments the fund with £40,000 of additional resources from existing welfare reform resources. The service will continue to assess demand against the budget profile to set the priority level for applications.
- 4.5.6 The performance data relating to the Fund is presented in table 4 below. The Service has processed Crisis and Community Care Grants well within target for the month.

**Table 4 – SWF Performance Summary**

<b>Measure</b>	<b>1 April 2019 to 31 December 2019</b>
Number of Crisis Grant applications received	6,470
Number of Crisis Grant Awards	5,155
<b>Total amount paid for Crisis Grants</b>	<b>£398,033</b>
<b>Average Processing time (2 working days target)</b>	<b>1 day</b>
<b>Average Processing time (within month)</b>	<b>1 day</b>
Number of Community Care Grant applications received	1,595
Number of Community Care Grant Awards	1,036
<b>Total amount paid for Community Care Grant</b>	<b>£505,586</b>
<b>Average processing time year to date (15 working days target)</b>	<b>6 days</b>
<b>Average processing time (within month)</b>	<b>4 days</b>
<b>Total amount paid/committed from the fund</b>	<b>£903,619</b>
<b>Budget provided by Scottish Government</b>	<b>£1,172,473</b>

## 5. Customer Service Provision

- 5.1 This section details the performance of the customer service unit for December 2019 and the year to date position from 1<sup>st</sup> April 2019.

The report provides an update on the overall contact centre call handling response times as well as face to face response times across the three customer service locations in Paisley, Renfrew and Johnstone.

## 5.2 Telephone Call handling

- 5.2.1 High level monthly summary – in December the contact centre received 21,457 calls and answered 94% against a primary target of 90% for the period.

**Table 5 – Customer Service Unit – Primary Target (call handling)**

Primary target	Year	Calls Received	December	Year to Date
90% calls answered	2019	21,457	94%	94%
	2018	26,848	85%	93%

- 5.2.3 The contact centre achieved the primary target of answering 90% of all calls.

The percentage of calls answered has increased compared to the same period last year, mainly due to a reduction in overall call volume.

- 5.2.4 The secondary target is to respond to 70% of all calls within 40 seconds

**Table 6 – Customer Service Unit – Secondary Target (call handling)**

Secondary target	Year	December	Year to date
70% calls in 40 seconds	2019	67%	64%
	2018	48%	61%

- 5.2.5 The contact centre was just below target for the month of December, due to increased volume of calls each Monday of the month driven by housing repairs calls (heating and hot water issues) as a result of the change to colder weather conditions.

The performance against the secondary target in the contact centre was significantly higher than the same month last year which has also had a positive effect on the overall year to date position.

## 5.3 Face to face provision

5.3.1 The primary target for Face to Face customer service is to ensure average wait time for all customer visits is below 20:00 minutes. The table below outlines the performance for the period across all Customer Service locations.

5.3.2 The service received 2,145 customer visits in December and continues to deal with these customers within target performance. This is a reduction of 188 customer visits compared to the same period last year.

All locations continue to achieve target for face to face customer service visits.

**Table 7 – Customer Service Unit – Primary Target (Face to Face)**

Location	Year	December	Year to Date
<b>Paisley</b>	<b>2019</b>	<b>10:37 mins</b>	<b>11:35 mins</b>
	2018	12:17 mins	15:44 mins
<b>Renfrew</b>	<b>2019</b>	<b>04:05 mins</b>	<b>05:22 mins</b>
	2018	05:31 mins	05:53 mins
<b>Johnstone</b>	<b>2019</b>	<b>07:59 mins</b>	<b>10:13 mins</b>
	2018	08:06 mins	11:11 mins

Face to face wait time has reduced in all locations for the month of December compared to the same period last year, mainly due to a reduction in demand as a result of an increase in online service availability and offering customers the ability to book specific appointment times for certain services.

#### **5.4 Factors impacting performance in the period**

The service level for the contact centre was slightly below the target of 70% of calls answered in 40 seconds. The key factor during the month which caused this is outlined below.

- Increased volume of calls each Monday of the month driven by housing repairs calls (heating and hot water issues) as a result of the change to colder weather conditions.

---

## Implications of the Report

1. **Financial** - The level of collection of Local Taxation continues to provide funding for the delivery of Council services throughout Renfrewshire.
2. **HR & Organisational Development** - None
3. **Community/Council Planning –**
  - Our Renfrewshire is fair - An effective Benefits service is vital to the quality of life of many of our citizens as it provides vital support for low income households to sustain tenancies and meet their rent obligations
  - Working together to improve outcomes - An efficient and effective billing and administrative process for the collection of local taxes is vital for ensuring the recovery of income to the council to support the provision of local services. This is supported by a range of payment opportunities for the public, including electronic and digital payments (e.g. Direct Debit, Website and Telephone).
  - Working together to improve outcomes – An efficient and effective Customer Service Unit is vital to ensuring citizens have equality of access to Council services whether this is digitally, by telephone or face to face
4. **Legal** - None
5. **Property/Assets** - None
6. **Information Technology** - None
7. **Equality & Human Rights** - The Recommendation contained within this report has been considered in relation to its impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for consideration of performance only.
8. **Health & Safety** - None
9. **Procurement** – None

- 10. **Risk - None**
- 11. **Privacy Impact – None**
- 12. **Cosla Policy Position – None**
- 13. **Climate Risk – None**

---

#### **List of Background Papers**

- (a) **None**

---

**Author: Rhona McGrath Ext 6879**



## Appendix 1

### RENFREWSHIRE COUNCIL

#### REVENUES COLLECTION STATEMENT AS AT 31<sup>st</sup> DECEMBER 2019

<b>COUNCIL TAX</b>		
	<b>2018/19</b>	<b>2019/20</b>
	<b>£m</b>	<b>£m</b>
Projected Yield	85.957	90.560
Gross Charges	89.586	95.637
Less rebates	12.285	12.792
Net Charges Billed	<u>77.301</u>	<u>82.845</u>
Cash Collected	74.026	72.740
Rebate Grant	12.285	12.792
	<u>86.311</u>	<u>85.532</u>
Cash collected as % of Net Charges	95.76%	87.80%
Income as % of Projected Yield	100.41%	94.45%

<b>NON DOMESTIC RATES</b>		
	<b>2018/19</b>	<b>2019/20</b>
	<b>£m</b>	<b>£m</b>
Projected Yield	120.277	124.796
Gross Charges	143.878	148.295
Less reliefs	21.147	20.952
Net Charges Billed	<u>122.731</u>	<u>127.343</u>
Cash Collected	122.396	103.487
Cash collected as % of Net Charges	99.73%	81.27%
Cash collected as % of Projected Yield	101.76%	82.93%





## Customer & Business Services Performance Report – Appendix 2

### Supplementary KPIs – Finance & Resources Policy Board

#### APPEALS

Where a claimant disputes a Benefits decision and also disputes a revision decision they can formally make an Appeal. The Benefits Service will prepare a detailed submission which is then considered by the Independent Tribunals Service. Preparation of a submission is a very involved process and requires significant data gathering.

<b>Target processing speed</b>	60		
<b>Result: last 3 months (days)</b>	October: 34 days	November: 51 days	December: 60 days
<b>Average (12 months to date)</b>	37 days		
<b>Average Appeals Completed</b>	5 Appeals per month		

**Comment:-** Appeals have been processed well within target over the period.

#### REVISIONS

Where a claimant disputes a benefits decision in the first instance, they can request for it to be looked at again. This is known as a Revision. The process involves a Senior Benefit Assessor reviewing the decision thoroughly to decide whether the decision should stand.

<b>Target</b>	28 days		
<b>Result last report</b>	July: 17	August: 26	September: 30
<b>Result Last 3 months</b>	October: 24	November: 23	December: 24

**Comment:-** The Service remains well within target for revisions processing

#### ACCURACY

The Service proactively monitors the accuracy of benefits decisions made through a robust audit checking programme. The Service targets to audit 4% of all calculations. The actual level of checking for this reporting period is higher due to a number of new staff joining the Benefits team and therefore requiring 100% of their work to be checked.

	Target %	Actual %
<b>Volume of Audits</b>	4%	22 %
<b>Accuracy – December 19</b>	95%	95 %
<b>Accuracy – Year to Date</b>	95%	91 %

**Comment:-** The Service has set a stretching target for Accuracy which has been achieved for December.

## Customer & Business Services Performance Report – Appendix 2 Supplementary KPIs – Finance & Resources Policy Board

### HOUSING BENEFIT OVERPAYMENTS

The service is responsible for raising overpayments where Housing Benefit has been paid in error. If these have resulted from errors made by claimants, the cost is partially funded by the DWP. The service attempts to recover both newly raised and historic debts from claimants or landlords as appropriate. In year collections performance is detailed below.

<b>Overpayments raised year to date</b>	£1,253,738
<b>Overpayments raised and recovered in year</b>	£377,932
<b>% recovery</b>	30.14%
<b>All recovery year to date</b>	£926,955
<b>All recovery vs raised in year</b>	73.94%
<b>All recovery vs all debt</b>	10.70%
<b>Total debt outstanding at end of reporting period</b>	£7,736,731




---

**To: FINANCE, RESOURCES AND CUSTOMER SERVICES POLICY BOARD**

**On: 29<sup>th</sup> January 2020**

---

**Report by: DIRECTOR OF ENVIRONMENT & INFRASTRUCTURE**

---

**Heading: OPERATIONAL PERFORMANCE REPORT: INTEGRATED FACILITIES MANAGEMENT (HARD & SOFT SERVICES)**

---

## **1. Summary**

- 1.1 Environment & Infrastructure brings together a range of Council services and activities, with both strategic and operational responsibilities. This report provides an operational performance update on Facilities Management (Hard and Soft Services) delivered by Environment & Infrastructure since the last Policy Board in November 2019.
- 

## **2. Recommendations**

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board approves the operational performance update contained within this report.
- 

## **3. Facilities Management - Hard Services**

### **Building Services Background**

- 3.1 Building Services is Renfrewshire Council's in-house property repairs and maintenance contractor. Its core function is to provide a high quality, customer focused and cost-effective property repairs and maintenance service to Renfrewshire Council.
- 3.2 As a business with a projected turnover of just over £16m for 2019/20 and a planned workforce of 186 craft operatives spanning 10 trade disciplines and 32 APT&C employees. It is one of the largest property repairs and maintenance contractors within the Renfrewshire area.

### Overall Repairs Profile

#### 3.3 HRA Repairs

The Housing repairs for the first 7 months of the financial year are shown below. Performance exceeds the target of 94% at 94.73% for the period.

**PERFORMANCE INDICATORS 2019/2020**

			Q1	Q2	Oct	Cumulative
NO OF REPAIRS COMPLETE			12125	12624	5471	30220
NO OF REPAIRS WITHIN TARGET			11562	11895	5170	28627
% OF REPAIRS WITHIN TARGET	Target	94%	95.36%	94.23%	94.50%	94.73%

#### 3.4 Repairs & Maintenance (Public Buildings and Schools)

The Council's internal repairs & maintenance repairs for the first 7 months of the year are shown in the table below.

**PERFORMANCE INDICATORS 2019/2020**

			Q1	Q2	Oct	Cumulative
NO OF REPAIRS COMPLETE			2198	2541	938	5677
NO OF REPAIRS WITHIN TARGET			1829	2144	737	4710
% OF REPAIRS WITHIN TARGET	Target	80%	83.21%	84.38%	78.57%	82.97%

#### 3.5 The service continues to undertake additional works as follows.

- Refurbishment of rehabilitation café.
- Refurbishment of shop units for Property Services.
- Continuing to work with the Head Teacher and staff to provide targeted upgrades to Paisley Grammar. The staff area and toilets have been refurbished over the October School break. We are now looking at other areas across the school with the Head Teacher and staff to maximise the impact to the school.
- Upgrade of the smoke detector systems across the Renfrewshire Council Housing stock. The full upgrade of 12,500 houses requires be completed by March 2021.
- Installation of 12 Electric Vehicle Charging stations throughout the Renfrewshire by the end of March 2020.

#### 3.6 Compliance Task Performance 2019/2020

Works are undertaken by the Repairs and Compliance team with Facilities Management Service to ensure the Council meets it's statutory obligations and keep the property assets safe.

To ensure the council are meeting their obligations we are undertaking works including electrical testing, powered lifts inspections, roller shutters servicing and legionella testing and assessments. All of the information and certification is held on CAMIS (Corporate Asset Management System) and is now available at site level for property users.

The following table has been updated for Q1 and Q2 showing examples of the areas of compliance, percentage undertaken and where any follow up remedial works are required.

<b>Summarised Compliance Tasks</b>	<b>% complete</b>	<b>Remedial</b>	<b>No. of Tasks</b>
Air Units	94.44%	15	68 of 72
Doors and Shutters	91.84%	0	180 of 196
Electrical Compliance	93.40%	47	609 of 652
Fire Supply / Fight. Equipment	96.57%	0	197 of 204
Gas	91.03%	54	203 of 223
IT Data Suites	50.00%	0	2 of 4
Other Boiler Tasks	100.00%	0	5 of 5
Roof Safety	100.00%	0	26 of 26
Water Management	16.48%	n/a	86 of 522

### 3.7 Water Management

The transfer of information from the old system has been challenging but will ensure all legionella testing information is held on CAMIS system with all other compliance areas. Identified remedial works are being undertaken across all of the identified properties to ensure on going compliance.

### 3.8 Housing Repairs Satisfaction Update

Customer feedback continues to be positive and for the first 7 months to 31st October 2019, the Service out turned at 97.4% overall satisfaction level, against a target of 97%.

Month	% Satisfied	Number Satisfied	Total Surveys
April	96.2%	307	319
May	97.0%	325	335
June	96.0%	143	149
July	97.5%	268	275
August	95.9%	354	341
September	95.7%	201	210
October	97%	305	314
Cumulative	97.94%	1,903	1,943

## **Building Services Training & Development**

### **Apprentices**

- 3.9 Further course in asbestos have been carried out with another 12 operatives.
- 3.10 Two of the current 4<sup>th</sup> year apprentices are going to be sitting their final assessments in Jan/Feb.

### **Street Lighting Operational Update**

- 3.11 The update for the first half of this financial year is shown below

<b>Type of Task</b>	<b>Jobs Completed since April 2019</b>
Replacement underground cables	26
5/6 Metre Columns replaced	77
8/10 Metre Columns replaced	25
Faulty Replacement Lanterns	253
Emergencies Attended	311
Responsive Repairs undertaken	2265

## **4. Facilities Management - Soft Services**

### **Operational Improvement**

- 4.1 The Online Schools Payment - Cashless Catering project continues to be rolled out across the school network. More than 30 schools have now gone live with this new solution. The final phase of the roll-out plan is underway with completion scheduled for June 2020.

### **4.2 Early Years 1140 Hours**

We continue to work with Children's Services on the phasing of the Scottish Government's Early Learning and Childcare Entitlement – 1140 Expansion. The phasing enables 3 and 4 year old children and eligible 2 year olds to receive a hot lunchtime meal as part of their provision of 1140 hours of childcare. The full roll-out of this is due to be implemented by August 2020.

### **4.3 Period Poverty**

We continue to provide free sanitary products in schools across Renfrewshire in line with the Scottish Government's £5 million scheme to fight period poverty. Plans are in place to carry out engagement exercises with pupils in secondary schools to ensure the product range available meets their requirements.

This initiative has now been introduced in public buildings across Renfrewshire, including the public toilets within Renfrewshire House.

## 5. School meals

- 5.1 Plans are underway prepare new menus for introduction in August 2020 for primary, secondary and pre-5 meals, in line with the implementation of the Scottish Government's revised School Food Regulations. It is anticipated that these revised regulations will present a number of challenges to the school meals' service due to restrictions on some products, such as processed meats, bread and home baking.
- 5.2 Consultation will take place with pupil groups, to capture their views to help in the menu development. Taster and information sessions are being planned for parents and carers with stalls being set up at parents' evenings.
- 5.3 Special theme days were held during December 2019 to encourage more pupils to take school meals – especially to encourage those who are eligible for a free meal. Further themes days are planned over the coming months.

---

## **Implications of the Report**

1. **Financial** - Any financial savings from the service redesigns referenced in this report will be progressed through the Council's financial & budget planning process.
2. **HR & Organisational Development** - Any staffing changes from the service redesigns referenced in this report will be progressed through the Council's HR policies, including redeployment and utilisation of VR/VER scheme.
3. **Community & Council Planning** - the report details a range of activities which reflect local community and council planning themes.
4. **Legal** - None.
5. **Property/Assets** - None.
6. **Information Technology** - IT implications are contained within the report.
7. **Equality & Human Rights** - The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** - None.
9. **Procurement** - None.
10. **Risk** - None.

11. **Privacy Impact** - None.
  12. **CoSLA Policy Position** - None
  13. **Climate Risk** – The performance outlined within the report will continue to contribute to positive climate change.
- 

**List of Background Papers:** None

---

**Author:** Diane M Gillies, Head of Facilities Management  
**e-mail:** [diane.gillies@renfrewshire.gov.uk](mailto:diane.gillies@renfrewshire.gov.uk)






---

**To: Finance, Resources and Customer Services Policy Board**

**On: 29 January 2020**

---

**Report by: Director of Finance and Resources**

---

**Heading: Revised Minute of Agreement – Clyde Valley Learning and Development Project**

---

## **Summary**

- 1.1 The Clyde Valley Learning and Development Group (CVLDG) was established informally in 2005 to explore the opportunities for improvement through joint working and shared delivery of learning and development.
- 1.2 In 2007, a formal partnership was established under a Joint Committee structure, with South Lanarkshire Council as lead authority. The project was supported by one-off grant funding from the National Board for Shared Services (NBSS).
- 1.3 Key successes of the Project over the last 12 years have been:
  - the development of a common approach to e-learning;
  - an online food hygiene qualification accredited by REHIS;
  - the ground-breaking Promoting Positive Behaviour qualification;
  - the Clyde Valley CMI qualification centre; and
  - a common approach to delivering First Aid training.
- 1.4 Following unprecedented pressure budgets across Clyde Valley Councils, the Joint Committee agreed to review the funding model and membership structure in order to fully cover the costs of the project. In 2018, a new three-tier membership structure was agreed: Full, Participating and Procurement. This allows Councils to decide and have flexibility around the level they wish to participate, while spreading the costs of the project across all member Councils.

- 1.5 The original minute of agreement for the partnership set out in 2008 no longer reflects the membership or key priority work areas. A revised Minute of Agreement, attached at Appendix 1, was approved by the Joint Committee in June 2019 and is now circulated to Full Member Councils for approval and signing.
  - 1.6 Consultation on the revised minute of agreement has taken place with our Legal and Democratic Services and feedback has been incorporated.
- 

## **2. Recommendations**

- 2.1 The purpose of this report is to seek approval from Elected Members to sign the revised Minute of Agreement for the Clyde Valley Learning and Development Project, attached at Appendix 1.
- 

## **3. Background to the Clyde Valley Learning and Development Project**

- 3.1 The Clyde Valley Learning and Development Group (CVLDG) was established informally in 2005 to explore the opportunities for improvement through joint working and shared delivery of learning and development.
- 3.2 In 2007, a formal partnership was established under a Joint Committee structure, with South Lanarkshire Council as lead authority. The project was supported by one-off grant funding from the National Board for Shared Services (NBSS).
- 3.3 A condition of the NBSS grant funding was that any outcomes of the project would be freely shared with other local authorities. To this end, a new Associate Membership category was created, which allowed other Councils to join and take part in various workstreams.
- 3.4 Once the grant funding was exhausted, in 2011 the Joint Committee agreed a two-tier funding model for Full Members to contribute to the running costs of the Project. Any additional running costs were underwritten by the lead authority, South Lanarkshire Council. Associate Members were not asked to contribute at this point.
- 3.5 Following unprecedented budget pressures across the Clyde Valley Councils, the Joint Committee agreed to review the funding model and membership structure in order to fully cover the costs of the project. In 2018, a new three-tier membership structure was agreed: Full, Participating and Procurement. This allows Councils to decide and have flexibility around the level they wish to participate, while spreading the costs of the project across all member Councils.

3.6 The six Full Member Councils are:

- South Lanarkshire Council
- East Renfrewshire Council
- Glasgow City Council
- Inverclyde Council
- North Lanarkshire Council
- Renfrewshire Council

3.7 Following the establishment of the Clyde Valley Learning and Development Project in 2007, a legal agreement in the form of a Minute of Agreement was drawn up and signed by the eight Full Member Councils in 2008. The agreement covered the terms of the NBSS grant, as well as setting out certain terms and conditions which would apply in the delivery of the Project. The agreement was legally binding on the Full Member Councils.

3.8 The original minute of agreement set out in 2008, however now no longer reflects the membership structure and key priority work areas. A revised minute of agreement was prepared by South Lanarkshire Council's Administration and Legal Services and was circulated to Full Member Councils for consultation and amendment in December 2018 and was agreed by the Joint Committee in June 2019. Renfrewshire Council's Legal Services have reviewed the agreement and provided feedback which has been incorporated into the revised Agreement.

3.9 The key changes to the Minute of Agreement are as follows:

- the introduction of 3 categories of membership (Full, Participating and Procurement), with an associated fee based on the category of membership chosen and size of the Council;
- the named member Councils have been updated under each category of membership for the year 2019/2020;
- the description of the Project has been updated to reflect changes to the funding and structure from the original bid for funding at the Project's inception;
- the sub-groups have been updated to reflect the new changes involved, in particular the status of the Social Care Group has been raised to an equivalent level as the Steering Group for governance of matters relating to the Health and Social Care agenda;
- New terms governing the Lead Authority which define the circumstances and notice period required should the Lead Authority wish to withdraw from the Project.

3.14 The Minute of Agreement will be updated to reflect the named member Councils under each category of membership for the preceding year and re-issued for signing on an annual basis.

---

## Implications of the Report

1. **Financial** – Full membership of the Clyde Valley Learning and Development Project costs £7,000 per annum (reviewed annually). This cost is managed in line with the current budget already allocated for Clyde Valley Membership.
2. **HR & Organisational Development** – HR & OD take a strategic management and governance role in the Steering group, report to the Joint Committee, lead the e-learning sub-group, and take part in the associated sub-groups.
3. **Community Planning** – None.
4. **Legal** – Renfrewshire Council are bound by the terms of the Clyde Valley Learning and Development Project Minute of Agreement.
5. **Property/Assets** – None.
6. **Information Technology** – None.
7. **Equality & Human Rights**
  - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – None.
9. **Procurement** – Engagement with Procurement will take place for developing Clyde Valley projects as and when they arise.
10. **Risk** – None.
11. **Privacy Impact** – None.
12. **Climate Risk** - None
13. **Cosla Policy Position** – Not applicable.

---

## List of Background Papers

Not applicable.

---

**Author:** Alan Russell, Director of Finance and Resources, 0141 618 7363  
[alan.russell@renfrewshire.gov.uk](mailto:alan.russell@renfrewshire.gov.uk)



## MINUTE OF AGREEMENT

between

**SOUTH LANARKSHIRE COUNCIL, EAST RENFREWSHIRE COUNCIL, GLASGOW CITY COUNCIL, INVERCLYDE COUNCIL, NORTH LANARKSHIRE COUNCIL and RENFREWSHIRE COUNCIL** all incorporated under the Local Government etc. (Scotland) Act 1994 (all hereinafter referred to as “the Member Authorities”)

Subject: Clyde Valley Learning and Development Project

---

Head of Legal Services  
South Lanarkshire Council  
Administration and Legal Services  
11<sup>th</sup> Floor  
Almada Street  
HAMILTON  
ML3 0AA

Ref: HL/CPPL-17449

FAS No: 2089

## **INDEX OF CLAUSES AND PARTS OF SCHEDULE**

- 1. Definitions and Interpretation**
- 2. Commencement and Duration**
- 3. Joint Committee**
- 4. Steering, Social Care Group and Project Manager**
- 5. Support Service**
- 6. Delivery and Operation of the Clyde Valley Learning and Development Project**
- 7. Budget and Contributions**
- 8. Default in Payments**
- 9. Services To Third Parties**
- 10. Additional Parties**
- 11. Indemnity and Insurance**
- 12. Termination**
- 13. Variation**
- 14. Information Sharing**
- 15. Freedom of Information**
- 16. Assignment**
- 17. Law**

**Schedule Part 1 – Lead Authority’s Responsibilities**

**Schedule Part 2 – Support Services**

**Schedule Part 3 – Groups and Project Manager Remits**

**Schedule Part 4 – Membership Benefits and Contributions**

**Schedule Part 5 – Confidential Information**



## **MINUTE OF AGREEMENT**

between

**SOUTH LANARKSHIRE COUNCIL**

and

**EAST RENFREWSHIRE COUNCIL,  
GLASGOW CITY COUNCIL, INVERCLYDE  
COUNCIL, NORTH LANARKSHIRE COUNCIL  
and RENFREWSHIRE COUNCIL** all as  
incorporated under the Local Government etc.  
(Scotland) Act 1994 (all hereinafter referred to  
as "the Member Authorities")

WHEREAS the Member Authorities have formed the Clyde Valley Learning and Development Joint Committee constituted under Section 57 of the Local Government (Scotland) Act 1973.

NOW THEREFORE it is hereby agreed as follows:-

### **1. DEFINITIONS and INTERPRETATIONS**

The following expressions shall have the meanings respectively ascribed thereto.

"Accounting Officer" means the Executive Director (Finance and Corporate Resources) of South Lanarkshire Council or his/her nominee.

"Clerk to the Joint Committee" means the Executive Director (Finance and Corporate Resources) of South Lanarkshire Council or his/her nominee.

"Confidential Information" means the information listed as Confidential Information in Part 5 of the Schedule.

"Contribution Payment" means the sum payable in terms of this Agreement by each Member towards the cost of administrative and other support to the Joint Committee and to the Project, including but not limited to the costs of staff secondment, insurance indemnities and IT accommodation costs as more particularly set out in the Schedule Part 4.

"Environmental Information Regulations" means the Environmental Information (Scotland) Regulations 2004.

"Financial Year" means any period of one year starting on 01 April in that year and ending on 31 March in the following year.

“FOISA” means the Freedom of Information (Scotland) Act 2002 and any subordinate legislation made under this Act from time to time together with any guidance and/or codes of practice issued by the Scottish Government or the Scottish Information Commissioner in relation to such legislation.

“Full Member” means South Lanarkshire Council, East Renfrewshire Council, Glasgow City Council, Inverclyde Council, North Lanarkshire Council, Renfrewshire Council and any other person who the Joint Committee agree to admit as a Full Member.

“Joint Committee” means the Committee established by the Full Members to regulate the delivery of the Project as set out in Clause 3 of this Agreement, and whose powers are as set out in this Agreement.

“Lead Authority” means South Lanarkshire Council.

“Member” means all or any of the Full Members, Participating Members and Procurement Members as the context may require.

“Participating Members” means Angus Council, Argyll and Bute Council, City of Edinburgh Council, Clackmannanshire Council, Dundee City Council, East Dunbartonshire Council, Falkirk Council, Orkney Council, Perth and Kinross Council, Scottish Borders Council, West Dunbartonshire Council or any other person who the Joint Committee agree to admit as a Participating Member.

“Procurement Members” means Dumfries and Galloway Council, East Lothian Council or any other person who the Joint Committee agree to admit as Procurement Members.

“Project” means the Clyde Valley Learning and Development Project; that is, the combined activities designated by the Steering Group and/or the Social Care Group to deliver efficiencies, savings, best practice and collaboration to the employees of the Member Councils in the field of Learning and Development.

“Project Manager” means the Officer appointed by the Lead Authority and endorsed by the Joint Committee as having overall responsibility for the day to day operation of the Clyde Valley Learning and Development Project.

“Requests for Information” means any apparent request for information under FOISA, or the Environmental Information Regulations.

“Schedule” means the Schedule in 5 Parts annexed as relative to this Agreement.

### **Interpretation**

The interpretation and construction of this Agreement shall be subject to the following provisions:-

- (a) References to any statute, law, order, regulation or other similar instrument shall be construed as a reference to the statute, law, order, regulation or instrument as subsequently amended or re-enacted;
- (b) References to the singular include the plural and *vice versa* unless the context otherwise requires;
- (c) Clause headings and sub headings are for reference purposes only and shall not affect the construction of anything in the Agreement. Reference to a Clause is a reference to the whole of that Clause unless stated otherwise;
- (d) Reference to any person shall include natural persons and partnerships, firms and other incorporated bodies and all other legal persons of whatever kind and however constituted and their successors and permitted assignees or transferees;

- (e) The words “include”, “includes” and “including” are to be construed as if they were immediately followed by the words “without limitation” and
- (f) The provisions of the Interpretation Act 1978 with respect to interpretation and construction shall apply to this Agreement.

## **2. COMMENCEMENT AND DURATION**

- 2.1 This Agreement will commence on 10 June 2019 notwithstanding the date or dates of signing hereof and supersedes the previous Minute of Agreement between the Member Authorities dated 7 October 2008 and subsequent dates.
- 2.2 Each Member’s membership of the Joint Committee shall subsist unless and until terminated in accordance with any of the provisions of Clause 12.
- 2.3 The Joint Committee shall subsist unless and until terminated in accordance with any of the provisions of Clause 12.

## **3. JOINT COMMITTEE**

- 3.1 The Joint Committee has been established for the purpose of regulating the delivery of the Project by maintaining a strategic overview and monitoring the learning and development functions of the Members.
- 3.2 Each Full Member shall appoint one of their Councillors to be their representative on the Joint Committee.
- 3.3 Each Full Member may appoint a substitute representative to attend meetings of the Joint Committee in the absence of the appointed Councillor which substitute representative shall also be a Councillor.
- 3.4 Each of the Full Members shall be entitled to replace its representative on the Joint Committee at any time or times by notifying the Clerk to the Joint Committee to that effect.
- 3.5 At meetings of the Joint Committee only Full Members in attendance shall be entitled to vote.
- 3.6 The Convener of the Joint Committee shall be an elected representative appointed by the Lead Authority from time to time. A Vice Convener shall be appointed by the Joint Committee following each Scottish Local Government Election or at any other time as may be required.
- 3.7 Each Full Member shall delegate to the Joint Committee their powers to regulate the provision of the Project through the strategic overview and monitoring of the business plan and operation of the Project.
- 3.8 The Joint Committee adopted, at their meeting on Sixteenth October, Two thousand and seven, Standing Orders relating to proceedings at their meetings and at the meetings of any Sub-Committee and these shall apply to the proceeding of the Joint Committee throughout the period of this Agreement subject to any amendments to or replacement thereof as the Joint Committee may determine.

#### **4. STEERING, SOCIAL CARE GROUPS AND PROJECT MANAGER**

- 4.1 There shall be a Steering Group comprising officer representatives of the Lead Authority and Full Members which shall oversee the operational work of the Project (save in respect of health and social care issues) and shall have the roles and responsibilities set out in the Schedule Part 3 paragraph 1.
- 4.2 There shall also be a Social Care Group comprising officer representatives of the Lead Authority and Full Members which shall oversee health and social care issues relating to the Project and shall have the roles and responsibilities set out in the Schedule Part 3 paragraph 2.
- 4.3 The Project Manager shall be accountable through the Steering Group to the Joint Committee for the performance of the Clyde Valley Learning and Development Project and for the successful delivery of that Project in terms of the agreed priorities shall have the roles and responsibilities set out in the Schedule Part 3 paragraph 3.

#### **5. SUPPORT SERVICES**

- 5.1 Staff may be seconded from the Full Members to the Lead Authority to enable the Project to be delivered as agreed from time to time by the Full Members or any officer to whom such authority has been delegated.
- 5.2 All professional and administrative support for the Joint Committee, the Project Manager and the Project Group will be provided by the Lead Authority.

#### **6. DELIVERY AND OPERATION OF THE CLYDE VALLEY LEARNING AND DEVELOPMENT PROJECT**

- 6.1 Except as specifically provided for in this Minute of Agreement, the Joint Committee shall regulate the operation of the Project and set the key performance standards to be met.
- 6.2 Members may arrange to contract for the services delivered by the Project outwith the Project and nothing in this Minute of Agreement shall require a Member to breach or replicate an existing contract for the supply of such a service.
- 6.3 The Lead Authority's Standing Orders and Financial Regulations as amended from time to time shall apply to all tendering procedures and contracts negotiated by the Lead Authority on behalf of the Members in relation to the Project. The Lead Authority shall comply with all necessary legislation and any other relevant source of law when tendering contracts on behalf of the Members.
- 6.4 Members shall be entitled to the benefits and accept the responsibilities specified in the Schedule Part 4 according to their particular type of Membership i.e. Full, Participating or Procurement.
- 6.5 Members undertake to provide such information within such timescales as is reasonably required by the Project Manager to enable the Project to undertake its activities.

- 6.6 Failure by a Member to provide such information referred to in Clause 6.5 above may result in the Project Manager reporting to the Steering Group and the Steering Group may ask the Joint Committee to:-
- (a) Exclude that Member from participating in the Project; and/or
  - (b) Exclude that Member from receiving benefits applicable to their Membership; and/ or
  - (c) Recover from that Member any additional costs incurred or losses suffered by the Project arising from that Member's failure.

## **7. BUDGET AND CONTRIBUTIONS**

- 7.1 The Joint Committee shall prior to thirty first December in each Financial Year approve a budget for the forthcoming Financial Year in accordance with Paragraph 1.5 of Part 2 of the Schedule.
- 7.2 Once the budget has been approved the Lead Authority shall invoice Members for their Contribution Payment for the following Financial Year. Members must make payment of their Contribution prior to the start of the next Financial Year.
- 7.3 The Accounting Officer for the Project shall prepare the annual financial statements and accounts of the Project to the Thirty first March in each year and submit them to the Joint Committee no later than Thirty first August following. Any surplus occurring at the end of any Financial Year shall be used as decided by the Joint Committee.

## **8. DEFAULT IN PAYMENTS**

- 8.1 In the event that any Member fails to make any payment due under this Agreement within 28 days of the day on which payment is demanded interest will run thereon from the day following the date upon which the money became due and payable until paid at a rate of 2% per annum above the base rate of the Royal Bank of Scotland plc or such bank as the Accounting Officer may from time to time notify to the Member Authorities.
- 8.2 Where a Member fails to pay its Contribution Payment by 30 June in the Financial Year in which it is due it will cease to be entitled to receive the benefits applicable to its membership unless otherwise decided by the Lead Authority.
- 8.3 The Lead Authority shall have the discretion, but shall not be bound, to accept any Contribution Payment by a Member after 30 June and allow that Member to continue to participate in the Project subject to any conditions as the Lead Authority shall consider appropriate.
- 8.4 For the avoidance of doubt where in terms of this Clause a Member loses its entitlement to participate in the Project or any contract arranged by the Project that Member Authority remains liable to perform its obligations under this Minute of Agreement and in particular remains liable for payment of its Contribution Payment and any losses, costs, expenses or other outstanding payments due. The Lead Authority shall on its own behalf and on behalf of the Members individually have the power to recover any outstanding sums due to them from a defaulting Member

## **9. SERVICES TO THIRD PARTIES**

- 9.1 The Steering Group and/or the Social Care Group may allow any person who is not a Member (as permitted under the Local Authorities (Goods and Services) Act 1970 or other relevant legislation) to utilise all or some of the services of the Project on such terms and conditions as are stipulated by the Steering Group or Social Care Group as the case may be and approved by the Joint Committee.

## **10. ADDITIONAL PARTIES**

- 10.1 The Joint Committee may agree to allow any person or organisation to attend the Joint Committee in an advisory capacity where such attendance is considered appropriate. For the avoidance of doubt any such person or organisation will have no voting rights.

## **11. INDEMNITY AND INSURANCE**

- 11.1 Where the Project Manager and his/her staff are acting on behalf of all or some of the Members those Members shall jointly indemnify the Lead Authority in proportion to their Contribution percentage against any liability for loss, damage or injury arising from the provision of said services.
- 11.2 Where the Project Manager and his/her staff are acting on behalf of a single Member that Member shall indemnify the Lead Authority against any liability for loss, damage or injury arising from the provision of said services. The sum due to the Lead Authority will be paid on demand where only one Member is involved.

## **12. TERMINATION**

- 12.1 Members shall require to give at least six months prior written notice of their intention to withdraw from the Project such notice to expire no earlier than the start of the next Financial Year and be sent to the Clerk to the Joint Committee. Any such notice shall be acknowledged by the Clerk to the Joint Committee who will advise the Project Manager that such a Notice has been received. However the Joint Committee shall be entitled to allow a Member to cancel a notice of withdrawal at any time. Should the Lead Authority decide that it no longer wishes to act as Lead Authority but wish to continue as a Member (of whatever type) it shall similarly require to give at least six months prior notice of the same to the Clerk to the Joint Committee.
- 12.2 This Agreement will cease and the Joint Committee cease to exist in the event that the number of Full Members is less than five (5).
- 12.3 Where the Full Members resolve not to continue with the Joint Committee arrangement the Joint Committee shall ensure that a sufficient period of time is allowed for the Lead Authority to facilitate the orderly winding up of the Project. That will include the retention of sufficient seconded staff for the relevant period to enable the Project to be properly wound up.
- 12.4 In the event that South Lanarkshire Council resolve not to continue to be the Lead Authority or to participate in the Joint Committee the Full Members shall on demand pay to South Lanarkshire Council all costs, expenses and outgoings whatsoever reasonably incurred as a result of their ceasing to provide all or any of the support services detailed in Schedule Part 2. For the avoidance of doubt any outstanding contributions or other payments in respect of training previously provided shall be paid on demand.
- 12.5 A Statement certifying the amount due to South Lanarkshire Council in terms of Paragraph 12.3 and 12.4 above signed by the Accounting Officer shall, unless until the contrary be proven, be deemed correct and thus binding the Full Members.

- 12.6 The Accounting Officer shall keep full and accurate accounts and records throughout the currency of this Agreement or any replacement thereof relating to the matter shown in each Statement and shall preserve all such accounts and records for a period of not less than three years following the end of the Financial Year to which they relate. The Full Members shall be entitled on giving reasonable prior notice to the Accounting Officer to inspect such accounts and records and for this purpose the Accounting Officer shall produce to the Full Members all relevant information or vouchers as the Full Members may reasonably request.

**13. VARIATION**

These terms and conditions may only be varied by execution of a Minute of Variation signed by the Full Members

**14. INFORMATION SHARING**

Nothing in this Condition shall prevent a Member from using any techniques, ideas or know-how gained during the performance of this Agreement in the course of its normal business, to the extent that this does not result in a disclosure of Confidential Information or an infringement of intellectual property rights.

**15. FREEDOM OF INFORMATION**

- 15.1 Each Member acknowledges that the other Members are subject to the requirements of FOISA and the Environmental Information Regulations and each Member shall assist and cooperate with the other (at their own expense) to enable the other Member to comply with these Information disclosure obligations.
- 15.2 Where a Member receives a Request for Information in relation to information which it is holding on behalf of the other Members arising out of or relating to this Agreement or the matters referred to herein, it shall:
- (a) Transfer the Request for Information to the other Member as soon as practicable after receipt and in any event within two Working Days of receiving a Request for Information;
  - (b) Provide the other Member with a copy of all information in its possession or power in the form that the other Member requires within five Working Days (or such other period as the Member may specify) of the Member requesting that information; and
  - (c) Provide all necessary assistance as reasonably requested by the Member to enable the Member to respond to a Request for Information within the time for compliance set out in section 10 of FOISA.
- 15.3 Where a Member receives a Request for Information which relates to this Agreement, it shall inform the Clerk to the Joint Committee of the Request for Information as soon as practicable after receipt and in any event within three working days of receiving a Request for Information.
- 15.4 If any Member determines that information (including Confidential Information) should be disclosed pursuant to Clause 15.2 it shall notify the Clerk to the Joint Committee of that decision at least two working days before disclosure.

15.5 Members reserve the right to disclose information contained within this Minute of Agreement and any supporting correspondence, notes etc. held by them in compliance with a Request for Information (the decisions of the Members in relation to the interpretation of FOISA and the Environmental Information Regulations, including, but not limited to whether

- an exemption or exception applies; or
- if an exemption/exception applies, whether the public interest in giving out the information outweighs the public interest in holding back the information shall be final and conclusive in any dispute, difference or question arising in respect of disclosure under its terms and the Member shall not treat this disclosure of the information as a breach of this Agreement.

15.6 Each Member acknowledges that another Member may decide, acting in accordance with the Scottish Ministers' Code of Practice on the Discharge of Functions of Public Authorities under the Freedom of Information (Scotland) Act 2002, FOISA or the Environmental Information Regulations to disclose information:-

(a) without consulting with the other Members; or

(b) following consultation with the other Members and having taken its views into account.

15.7 Each Member acknowledges that any lists or schedules provided by it outlining Confidential Information, are of indicative value only and that another Member may nevertheless be obliged to disclose Confidential Information in accordance with Clause 15.6.

## 16. **ASSIGNATION**

No rights or obligations arising from this Minute of Agreement may be assigned by any of the Members except with the prior written consent of the Joint Committee.

## 17. **LAW**

This Agreement shall be construed in accordance with the Laws of Scotland and the subject to the exclusive jurisdiction of the Scottish Courts.

**IN WITNESS WHEREOF** this agreement consisting of this and the preceding eight pages, together with the Schedule annexed, is executed in counterpart as follows:

**SUBSCRIBED** for and on behalf of  
**SOUTH LANARKSHIRE COUNCIL**

At

On

(date of signature)

In the presence of

2019

.....  
Authorised signatory

.....  
Full Name of Signatory

Signature of Witness .....

Name .....

Address .....



This is the Schedule referred to in the foregoing Minute of Agreement in respect of the Clyde Valley Learning and Development Project.

**1. SCHEDULE PART 1 – LEAD AUTHORITY’S RESPONSIBILITIES**

- 1.1 The Lead Authority shall provide all support services required by the Joint Committee including, but not restricted to:-
- Joint Committee Administration;
  - Finance and accounting;
  - Preparation of annual accounts and budgets;
  - Preparation for external audit;
  - Legal, indemnity and risk advice;
  - Procurement;
  - Project management;
  - Social Care development;
  - Billing and recharging (CMI, Learning Assistant, financial contributions); and
  - Steering Group and Social Care Group.
- 1.2 The Lead Authority will provide pay and personnel services for the Project Manager and any staff appointed/seconded to the Project.
- 1.3 The Lead Authority shall take out and maintain such insurance policies as it considers necessary in connection with its obligations under this Agreement.

**SCHEDULE PART 2 – SUPPORT SERVICES****1. SUPPORT FOR THE JOINT COMMITTEE SERVICES**

- 1.1 The Lead Authority shall supply to the Joint Committee such administrative and technical support as it may reasonably require to discharge its function.
- 1.2 The Clerk to the Joint Committee either alone or at the request of the Convener or Vice Convener of the Joint Committee or on the requisition of at least three of the whole number of Member Authorities shall have the power to call meetings of the Joint Committee.
- 1.3 The Clerk to the Joint Committee will have power to call upon the services of such other employees of the Lead Authority as are required to enable him or her to discharge his/her duties to the Joint Committee.
- 1.4 The Lead Authority shall make available to the Joint Committee such Committee rooms and Members accommodation as may be required to allow the Joint Committee to discharge its functions.
- 1.5 The Lead Authority shall agree a budget with the Joint Committee no later than 31 December for the forthcoming Financial Year. The agreed budget shall be apportioned between the Member Authorities in accordance with the Contribution Rate. Any additional services required by the Joint Committee not included in the budget shall after authorisation by the Joint Committee be invoiced to the Member Authorities in accordance with the Contribution Rate.

## **SCHEDULE PART 3 – GROUPS AND PROJECT MANAGER REMITS**

### **1. ROLE AND RESPONSIBILITY OF THE STEERING GROUP.**

The Steering Group is an officer group with one officer representative from each of the Full Members whose remit is:

- Attending the Joint Committee;
- Advising members of the Joint Committee on all aspects of the Project;
- Co-ordinating all actions in relation to the Project work plan;
- Representing individual Council's interests and views on the Group;
- Acting as advocates for the Project within respective Councils;
- Facilitating the work of the Group and its implications within each respective Council;
- Liaising with senior officers as required regarding maintaining commitment to the Project;
- Establishing relevant networks for each aspect of the Project;
- Representing the Joint Committee at meetings of interested parties;
- Taking appropriate decisions on methodologies and making recommendations as appropriate to the Joint Committee;
- Gathering and monitoring data on progress

### **2. ROLE AND RESPONSIBILITY OF THE SOCIAL CARE GROUP.**

The Social Care Group is an officer group with one officer representative from each of the Full Members whose remit in relation to health and social care issues relating to the Project is:

- Attending the Joint Committee;
- Advising members of the Joint Committee on all aspects of the Project;
- Co-ordinating all actions in relation to the Project work plan;
- Representing individual Council's interests and views on the Group;
- Acting as advocates for the Project within respective Councils;
- Facilitating the work of the Group and its implications within each respective Council;
- Liaising with senior officers as required regarding maintaining commitment to the Project;
- Establishing relevant networks for each aspect of the Project;
- Representing the Joint Committee at meetings of interested parties;
- Taking appropriate decisions on methodologies and making recommendations as appropriate to the Joint Committee;
- Gathering and monitoring data on progress

### **3. ROLE AND RESPONSIBILITY OF THE PROJECT MANAGER**

The role of the Project Manager is to:

- Plan, initiate and co-ordinate delivery, and to evaluate the Project in all its stages;
- Manage seconded staff involved in project management and implementation of specific aspects of the Projects;
- Schedule work plans;
- Evaluate resource requirements for delivery;
- Track risk, issues and change requirement logs and report accordingly;
- Report on progress;
- Co-ordinate tasks for implementation sub groups;
- Ensure business case for change is developed for each subject area;
- Provide information on outcomes and benefits accrued;
- Represent the Joint Committee at meetings of interested parties

**SCHEDULE PART 4 – MEMBERSHIP BENEFITS and CONTRIBUTIONS**

<b>Category of Member</b>	<b>Membership Benefits and Responsibilities</b>	<b>Contribution Payment per number of employees (not FTE)</b>
Full	Involved in taking strategic management and governance role in the Joint Committee and the Project together with access to all Clyde Valley procurements, initiatives, projects and delivery models.	Band 1 (0 – 4,999) - £5,000 Band 2 (5,000-9,999) - £7,000 Band 3 (10,000+) - £10,000
Participating	Has access to all Clyde Valley procurement initiatives, strategic programmes (e.g. PPB), participation in Clyde Valley Sub-Groups and access to all Clyde Valley delivery models (e.g. the Clyde Valley/REHIS Award). Not part of the Joint Committee.	Band 1 (0 – 4,999) - £3,000 Band 2 (5,000-9,999) - £4,000 Band 3 (10,000+) - £6,000
Procurement	Access to Clyde Valley procurement only. No entitlement to participate in management or governance.	Band 1 (0 – 4,999) - £1,250 Band 2 (5,000-9,999) - £1,500 Band 3 (10,000+) - £2,500

**SCHEDULE PART 5 – CONFIDENTIAL INFORMATION**

<b>Description</b>	<b>FOISA exemption</b>
Personal Data – information in relation to employees of Member Authorities necessary to be provided by one Member Authority to another.	Section 38 of FOISA






---

**To: Finance, Resources & Customer Services Policy Board**

**On: 29 January 2020**

---

**Report by: Director of Finance & Resources**

---

**Heading: Civic Hospitality**

---

**1. Summary**

**1.1** The following requests for civic hospitality have been received for financial year 2019/20.

- a) A request for civic hospitality had been received from the Fairway Club in relation to celebrating their 40<sup>th</sup> Anniversary which took place on 10<sup>th</sup> December 2019. The request was to provide a buffet for approximately 70 people at the cost of £450.

Following consultation with the Provost, the Director of Finance & Resources made the necessary arrangements and the Board is asked to homologate the action taken.

- b) A request for civic hospitality had been received from Kelburne Hockey Club in relation to celebrating their 50<sup>th</sup> Anniversary on Saturday 1<sup>st</sup> February 2020. The club had already made arrangements for a dinner at the Glynhill Hotel and had requested some civic hospitality to accompany this.

Following consultation with the Provost, the Director of Finance & Resources made the necessary arrangements to provide a contribution of £1000 towards their costs and the Board is asked to homologate the action taken.

- 1.2 The budget provision for 2019/20 for Civic Hospitality (including international Links) is £46,460. Should the above be agreed, and taking account of previous decisions, the remaining balance would be approximately £19,500.
- 

## **2. Recommendations**

- 2.1 That the Board homologate the action taken in respect of the 40<sup>th</sup> Anniversary of the Fairway Club and the 50<sup>th</sup> Anniversary of Kelburne Hockey Club.
- 

### **Implications of the Report**

1. **Financial** – The costs of the request from civic hospitality will be met from the 2019/20 budget provision.
  2. **HR & Organisational Development** - None
  3. **Community/Council Planning** – Civic receptions provide recognition of the contributions made by individuals and organisations to the fabric of life in Renfrewshire.
  4. **Legal** - none.
  5. **Property/Assets** - none.
  6. **Information Technology** – none
  7. **Equality & Human Rights**  
  
(a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
  8. **Health & Safety** - none
  9. **Procurement** - none
  10. **Risk** – none
  11. **Privacy Impact** - none.
  12. **Climate Risk** – none
  13. **Cosla Policy Position** – not applicable
- 

### **List of Background Papers**

- (a) Background Paper 1 – Email correspondence from Kelburne Hockey Club



The foregoing background papers will be retained within Finance & Resources for inspection by the public for the prescribed period of four years from the date of the meeting. The contact officer within the service is Donna Gallagher, Member Services Officer (Telephone – 0141 618 6794, e-mail – donna.gallagher-pt@renfrewshire.gov.uk

---

**Author:** Donna Gallagher – Member Services Officer. Tel: 0141 618 6794  
E-mail donna.gallagher-pt@renfrewshire.gov.uk






---

**To: Finance, Resources and Customer Services Policy Board**

**On: 29 January 2020**

---

**Report by: Joint Report by The Chief Executive and the Director of Environment & Infrastructure Services**

---

**Heading: Supply and Delivery of Two Zero Emissions 16-seater Accessible Buses Notice of Contract Award under clause 9.1(j) of Standing Orders Relating to Contracts 2017**

---

**1. Summary**

- 1.1** The purpose of this report is to notify the Finance, Resources and Customer Services Policy Board of a Contract for supply of two (2) zero emission low floor, 16 seater accessible buses Woodall Nicholson Ltd T/A Mellor Coachcraft (RC-CPU-16-287) authorised for award by the Director of Environment and Infrastructure Services under clause 9.1 j) of Council Standing Orders Relating to Contracts.
- 1.2** The Council was offered a grant from Transport Scotland towards the cost of electric vehicles, a condition of which required any order made under this grant to be placed by 30 November 2019. As the next Finance, Resources and Customer Services Policy Board due was this board on 29 January 2020, to ensure that the grant could be utilised, the Head of Policy and Commissioning approved the use of standing order 9.1 j) Council Standing Orders Relating to Contracts with the requirement for retrospective reporting to this Policy Board.
-

## **2. Recommendation**

2.1 The Finance, Resources and Customer Services Policy Board is asked to note:

- 2.1.1 That a Contract of Supply was awarded by the Council to Woodall Nicholson Ltd T/A Mellor Coachcraft for the supply of two (2) zero emission low floor, 16 seater accessible buses. ( RC-CPU-16-287) This Contract was authorised by the Director of Environment and Infrastructure Services in accordance with clause 9.1(j) of Council Standing Orders Relating to Contracts.
- 2.1.2 That the contribution from the total grant allowed the Council to procure two (2) zero emission low floor, 16 seater accessible buses from Woodall Nicholson Ltd T/A Mellor Coachcraft.
- 2.1.3 A cumulative spend under the Contract of up to £339,072 excluding VAT. This is made up of £168,789 which will be funded by Transport Scotland and £170,283 which will be funded by Environment & Infrastructure Capital budget allocation for the Vehicle Replacement Programme for financial year 2020/21.
- 2.1.4 Note, that the Supplier has agreed a vehicle delivery date of no later than 30 April 2020. Delivery will be made to Environment and Infrastructure Services at 52 Underwood Road, Paisley.

---

## **3. Background**

- 3.1 The Council was offered a grant of £168,789 from Transport Scotland towards the cost of two (2) zero emission low floor, 16 seater accessible buses, a condition of which required any contract for the buses order to be placed by 30 November 2019. Environment and Infrastructure Services was notified of the condition on 5 November 2019, with the next Finance, Resources and Customer Services Policy Board meeting on 13 November 2019 there was insufficient time available to arrange a contract before that board meeting and no further policy board to seek authority from, as the next Finance, Resources and Customer Services Policy Board due was this board on 29 January 2020. To ensure that the grant could be utilised, the Head of Policy and Commissioning approved the use of standing order 9.1 j) Council Standing Orders Relating to Contracts and this retrospective report to the Policy Board.
- 3.2 A Contract Strategy was prepared by the Corporate Procurement Unit which covered the purchase of vehicles for the vehicle replacement

programmes from 2018/19 to 2022/2023. This was approved by Director of Environment and Communities, the predecessor service to Environment and Infrastructure Services, and the Corporate Procurement Manager in June 2018.

- 3.3 In accordance with Standing Order 29.5 of the Standing Order relating to Contracts, the Crown Commercial Service Framework Agreement for Heavy Vehicles (ref: RM6060) Lot 5 – Buses and Coaches was identified as a possible option for this vehicle purchase.
- 3.4 The Council Corporate Procurement Unit carried out an appraisal of all suppliers under Lot 5 of the Crown Commercial Service Framework Agreement for Heavy Vehicles (ref: RM6060) Lot 5 – Buses and Coaches and received confirmation from all suppliers on this framework that they were unable to quote for a 16 seater, low floor, zero emission accessible bus.
- 3.5 Additional soft market testing was carried out by the Council's Corporate Procurement Unit and Environment & Infrastructure department with a view to identifying additional routes to market. As a result of this soft market testing it was confirmed that only Woodall Nicholson Ltd T/A Mellor Coachcraft could provide a zero emission low floor, 16 seater accessible bus. The soft market testing revealed Woodall Nicholson Ltd T/A Mellor Coachcraft to be the world's first fully low-floor electric minibus manufacturer.
- 3.6 As there is only one fully low-floor electric minibus manufacturer, a request to negotiate was submitted and approved by the Strategic Procurement Manager on behalf of the Head of Policy and Commissioning ( HOPAC), to negotiate with Woodall Nicholson Ltd T/A Mellor Coachcraft as there would be no benefit in conducting an open tender as competition is absent for technical reasons. As such, there was no prior publication of this public contract. These requirements have been considered in terms of The Public Contracts (Scotland) Regulations 2015, Regulation 33 (1) (b) (ii) as the Contract Value is in excess of the EU Threshold for Supplies:
- (1) A contracting authority may award a public contract following negotiated procedure without prior publication of a contract notice or prior information notice in any of the following cases—
- (b) where the works, supplies or services can be supplied only by a particular economic operator for any of the following reasons—
- (ii) competition is absent for technical reasons;

but only, in the case of paragraphs (ii) and (iii), where no reasonable alternative or substitute exists and the absence of competition is not the result of an artificial narrowing down of the parameters of the procurement.

- 3.7 The entire contract value will be up to £339,072 of which £170,283 will be met from the Environment & Infrastructure Capital budget allocation for the Vehicle Replacement Programme for financial year 2020/21. The remaining £168,789 will be met from Transport Scotland grant funding.
- 3.8 Community Benefits were requested through this process with the following commitment provided by Woodall Nicholson Ltd T/A Mellor Coachcraft:
- Work Experience Placement for an individual 16+ years of age
  - Industry Awareness Events
  - Non financial support for a Community Project

---

## Implications of the Report

1. **Financial** - The cost of £170,283 excluding VAT will be met from the Environment & Infrastructure Capital budget allocation for the Vehicle Replacement Programme for financial year 2020/21. The remaining £168,789 will be met from Transport Scotland funding.
2. **HR & Organisational Development** - No TUPE implications have arisen or are anticipated.
3. **Community/Council Planning**  
Creating a sustainable Renfrewshire for all to enjoy- the Contract will support the delivery of this outcome.
4. **Legal** - This procurement was carried out in accordance with the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts.
5. **Property/Assets** – The Council will have the use of two zero emission low floor accessible buses.
6. **Information Technology** - No Information Technology implications have arisen or are anticipated.
7. **Equality & Human Rights**

- (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
- 8. **Health & Safety** - Woodall Nicholson Ltd T/A Mellor Coachcraft's health and safety credentials were evaluated by Corporate Health and Safety and met the Council's minimum requirements regarding health and safety.
- 9. **Procurement** – The procurement procedure outlined within this report ensure that the Council meets its statutory requirements in respect of the EU regulatory requirements and the Council's Standing Orders Relating to Contracts.
- 10. **Risk** - Woodall Nicholson Ltd T/A Mellor Coachcraft's insurances have been assessed and evaluated to confirm that they have met the minimum requirements regarding insurable risk.
- 11. **Privacy Impact** - No Privacy Impact Assessment requirements were identified within this procurement.
- 12. **Cosla Policy Position** - No Cosla Policy Position implications have arisen or are anticipated.
- 13. **Climate Risk**  
The level of impact associated with provision of this service has been assessed using the Scottish Government Sustainability Test and is considered to be low risk.

---

## List of Background Papers

None.

---

**Author:** Kerri-Anne Ben Ammar, Procurement Advisor, Corporate Procurement Unit – [kerri-anne.benammar@renfrewshire.gov.uk](mailto:kerri-anne.benammar@renfrewshire.gov.uk)








---

**To:** Finance, Resources and Customer Services Policy Board

**On:** 29 January 2020

---

**Report by:** Joint Report by the Chief Executive and Director of Finance and Resources

---

**Heading:** Contract Award: Extension and Refurbishment works to three Early Learning and Childcare Centres (Early Years Expansion Programme) (RC-CPU-18-511)

---

## 1. **Summary**

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award a Works Contract for Extension and Refurbishment works to three Early Learning and Childcare Centres (Early Years Expansion Programme) (RC-CPU-18-511) to City Gate Construction (Scotland) Limited.
  - 1.2 The recommendation to award the Contract follows a procurement exercise which was conducted in accordance with the Council's Standing Orders Relating to Contracts for the Restricted Procedure for a Regulated threshold Works Contract.
  - 1.3 A Contract Strategy was approved by the Strategic Procurement Manager and the Head of Property Services on 5 July 2019.
- 

## 2. **Recommendations**

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board:

- (a) authorise the Head of Corporate Governance to award a Contract for Extension and Refurbishment Works to three Early Learning and Childcare Centres (Early Years Expansion Programme) (RC-CPU-18-511) to City Gate Construction (Scotland) Limited;
  - (b) authorise the award of this Contract up to the value of £3,209,840.26 excluding VAT;
  - (c) note the anticipated date of award is 10 February 2020 with construction works commencing 23 March 2020 and a project handover for August 2020. If there are any changes to these dates prior to award these will be confirmed in the Council's Letter of Acceptance; and
  - (d) note the award of this Contract is 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.
- 

### 3. **Background**

- 3.1 Renfrewshire Council is strongly committed to improving outcomes for families, children and young people in the community. Renfrewshire Council's Community Plan for 2013 – 2022 will be the key driver for ensuring that Renfrewshire's children and young people will have the best start in life. This vision for Education in Renfrewshire is one which promotes the highest quality learning and teaching to ensure the best outcomes for all learners. The school estate should promote learning and achievement and gives all our children and young people the opportunity to learn in the best possible environment.

To support the aims of the Community Plan the programme of works and design rationale and has also been informed by the Scottish Government's Quality Action Plan for the Expansion of Early Learning and Childcare in Scotland as well as developed engagement with relevant stakeholders including Renfrewshire Council planners, architects/ designers, education practitioners and the Care Inspectorate. Scottish Government's Quality Action Plan for the Expansion of Early Learning and Childcare in Scotland is a national initiative which sees the near doubling of the entitlement to early learning and childcare places from 600 hours to 1140 hours per year from August 2020.

- 3.2 This procurement is for the appointment of a Principal Contractor for the construction of extensions and associated ancillary works to three Council owned Early Years education sites at:

- Inchinnan Community Nursery within the grounds of Inchinnan Primary School, Inchinnan;
- St Margaret's Nursery Class within the grounds of St Margaret's Primary School, Johnstone;
- Kilbarchan Community Nursery within the grounds of Kilbarchan Primary School, Kilbarchan.

Works at Inchinnan include for demolition of the existing facility and alterations to the existing school building.

Works at Kilbarchan include for replacement of the existing primary school roof and replacement of part of the school playing fields.

- 3.3 For the procurement of the Contract, a two-stage Restricted Procedure was undertaken in accordance with the Council's Standing Orders Relating to Contracts. The contract notice was issued on Public Contracts Scotland advertising portal on 17 September 2019 with the invitation to participate documents available for immediate download from the Public Contracts Scotland – Tender portal.
- 3.4 During the invitation to participate stage (ITP) (stage 1), twenty-five (25) organisations expressed an interest. By the return date for stage 1 at 12 noon on 17 October 2019, five (5) organisations had submitted a request to participate (RTP).
- 3.5 In accordance with Standing Orders Relating to Contracts 11.5, all five (5) candidate RTP submissions were evaluated against a set of pre-determined criteria in the form of the European Single Procurement Document (ESPD) by representatives from both the Corporate Procurement Unit and Property Services. All five (5) candidate RTP submissions satisfied the Council's minimum requirements within the ESPD selection criteria.
- 3.6 As part of the selection process and to reduce the number of candidates, the candidates had to respond to six (6) quality questions within their RTP submission which provided information about the candidate's previous experience of delivering similar projects in context of their application to the Extension and Refurbishment works to three Early Learning and Childcare Centres (Early Years Expansion Programme) (RC-CPU-18-511) Contract.
- 3.7 The responses to those six (6) questions from each of the five (5) candidate RTP submissions were evaluated by a panel formed of employees from the Council's Property Services. The ITP document anticipated a maximum of five (5) candidates would be taken forward to Invitation to Tender (Stage 2), however the Council reserved the right to take forward less than five (5) candidates. All five (5) candidates

were selected for Invitation to Tender (Stage 2). The selection score for each candidate within the RTP (Stage 1) is noted below:

		<b>Selection (100%)</b>
<b>1</b>	<b>Clark Contracts Limited</b>	91.00
<b>2</b>	<b>Fleming Buildings Limited</b>	89.00
<b>3</b>	<b>Maxi Construction Limited</b>	82.00
<b>4</b>	<b>City Gate Construction (Scotland) Limited</b>	81.00
<b>5</b>	<b>Stewart and Shields Limited</b>	73.00

3.9 The Invitation to Tender (Stage 2) documentation was made available to download by the five (5) selected candidates via the Public Contracts Scotland – Tender portal on 29 October 2019. By the closing date, 12 noon on 2 December 2019, four (4) companies had submitted a tender submission and one (1) company declined to respond.

3.10 All four (4) tender submissions were evaluated against the published Award Criteria, based on a weighting of 70% Quality and 30% Price. The scores relative to the Award Criteria for each tenderer are noted below:

		<b>Quality (70%)</b>	<b>Price (30%)</b>	<b>Total (100%)</b>
<b>1</b>	<b>City Gate Construction (Scotland) Limited</b>	66.85	30.00	<b>96.85</b>
<b>2</b>	<b>Clark Contracts Limited</b>	66.80	27.07	<b>93.87</b>
<b>3</b>	<b>Maxi Construction Limited</b>	66.05	25.66	<b>90.71</b>
<b>4</b>	<b>Fleming Buildings Limited</b>	61.15	24.60	<b>85.75</b>

3.11 The evaluation of tender submissions received identified that the submission by City Gate Construction (Scotland) Limited was the most economically advantageous tender submission.

3.12 The costs for this Contract will be met from the Scottish Government Early Years Expansion Programme Renfrewshire's total capital allocation.

- 3.13 Community Benefits were sought as part of this contract, City Gate Construction (Scotland) Limited have committed to deliver the following Community Benefits under this Contract:

Community Benefit Description	No of People / Activity
Job for an unemployed individual	3
Industry Skill Transfer to Schools	12
Playground Murals	3
Work Experience Placements	3
Supporting Local Communities – Afternoon Tea Days	1

---

### Implications of the Report

1. **Financial** – The cost of the project will be met from the Scottish Government Early Years Expansion Programme Renfrewshire's total capital allocation.
2. **HR & Organisational Development** – No TUPE implications
3. **Community/Council Planning** –
  - Our Renfrewshire is fair - Tenderers were assessed within this procurement process in regard to their approach to ensuring fair working practices throughout their organisation and supply chain i.e. payment of the living wage, training and development opportunities.
  - Our Renfrewshire is safe – A central requirement of Property Services is to ensure that Council operated property, facilities and assets are properly maintained in a manner that complies with existing statutory legislation (Statutory Compliance) and that appropriate records are retained.
  - Creating a sustainable Renfrewshire for all to enjoy – City Gate Construction (Scotland) Limited has committed to deliver a number of Community Benefits as detailed within section 3.13 of this report.
4. **Legal** – The procurement of this Works Contract was conducted in accordance with the Restricted Procedure under the Council's Standing Orders Relating to Contracts and The Procurement Reform ( Scotland) Act 2014 and the Procurement (Scotland) Regulations 2016
5. **Property/Assets** – The Extension and Refurbishment works to three Early Learning and Childcare Centres (Early Years Expansion Programme) (RC-CPU-18-511) will provide young children with a

modern environment with fit for purpose facilities to mature, learn and develop.

6. **Information Technology** – ICT staff will be on site to set up existing/new network equipment, wired and/or wireless. They will connect and test computer terminals, printers and IP telephony-based handsets to ensure all technology is working to the centre's satisfaction.
7. **Equality & Human Rights -**
  - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – City Gate Construction (Scotland) Limited's health and safety credentials were evaluated by Corporate Health and Safety and met the Council's minimum requirements regarding health and safety.
9. **Procurement** – The procurement procedure outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.
10. **Risk** – City Gate Construction (Scotland) Limited's Employer, Public & Product, Motor Vehicle and Professional Indemnity insurances were evaluated by Corporate Risk and met the Council's minimum requirements regarding insurable risk. City Gate Construction (Scotland) Limited confirmed they would obtain Contractors All Risk insurance to the level required by the Council.
11. **Privacy Impact** – No Privacy Impact implications have been identified or are anticipated.
12. **Cosla Policy Position** – No Cosla Policy Position implications have arisen or are anticipated.
13. **Climate Risk** - No climate risk implications have arisen or are anticipated.

---

**List of Background Papers**

(a) None

---

**Author:** Laura Gillan, Strategic Commercial Category Manager - Construction,  
Corporate Procurement Unit, Tel: 07483 393 633







---

**To:** Finance, Resources and Customer Services Policy Board

**On:** 29 January 2020

---

**Report by:** Joint Report by Chief Executive and Director of Communities, Housing and Planning Services

---

**Heading:** Contract Award: Sensor Monitoring Equipment for Domestic Properties (RC-CPU-19-204)

---

**1. Summary**

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award a Supplies Contract for Sensor Monitoring Equipment for Domestic Properties (RC-CPU-19-204) to IOPT Limited.
- 1.2 The recommendation to award a Contract follows a procurement process conducted via an Open procedure under the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders relating to Contracts for an above EU Threshold Supplies contract.
- 1.3 A Contract Strategy was approved by the Head of Planning and Housing Services and the Strategic Commercial and Procurement Manager on 31 October 2019.

---

## 2. **Recommendations**

2.1 It is recommended that the Finance, Resources and Customer Services Policy Board:

- a) Authorise the Head of Corporate Governance to award a Contract for Sensor Monitoring Equipment for Domestic Properties (RC-CPU-19-204) to IOPT Limited;
- b) Note the initial contract term of two (2) years with the Council having the option to extend for up to 12 months on two (2) separate occasions, subject to contract performance and the availability of further funding. The anticipated starting date is Friday 21<sup>st</sup> February 2020. The actual starting date will be confirmed in the Council's Letter of Acceptance to IOPT Limited;
- c) Authorise the maximum contract value of up to £1,047,290.51 excluding VAT. Note the value for the initial two (2) year contract is up to £475,650.24 and the value for the optional extension periods is up to £571,640.27; and
- d) Note the award of this Contract is subject to the provision of Contractors All Risk insurance to the level required by the Council, as indicated within the tender documentation.

---

## 3. **Background**

3.1 The Council have identified potential areas of improvement that could be achieved through early identification and intervention of rot works before they escalate and require greater repair costs. These issues primarily relate to temperature and humidity levels within the properties that could, over time, promote and accelerate mould growth and other rot related conditions.

3.2 This follows a small scale pilot project undertaken by the Housing Investment team to measure internal environmental conditions following the installation of external wall insulation, in order to assess the impact of these works. This piloted the use of sensor technology to measure temperature, humidity and carbon dioxide (CO<sub>2</sub>) emissions within 60 council houses whose tenants had opted into the programme.

- 3.3 The data generated from this pilot project allowed the Council to measure the impact of energy efficiency improvement works as well as highlight cases where further action may be required to help tenants fully realise the benefits from the improvement works.
- 3.4 The Council now wishes to extend this project and requires a single contractor to supply an end to end service to monitor the internal environmental conditions (including temperature, humidity and Co2 levels) within the Council's housing stock. The contractor will provide all sensors, a network for connection to a software system and a software as a service system to collate and provide the Council with data, reports and analysis of any environmental data collected including recommendations on a per property basis as detailed in the Specification. The contract will involve installation of sensors within void (empty) Council houses. The sensors will be installed by the Council's in-house maintenance team and the contractor will provide appropriate warranties for the sensors.
- 3.5 In addition to the maintenance aspect, the Council wants to offer support to tenants who may require assistance in ensuring their home is heated and ventilated adequately. The Council is committed to promoting affordable warmth and tackling fuel poverty and it is anticipated that the use of this technology will help identify tenants who may need energy advice and who can then be signposted to our Energy Advocacy service.
- 3.6 The Council has been awarded £150,000 from Scottish Enterprises Can Do Innovation Challenge fund and the project will also be supported from existing resources within Communities Housing and Planning Housing Revenue Account (HRA) Capital Programme. The acceptance of funding and the use of HRA resources was approved by the Communities, Housing and Planning Policy Board at its meeting of 21<sup>st</sup> May 2019.
- 3.7 A contract notice for this tender was dispatched via the Public Contracts Scotland advertising portal to the Official Journal of the European Union (OJEU) with the notice published on OJEU on 31 October 2019 and the tender documentation available for downloading from the Public Contracts Scotland – Tender platform on this date.
- 3.8 During the tendering live period sixty-two (62) economic operators expressed an interest in the Contract. By the closing date set, 12 noon, Tuesday 3 December 2019 for return of electronic tender submissions seven (7) economic operators submitted a tender response, nine (9) economic operators issued decline notifications and forty-six (46) economic operators failed to respond.

- 3.9 The seven (7) economic operators (tenderer) submissions contained a completed European Single Procurement Document (ESPD) which were each evaluated against those pre-determined set of criteria by representatives from Communities Housing and Planning Services, the Corporate Procurement Unit, Corporate Risk and Corporate Health and Safety.
- 3.10 All seven (7) tenderers complied with the minimum criteria of the ESPD and progressed to evaluation and Award Criteria which was based on a weighting of 60% Quality and 40% Price.
- 3.11 During this part of the evaluation two (2) tender submissions failed to meet the Specification required by the Council and these tender submissions were deemed not compliant and were both rejected.
- 3.12 The scores relative to the award criteria for each of the remaining 5 tenderers and their respective tender submissions are noted below:

		<b>Quality (60%)</b>	<b>Price (40%)</b>	<b>Total (100%)</b>
<b>1</b>	<b>IOPT Limited</b>	54.75%	40.00%	<b>94.75%</b>
<b>2</b>	<b>Capgemini Nederland B.V.</b>	35.10%	35.99%	<b>71.09%</b>
<b>3</b>	<b>Netmore IoT Solutions Ltd</b>	36.20%	28.87%	<b>65.07%</b>
<b>4</b>	<b>A consortium led by Easy Heat Systems Ltd*</b>	35.40%	27.22%	<b>62.62%</b>
<b>5</b>	<b>Ambisense UK Ltd</b>	32.25%	17.37%	<b>49.62%</b>

\*Other members of the consortium; Pinacl Solutions UK Ltd and Chameleon Digitization Ltd

- 3.13 The evaluation of tender submissions received identified that the tender submission by IOPT Limited was the most economically advantageous to the Council.
- 3.14 Community Benefits were requested as part of the procurement process and IOPT Limited confirmed that the following Community Benefits would be made available to the Council for this Contract:

<b>Community Benefit Description</b>	<b>No of People / Activity</b>
Modern Apprentice	1
Work Experience Placement for an individual 16+ years of age	2

Work Experience Placement for an individual aged 14 to 16 years of age	1
Industry Awareness Event	4
Industry Skill Transfer to Schools	3
Non financial support for a Community Project	2

---

## Implications of the Report

1. **Financial** - The cost for the initial two (2) year period of this contract will be met through funding secured from Scottish Enterprise CAN DO Innovation Challenge Fund and Communities Housing and Planning Housing Revenue Account (HRA) Capital Programme.
2. **HR & Organisational Development** - No TUPE implications have arisen or are anticipated
3. **Community/Council Planning –**
  - Our Renfrewshire is fair - Tenderers were assessed within this procurement process regarding their approach to ensuring fair working practices throughout their organisation and supply chain i.e. payment of the living wage, training and development opportunities.
  - Our Renfrewshire is well – Tackling inequality and improving housing conditions benefitting tenants. Addressing fuel poverty.
  - Building strong, safe and resilient communities – The houses in which people live are fundamental to quality of life. This project will identify potential issues and or damage within the Council's housing stock and proposes when to act.
  - Creating a sustainable Renfrewshire for all to enjoy – IOPT Limited has committed to deliver numerous Community Benefits as detailed within section 3.10 of this report.
4. **Legal** - The procurement of this Supplies Contract with related services and installation work has been conducted as an Above EU Threshold Open Competition Procurement Procedure in accordance with the Public Contracts (Scotland) Regulations 2015.
5. **Property/Assets** – Potential areas of improvement could be achieved within the reactive maintenance budget, through early identification and intervention of rot works before they escalate and the subsequent

reduction of associated budgets due to this intervention. The project will measure internal environmental conditions within the Council's housing stock using innovative sensor technology.

6. **Information Technology** – This is a managed service so there will be minimal involvement from ICT during the contract period.
7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – IOPT Limited health and safety credentials were evaluated by Corporate Health and Safety and met the Council's minimum requirements regarding health and safety.
9. **Procurement** – The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.
10. **Risk** – IOPT Limited Employer and Public & Product insurances have been assessed and evaluated to confirm that they have met the minimum requirements regarding insurable risk. IOPT Limited confirmed they would obtain Contractors All Risk insurance to the level required by the Council.
11. **Privacy Impact** – No Privacy Impact implications have been identified or are anticipated.
12. **Cosla Policy Position** – No COSLA Policy Position implications have arisen or are anticipated.
13. **Climate Risk** – No climate risk implications have arisen or are anticipated.

---

**Author:** Laura Gillan, Strategic Commercial Category Manager -  
Construction, Corporate Procurement Unit, Tel: 07483 393633




---

**To: Finance, Resources and Customer Services Policy Board**

**On: 29th January 2020**

---

**Report by: Chief Executive, Director of Finance and Resources and Director of Environment and Infrastructure**

---

**Heading: Contract Authorisation Report for Door access and time management system (RC-CPU-19-181)**

---

**1. Summary**

- 1.1 The purpose of this report is to seek approval of the Finance, Resources and Customer Services Policy Board to award a negotiated contract for door access and time management system.
  - 1.2 The procurement exercise was conducted in accordance with the Renfrewshire Council's Standing Orders Relating to Contracts and 33.1(a) of the Public Contracts (Scotland) Regulations 2015.
  - 1.3 The request to negotiate was approved by the Strategic Commercial Procurement Manager on the 25th November 2019.
- 

**2. Recommendations**

It is recommended that the Finance, Resources and Customer Services Policy Board authorise the Head of Corporate Governance to:

- 2.1 Award the negotiated contract for door access and time management system to HFX Limited subject to satisfactory conclusion and signing of the formal negotiated Contract document.

2.2 Award the contract for a period of seven (7) years with the option to extend on three (3) separate occasions for up to 12 months, with the contract start date being defined in the letter of acceptance.

2.3 The anticipated value is £516,642 for the initial seven year contract excluding VAT and up to £47,584 excluding VAT for each 12 months extension. The total value of the 10-year contract where the extension periods are exercised will be up to £659,394 excluding VAT.

In addition to the value detailed in 2.3, authority is sought for a potential contingency allowance of up to £65,939.00 excluding VAT. This contingency is for adhoc requirements for the hardware and additional licences for the software.

---

### 3. **Background**

3.1 The Council currently has a door security and time management system which allows building access control across 12 Council buildings and time management for a number of employees. The system has a central administration function /access for all records that is currently administered by Customer and Business Services (CBS), however the responsibility for the security and access lies with Environment and Infrastructure, Facilities Management. This service includes door security and access, photo ID, time and attendance recording which include:

- Flexitime/Flexible Working/Annualised Hours
- Access Control
- Absence Monitoring
- Holiday/Leave Management & Workflow
- Sickness recording
- Working Time Regulations
- Overtime Management
- Mobile Self Service
- Reporting
- Time Clock Management
- Employee Self-Service
- Attendance Recording via PC
- User/ Manager/Administrator Licenses



- 3.2 To replace the existing arrangements the Contract required involves Services, Supplies and Works. The Service is the software element and the Works Contract is the installation securing and maintenance of the door entry hardware.
- 3.3 The Council's current contract is due to expire on the 31<sup>st</sup> March 2020. The current contract for this requirement is between the Council and HFX Limited.
- 3.4 An Invitation to Tender (ITT) was published to the open market in June 2019; the closing date for tender submissions was 6<sup>th</sup> August 2019, no bids were received. All tenderers who registered an interest in the ITT were contacted to ascertain why they did not return a bid. The main reason for tenderers not responding was lack of adequate resource to complete the tender or not being able to comply with the tender specification.
- 3.5 The Public Contracts (Scotland) Regulations 2015 regulation 33.1(a) states that where there is no valid offer or only one valid offer complying with specification has been received, the Council is able to negotiate with a supplier providing that no significant changes are made to the tender documents that were previously issued. The Head of Policy and Commissioning also needs to be satisfied that this is a suitable approach in accordance with Standing Orders Relating to Contracts 14.2 and 14.4.
- 3.6 As HFX Limited is the incumbent supplier and there will be no significant changes to the specification, the request to negotiated was submitted for this new contract from the requirements contained in the procurement exercise noted in 3.4 above, the request to negotiate was submitted and approved by the Strategic Commercial Procurement Manager under the exemption to the Council's Contract Standing Orders and The Public Contracts (Scotland) Regulations 2015 clause 33. 1(a).

33.—(1) A contracting authority may award a public contract following negotiated procedure without prior publication of a contract notice or prior information notice in any of the following cases—

(a) where no tenders, no suitable tenders, no requests to participate or no suitable requests to participate have been submitted in response to an open procedure or a restricted procedure, provided that the initial conditions of the contract are not substantially altered and that a report is sent to the Commission where it so requests.

- 3.7 HFX Limited have confirmed that they can meet the requirements and specification required by the Council.
- 3.8 The recurring cost for this Contract will be funded by Facilities Management and the capital cost to upgrade the hardware and implement the new software solution will be met from the ICT capital budget.
- 3.9 HFX Limited have agreed to work in partnership with the Council to deliver a range of community benefits as part of the contract.
- 

### Implications of the Report

1. **Financial** – The financial status of HFX Limited was assessed which confirmed that the organisation satisfied the Council's requirements in relation to financial stability.
2. **HR & Organisational Development** – No TUPE implications for the Council have arisen or are anticipated as HFX limited are the current service provider under the contract due to expire 31<sup>st</sup> March 2020.
3. **Community/Council Planning –**  
  
**Our Renfrewshire is fair** – HFX Limited were assessed within this procurement process in regard to their approach to ensuring fair working practices throughout their organisation.
4. **Legal** – The procurement was carried out in accordance with the negotiated procedures under both Renfrewshire Council's Standing Orders Relating to Contracts and The Public Contracts (Scotland) Regulations 2015.
5. **Property/Assets** – The hardware components that are deemed as end of life will be replaced as part of the initial implementation project. Over the term of the contract, HFX Limited will provide support and maintenance for all hardware components that will provide access control and safeguard all Council buildings.
6. **Information Technology** – The time management system supplied by HFX Limited will be software as a service which aligns to the Councils

ICT strategy.

7. **Equality & Human Rights -**

- (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** – HFX Limited health and safety credentials were evaluated by Corporate Health and Safety and met the Council's minimum requirements relating to health and safety.
9. **Procurement** –The procurement procedure outlined with this report ensure that the Council meets its statutory requirements in respect of the EU regulatory requirements and the Councils Standing Orders Relating to Contracts.
10. **Risk** – HFX Limited insurance certificates have been reviewed and approved by the Council's Risk Manager met the Council's requirements relating to Insurance.
11. **Privacy Impact** – HFX Limited will be required to sign a Data Processing Agreement as detailed in the negotiated contract document.
12. **Cosla Policy Position** – No Cosla policy position implications have arisen or are anticipated.
13. **Climate Risk** - The level of impact associated with provision of this service has been assessed using the Scottish Government Sustainability Test and is considered to be low risk.

---

**List of Background Papers**

None

---

**Author:** Gillian Gordon, Senior Procurement Specialist, 0141 618 7043




---

**To:** Finance, Resources and Customer Services Policy Board

**On:** 29 January 2020

---

**Report by:** Joint Report by Chief Executive and Director of Communities, Housing and Planning Services

---

**Heading:** Contract Award: Multi-Storey Condition Survey (RC-CPU-19-055)

---

**1. Summary**

1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award a Services contract for Multi-Storey Condition Survey (RC-CPU-19-055) to Concrete Repairs Limited.

1.2 The recommendation to award the Contract follows a procurement exercise which was conducted in accordance with the above EU Threshold Open Tender Procedure for Services and the Council's Standing Orders Relating to Contracts.

1.3 A Contract Strategy was approved by the Head of Planning and Housing Services and the Strategic Commercial and Procurement Manager on Wednesday 25<sup>th</sup> September 2019.

---

**2. Recommendations**

2.1 It is recommended that the Finance, Resources and Customer Services Policy Board authorise:

- a) the Head of Corporate Governance to award a Contract for Multi-Storey Condition Survey (RC-CPU-19-055) to Concrete Repairs Limited;
  - b) the award of this Contract up to the value of £868,871.61 excluding VAT.
  - c) the contract period of one (1) year with an anticipated starting date of Friday 27<sup>th</sup> March 2020. The actual starting date will be confirmed in the Council's Letter of Acceptance to Concrete Repairs Limited.
- 

### 3. **Background**

3.1 Communities, Housing and Planning Services are responsible for the planned investment and maintenance of the social housing stock. A commitment has been made by Renfrewshire Council to assess the multi storey blocks, of which there are fourteen (14), in order to understand both their investment and maintenance requirements over the next ten (10) years.

3.2 The Council require a specialist Consultant with architectural, energy efficiency, stock condition surveying, quantity surveying, structural engineering skills and experience to carry out a condition survey of our fourteen (14) multi storey blocks within the Renfrewshire area.

3.3 For the procurement of the Contract, an above EU Threshold Open Tender Procedure for Services was undertaken in accordance with the Public Contracts ( Scotland ) Regulations 2015 and Council's Standing Orders Relating to Contracts. The contract notice was dispatched on Public Contracts Scotland advertising portal on Friday 18<sup>th</sup> October 2019 and published on OJEU on Monday 21<sup>st</sup> October 2019 with the Invitation tender documentation available for downloading from the Public Contracts Scotland – Tender portal.

During the tendering period twenty-one (21) companies expressed an interest in the tender. By the tender return date, Monday 25<sup>th</sup> November 2019 at 12 noon, three (3) companies submitted a tender response, four (4) declined and fourteen (14) failed to respond.

3.4 Tenderers were required to complete the European Single Procurement Document (ESPD) which contained pre-determined set criteria and was evaluated by representatives from Housing Services, the Corporate Procurement Unit, Corporate Risk and Corporate Health and Safety

- 3.5 All three (3) tender submissions complied with the minimum selection criteria of the ESPD and progressed to the Award Stage which was based on an Award Criteria weighting of 50% Quality and 50% Price.
- 3.6 The scores relative to the award criteria for each tender submission are noted below:

		<b>Price (50%)</b>	<b>Quality (50%)</b>	<b>Total (100%)</b>
<b>1</b>	<b>Concrete Repairs Limited</b>	50.00	35.50	<b>85.50</b>
<b>2</b>	<b>Easy Heat Systems Limited</b>	38.11	32.75	<b>70.86</b>
<b>3</b>	<b>Michael Dyson Associates Limited</b>	32.68	29.50	<b>62.18</b>

- 3.7 The evaluation of tender submissions received identified that the tender submission by Concrete Repairs Limited was the most economically advantageous tender submission.
- 3.8 The costs for this Contract will be met from the Housing Capital budget.
- 3.9 Community Benefits were requested as part of this procurement process and Concrete Repairs Limited confirmed that the following Community Benefits would be made available to the Council for this Contract:

<b>Community Benefit Description</b>	<b>No of People / Activity</b>
Job for an unemployed individual	1
Work Experience Placement for an individual aged 14 to 16 years of age	1
Industry Awareness Events	1
Industry Skill Transfer to Schools	1
Financial Support for a Community Project	2
Non-Financial Support for a Community Project	2

---

## **Implications of the Report**

- Financial** - The cost for these Services will be met through the Housing Capital budget.
- HR & Organisational Development** - No TUPE implications

3. **Community/Council Planning –**

- Our Renfrewshire is fair - Tenderers were assessed within this procurement process in regard to their approach to ensuring fair working practices throughout their organisation and supply chain i.e. payment of the living wage, training and development opportunities.
- Building strong, safe and resilient communities - reducing fuel poverty within our households and providing residents with a higher quality of heating.
- Tackling inequality, ensuring opportunities for all - improving housing conditions for both tenants and owners.
- Creating a sustainable Renfrewshire for all to enjoy – awarded supplier has committed to deliver numerous Community Benefits as detailed within section 3.9 of this report.

4. **Legal** - The procurement of this services contract has been conducted as an above EU Threshold Open Procurement Procedure in accordance with the Councils Standing Orders Relating to Contracts and the Public Contracts (Scotland) Regulations 2015.

5. **Property/Assets** - By awarding this contract, the Council will have the ability to understand the financial requirements, both around planned investment and repairs and maintenance, that will be required over the next ten years.

6. **Information Technology** - No Information Technology implications have arisen or are anticipated.

7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** – Concrete Repairs Limited health and safety credentials were evaluated by Corporate Health and Safety and met the Council's minimum requirements regarding health and safety.

9. **Procurement** – The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in



respect of procurement procedures, efficiency and modern Government.

10. **Risk** – Concrete Repairs Limited insurances have been assessed and evaluated to confirm that they have met the minimum requirements regarding insurable risk.
11. **Privacy Impact** - No Data Protection Impact Assessment (DPIA) is required for this contract, as this does not involve new technologies or other ways of processing personal data.
12. **Cosla Policy Position** – No COSLA Policy Position implications have arisen or are anticipated.
13. **Climate Risk** – No climate risk implications have arisen or are anticipated.

---

**Author:** Jenny Thomson, Procurement Advisor, Corporate Procurement Unit,  
Tel: 0141 618 7245






---

**To: Finance, Resources and Customer Services Policy Board**

**On: 29 January 2020**

---

**Report by: Joint Report by the Chief Executive and the Director of Communities, Housing and Planning Services**

---

**Heading: Provision of Housing Support Services – Homelessness (RC-CPU-19-128)**

---

1. **Summary**
  - 1.1 The purpose of this report is to seek the approval of Finance, Resources and Customer Services Policy Board to award two separate contracts for Housing Support Services (Lot 1) for Young Homeless Adults and (Lot 2) Housing Support Services for Single Homeless Adults and Families to Blue Triangle (Glasgow) Housing Association Limited.
  - 1.2 The recommendation to award these two separate Contracts follows a single procurement exercise which was conducted in accordance with the above EU Threshold Open Procedure for a Social and Other Specific Services and the Council's Standing Orders Relating to Contracts.
  - 1.3 A Contract Strategy for these Contracts was approved by the Head of Planning and Housing Services and the Strategic Commercial and Procurement Manager on 23<sup>rd</sup> September 2019.
-

## 2. **Recommendations**

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board authorise the Head of Corporate Governance to:
- 2..2 Award the Contracts for both Lot 1, the Housing Support Services for Young Homeless Adults and Lot 2, the Housing Support Services for Single Homeless Adults and Families, to Blue Triangle (Glasgow) Housing Association Limited;
- 2.3 To award Lot 1 and Lot 2 Contracts each for a period of two (2) years from 30<sup>th</sup> March 2020 to 29<sup>th</sup> March 2022 with the option (at the discretion of the Council) to extend the respective Contract for up to twelve (12) months on two (2) separate occasions until no later than 29<sup>th</sup> March 2024; and
- 2.4 Lot 1 Contract has an annual value of up to £249,500.00 excluding VAT with a total Contract value of up to £998,000.00 excluding VAT for Housing Support Services for Young Homeless Adults.
- 2.5 Lot 2 Contract has an annual Contract value of £154,500.00 excluding VAT with a total Contract value of £618,000.00 excluding VAT for Housing Support Services for Single Homeless Adults and Families.

---

## 3. **Background**

- 3.1 The Council has a statutory duty to provide advice, assistance and temporary accommodation to all homeless households and those at risk of homelessness within the Renfrewshire area.
- 3.2 Housing Support Services are required within supported accommodation for young homeless adults which is currently delivered at two locations in Paisley – Argyle Street and Bruce Court and for single homeless adults and families which is currently delivered at two locations in Renfrew – Paisley Road and Victoria Drive East. The nature of the Services is to support homeless people to make a successful transition from supported accommodation to settled accommodation. Each Service will be delivered fifty-two (52) weeks per year including public holidays.
- 3.2 This procurement process was conducted in accordance with the above EU Threshold Open Procedure for Social and Other Specific Services and the Council's Standing Orders Relating to Contracts. The procurement consisted of 2 Contracts: Lot 1 for Young Homeless

Adults and Lot 2 Housing Support Services for Single Homeless Adults and Families A contract notice was issued via Public Contracts Scotland portal on 4<sup>th</sup> October 2019.

- 3.3 During the tendering period, thirteen (13) businesses (economic operators) expressed an interest in the tender opportunity. By the tender return date, 8<sup>th</sup> November 2019 only one (1) organisation submitted a response for both Lot 1 and Lot 2 contracts.
- 3.4 In accordance with Council Standing Order 11.5, the tender submission for each Lot was evaluated against a pre-determined set of criteria in the form of the European Single Procurement Document (ESPD) by representatives from the Communities, Housing and Planning Service, Strategic Policy and Commissioning and the Council's Corporate Procurement Unit; Corporate Risk and Corporate Health and Safety. The tender submission provided by Blue Triangle (Glasgow) Housing Association Limited in respect of each Lot confirmed compliance with the minimum selection criteria set within the ESPD. The submission was then evaluated against the published set of criteria of 70% Quality and 30% Price for the individual Contract.
- 3.5 The scores relative to the Award Criteria for each of the Lots are noted below:

		<b>Quality (70%)</b>	<b>Price (30%)</b>	<b>Total (100%)</b>
<b>Lot 1</b>	Blue Triangle (Glasgow) Housing Association Limited	62.5%	30%	92.50%
<b>Lot 2</b>	Blue Triangle (Glasgow) Housing Association Limited	62.5%	30%	92.5%

- 3.6 Community Benefits were requested as part of this procurement process and the successful Tenderers advised within their tender submission that the following Community Benefits would be delivered as part of the Contracts:

Lot 1 Housing Support Services for Young Homeless Adults

- 2 graduates for vacant posts over the duration of the contract
- Partnering with local further education colleges to offer student placements in social care and community education
- Provide SVQ 3 sponsorship for a minimum of 2 staff members
- Take part in industry/sector awareness days within Renfrewshire schools

## Lot 2 Housing Support Services for Single Homeless Adults and Families

- 2 graduates for vacant posts over the duration of the contract
- Partnering with local further education colleges to offer student placements in social care and community education
- Provide SVQ 3 sponsorship for a minimum of 2 staff members
- Take part in industry/sector awareness days within Renfrewshire schools

---

### Implications of the Report

#### 1. Financial

The financial status of the successful tenderer was assessed by undertaking a Dun & Bradstreet credit assessment which confirmed that each organisation satisfied the Council's requirements in relation to financial stability.

#### 2. HR & Organisational Development – No TUPE implications arise as Blue Triangle (Glasgow) Housing Association Limited is the current provider for both services.

#### 3. Community/Council Planning –

- Our Renfrewshire is fair -
  - Ensure that those receiving a service get access to opportunities to improve their health, skills and income
- Our Renfrewshire is safe –
  - Protecting those receiving a service, ensuring they can live safely and independently
- Reshaping our place, our economy and our future –
  - Local employment opportunities
  - Support of the Scottish Living Wage
  - Fair employment terms and conditions
- Building strong, safe and resilient communities
  - Development of links with employment and training initiatives within the community
- Tackling inequality, ensuring opportunities for all -
  - The Service people receive will help to maintain skills to remain independent for as long as possible and to maintain and manage their accommodation

- Working together to improve outcomes
    - The service delivered will be person centred and flexible
4. **Legal** - The procurement for these contracts has been conducted in accordance with the Procurement Reform (Scotland) Act 2014, the Procurement (Scotland) Regulations 2015 and the Council's Standing Orders relating to Contracts using the above EU Open tender procedure for a Social and Other Specific Service; The Lot 1 contract value is below the EU threshold for Social and Other Specific Services.
  5. **Property/Assets** – None.
  6. **Information Technology** - None
  7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report.
  8. **Health & Safety** – Blue Triangle (Glasgow) Housing Association Limited health and safety credentials were evaluated by Corporate Health and Safety and met the Council's minimum requirements regarding health and safety.
  9. **Procurement** – The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.
  10. **Risk** – Blue Triangle (Glasgow) Housing Association Limited insurances have been assessed and evaluated and confirm that they will meet the minimum requirements regarding insurable risk.
  11. **Privacy Impact** – The contract contains Renfrewshire Council's General Conditions of Contract data protection provisions. Blue Triangle (Glasgow) Housing Association Limited will be Data Controllers and, as such, have legal responsibility to comply with Data Protection legislation when collecting, processing and storing personal data of those receiving the Housing Support Service under this contract. A Data Protection Impact Assessment was conducted in relation to both Contracts and Blue Triangle (Glasgow) Housing Association Limited will be required to complete the Council's Information Sharing Protocol.

- 12. **Cosla Policy Position** – N/A
- 13. **Climate Change** – The level of impact associated with provision of this service has been assessed using the Scottish Government Sustainability Test and is considered to be low risk.

---

**Author:** **Alexandra Donaldson, Strategic Commercial Category Manager, Corporate Procurement Unit, Tel: 07483 358080.**





---

**To:** Finance, Resources and Customer Services Policy Board

**On:** 29 January 2020

---

**Report by:** **Joint Report by Chief Executive and Director of Finance and Resources**

---

**Heading:** Contract Award: CIP External Sports (On-X) – Lead Designer Appointment (RC-CPU-19-226)

---

1. **Summary**
- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award a Services contract for CIP External Sports (On-X) – Lead Designer Appointment (RC-CPU-19-226) to Blyth & Blyth Consulting Engineers Limited.
- 1.2 The recommendation to award the Contract follows a procurement exercise which was conducted in accordance with the above EU Threshold Open Tender Procedure for Services and the Council's Standing Orders Relating to Contracts.
- 1.3 A Contract Strategy was approved by the Head of Regeneration and the Strategic Commercial and Procurement Manager on Friday 29<sup>th</sup> November 2019.

---

## 2. **Recommendations**

It is recommended that the Finance, Resources and Customer Services Policy Board:

- 2.1 authorise the Head of Corporate Governance to award a contract for CIP External Sports (On-X) – Lead Designer Appointment (RC-CPU-19-226) to Blyth & Blyth Consulting Engineers Limited;
- 2.2 authorise the award of this Contract up to the value of £198,500 excluding VAT;
- 2.3 note the anticipated starting date of 21<sup>st</sup> February 2020 and anticipated completion date of November 2021. The actual starting date will be confirmed in the Council's Letter of Acceptance.

---

## 3. **Background**

- 3.1 The Council's Leadership Board approved an external sports project which forms part of the Council's Cultural Infrastructure Programme. The external sports project seeks to align with both local and national strategies in relation to sports.
- 3.2 The Council requires a suitably qualified and experienced Lead Designer for the development of a Closed-Circuit Cycle Track, upgrading of a sand-based hockey pitch to a water-based hockey pitch and the re-design of an existing car park.
- 3.3 For the procurement of the Contract, an above EU Threshold Open Tender Procedure for Services was undertaken in accordance with the Public Contracts (Scotland) Regulations 2015 and Council's Standing Orders Relating to Contracts. The contract notice was dispatched on Public Contracts Scotland advertising portal on Thursday 28<sup>th</sup> November 2019 and published on OJEU on Monday 2<sup>nd</sup> December 2019 with the Invitation tender documentation available for downloading from the Public Contracts Scotland – Tender portal.  
  
During the tendering period fifteen (15) organisations expressed an interest in the tender. By the tender return date, Friday 10<sup>th</sup> January 2020 at 12 noon, two (2) companies submitted a tender response, one (1) declined and twelve (12) failed to respond.
- 3.4 Tenderers were required to complete the European Single Procurement Document (ESPD) which contained pre-determined set

criteria and was evaluated by representatives from Property Services, the Corporate Procurement Unit, Corporate Risk and Corporate Health and Safety.

3.5 Both tender submissions complied with the minimum selection criteria of the ESPD and progressed to the Award Stage which was based on an Award Criteria weighting of 60% Quality and 40% Price.

3.6 The scores relative to the Award Criteria for each tender submission are noted below:

		<b>Price (40%)</b>	<b>Quality (60%)</b>	<b>Total (100%)</b>
<b>1</b>	Blyth & Blyth Consulting Engineers Limited	40.00%	52.25%	<b>92.25%</b>
<b>2</b>	Sports Lab Limited	39.86%	33.75%	<b>73.61%</b>

3.7 The evaluation of tender submissions received identified that the tender submission by Blyth & Blyth Consulting Engineers Limited was the most economically advantageous tender submission.

3.8 The costs for this Contract will be met from existing approved resources.

3.9 Community Benefits were requested as part of this procurement process and Blyth & Blyth Consulting Engineers Limited confirmed that the following Community Benefits would be made available to the Council for this Contract:

<b>Community Benefit Description</b>	<b>No of People / Activity</b>
Graduate	1
Work Experience Placement 16+	2
Industry Awareness Events	2
Industry Skill Transfer to Schools	1

---

## Implications of the Report

1. **Financial** - The cost for these Services will be met from existing approved resources.

2. **HR & Organisational Development** - No TUPE implications
3. **Community/Council Planning –**
  - Our Renfrewshire is fair - Tenderers were assessed within this procurement process in regard to their approach to ensuring fair working practices throughout their organisation and supply chain i.e. payment of the living wage, training and development opportunities.
  - Reshaping our place, our economy and our future – The CIP External Sports (On-X) Lead Designer will design a closed circuit cycle track, design the upgrading of a sand based hockey pitch to a wider based hockey pitch and re-design the existing car park.
  - Creating a sustainable Renfrewshire for all to enjoy – The awarded supplier has committed to deliver numerous Community Benefits as detailed within section 3.9 of this report.
4. **Legal** - The procurement of this services contract has been conducted as an above EU Threshold Open Procurement Procedure in accordance with the Councils Standing Orders Relating to Contracts and the Public Contracts (Scotland) Regulations 2015.
5. **Property/Assets** – The CIP External Sports (On-X) Lead Designer will align with both local and national strategies in relation to sports.
6. **Information Technology** - No Information Technology implications have arisen or are anticipated.
7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – Blyth & Blyth Consulting Engineers Limited's health and safety credentials were evaluated by Corporate Health and Safety and met the Council's minimum requirements regarding health and safety.

9. **Procurement** – The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.
10. **Risk** – Blyth & Blyth Consulting Engineers Limited's insurances are being assessed by corporate risk.
11. **Privacy Impact** – No privacy implications have arisen or are anticipated.-.
12. **Cosla Policy Position** - No COSLA Policy Position implications have arisen or are anticipated.
13. **Climate Risk** – The level of impact associated with provision of this service has been assessed using the Scottish Government Sustainability Test and is considered to be low risk.

---

#### **List of Background Papers**

- (a) Report to Leadership Board 18 September 2019. Heading: Cultural Infrastructure Programme Update

---

**Author:** Laura Gillan, Strategic Commercial Category Manager - Construction, Corporate Procurement Unit, Tel: 07483 393 633





---

**To: The Finance, Resources and Customer Services Policy Board**

**On: Wednesday 29 January 2020**

---

**Report by: Chief Executive and the Director of Finance and Resources**

---

**Heading: Contract Authorisation Report for Microsoft Enterprise Agreement (RC-CPU-19-134)**

---

**1. Summary**

- 1.1 The purpose of this report is to seek approval of the Finance, Resources and Customer Services Policy Board to award a Call Off Contract for a Microsoft Enterprise Agreement.
  - 1.2 The procurement exercise was conducted in accordance with the Call Off Contract further competition requirements under the Crown Commercial Services (CCS) Framework Agreement RM3733 Technology Products 2 - Lot 2 Packaged Software and Renfrewshire Council's Standing Orders Relating to Contracts.
  - 1.3 A contract strategy document was approved by the Head of ICT and the Strategic Commercial and Procurement Manager on 31 October 2019.
- 

**2. Recommendations**

It is recommended that the Finance, Resources and Customer Services Policy Board authorise the Head of Corporate Governance to:

- 2.1 Award a Call Off Contract for Microsoft Enterprise Agreement to Phoenix Software Ltd following a mini-competition under Lot 2 of the Framework Agreement RM3733 Technology Products 2.
  - 2.2 For a contract period of three (3) years. The licence period is from 1 April 2020 until 31 March 2023.
  - 2.3 At a contract value of £3,916,409.50 excluding VAT for the three (3) year contract period.
- 

### 3. **Background**

- 3.1 The Council has a requirement for a Microsoft Enterprise Agreement as the current contract for this requirement expires on 31 March 2020. This Agreement will provide Microsoft licensing for all of the Council's current corporate and academic users.
- 3.2 The procurement exercise was conducted as a mini competition made under Lot 2 – Packaged Software of the Crown Commercial Services (CCS) Framework Agreement for Technology Products 2 (“the Framework”) and in accordance with the procedures for use of frameworks under the Council's Standing Orders Relating to Contracts. The mini-competition was issued via the Public Contracts Scotland – Tender portal on 1 November 2019 with the submission deadline of 22 November 2019.
- 3.3 All twenty-one (21) suppliers on Lot 2 of the Framework were invited to tender and by the closing date, four (4) responses were received.
- 3.4 All four (4) suppliers completed an ESPD as part of the tendering process for the Framework.
- 3.5 All tender submissions were evaluated against the mini-competition Award Criteria of 20% Quality and 80% Price.
- 3.6 The scores relative to the Award Criteria for the tender responses are noted below:

Tenderers Name	Quality Score (20%)	Price Score (80%)	Total Score (100%)
Phoenix Software Limited	19.25	80.00	99.25
Trustmarque Solutions Limited	13.25	79.47	92.72
Softcat Plc	9.60	76.15	85.75



Insight Direct (UK) Ltd	8.75	75.73	84.48
-------------------------	------	-------	-------

Phoenix Software Limited tender submission was identified as the most economically advantageous tender.

3.8 The cost for this Call Off Contract will be funded by the ICT Revenue Budget.

3.9 Phoenix Software Limited have committed to deliver the following community benefits as part of this Call Off Contract:

<b>Community Benefit Description</b>	<b>No of People/Activity</b>
<b>Skills and Training</b>	
Industry Skill Transfer to Schools	4
<b>Supply Chain Development</b>	
Business advice/support to an SME/Social Enterprise/Voluntary organisation	3
Event to promote supply chain opportunities	3
<b>Community Engagement</b>	
Non-financial support for a Community Project	1

---

## Implications of the Report

1. **Financial** - All suppliers' tender submissions in relation to financial stability were evaluated by Crown Commercial Services at the time of awarding places to the Framework and were deemed to meet the minimum requirements. This continues to be monitored by Crown Commercial Services.
2. **HR & Organisational Development** - No TUPE implications for the Council have arisen or are anticipated.
3. **Community/Council Planning** – Working together to improve outcomes – This Contract provides a platform for collaboration and enhanced productivity.
4. **Legal** - The procurement was carried out in accordance with the further competition requirements under CCS Framework Agreement for

Technology Products RM3733 and Renfrewshire Council's Standing Orders Relating to Contracts.

5. **Property/Assets** - No property/assets implications have arisen or are anticipated.
6. **Information Technology** – This contract provides a platform for collaboration and enhanced productivity which supports the Council's objectives under the Right for Renfrewshire programme.
7. **Equality & Human Rights**
  - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** - No Health and Safety implications have arisen or are anticipated.
9. **Procurement** –The procurement procedures outlined within this report ensure that the Council meets its statutory requirements in respect of the EU regulatory requirements, the Council's Standing orders Relating to Contracts and the Council's Financial Regulations.
10. **Risk** - All suppliers' tender submissions in relation to insurances for appointment to the CCS Framework Agreement for Technology Products 2 RM3733 were evaluated and continues to be monitored by CCS.
11. **Privacy Impact** - No Privacy Impact implication has arisen or is anticipated.
12. **Cosla Policy Position** – No Cosla policy position implications have arisen or are anticipated.
13. **Climate Risk** - The level of impact associated with provision of this service has been assessed using the Scottish Government Sustainability Test and is considered to be low risk.

---

**List of Background Papers**

None

---

**Author:** Rachel O'Neill, Senior Procurement Specialist, 0141 618 4573

